



**Ohio Community Action  
Training Organization**

*Growing organizations one result at a time*

**Ohio Community Action Training Organization  
Board of Trustees Meeting  
Sheraton on Capitol Square  
January 18, 2019  
Columbus, Ohio 43215**

**Members Present:** Janice Warner, President; David Brightbill, First Vice-President; Melissa Pearce, Second-Vice President; Ruthann House, Treasurer; Julia Wise, Secretary; Deb Gerken; David Shea; Judith Barris; Douglas Bennett; Ken Kempton; Steve Sturgill; Kellie Ailes; Andrew Binegar; Bambi Baughn; Jeffrey Diver, Rodney Reasonover; Cheryl Grice.

**Members Excused:** Joshua Anderson; Andrew J. Devany; Gary Ricer; Alvin Norris; Sheila Triplett.

**Staff Present:** Philip E. Cole, Executive Director; Greg Bollenbacher, Fiscal Director; Lorie McClain, Program Manager; Neva Dunn, Office Manager; Jeannette M. Jarrett, Operations and Support Specialist; Charles Shih, Intern.

**Guests Present:** Jim Mermis, The Junto Company; Paul Kudlak, The Junto Company; Larry Price, L. Price and Associates; Randy Hunt, Office of Community Assistance; Megan Meadows, DSA; Office of Community Assistance; Cherish Cronmiller; Miami Valley Community Action Partnership; Terry Jacobs, Great Lakes Community Action Partnership; Terry Boehm, LEADS.

Mr. Warner called the meeting to order at 10:04a.m.

Ms. Warner asked Ms. Wise to call the roll. A quorum was established.

Mr. Diver motioned to approve the agenda. Ms. Grice seconded. The motion passed.

Mr. Kempton motioned to approve the November 2018 minutes. Mr. Shea seconded. The motion passed.

**Finance Report: Ruthann House**

Ms. House reviewed the financial reports bringing attention to the notes on page 2. It is expected that the 2018 T&TA grant will have an unspent balance of approximately \$30,000. The main reason for this is due to our annual Poverty Report vendor going out of business unexpectedly which delayed the project and the expenditures for it. We have procured a new vendor, and the process is back on track.

Ms. House and Mr. Bollenbacher presented the proposed 2019 agency-wide budget. The board members were referred to the assumptions/comparisons page for a summary of the budget. Areas highlighted were RPIC grant administration, proposed personnel, COLA funding request, fringe rate increases, contractual category changes, and the annual fund balance transfer. Ms. House moved to approve the finance report. Mr. Brightbill seconded. The motion passed.



### **Development Services Agency Report: Randall Hunt**

Mr. Hunt reported new DSA Director Ms. Lydia Mihalik is familiar with Community Action and Energy Assistance. Ms. Mihalik may be a featured speaker at the 2019 OACAA Winter Legislative Conference. Mr. Hunt reported HEAP and PIPP online application progress and client walk-in numbers. He reported processing of submitted applications would be complete within the next two weeks. Mr. Hunt stated portal use instructions had been distributed to all agencies. Winter Crisis appointment times had been reduced, more clients had been seen, and fewer paper applications had been submitted.

Mr. Hunt announced more listening sessions would take place at the OACAA Winter Legislative Conference. HEAP meetings and webinar sessions would be held in June. PIPP Intake training would be held in the fall, DSA would release an RFP for vendor facilitation, and the agency is considering a continued contract with the Quest Center.

Ms. Meadows reported an updated CSBG State Plan had been submitted. Annual reports on modules one through four would be released this year. The due date for the Annual Report has been changed from March to April as additional federal information would not be received until February.

Ms. Meadows reported 90% of agency visits were complete. She stated Weatherization and HWAP would receive allocation increases. Weatherization and HWAP listening session would be held at the OACAA Winter Legislative Conference, and the next meeting will be held March 20th. Ms. Meadows reported 527 homes had been serviced through the Enhancement Program and 100% of HWAP services had been completed. She reported the HWAP manual had been completed and will be released soon.

### **Program Reports: Lorie McClain and Josh Summer**

Ms. McClain reviewed her report with the board. She stated the 2018 training schedule was completed and goals had been met and exceeded. Ms. McClain directed the board to the 2019 training schedule. She stated FDS training would take place in the fall of 2019.

Mr. Cole presented Mr. Summers reporting on the progress of the new Salesforce database system stating the system would be integrated in February. Mr. Cole reported the office move would take place March 1, 2019.

### **President's Report: Janice Warner**

No report.

### **Executive Director's Report**

Mr. Cole stated OACAA would present a proposal to do the HEAP RFP training Mr. Cole stated he would present the remainder of his report during the OACAA meeting.

### **Old Business:**

None.



**New Business:**

None.

**Open Dialogue:**

**Adjourn:**

Ms. Warner asked for a motion to adjourn the OCATO meeting. Mr. Brightbill motioned to adjourn the meeting at 10:33 a.m. The meeting adjourned.

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Janice W. Warner, Secretary

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Date