

**BOARD MINUTES**

DATE: January 11, 2012

<b>MEMBERS:</b>	<b>AFFILIATION</b>	<b>ATTENDANCE</b>
• WILLIAM DENT	NAACP	P
• JACK DEWEESE	Fayette County Commissioners	P
• MIKE GIBBONS-CAMP	Southeastern Ohio Legal Services	P
• GAYLE HANSEN-BROWN	Ministerial Association	P
• MIKE HENRY	Miami Trace School Board	P
• MIKKI HUNTER-SMITH	Chamber of Commerce	P
• CONNIE MATTHEWS	Washington School Board (designee)	P
• CHERYL ROYSTER	Fayette Memorial Hospital Social Worker	E
• BARBARA SALTZ	New Holland residents	A
• ROBERT WHITE	Fayette Inn Resident Council	A
• TAVIA WILKERSON-KETTLES	Head Start Parents	P
• FAYE WILLIAMSON	Department of Job & Family Services	P
• CHUCK WINKLE	City Council	P

Vacancies: 2

OTHERS PRESENT: Bambi Baughn, CAC Executive Director; Denise Pontius, Fiscal Officer; Jody Baker, ECE Family Involvement Coordinator; Yvonne Broughton, ECE Director; Patty Griffiths, Housing Director; Christina Blair, HPRP Director; Roger Thompson, Transit Manager; Mekia Rhoads, Mobility Manager

QUORUM PRESENT: YES

**1. CALL TO ORDER**

Chairman Faye Williamson called the meeting to order at 11:45 AM. She introduced Mike Henry, new representative from the Miami Trace School Board.

**2. APPROVAL OF MINUTES OF PREVIOUS MEETING:**

The minutes of last month's meeting did not show that Barbara McCoy was present as the Head Start Parent alternate. Chuck Winkle moved and William Dent seconded that the minutes of the previous meeting be approved as corrected. Motion passed unanimously.

**3. ON-LINE BOARD TRAINING PROGRAM - Jodie Baker**

Jodie distributed information about board training on shared governance with Head Start. She demonstrated how to log on to the website and explained the different components included in the training. She also passed out documentation sheets for board members to sign after they had reviewed all the units of training. This will also provide documentation for in-kind.

**4. PROGRAM PROGRESS REPORTS/BALANCES OF ACCOUNTS**

The attached program progress reports and balances of accounts were distributed for review and discussion. Denise distributed the balance of accounts, and discussed the financial report and list of checks that had been e-mailed to the board members previously. Discussion took place about what other information the board might receive from the finance department.

**5. EXECUTIVE DIRECTOR'S REPORT**

Legal Issues

Initial insurance claim has been submitted. The attorney has been in contact with the company to answer questions. The contract OACAA had with Pike County for technical assistance for us ended 12/31/11. Additional funds for 2012 are under negotiation now, so we need to apply on our own to continue the contract with Pike County staff. We will submit a T&TA grant application to the Ohio Department of Development.

Grants/Funding Updates

We have received most of the contracts for 2012 for grants starting 1/1/12. We have worked out an arrangement with the county Department of Job & Family Services to administer the Safe Havens grant for the county. Until the implementation phase (Oct 1) operating funds for the Visitation Center are very limited, as we only have TANF funds. We applied for additional Housing Counseling funds through the Ohio Housing Finance Agency's program. We have learned that we will receive an additional \$212,500 in extend HPRP through December (more detail from Christina). The Ohio Housing Finance Agency sent staff for the on-site visit for the Washington School Project. Bambi went with Tom Simons this past Monday to do a presentation on the proposal for the local Kiwanis club. We received the loan from the Woda Group and the Finance Fund has been repaid.

**6. REPORTS FROM MAJOR PROGRAMS/ACTIONS REQUIRING BOARD APPROVAL**

A. Early Childhood Programs - Head Start, Public Preschool

i. Director's Report

Our agency will have to compete for both Head Start and Early Head Start, for the year beginning 3/1/13. We are on the re-competition list due to a deficiency (resolved) in our 2009 review. Our deficiency was in the fiscal area, for allocation of administrative staff salaries. There are 10 agencies in Ohio on the list. Discussion.

ii. Actions Needing Board Approval

a. Approval of updated Parent Involvement Services Plan

The plan was e-mailed to the board, with the changes to the plan typed in red. Mikki Hunter-Smith moved and Chuck Winkle seconded to approve the plan as presented. Motion passed unanimously.

B. Housing Programs - Self-Help, Development, Youthbuild

i. Director's Report

Self-Help Housing Activities:

In December, CAC staff talked with 29 new interested families about the Self-Help Housing Program. No new applications were submitted or approved by USDA. Five families were in preconstruction. A group of four families are currently building their homes in Arbor Village and they contributed 172 hours of sweat equity in December. For the next group, two applicants have been approved and will close and begin construction in January.

At the end of December, the agency owned 8 lots in Arbor Village in WCH and 30 in the Arrowhead Subdivision in Frankfort. All 8 of the remaining lots in Arbor Village will be used in the current grant. At least two of those lots will be sold in January. 28 of the 30 Arrowhead lots will be used for the next self-help grant. Design work on the New Holland project is in process.

Other Single Family Housing Activities:

During December, rehab work was begun on one of the two LANDLOC homes and the occupants of the other unit finally moved out.

In the NSP 2 program in Fayette County, appraisals were received in December for two of the three completed homes. Both homes should sell in January and there are three potential applications in process for the third completed home. Work began on the rehab of the fourth house. Rehab work was also begun on the third house in Adams/Brown County.

Bambi and Patty continued to work with the architect, developer and the City on the downtown NSP 2 project as well as on the proposed Middle School project.

The self-help staff continued to market the Youthbuild house.

Foreclosure Prevention Activities:

CAC is waiting on OHFA to set a closing date for the final two remaining clients for the HHF program. Both clients need Rescue Funds to bring their mortgages current and one will receive Partial Mortgage Payment Assistance.

