



**Ohio Community Action Training Organization  
Board of Trustees Meeting  
July 25, 2019  
Kalahari Resort and Convention Center  
7000 Kalahari Drive  
Sandusky, Ohio**

**Members Present:** Janice Warner, President; David Brightbill First Vice-President; Melissa Pearce, Second-Vice President; Ruthann House, Treasurer; Julia Wise, Secretary; Joshua Anderson; Andrew Devany; Deb Gerken; David Shea; Judith Barris; Ken Kempton; Alaire Mancz; Gary Ricer; Kellie Ailes; Alvin Norris; Bambi Baughn; Jeffrey Diver; Rodney Reasonover; Sheila Triplett.

**Members Excused:** Doug Bennett; Steve Sturgil; Andrew Binegar; Cheryl Grice.

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

**Guests Present:** Jim Mermis, The Junto Company; Paul Kudlak, The Junto Company; David Bradley, National Community Action Foundation; Matt McClellan, Ohio Development Services Agency Office of Community Assistance; Megan Meadows, Ohio Development Services Office of Office of Community Assistance; Tom Andrews, Community Action Agency of Columbiana County; Gwen L. Robinson-Benning, GLRobinson Consulting Services, LLC; Larry Price, L. Price and Associates.

Mr. Warner called the meeting to order at 5:30 p.m.

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

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

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

**Finance Report: Ruthann House**

Ms. House reported grant spending was preceding as planned. She directed the members to the dues summary, ongoing projects, and reported the Association remained in good financial standing.

Ms. House recommended the report be put on file for audit. Mr. Brightbill motioned to accept the finance report. Mr. Reasonover seconded. The motion passed.

**Development Services Agency Report: Matt McClellan and Megan Meadows**

Ms. Meadows reported over 10,000 households had been served so far during the 2019 summer crisis season. She reported paper applications were mailed to previous customers 60 years of age and older, and to disabled clients. Ms. Meadows announced the HEAP Administration Operating grant had been submitted and approval would be received by August 9, 2019. She shared agencies would be eligible



to receive additional funds to support capacity building such as hiring additional staff, equipment upgrade, and one-time or on-going cost increases. She stated the form would be contained within the pages of the grant.

Ms. Meadows updated the board on the HEAP State Plan that was due to HHS September 1, 2019. She stated the draft was being finalized and a public hearing would be held August 8, 2019. All public hearings would take place on the same day.

Ms. Meadows announced the CSBG bi-annual state plan draft had been finalized, and all feedback received had been used to complete the plan. Ms. Meadows reported the CSBG ROMA training would take place September 12<sup>th</sup> through 13<sup>th</sup>. She reported the HWAP state plan had been posted and agencies had been asked to review the document.

A discussion on continuing challenges regarding OCEAN and Salesforce took place. Mr. McClellan and Ms. Meadows addressed the issues stating they were being addressed and asked board members for their patience.

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

Ms. McClain reported 325 people had registered for the summer conference. She directed the board to the training report which reflected the completed and pending deliverables.

Mr. Summer announced the Association had applied to be the administrator for regional training and technical assistance grant of the three-year RPIC program which would begin next year. He also stated that sixteen candidates participated in the ROMA Implementers training held in June. ROMA Implementers are the residential expert and differ from ROMA Trainers.

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

Ms. Warner introduced David Bradley. Mr. Bradley thanked the board for the support that Ohio had always provided. Mr. Bradley reported on the regional meeting that would be held in Chicago and shared remarks on the state of CAP-PAC and NCAF. Mr. Bradley emphasized the need to raise approximately \$2 Million annually to cover NCAF's operating expenses.

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

No report.

#### **Old Business:**

None.

#### **New Business:**

None.

#### **Open Dialogue:**

None.



**Adjourn:**

Ms. Warner asked for a motion to adjourn the meeting. Mr. Anderson motioned to adjourn. Mr. Norris seconded the motion. The meeting adjourned at 6:19 p.m.

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Julie Wise, Secretary

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Date