



**Ohio Association of
Community Action Agencies**

**Ohio Community Action Training Organization
Board of Trustees Meeting
January 15, 2016
Sheraton on Capitol Square
75 E. State St., Columbus, Ohio**

Members Present: Tom Reed, President; David Brightbill, First Vice President; Gwen Robinson, Second Vice President; Ruthann House, Treasurer; Janice Warner, Secretary; Joshua Anderson; Deb Gerken; Andrew J. Devany; David Shea; Judith Barris; Douglas Bennett; Ken Kempton; Gary Obloy; Gary Ricer; Steve Sturgill; Alvin Norris; Bambi Baughn; Jeffrey Diver; Rodney Reasonover; Robert Chilton; Malcolm Costa.

Members Excused: Anita Maldonado.

Staff Present: Philip E. Cole, Executive Director; Josh Summer, Development Director; Kathryn Clausen, Communications Director; Greg Bollenbacher, Fiscal Director; Lorie McClain, Program Manager; Neva Dunn, Office Manager

Guests Present: Paul Kudlak, The Junto Company; Jim Mermis, The Junto Company; Vince Squillace, The Junto Company; Randall Hunt, Ohio Development Services Agency; Tracey Ballas, Ohio Development Services Agency; Larry Price, LPrice & Associates; David Rinebolt, Ohio Partners for Affordable Energy; Victor Davis; Wayne McLaughlin.

Mr. Reed called the meeting to order at 10:10 a.m. Mr. Reed asked for a moment of reflection.

Ms. Warner called the roll; a quorum was established.

Mr. Chilton motioned to approve the agenda. Mr. Ricer seconded. The motion passed.

Ms. House motioned to approve the November 2015 minutes. Mr. Anderson seconded. The motion passed.

Finance Report: Ruthann House

Ms. House reviewed the dues report and financial report with the board and stated no concerns. She also stated the invoices for the new dues have been sent to the membership. Ms. House motioned to approve the financial report and place on file for audit. Ms. Gerken seconded. The motion passed.

Ms. House moved to approve a transfer of funds up to \$30,000 from OCATO to OACAA at the close of 2015. Mr. Devaney seconded. The motion passed.

Mr. Bollenbacher reviewed the annual budget with the board. Ms. House made a motion to approve the budget as presented. Mr. Diver seconded. The motion passed.



Development Services Agency Report: Randall Hunt and Tracey Ballas

Mr. Hunt announced that Ryan Burgess accepted a position to move to the Governor's Office of Workforce Development and that Matt Peters has accepted the position to move back to ODSA as assistant director. He also stated that Tim Petrides joined ODSA as Section Supervisor for HWAP. He brings with him technical experience, supervision and leadership skills. ODSA is still in the process of hiring a second assistant deputy chief to round out the leadership team. Mr. Hunt also announced HWAP will receive an increase in funding from the Department of Energy. He also stated the HWAP applications are currently being evaluated by a third party and results are expected to be announced on or before February 12, 2016.

Mr. Hunt provided an update on the HEAP program. Applications are down slightly from the previous year which is believed to be because PIPP has reduced the number of households in crisis. He also stated that thirty CSBG grants have been approved; nine have been returned to agencies for corrections. The grants must be submitted through OCEAN on or before January 31, 2016. Quarterly reports are due by February 15, 2016. Mr. Hunt stated OCATO's application was submitted and is near approval.

Ms. Ballas thanked the executive directors in the network for speaking with her. She stated the report she is compiling is in the final stages. Once completed, it will be reviewed internally, shared with Mr. Cole, and then the network. Ms. Ballas stated the ODSA leadership will be visiting all agencies and delegate partners this year to seek input on improvement. The staff at ODSA has developed fifteen internal committees to review processes such as auditing, monitoring, marketing, training, etc. The process is expected to last through 2016.

Ms. House requested a status on the final Organizational Standards guidance tool. Mr. Hunt stated he would review the status and provide an Information Update to the network. Mr. Hunt further stated CSBG will receive a small increase. Upon finalizing the budget, amendments will be issued.

Training and Development: Lorie McClain and Josh Summer

Ms. McClain reviewed the report with the board including completed training for 2015 and planned training and conferences for 2016.

Mr. Summer stated the CSBG proposal for 2016 had been submitted. The proposal includes the Association working to expand communications with agencies by adding regional meetings throughout the year. The proposal also includes adding training specifically designed for new executive directors and a leadership program that will be in development this year. Mr. Summer also stated the 2014 program audit was received and had requested additional information, to which we responded. The self-sufficiency calculator was released in December along with the Economic Pathways report which goes beyond self-sufficiency to build savings. Mr. Summer discussed the back order of coats from the Warm Coats program, which delayed delivery until the end of the month. He also stated the State of Poverty report is slated to be released in February or March 2016.



President’s Report: Tom Reed

Mr. Reed deferred the report to Mr. Kempton. The board identified consultants in the room that may benefit from a contract with the organization. All identified attendees with a potential conflict of interest were asked to leave the room for a closed discussion. This includes all those directly involved in the cases at issue and those who could be paid under the grant.

Mr. Kempton explained to the board that due to Uniform Grant Guidance and IRS 501(c)3 regulations, the Association is required to present information regarding paid consultants once per year. Mr. Cole stated transactions or arrangements should be approved in advance by majority vote of disinterested board members.

Mr. Cole continued by providing data for rates paid to members of the board and/or their organizations with comparable market values (i.e. similar services rendered by non-board members). He explained the payment for Internal Consultants and other contractual services to board members are not only market rate, but very arguably below market rate. ICs receive mileage reimbursement and per diem for necessary meals though do not receive payment for travel time. They are paid an hourly rate of \$65/hour unless they work over six hours in which case they are paid a daily rate of \$650. ICs are not reimbursed for preparation work. Mr. Cole stated many times, when consultants do not charge for preparation, fees well exceed \$1000 per day. Mr. Cole also noted the added value of ICs’ experience with Community Action

Mr. Cole presented the following fee comparison which was collected from actual expenses of the Association for specialty consultants hired outside the network. Comparable fees included the following:

<ul style="list-style-type: none">• Internal Consultants, 6+ hours = \$650 + per diem expenses	<ul style="list-style-type: none">• Community Action Partnership, 3 hours = \$2,000• Scott Warrick, 1.5 hours = \$750 + expenses• Fred Robertson, 1 hour = \$500 + expenses• Ozer Ministries (2 trainers) 3.5 hours = \$1600 + expenses
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Mr. Devaney made a motion to approve the information presented stating compensation to vendors and consultants are reasonable, fair and comparable. The motion continued to state Mr. Cole will be responsible for choosing consultants based on the Association’s needs. Mr. Anderson seconded the motion. The motion passed.

Mr. Ricer made a motion to approve the due diligence required by the IRS and UGG for 2016. Mr. Reasonover seconded. The motion passed.



Executive Director’s Report: Philip E. Cole

Mr. Cole provided an update to the board regarding the Jefferson County CAO. He stated the executive director was terminated against the advice of the report completed by the Association. The CFO was named as the interim director. He has already been very active and, in Mr. Cole’s opinion, is getting started right. Mr. Cole further stated two ICs will be completing board training at the agency next week. A re-evaluation will be completed following that training. Mr. Cole stated the programs at the agency are operated well; the finances are strong and with some organization and board training the agency will become stronger.

Old Business

None.

New Business

None.

Open Dialogue

None.

Adjourn

Mr. Diver motioned to adjourn the meeting at 11:16 a.m. Ms. Gerken seconded. The motion passed and the meeting was adjourned.

End:

Respectfully submitted,

Janice W. Warner, Secretary

Date