Training and Other Activities:

Tina participated in a Benefit Bank webinar. Patty, Kathy and Bill conducted a Santa Clause/food collection project in the subdivision on Saturday, December 17<sup>th</sup>. Homeowners in the Arbor Village subdivision donated around 400 pounds of food which was taken by staff to the Fayette County Food Pantry and many children were thrilled to see Santa coming down their street!

CAC also had a Christmas decoration contest in the subdivision and awarded cash prizes, donated by various vendors and subcontractors, to 4 homeowners.

ii. Actions Needing Board Approval - none this month

C. Transportation - Public Transit; JARC; Mobility Management

i. Director's Report

**Transportation Activities:** For the month of December Transportation completed 1881 general transportation trips. Ryan, Mekia and Roger attended ADA training at ODOT. We have had to reduce the number of trips we are doing to due to the reduction of drivers that took place. We are currently doing around 150-160 daily trips that is down from the 220-230 trips we were doing. This will probably not change for the foreseeable future.

There is nothing to report for the JARC for the month of December. We stopped running our JARC program at the beginning of the month and are currently not running anything outside of normal business hours except for our Sugar Creek contract.

Several board members had questions/comments about complaints they are hearing about transportation scheduling, pick-up and drop-off times, scheduling and other concerns.

**Mobility Management Activities:** Mobility Manager December 2011. Spoke with Pam at Caresource and filled out the application to become the primary transportation source for patients. Left messages with Mark Voorhies who is in charge of the Fayette Concert Series to coordinate transportation shuttles to and from the shows. I am planning on meeting with him the first of the New Year. Spoke with Tonya at Wal-Mart DC about a donation; the fiscal year for them starts in February, she is going to send me the application at the end of January. Spoke with Stephanie and Andrea from the Well at Sunnyside to coordinate Loads of Love and to obtain information for the Tax clinics. Spent a day with Angie in the office learning the reports she does and the glitches we are still having with the reporting. We are in the process of contacting E-Colane to go over what reporting we need. Held the first quarterly TAC meeting here at CAC, was successful and we discussed a lot of things to do with the transportation department.

ii. Actions Needing Board Approval - none

D. Homeless Program - Shelter, Transitional, HPRP

i. Director's Report

Homeless:

The Homeless Shelter continues to be full. The shelter has received several clothing and anonymous donated Christmas presents. The Dragon Angels donated Christmas gifts and Christmas dinner for the shelter residents.

Continuum of Care:

The PIT Count will continue to grow this year by expanding on community engagement and improving HMIS data for collection on the sheltered data. There will be 9 Subcommittees this year.

- Faith-based Outreach - Christina Blair & Dick Lester, Co-Chairs
- School system Outreach - Christina Blair
- Landlord Outreach - Lindsay Minzler, Chair
- Service Provider Outreach - Christina Blair, Chair
- Businesses Notification & Donations - Mekia Rhoades, Chair
- Media Relations - Christina Blair, Chair
- Flyers - Stephanie Payton, Vicki Congrove, Co-Chairs
- Data Quality - Christina Blair, Christy Dunlap, Gaye Huffman (Co-Chairs)
- Food - Christina Blair and Mekia Rhoades, Co-Chairs
- Low Income & previous Volunteer Recruitment - Gaye Huffman, Stacey Johnson, Steve Wilson, Co-Chairs

The count will take place January 24, 2012. There will be a sheltered, unsheltered, and service based count. Training will be held January 18<sup>th</sup> at noon and 6:00 PM.

HPRP:

There is \$28,000 left in Homeless Prevention and \$24,900 in Rapid Re-Housing over the 5 counties. Bridge funding applications have been released. Funds are expected to become available in March 2012. The 9 month allocation will be \$212,500. The grant is due February 1<sup>st</sup>.

Shelter Plus Care & Destination HOME:

Stacey Johnson has filled the Shelter Plus Care Program and Destination HOME.

The grant amendment was approved to allow the new definition of chronic homelessness. There are 19 households enrolled in the programs.

SSI Ohio:

Melinda Hellard has assisted 29 households with SSI/SSDI applications. 1 person has obtained benefits.

Training Activities:

Christina Blair: Introduction to OCEAN Administration Webinar, .Determining Homeless and At-Risk Status, Income and Disability Webinar, Becoming Trauma Informed, Point in Time Count Webinar. Stacey Johnson: Becoming Trauma Informed, Form 1099R, Child Tax Credit, EITC, Child and Dependent Care Tax Credit.

ii. Actions Needing Board Approval - none this month

E. Other Actions Needing Board Approval

Michael Gibbons-Camp moved and William Dent seconded to approve the submission of a T&TA application to the Ohio Department of Development to contract with Pike County Community Action to work with the fiscal department during the transition. Motion passed unanimously.

**ADJOURNMENT**

Motion to adjourn made by Chuck Winkle and seconded by Mikki Hunter-Smith. Motion passed unanimously and the meeting adjourned at 1:00 PM.

