



**Ohio Community Action Training Organization
Board of Trustees Meeting
DoubleTree by Hilton Hotel Columbus-Worthington
175 Hutchinson Ave.
Columbus, Ohio 43235**

March 15, 2019

Members Present: Janice Warner, President; Melissa Pearce, Second-Vice President; Ruthann House, Treasurer; Julia Wise, Secretary; Joshua Anderson; Andrew J. Devany; Deb Gerken; David Shea; Judith Barris; Douglas Bennett; Ken Kempton; Alaire Mancz, Steve Sturgill; Kellie Ailes; Andrew Binegar; Alvin Norris; Bambi Baughn; Rodney Reasonover; Cheryl Grice; Sheila Triplett.

Members Excused: Gary Ricer; David Brightbill, First Vice-President; Andrew Binegar, Jeffrey Diver.

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: Randy Hunt, Office of Community Assistance; Megan Meadows, Office of Community Assistance; Cherish Cronmiller, Miami Valley Community Action Partnership; Van Nelson, Trumbull County Community Action Agency; Larry Price, L. Price, and Associates.

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

Ms. Wise called the roll. A quorum was established.

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

Ms. House motioned to approve the January 2019 minutes. Ms. Gerken seconded. The motion passed.

Finance Report: Ruthann House

Ms. House reviewed the financial reporting and the four audit bids with the board. Upon review and assessing costs, the Finance Committee recommended Zeno Pockl, Lilly, and Copeland (ZPLC) to continue conducting audits. Ms. House asked the board for a motion to approve ZPLC for another five-year contract. Ms. Pearce motioned. Ms. Gerken seconded. The motion passed.

Mr. Bollenbacher reviewed the FY2018 and FY2019 ending 2/28/2019 financial reports provided to the board. He stated the numbers were unaudited, but should be close to the final balances. Mr. Bollenbacher stated there were only two agencies which had not yet paid their dues in 2019, but both had been contacted and assured the association the payments were in process.

Finally, Mr. Bollenbacher explained that in reviewing the 2019 budget, the association realized the office relocation costs had not been included in the allocated costs budget. Mr. Bollenbacher



requested that the board approve an amendment to the 2019 allocated costs budget to increase the Contractual category by \$7,000 for moving costs, decrease the Audit category by \$1,000, due to the RFP process, and decrease the Space category by \$6,000 due to moving in later than expected and receiving the first month at no charge.

Mr. Reasonover motioned to amend the allocated costs budget as proposed. Mr. Anderson seconded. The motion passed.

Ms. House recommended accepting the financial reports. Mr. Devaney motioned. Mr. Reasonover seconded. The motion passed.

Development Services Agency Report: Randall Hunt

Mr. Hunt announced the new Assistant Chief of Development Services Agency would be Mr. Matt McClellan. Mr. Hunt shared Mr. McClellan's background with the board and reported he would begin on Monday, March 18, 2019.

Mr. Hunt reported the 2018-2019 Winter Crisis Program (HEAP) and walk-in client numbers and stated 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 shared energy assistance requests were down 12%, which is the national trend. Mr. Hunt reported 2,000 online applications had been approved and over 50 percent of all paper applications have been processed. He reported 76,000 clients were served during the 2018-2019 year proving the PIPP program does work. Mr. Hunt announced the Winter Crisis Program ends March 31, 2019. He stated on April 1, 2019 that applications will be dropped out of the system. The HEAP Summer program will begin on July 1, 2019. Mr. Hunt stated with the trending down of applications; he expects that no more than 3,000 summer crisis applications. Mr. Hunt announced the Webinar training for HEAP coordinators would take place in June 2019 and training for the intake workers will take place in September and October 2019.

Mr. Hunt announced an RFP for vendors would come out soon for PIPP, and rules were open for public comment. A listening session regarding fiscal fees will be held on April 12, 2019, at 1:00 p.m. Mr. Hunt stated after the session the draft for the rules act will be finished and will be posted in May. Mr. Hunt updated the board on the Post PIPP program which allows clients one year to pay off their bills.

Ms. Meadows reported the updated CSBG State Plan had been submitted and the reports on Modules One through Four would be released this year. The due date for the Annual Report had been changed from March to April. Ms. Meadows reported the CSGB Advisory Council would meet in May. Public hearings would be held in June or July of this year.

