



**Ohio Community Action  
Training Organization**

*Growing organizations one result at a time*

**Ohio Community Action Training Organization  
Board of Trustees Meeting  
May 19, 2017  
Sheraton on Capital Square  
Columbus, Ohio 43215**

**Members Present:** Tom Reed, President; Gwen Robinson, Second Vice President; Janice Warner, Secretary; Andrew J. Devany; David Shea; Judith Barris; Gary Obloy; Gary Ricer; Steve Sturgill; Kellie Ailes; Bambi Baughn; Jeffrey Diver; Rodney Reasonover; Robert Chilton; Malcolm Costa.

**Members Excused:** David Brightbill, First Vice President; Ruthann House, Treasurer; Joshua Anderson; Deb Gerken; Douglas Bennett; Ken Kempton; Alvin Norris.

**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; Naima Ilmi, Policy Intern.

**Guests Present:** Paul Kudlak, The Junto Company; Jim Mermis, The Junto Company; Larry Price, L. Price, and Associates; Randall Hunt, Ohio Developmental Services Agency; Tracy Ballas, Ohio Developmental Services Agency; Jackie Boehnlein, President and CEO, Lorain County Community Action Agency; Van D. Nelson, Executive Director, Trumbull Community Action Program; Yvonne Freeman, Ohio Urban Resource System, Steve Wilson, Steve Wilson, Muskingum Economic Opportunity Action Group.

Mr. Reed called the meeting to order at 10:03 a.m. He asked for a moment of reflection.

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

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

Mr. Devany motioned to approve the April 2017 minutes. Mr. Reasonover seconded. The motion passed.

**Finance Report: Ruthann House**

Mr. Bollenbacher presented the financial report to the board in Ms. House's absence. He stated there had been no change in the status of the membership dues. No concerns with the financial report were expressed. Mr. Sturgill motioned to approve the financial report. Mr. Ricer seconded. The motion passed.

**Development Services Agency Report: Randall Hunt**

Mr. Hunt provided an update to the board on the status of HEAP program applications and approvals. Applications are still being received. One hundred and fifty thousand applications were received this program year.



Mr. Hunt reported the Summer Crisis Program allocation would be \$5 million for PY17 and that DSA will entertain amendments from agencies to request additional funds should the amount awarded be expended prior to the end of the program year. The program is slated to operate as last year. Mr. Diver thanked Mr. Hunt and his office for the early release of funds. Mr. Hunt continued by stating HEAP coordinator training will be held on June 5th at the Department of Agriculture building located in Reynoldsburg, Ohio. DSA and OPAE are working together to coordinate the training.

Mr. Hunt stated DSA is working toward adjustments to the administrative grant to compensate agencies for PIPP+ administration needs. He also updated the board on the process to develop a procedure to re-route zero income applications to local agencies to ensure efficiency and wrap-around assistance. Ms. Ballas updated the board on the application improvement process. Feedback from group meetings have been considered, and Ms. Ballas is working with the IT department to ensure smooth integration. The group will meet again on Wednesday, May 31st.

Mr. Hunt reported his office is awaiting final approval of the EPP, after which funds will be released. He also reported the weatherization program had received a 6% increase in the federal budget. Mr. Hunt continued by stating the CSBG Advisory Committee meeting was scheduled following the board meeting, during which the state plan and anticipated release date will be discussed. He stated the plan had been submitted for approval.

Mr. Hunt concluded his report by stating the ROMA Next Generation committee meeting will be held at the Riffe Tower on May 24th. A discussion regarding OCEAN modification is on the agenda; the committee will submit a report in October.

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

Ms. McClain directed the board to her program report. She reported the May 16th FLSS meeting was being held concurrent with the board meeting. Sixty-six people were registered. Twenty-three people were registered for summer conference as of her report. Ms. McClain reviewed the scheduled and completed deliverables with the board.

Mr. Summer reported on state and federal accountability measures and explained the RPIC grant is in the first year of the three-year funding cycle. Mr. Summer submitted the proposal for year-two of the grant. The amount will stand at \$66,000.

Mr. Summer stated he worked with DSA to submit a T&TA plan, which will occur annually going forward, to coordinate training and technical assistance efforts for agencies. He also reported the John Glenn Leadership Training took place earlier in the month. Ms. Robinson stated the staff from her agency who attended reportedly benefitted from the session. Mr. Summer concluded his report stating a candidate for the open IC position had submitted work samples, which are currently under review.

#### **President's Report: Tom Reed**

Mr. Reed reminded the board to register for summer conference.



**Executive Director’s Report: Philip E. Cole**

Mr. Cole reported on the status of VirtualCAP and distributed a proposed contract between OCATO and the Partnership. He noted the contract contained a termination clause. The contract, if approved, would provide \$20,000 to support the VirtualCAP project through the end of 2017.

Mr. Ricer motioned to approve the contract and accept \$20,000 from the Community Action Partnership to support VirtualCAP through the end of 2017. Mr. Shea seconded. Mr. Devany abstained. The motion passed.

Mr. Cole reported to the board he met with Mr. Ryan Burgess, Director of the Governor’s Office of Workforce Transformation, to discuss initiatives to partner with the Community Action Network to assist ex-offenders to obtain Certificates for Qualification for Employment (CQEs). Mr. Cole suggested inviting Mr. Burgess to the June board meeting to discuss the initiative further.

Mr. Cole stated a requested was made by PhRMA to speak at the summer conference regarding efforts to clean-up the industry and bring jobs to Ohio. After discussion, the consensus of the board was to allow PhRMA to speak during the conference. Mr. Cole concluded his report by discussing the remaining board meeting dates for 2017. The board consensus was to meet June 16th, September 15th, and November 17th, with the option to meet October 13th if necessary.

**Old Business:**

None.

**New Business:**

None.

**Open Dialogue:**

None.

**Adjourn:**

Mr. Obloy motioned to adjourn the meeting at 10:47 a.m. Mr. Devany seconded. The meeting adjourned.

**End:**

Respectfully submitted,

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Janice W. Warner, Secretary

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Date