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Secretary

**BOARD MINUTES**

DATE: February 8, 2012

<b>MEMBERS:</b>	<b>AFFILIATION</b>	<b>ATTENDANCE</b>
• WILLIAM DENT	NAACP	P
• JACK DEWEESE	Fayette County Commissioners	P
• MIKE GIBBONS-CAMP	Southeastern Ohio Legal Services	E
• GAYLE HANSEN-BROWN	Ministerial Association	P
• MIKE HENRY	Miami Trace School Board	P
• MIKKI HUNTER-SMITH	Chamber of Commerce	P
• CONNIE MATTHEWS	Washington School Board (designee)	P
• CHERYL ROYSTER	Fayette Memorial Hospital Social Worker	E
• BARBARA SALTZ	New Holland residents	A
• ROBERT WHITE	Fayette Inn Resident Council	A
• TAVIA WILKERSON-KETTLES	Head Start Parents	P
• FAYE WILLIAMSON	Department of Job & Family Services	P
• CHUCK WINKLE	City Council	P

Vacancies: One

OTHERS PRESENT: Bambi Baughn, CAC Executive Director; Angela Siler, Administrative Assistant; Christina Blair, Homeless Services Director; Patty Griffiths, Housing Director; Mekia Rhoads, Mobility Manager; Yvonne Broughton, Early Childhood Program Director; Joy Stanforth, Visitation Center Director

QUORUM PRESENT: YES

**1. CALL TO ORDER**

Chairman Faye Williamson called the meeting to order at 11:50AM

**2 APPROVAL OF MINUTES OF PREVIOUS MEETING:**

Chuck Winkle moved and Cheryl Royster seconded that the minutes of the previous meeting be approved as mailed. Motion passed unanimously.

**3. PROGRAM PROGRESS REPORTS/BALANCES OF ACCOUNTS**

The attached program progress reports and balances of accounts were distributed for review and discussion.

**4. EXECUTIVE DIRECTOR'S REPORT**

Bambi Baughn reported that the County Commissioners had voted to not participate in the Safe Havens Program and were returning the grant. The Department of Job & Families is terminating the TANF contract to the Visitation Center effective the end of February. The Visitation Center will now be operated directly by the DJFS. Joy thanked the staff and board for the opportunity to work for the Center for the past 10 years.

- 5. Reports from Major Programs/Actions Requiring Board Approval
  - A. Early Childhood Programs - Head Start, Public Preschool
    - i. Director's Report

## PROGRAM DESIGN & MANAGEMENT

### February Board Report

#### **Grant Reviewers Application Information**

The Office of Head Start is seeking qualified, non-federal reviewers to evaluate applications for Head Start and Early Head Start Programs, with experience in early childhood or related fields, as well as reviewers with expertise in fiscal and organizational operations. The application deadline is Feb. 27, 2012

#### **HHS Grants Forecast**

The Department of Health and Human Services' Grants Forecast website is a database of planned grant opportunities proposed by its agencies. Enter "Head Start: in the search box to find the upcoming Head Start-related opportunities. (Early Childhood Learning & Knowledge Center website).

#### **ACF-PI-HS-12-01 FY 2012 HS Funding Increase**

Programs that received expansion funding under ARRA will have these funds added to their regular base funding. This will allow expansion programs to continue to serve the full enrollment levels approved under the Recovery Act expansion.

Each grantee can apply for a COLA increase of 0.72 percent of the amount of base funding committed to their program for FY 2012. Base funding excludes training and technical assistance funds and any one-time funding grantees may have received in FY 2011. This base funding does include the annual amount to support expansion slots originally funded under ARRA.

COLA increases are to be used to increase staff salaries and fringe benefits, and pay higher operating costs. All staff in Head Start programs must receive a cost-of-living increase of at least 0.72 percent in their hourly rate of pay, subject to the provisions of Sections 653 and 640(j) of the Head Start Act.

COLA increases should be used to permanently increase the Head Start pay scales rather than only increase the salaries of current employees.

Any funds remaining after providing COLA increases may be used to offset increased operating costs in other areas of the budget.



# Education Monthly Report

## January 2012

### School Readiness Plan

The teachers and I are completing the alignment for the SRP. Maggie Lyons, from WCS, shared information on what they expect children to know coming into kindergarten.

Julie Reisinger, MT principal, has asked that our teachers observe the kindergarten classrooms and then meet with the kindergarten team leaders. The teachers are choosing a Friday in February to observe and meet.

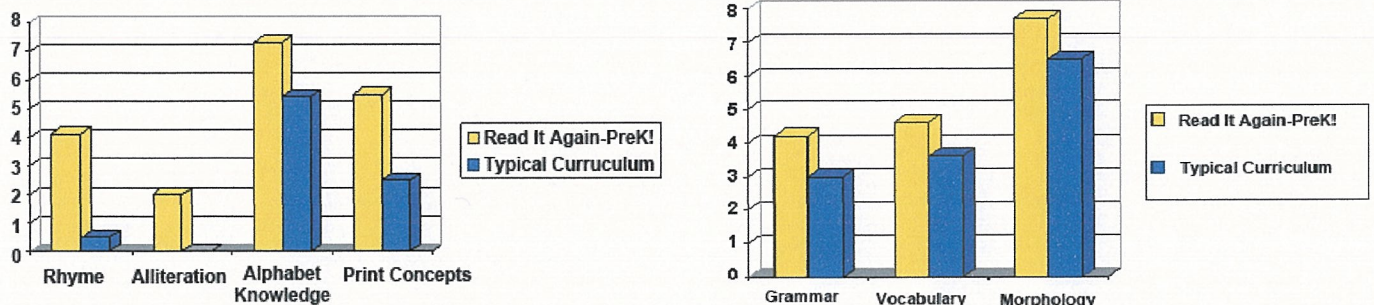
### New Reading Program

Beth Justice, WCS Asst. Superintendent, sent an article on a reading program called, *Read It Again*. The article stated Coshocton County Head Start has used the program since 2008 and has seen great gains in four areas of reading. Those four areas include:

- Understanding print and how books are used
- Narrative ability (explain a sequence of events)
- Vocabulary knowledge
- Phonological awareness (understands sounds of letters and language)

The research I read indicated, “...children in classrooms using *Read It Again-Pre-K* outperformed children in comparison classrooms on standardized measures of grammar, vocabulary, print knowledge, rhyme, and alliteration skills...” (Justice, McGinty, Kilday, Knighton, and Huffman, 2009).

The following graphs are from a study that involved 20 teachers and 137 children who participated in the *Read It Again-Pre-K* in West Virginia.