Ms. Meadows reported the annual report forms were released March 11, 2019, and can be completed in the Salesforce application. She reported the information that the federal government asks their agency to report would be the same information agencies will be required to report to DSA. The information agencies submit in their quarterly reports will be transferred to the DSA federal report.



Ms. Meadows announced the CSBG Advisory Council meeting would be held on March 20, 2019, and an Advisory Group meeting will be scheduled for May, and CSBG training would be scheduled for a day and a half in September 2019.

Ms. Meadows gave updates on the Enhancement Program and the HWAP survey review report. Ms. Meadows stated she would send the survey review report to agencies as soon as possible.

Mr. Cole mentioned the Hecate Solar Project in Highland County and the reauthorization of the Weatherization Assistance Program, and briefly discussed both issues. The Association and DSA will work together in the effort for reauthorization.

Program Reports: Lorie McClain and Josh Summer

Ms. McClain reported the 2018 training schedule was completed and goals had been exceeded. Ms. McClain reported 223 people attended the Winter Legislative Conference and 43 agencies were represented. Ms. McClain directed the board to the 2019 training schedule. She reported the Domestic Violence Training class, which is part of the Foundation Level Seminar Series, is full and there was a waiting list. The training would take place on April 16, 2019. Ms. McClain reminded the board that registration for summer conference would open soon. She stated this year's conference would be held at the Kalahari Resort and Conference Center in Sandusky, Ohio from July 23-26, 2019. Ms. McClain announced that part six of the Foundation Level Seminar Series would take place in the fall of 2019.

Mr. Reasonover, who is the training committee chairman, stated the committee needs member input and feedback for conference tracks. He stated his desire to see more session for staff rather than executive directors. He asked that all suggestions be sent to Ms. McClain.

Mr. Summer presented an amendment of a motion passed in November 2018 for the 2019 State Training and Technical Assistance Grant application. The motion was passed in the amount of \$1,149,803; the application was approved for a higher amount, \$1,154,518.

Ms. Warner asked for a motion regarding the 2019 State Training and Technical Assistance Grant application. Mr. Bennett motioned to accept the amended grant amount from \$1,149,803 to \$1,154,518 Mr. Devaney seconded. The motion passed.

Mr. Summer reported Ohio would be the lead applicant for the 2019 Regional Performance Innovation Consortium (RPIC) grant. Mr. Summer stated RFP is expected to be released in April 2019. OCATO will receive an additional \$15,000 a year.

Mr. Summer announced the 2019 Emerging Leaders Training Series with OSU is almost full. He stated the registration deadline is the week of March 22, 2019. Mr. Summer directed persons who would be interested in seeking information on the association's website under the events tab.

Mr. Summer reported he would conduct an OCA/CSBG/ROMA training early September 2019. Mr. Summer reported on the 2019 ROMA Implementation Certification opportunity for Ohio CAA's. He stated the training would be held in Columbus and OCATO would sponsor one participant from ten organizations to complete the process. Mr. Summer announced the cost of the training is \$775 and



each agency would pay \$400 for their participants, which would be reimbursed if the participant completes the certification process which four components.

Mr. Summer announced the State of Poverty report would be released in May 2019.

President's Report: Janice Warner

Ms. Warner and the board welcomed Ms. Alaire Mancz as the new Board Representative from District 3. She is the Executive Director of the Community Action Commission of Belmont County. Ms. Mancz was appointed by Mr. Kempton to fill the vacancy on the board left when Mr. Obloy retired.

Executive Director's Report

Mr. Cole stated he would present his report during the OACAA meeting.

Old Business:

Ms. Grice reported on the 2020 Census. She discussed the critical use of the census and why it is so important. She distributed two sets of literature; "*What You Need to Know and Do Now,*" and "*Get out the Count.*" Ms. Grice highlighted certain information from each document. As she guided the board, the issues covered included; populations that were missed due to housing challenges, demographics, illiteracy, immigration, and transportation. Ms. Grice reported these are major challenges during a census. Ms. Grice stated critical motivational techniques, training manual, and online PowerPoint presentations were created as outlined in the documents.

Ms. Grice reported Lucas County was working with the census bureau and asked board members to report census participation and events in their communities. Ms. Cronmiller stated Miami Valley Community Action Partnership was participating in the census. A discussion took place on the undercounts and how agencies can participate, educate, and coordinate census participation. Ms. Grice and Mr. Cole stated they would continue discussing how the Association can be an active member in the 2020 count.

New Business:

None.

Open Dialogue:

None.

Adjourn:

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

Julia Wise, Secretary

Date