



**Ohio Community Action Training Organization
Board of Trustees Meeting
Sheraton on Capitol Square
September 15, 2017
Columbus, Ohio 43215**

Members Present: Tom Reed, President; David Brightbill, First Vice-President; Ruthann House Treasurer; Janice Warner, Secretary; Andrew J. Devany; Deb Gerken; David Shea; Judith Barris; Douglas Bennett; Ken Kempton; Gary Ricer; Steve Sturgill; Kellie Ailes; Andrew Binegar; Alvin Norris; Bambi Baughn; Jeffrey Diver; Rodney Reasonover; Cheryl Grice; Sheila Triplett.

Members Excused: Gwen Robinson, Second Vice President; Joshua Anderson; Gary Obloy.

Staff Present: Philip E. Cole, Executive Director; Josh Summer, Development Director; Greg Bollenbacher, Fiscal Director; Kathryn A. Clausen, Communications Director; Lorie McClain, Program Manager; Neva Dunn, Office Manager; Jeannette M. Jarrett, Operations and Support Specialist.

Guests Present: Paul Kudlak, The Junto Company; Larry Price, L. Price, and Associates; Randall Hunt, Ohio Development Services Agency; Tracy Ballas, Ohio Development Services Agency; Megan Meadows, Ohio Development Services Agency; Tamara Johnson, Ohio Development Services Agency; Toski Flemister, Ohio Development Services Agency; Melissa Pearce, Community Action of Wayne/Medina; Mary Pockl, Pockl, Lilly, & Copeland LLC; Julie Kern; Pockl, Lilly, & Copeland LLC.

Mr. Reed called the meeting to order at 10:05 a.m. A. quorum was established.

Ms. Brightbill motioned to approve the agenda. Mr. Devany seconded. The motion passed.

Mr. Binegar motioned to approve the June 16, 2017 minutes. Ms. Gerken seconded. The motion passed.

Finance Report: Ruthann House

Ms. House reported the Finance Committee met prior to the board meeting. She introduced Ms. Mary Pockl, CPA and President, at Zeno, Pockl, Lilly and Copeland, LLC. Ms. Pockl reviewed the audit and stated there were no material weaknesses or findings in the internal reviews.

Ms. Pockl reported OACAA and OCATO had no findings and still qualify for a low-risk audit. Though there was a slight loss to OACAA due to VirtualCAP losses, OCATO had an increase in revenue. Ms. Pockl added there were no audit adjustments and the staff is doing a great job tracking programs and financials. She concluded the review by saying there were no difficulties in the review or any disagreements with management. Ms. Kern reviewed the required reporting and financial disclosures with the board.



Mr. Reasonover moved to accept the audit. Mr. Devany seconded. The motion passed.

Ms. House reviewed the dues summary and financial reports with the board. She thanked the OACAA staff and recommended out of committee that the board accept the reports as presented. Mr. Brightbill seconded. The motion passed.

Development Services Agency Report: Randall Hunt

Mr. Hunt introduced Ms. Toski Flemister. Ms. Flemister is the new DSA CSBG Field Unit Manager and has been with the agency for approximately a month. Mr. Hunt also introduced Ms. Tamara Johnson, Field Representative and monitor for the OCATO grant, who was also in attendance.

Mr. Hunt reported that the DSA Office staff reorganization is near completion. There are six monitoring positions at DSA which will be split between CSBG and HEAP with dedicated staff for each program to provide the best T/TA services possible. Ms. Meadows will supervise Ms. Flemister, Ms. Torres, and the CSBG staff; Ms. Ballas will continue to supervise Ms. Moser and the HEAP staff. Mr. Hunt announced Ms. Claudia Torres would fill the Manager of Special Projects position. Ms. Torres will be responsible for working with all rate cases, allocation tables, EPP, and data analysis.

Mr. Hunt reported the Summer Crisis Program went well with \$4.25 million granted to agencies. Mr. Hunt also reported that a federal continuing resolution (CR) extended the budget to December 9, 2017. He explained DSA usually receives 90% of the year's HEAP funding during the first part of resolution; this had not yet occurred at the time of the report.

Mr. Hunt discussed the fall HEAP training meetings which will cover guidelines and PIPP changes. Ms. Ballas reported a teleconference would be held in October with DSA community partners and others who help DSA with outreach utility assistance to ensure partners have the same information agencies have so everyone can work well together. Ms. Ballas reported the client zero income self-declaration form is in OCEAN. Clients must detail how they are supported and provide the address of the person(s) or entity supporting the client. A penalty of perjury line has also been added. Zero-income clients must process their applications at their local agency.

Ms. Ballas reported the online application and the customer service portal are still under construction, and she thanked 16 participating agencies that collaborated on the Energy Assistance Process Improvement Group. Agencies are currently surveying customers to determine computer and internet access, and whether or not they have experience with online applications which will help in the development of the Customer Service Portal. Ms. Ballas stated survey results would be available at the end of September and new services would be available by the beginning of the HEAP season. Ms. Ballas and Ms. Meadows thanked board members for their participation. Ms. Ballas concluded her report by stating the DSA Compliance Manual is being updated.

Ms. Meadows reported the CSBG workgroup met September 8th to review the grant and customer applications. Changes are being made based on the suggestions and feedback received



from coordinators regarding applications. The challenge of unifying the two systems is taking longer than anticipated, and the launch date has been pushed to late October. Training will be held October 18th. Ms. Meadows reported the goals are to ensure the one-step login system works and that the system will be user-friendly.

The new CSBG Grant will not be contained in OCEAN. She briefly explained the process. Ms. Meadows also reported a new EPP RFP would be released this fall for those who wish to provide services within their counties. The tentative launch date is set for November. Awards will be announced in January 2018 with the program to begin in July 2018.

Mr. Hunt reported the HWAP CR for PY2017 was approved in late spring. HWAP received a 6% increase. The HEAP transfer increase was \$2.5 Million. The overall production also increased. The new allocation table has been approved, and amendments for additional funding will be released to cover additional agency costs. Mr. Hunt reported PY2016 had been closed out, and 96% of DOE funds were spent; 95% of HHS funds were spent. Mr. Hunt reported the state weatherization programs did well despite the late start and the production goal was exceeded, and he thanked the network for their great performance. Mr. Hunt concluded his report by stating the HWAP Policies and Procedures Manual should be released later that day and the network should look for it in an email blast.

Mr. Cole thanked Mr. Hunt for his work.

Program Reports: Lorie McClain and Josh Summer

Ms. McClain directed the board to the provided report and reviewed the registration status of published events. She stated the Fiscal/HR and PR Conference, and the third workshop in the Foundation Level Seminar Series would be free to members; the events have been scheduled consecutively to allow agencies to consolidate travel. Ms. McClain reported on requested, scheduled, and completed onsite trainings. Twelve trainings are currently pending.

Mr. Summer reported the RPIC second-year funding request had been submitted; notification should be received in August or September. He also thanked Ms. Meadows for putting the ROMA work group together which he believes provided good feedback that was considered. Mr. Summer continued by stating the next leadership training with OSU will be scheduled soon.

President's Report: Tom Reed

No report.

Executive Director's Report: Philip E. Cole

No report.

Old Business:

None.

New Business:

None.



Open Dialogue:

None.

Adjourn:

Mr. Diver motioned to adjourn the meeting at 11:20 a.m. Mr. Anderson seconded. The meeting adjourned.

Janice W. Warner, Secretary

Date