I also had Amber Blair, classroom teacher, look at the research. Amber completed her Master’s degree in Reading last year and is knowledgeable in reading concepts. Amber is going to start using the *Read It Again-Pre-K* in her classroom in February. If we see significant gains, we hope to implement the program in all classrooms in the 2012/2013 school year.

Another important factor of this reading program is that it covers skills that are part of the School Readiness Plan and the Get It, Got It, Go assessment which includes rhyming and alliteration.



**Health/Nutrition/Facilities Service Area Report for January 2012**

**Head Start / Public Preschool**

Physicals: 3  
Medical Follow-up: 7  
Dentals: 7  
Dental Follow-up: 11  
Vision Screens: 4 Received follow-up: 4  
Hearing Screens: 4 Received follow-up: 0  
Special Diets: 9  
Number of Meals served for December: 3742

Roxann and I attended the USDA CACFP Record Keeping Training 1/10/12.  
Hot water heater replaced at the Washington Court House site.  
Furnace repaired at the Washington Court House site.

**Early Head Start**

Well Baby/Child Checks: 11  
Medical Follow-up: 3  
Oral Screens: 11  
Dentals: 1  
Dental Follow-up: 0  
Vision Screens: 6  
Hearing Screens: 6  
Infant/Toddlers with current/complete immunizations: 56  
Infant/Toddlers with deficient immunizations: 9  
Prenatal OB visits: 12  
Newborn Referrals: 1  
Newborn Welcome Home Visits: 1

Prenatal/Postpartum Support group held with Jeannie Bihl RN.

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**February 2012 Board Mtg. - Jodie Baker**

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**January Area Expenditures: Great North American= \$417 for Recruitment and Transition activity books.**

**ERSEA (Eligibility, Recruitment, Selection, Enrollment, Attendance)**

- Head Start has full enrollment; however there are several children not meeting attendance guidelines, which have received attendance letters and will be dropped.
- Public Preschool enrollment is currently at 37.
- ERSEA plans were reviewed and updated.
- Coordinator facilitated two parent orientations for four newly accepted children.
- Recruiting efforts continue year round.

**Family and Community Partnerships**

- Family Partners followed up on 51 family goals.
- One family was referred to the homeless prevention program.
- Coordinator facilitated Shaken Baby training for two classes at Miami Trace.
- Coordinator facilitated Child Sexual Abuse Prevention training for Job and Family Services.
- Coordinator attended two Health Fair Committee meetings. Secured the Ronald McDonald Care van for the health fair this year, as well as, scheduled Columbus Zoo for a third year.
- Parent meeting included information on texting and driving, and nutrition information.
- Coordinator participated in the Point in Time count.



## EARLY HEAD START JANUARY 2012 REPORT

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We offered two Parent Play Groups this month. Our first play group theme was "Taking Books Further" and our second play group was held at the Carnegie Public Library. We had seven families in attendance for both play groups.

Our second Pre- and Post-Natal group was held on January 6<sup>th</sup>. We had two expectant mothers in attendance.

We sent out our Community Assessment Survey this month. We gave one survey to each family. The only recommendation given to improve our program was to offer Parent Play Group at alternate times. In response to the survey, we are planning to offer three play dates each month - Friday morning, Thursday morning, and a Wednesday evening. In March we will continue to offer our morning play group the second Friday from 10:00-11:30, the 4<sup>th</sup> Wednesday we will offer our evening group from 5:30 -7:00, then the 3<sup>rd</sup> Thursday we will be partnering with the Carnegie Public Library for "Books and Blocks" from 10:30 – 12:00. Look for further details in the March Newsletter.

Even though we have had a mild winter so far, we still have seen many illnesses in families and home visitors. We completed 161 home visits, had 25 visits cancelled by parents, 8 visits cancelled by staff with 5 of those visits rescheduled. We provided services to 11 children with disabilities that have an Individual Family Service Plan (IFSP). Currently, we have one open slot with 10 applications in process. In process means we are waiting on one or two pieces of documentation before we can enroll or place on a waiting list.

We will be recruiting this month at the Ohio Thrift Store on February 29<sup>th</sup> from 10:00 AM to 6:00 PM. We are asking parents to volunteer anytime they are available to talk about their experience in EHS, assist with completing applications, and help entertain children while parents complete applications.

Respectively Submitted By,

Leslye Cathell, EHS Coordinator

There was discussion of the board training webinar. Jack, Faye and Mikki reported that they got a lot out of the training. For board members who have not yet completed the webinar, you have until 2/17.

ii. Actions Needing Board Approval

a. Approval of Service Plans

Plans and procedures needing approval had been e-mailed to board members earlier. Gayle Hanson-Brown moved and Mikki Hunter-Smith seconded to approve the following as presented: Daily Attendance Plan; ERSEA Service Plan; Head Lice Attendance Plan; Human Resources Management Plan; Policy Council Operating Procedures; Program Governance Plan; and Transportation Service Plan. Motion passed unanimously.

B. Housing Programs - Self-Help, Development

i. Director's Report

Self-Help Housing Activities:

In January, CAC staff talked with 66 new interested families about their Affordable Homeownership Programs. No new applications were submitted or approved by USDA for the Self-Help Housing Program. Two lots were sold and these families received a total of \$6,000.00 in Housing Trust Fund down payment assistance. Six homes were under construction and these families contributed 302 hours of sweat equity.

At the end of January, the agency owned 7 lots in Arbor Village in WCH and 30 in the Arrowhead Subdivision in Frankfort. All 7 of the remaining lots in Arbor Village will be used in the current grant. Twenty-eight of the 30 Arrowhead lots will be used for the next self-help grant. Design work on the New Holland project is in process.

Other Single Family Housing Activities:

During January, rehab work was completed on one of the two LANDLOC homes and begun on the second.

In the NSP 2 program in Fayette County, one of the three completed homes was sold. The other two homes are under contract. Rehab work continues on another home. One property was demolished. Rehab work continued on one property in Adams County.

Bambi and Patty continued to work with the architect, developer and the City on the downtown NSP 2 project as well as on the proposed Middle School project.

The Youthbuild line of credit at Advantage Bank was paid off in January and the house is currently under contract.

Foreclosure Prevention Activities:

CAC is waiting on OHFA to set a closing date for the final two remaining clients for the HHF program. Two families received mortgage financial assistance through Salvation Army funds.

Training and Other Activities:

Tina participated in a Counselor Max webinar and Bill participated in an Energy Star webinar. Patty participated in a USDA SHARES training webinar.

ii. Actions Needing Board Approval

Patty Griffiths explained situation regarding portion of a lot in Arrowhead. She requested a resolution allowing CAC to sell a corner of Lot #47 in the subdivision to the adjacent homeowner at 113 Climer Lane, for \$2,500. The purchasers will pay for the title work and new legal description for this parcel. Connie Matthews moved and Cheryl Royster seconded to approve the sale. Motion passed unanimously.

- C. Transportation -Transit; JARC, Medical, Mobility Management
  - i. Director's Report

Roger Thompson is no longer the Transit Manager for CAC. For now, Ryan Hosch is overseeing the day-to-day operations. A meeting was held with the drivers and dispatchers on 1/26 to go over changes in operation and management. Mekia reported that a contract has been signed with the county veterans' services office and that she is working with Seniors Helping Seniors. The Coordination Plan will be updated. 2 drivers who were laid off have been called back to drive for Wheels to Work.

- ii. Actions Needing Board Approval - none this month

- D. Homeless Program - Shelter, Transitional, HPRP, CoC
  - i. Director's Report

Homeless:

The homeless shelter, transitional housing, and Fayette Inn were reviewed by Ohio Department of Development's Office of Community Development (OCD). Community Action was invited to apply for discretionary funds to make improvements to the bathroom.

Continuum of Care:

The PIT Count took place on 24th. Volunteer training took place on the 18<sup>th</sup> at noon and 6:00. There were two articles in the paper. One announced the count and the other provided a snapshot of the day. Forms are due by February 7<sup>th</sup> and the information must be submitted to COHHIO by the 28<sup>th</sup>. A full presentation of the count details will be done in March. This year we partnered with Clinton and Highland Counties to assist in expanding their Point in Time Counts to determine if there is enough need to do a regional application for Permanent Supportive Housing. The Commissioners signed a resolution declaring the 24<sup>th</sup> the Point in Time Count Day. Several homeless volunteers participated in the count.

HPRP:

There is \$24,000 left in Homeless Prevention and Rapid Re-Housing over the 5 counties. The Housing Stability Program application has been turned in for an additional \$212,500 through December 31<sup>st</sup>. Another grant was submitted to OFHA to be included in their application to HUD for Housing Counseling funds.

Shelter Plus Care & Destination HOME:

The program is at capacity. The 1<sup>st</sup> annual performance report will be completed for the Shelter Plus Care Program.

SSI Ohio:

Melinda Hellard has assisted 33 households with SSI/SSDI applications. 1 person has obtained benefits.

Benefit Bank

Lindsay Minzler, Stacey Johnson, Tina Dahmer and Kristi Pemberton have completed 9 tax returns. Counselors have assisted customers in obtaining \$17,901 in returns. Community Action's goal is to complete 90 tax applications over tax season.

Training Activities:

Christina Blair: OCEAN Training; Lindsay Minzler: Benefit Bank Tax Training  
Stacey Johnson: Youthbuild Conference, Tax Updates Webinar

- ii. Actions Needing Board Approval - none this month

- E. Other Actions Needing Board Approval - none

- 7. **OLD BUSINESS** - none
- 8. **NEW BUSINESS** - none
- 9. **OTHER BUSINESS** - none
- 10. **ANNOUNCEMENTS** - none
- 11. **ADJOURNMENT**

Motion to adjourn made by Mikki Hunter-Smith and seconded by William Dent.  
Motion passed unanimously and the meeting adjourned at 1:00 PM

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Secretary

Date

**BOARD MINUTES**

DATE: March 14, 2012

<b>MEMBERS :</b>	<b>AFFILIATION</b>	<b>ATTENDANCE</b>
• WILLIAM DENT	NAACP	P
• JACK DEWEESE	Fayette County Commissioners	P
• VICKIE FREEDMAN	Fayette Inn Resident Council	P
• MIKE GIBBONS-CAMP	Southeastern Ohio Legal Services	P
• GAYLE HANSEN-BROWN	Ministerial Association	P
• MIKE HENRY	Miami Trace School Board	E
• MIKKI HUNTER-SMITH	Chamber of Commerce	P
• PENNY HUTCHISON	Shelter	P
• CONNIE MATTHEWS	Washington School Board (designee)	P
• CHERYL ROYSTER	Fayette Memorial Hospital Social Worker	E
• BARBARA SALTZ	New Holland residents	A
• TAVIA WILKERSON-KETTLES	Head Start Parents	P
• FAYE WILLIAMSON	Department of Job & Family Services	P
• CHUCK WINKLE	City Council	P

Vacancies: 1

OTHERS PRESENT: Bambi Baughn, Executive Director; Patty Griffiths, Housing Director; Yvonne Broughton, Head Start Director; Christina Blair, Homeless Programs Director

QUORUM PRESENT: YES

**1. CALL TO ORDER**

Chairman Faye Williamson called the meeting to order at 11:45 AM

**2 APPROVAL OF MINUTES OF PREVIOUS MEETING:**

Chuck Winkle moved and William Dent seconded that the minutes of the previous meeting be approved, with the correction that Penny Hutchison was present at the last meeting. Motion passed unanimously.

**3. PROGRAM PROGRESS REPORTS/BALANCES OF ACCOUNTS**

The attached program progress reports and financial documents were distributed for review and discussion.

**4. Executive Director's Report**

CAC is continuing to work with consultants to bring the fiscal department current, and update personnel policies and fiscal procedures.

**5. Reports from Major Programs/Actions Requiring Board Approval**

A. Early Childhood Programs - Head Start, Public Preschool

i. Director's Report



**HS/EHS Funding Increase**

On December 23, 2011, President Obama signed Public Law 112-74, the Consolidated Appropriations Act of 2012, which contains an increase of \$409 million for programs under the Head Start Act for Fiscal Year (FY) 2012. The \$409 million funding increase will be used to continue operations for the expansion services funded under the ARRA, provide a .72 percent cost-of-living adjustment (COLA) increase to assist in maintaining the quality of Head Start services, retaining qualified staff and offsetting higher operating costs, and increase training and technical assistance (T/TA) funds.

Our agency may apply for the following:

Expansion	\$244,668
COLA	\$ 4,224
T/TA	\$ 6,223
TOTAL	\$255,115

I WILL NEED THE BOARD TO MAKE A MOTION TO ALLOW THE AGENCY TO REQUEST A CARRY OVER OF APPROXIMATELY \$48,699 FROM THE PY46 GRANT THAT ENDED ON FEB. 29, 2012. WE RECEIVED EHS GRANT FUNDS AT THE END OF JULY THAT WERE NOT EXPENDED BY THE CLOSE OF THE PY 46 GRANT.

**ACF-PI-HS-12-02 Non-Federal Share Issues**

The Head Start Act mandates that the Federal share of the total costs of the Head Start program will not exceed 80 percent of the total grantee budget unless a waiver has been granted (Head Start Act Section 640(b)). If the grantee agency fails to obtain and adequately document the required 20 percent non-Federal share (or other approved match) a disallowance of Federal funds may be taken. Non-Federal share must meet the same criteria for allowability as other costs incurred and paid with Federal funds.

The following circumstances are taken into account in determining whether a waiver will be granted. Grantees requesting waivers should provide sufficient detailed information in their waiver requests to allow careful consideration of the relevant circumstances:

- (1) the lack of resources available in the community that may prevent the Head Start agency from providing all or a portion of the non-Federal contribution that may be required;
- (2) the impact of the cost the Head Start agency may incur in initial years it carries out such program;
- (3) the impact of an unanticipated increase in the cost the Head Start agency may incur to carry out such program;
- (4) whether the Head Start agency is located in a community adversely affected by a major disaster; and
- (5) the impact on the community that would result if the Head Start agency ceased to carry out such program.

**ACF-IM-HS-12-01 Choosing an External Auditor**

Head Start recognizes that a high-quality audit results in both immediate and

long-term benefits to the grantee agency. Effective audits provide guidance for needed improvement in existing program management and fiscal operations.

The following guidance is provided to assist grantees in effective auditor selection:

- Step 1: Plan Carefully
- Step 2: Communicate Audit Requirements and Solicit Proposals
- Step 3: Evaluate Proposals to Select the Auditor
- Step 4: Document Expectations
- Step 5: Ensure a Complete and Timely Audit

### **Recompetition Update**

#### UPDATE ON THE LITIGATION 3-6-2012

Below is a brief summary of the current status on the law suit.

- The Department of Justice, Federal Programs Branch, contacted FTLF yesterday. The DoJ trial attorney informed us that HHS will be delayed in issuing a notice of funding opportunity for the Head Start competition. This will not happen by March 23, as stated in the Grants Forecast, but more likely sometime in April.
- We informed DoJ that we plan to seek an injunction staying the competitions. DoJ offered to ask HHS (its client) if it would agree to stay the competition voluntarily for Massachusetts and Ohio, so that an injunction by the court would not be necessary. The DoJ attorney will let us know as soon as he hears (he said he is trying to expedite the request) from HHS whether HHS would agree to a stay.
- If HHS refuses to stay the competitions, we will proceed with filing a motion for a preliminary injunction ("Track 1" described below). If HHS consents to the stay, the case will proceed on summary judgment ("Track 2").

**Track 1:** A preliminary injunction is a fast-track process. The motion will be filed next week (aiming for Friday). Along with the motion, an amended complaint will be filed, and declarations from directors of four Head Start agencies. (We have decided to amend the complaint to add allegations about HHS's failure to meaningfully implement the requirement in the statute to conduct an application process for designation renewal, and to add information on damages that some Head Start agencies have sustained only in the last couple of weeks.) HHS's response to the motion would be due within one week (although HHS would likely request an additional time), and we hope the judge would hold a hearing and then rule quickly. This could take 6 to 8 weeks, possibly less and possibly more. It is very hard to predict when a federal judge might act but it would be an emergency motion and most judges act accordingly. In any event, the judge would be ruling only on the whether the competition should be stayed while the substance of the legal challenge is decided.

If the judge rules in our favor on the preliminary injunction, then the competitions in Ohio and Massachusetts will not take place in April. HHS will be required to produce the "administrative record" for 45 CFR Part 1307-i.e., the comments on the NPRM and other documents relevant to HHS's development of

the regulation. The parties would move forward, on a fairly slow timeframe, with briefing the substance of the case. The advantage of the preliminary injunction, if we win, is that by granting the injunction, the judge is holding that we have a significant likelihood of winning the case, and therefore HHS is at a disadvantage. The disadvantages are the compressed timeframe for briefing the case, and the possibility of losing at the injunction stage without having the benefit of more time and reviewing the administrative record.

**Track 2:** If HHS agrees to stay the competitions voluntarily (either only in the two states or nationally), then no preliminary injunction would be necessary. First, we would file an amended complaint (as described above). Next, the parties would agree on a schedule for briefing the case, and the judge would enter a scheduling order. Following is our educated "guess" about how the timing would work out: First, HHS would produce the administrative record, and HHS would likely ask for about two months for this. Then, we would file a motion for summary judgment on the merits of the case on your behalf. Most likely, the case would be fully briefed and ready for the judge to decide by late this year (October or November), and we might expect a decision within a year. The advantage of proceeding along this "track" is that we would have more time to brief the case, and we would have the benefit of the administrative record, which may contain helpful fodder for our arguments.

Yvonne announced that the Self-Assessment would be on Thursday, April 12, at the Center. Jack DeWeese, Penny Hutchison, Mikki Hunter-Smith, Chuck Winkle, Michael Gibbons-Camp and William Dent indicated they would try to attend.

B. Housing Programs - Self-Help, Development, Youthbuild

i. Director's Report

Self-Help Housing Activities:

In February, CAC staff talked with 64 new interested families about their Affordable Homeownership Programs. Three new applications were submitted to USDA for the Self-Help Housing Program. Four homes were completed and the families moved in. Two new homes were started. The families contributed 239 sweat equity hours.

At the end of February, the agency owned 7 lots in Arbor Village in WCH and 30 in the Arrowhead Subdivision in Frankfort. All 7 of the remaining lots in Arbor Village will be used in the current grant. Twenty-eight of the 30 Arrowhead lots will be used for the next self-help grant. CAC received a loan modification from the Housing Assistance Council to extend the terms on these lots through 2013 and to convert the loan from interest to non-interest bearing. Design work on the New Holland project is on hold until the lots in WCH are all sold.

Other Single Family Housing Activities:

During February, rehab work was continued on one Landloc property. Another completed Landloc home was shown to several potential buyers. One buyer's application for this home was denied by USDA because their employment was through a temporary agency. They anticipate full time employment with their site in the near future at which time they will become eligible to buy one of our homes.

In the NSP 2 program in Fayette County, two of the completed new construction homes were appraised for the lender. These homes will close by mid March. Rehab work continued on the Albin Avenue property. Rehab work was completed on one property in Adams County.

Bambi and Patty continued to work with the architect, developer and the City on the downtown NSP 2 project. The environmental public notice for The Lofts was in the paper on the 23<sup>rd</sup>. Jack DeWeese stated that the Commissioners were not in favor of the downtown project (the Lofts at Court & Main), but would not actively oppose it. Chuck Winkle asked what problems the county had with the project, and Mr. DeWeese said it was concerns over parking.

Both Bambi and Patty attended the team review meeting at OHFA with the developers concerning the Washington Middle School project.

The Youthbuild house was appraised this month and will sell by mid March.

Foreclosure Prevention Activities:

The final two clients in our HHF program are finally being scheduled for closing. Both will receive rescue payment assistance.

Training and Other Activities:

Patty attended the National Rural Self-Help Housing Association steering committee meetings in Washington DC this month as well as the National Rural Housing Coalition meeting. Tina participated in a Saturday tax clinic at the Well, attended a Facebook marketing training and presented credit repair and self-help housing information at a Frankfort Head Start parent meeting. Patty, Kathy and Tina met with the Directors of Court House Manor and St. Catherine's Care Center to share marketing materials for their employees. Patty and Bambi participated in the NSP quarterly conference call as well as the OHFA meeting concerning the Washington Middle School project.

ii. Actions Needing Board Approval

Patty Griffiths requested that the board approve her seeking refinancing for the Washington Supply building, to obtain a reduced interest rate. Connie Matthews moved and Michael Gibbons-Camp seconded to authorize research of refinancing options for the loan on the Washington Supply building. Motion passed unanimously.

C. Transportation -Transit; JARC, Medical, Mobility Management

i. Director's Report

Transportation:

General taxi trips for month: 1682

We would like to welcome Mr. Bob Bane to the transportation department. He started on his own Monday. We also have 3 more new hires that will be starting their training this week.

JARC was started on March 1<sup>st</sup> and is on a first come first serve bases until the new hires are trained and then will be in full force.

We will be offering a shuttle service for the Health Fair on April 28<sup>th</sup> at Grace Community Church. I will have full information at the next board meeting.

We are continuing tracking fuel and driver hours as this seems to be cutting down on overtime and keeping the fuel usage tracked on a day to day basis. We are still receiving 1-3 Veteran trips per week; our goal is to have that many every day.

Mobility Management: We are in the process of initiating a contract with Showa Aluminum in Mt. Sterling. Ryan & Mekia met with and discussed numbers with Mike at Showa. They are very interested in our services. The final application was sent in for the 5310 grant, which will allow us to purchase a modified van for the Fayette Inn.

We are working on setting up meetings with Southern State Community College and YUSA Corporation to discuss contracting with them. Both companies are very interested in our transportation services.

Mekia is meeting with Heather Jukes, Mobility Manager in Akron, to discuss the possibility of a program to help families who are dealing with taking driving privileges from older family members. This is in the very early stages of development but we believe there is a need for a program.

The transportation received \$2,000 from Wal-Mart D.C, through their facility donation fund. We will also be applying for the Wal-Mart state donation program, as this allows us to apply for a larger amount of money.

ii. Actions Needing Board Approval

We are submitting continuation applications for Job Access/Reverse Commute and Mobility Management. Michael Gibbons-Camp moved and William Dent seconded to adopt the attached resolution authorizing application of JARC/MM funding. Motion passed unanimously.

D. Homeless Program - Shelter, Transitional, HPRP, CoC

i. Director's Report

Homeless:

The homeless shelter has continued to be full. The average length of stay is now down to 28 days for January and February. The Presbyterian Church donated several gift boxes from Harry & Davids. Transitional Housing has two new families exiting due to being over income and self-sufficient.

Continuum of Care:

The PIT Count took place on January 24th. 89 individuals were homeless and 171 were at-risk. A full presentation of the count details will be done March 21 at noon at the CoC meeting. This year we partnered with Clinton and Highland Counties to assist in expanding their Point in Time Counts to determine if there is enough need to do a regional application for Permanent Supportive Housing. 42 volunteers and 28 donors participated in the count. Donations were valued at \$3,933.

HPRP/HSP:

Region 7 completed a revision of their budget last month to account for the receipt of \$212,500 in Housing Stability Program funds. Excess operating funds were diverted to rent and utility assistance. There is \$45,000 left in Homeless Prevention and Rapid Re-Housing over the 5 counties through May 31st. This was a \$41,000 increase in the amount of funding that went to directly serve clients.

Shelter Plus Care & Destination HOME:

The program is at capacity. The 1<sup>st</sup> annual performance report was completed for the Shelter Plus Care Program. The program has reached full capacity. 10 chronically homeless individuals were taken from the streets and shelters and placed into permanent housing. 40% of program participant have a source of income and 100% of program participants have access to mainstream benefits. 100% of program participants have remained housed.

SSI Ohio:

Melinda Hellard has assisted 40 households with SSI/SSDI applications. 3 individuals have obtained benefits.

Benefit Bank

Lindsay Minzler, Stacey Johnson, Tina Dahmer and Kristi Pemberton have completed 9 tax returns. Counselors have assisted customers in obtaining \$88,024 in returns. Community Action has completed 64 tax applications over tax season. The overall grant goal has been met.

Training Activities:

Christina Blair: Emergency Crisis Response & FY 2013 Budget Webinar; Penny Good: Benefit Bank Tax Training; Stacey Johnson: Youthbuild Conference, Tax Updates Webinar.

ii. Actions Needing Board Approval - none this month

E. Other Actions Needing Board Approval - none this month

**7. OLD BUSINESS**

**8. NEW BUSINESS**

**9. OTHER BUSINESS**

Christina informed the board that she is in the process of rebuilding the CAC website.

10. Announcements - none

11. Adjournment

Motion to adjourn made by Chuck Winkle and seconded by Mikki Hunter-Smith. Motion passed unanimously and the meeting adjourned at 1:00 PM.

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Secretary

## BOARD MINUTES

DATE: 4/11/12

<b>MEMBERS:</b>	<b>AFFILIATION</b>	<b>ATTENDANCE</b>
• WILLIAM DENT	NAACP	E
• JACK DEWEESE	Fayette County Commissioners	P
• MIKE GIBBONS-CAMP	Southeastern Ohio Legal Services	P
• GAYLE HANSEN-BROWN	Ministerial Association	E
• MIKE HENRY	Miami Trace School Board	P
• MIKKI HUNTER-SMITH	Chamber of Commerce	P
• CONNIE MATTHEWS	Washington School Board (designee)	P
• CHERYL ROYSTER	Fayette Memorial Hospital Social Worker	E
• BARBARA SALTZ	New Holland residents	A
• VICKIE FREEDMAN	Fayette Inn Resident Council	A
• TAVIA WILKERSON-KETTLES	Head Start Parents	P
• FAYE WILLIAMSON	Department of Job & Family Services	P
• CHUCK WINKLE	City Council	P

Vacancies: 1

OTHERS PRESENT: Bambi Baughn, CAC Executive Director; Denise Pontius, Fiscal Director; Scott Madden, Fiscal Assistant; Patty Griffiths, Housing Director; Christina Blair, HPRP Director; Yvonne Broughton, Early Childhood Director

QUORUM PRESENT: YES

### 1. CALL TO ORDER

Chairman Faye Williamson called the meeting to order at 11:47 AM.  
The board members introduced themselves to new employee Scott Madden

### 2 APPROVAL OF MINUTES OF PREVIOUS MEETING:

Cheryl Royster moved and Penny Hutchison seconded that the minutes of the previous meeting be approved with the following correction: the meeting was chaired by Cheryl Royster. Motion passed unanimously.

### 3. PROGRAM PROGRESS REPORTS/BALANCES OF ACCOUNTS

The attached program progress reports and check register were distributed for review and discussion.

### 4. EXECUTIVE DIRECTOR'S REPORT

- Weatherization – The allocation for 2012 is \$122,461. This is not enough to support a full time inspector, staff, pay for the building and buy materials. We will be going to a contractor-based program, contracting with inspectors and private companies that are qualified to do weatherization. The program will be supplemented with utility weatherization from Vectren and DP&L. We hope there will be some additional funds available in July. We received the HWAP contract and returned it.



- The insurance company sent us an email regarding our payment. They say our policy says that any reimbursement received from Jenny goes to them first; the judge ordered that the deductible be paid to us. The attorney is researching the policy and is negotiating with the company.
- We received a letter from the attorney general requesting a response from the board on how the embezzlement occurred and what steps are being taken to prevent it happening again.
- Next month, we would like to have the board meeting at Kearney Court, the senior housing project in New Holland. We can provide transportation for people who need it. We will have the board meeting at the regular time, and follow it with an open house and ribbon cutting.
- The list of housing projects selected for housing credit reservations was posted by the Ohio Housing Finance Agency today. Washington School was one of the projects selected. ☺

#### **5. FISCAL DIRECTOR'S REPORT**

- Denise welcomed Scott Madden to the fiscal staff. He began working here on March 20. He has taken several college courses in Business Finance, Economics, Marketing, Supervisory Management and Public Relations.
- We received a letter from the ODOD Audit Department that our response to their audit questions was satisfactory and the audit is now closed. We are still waiting to have the audit by the Department of Transportation.
- Toni Graves and Barb Crabtree continue to provide T&TA on reporting and procedures. On 6/2 a GMS staff person came to help close out the fiscal year that ended 2/29/12. We were unable to complete this in the 4.5 days she was here due to having to research prior entries and look for supporting documentation to cover adjusting entries. We will request ODOD to amend our T&TA grant to cover the cost of GMS coming back to the agency to complete the year-end closeout.

There was lengthy discussion concerning our audit firm and why some of the discrepancies were not caught during the audit. Denise will contact the auditor to set up a meeting with some board members. Bambi will talk to the attorney about any liability the auditors may have incurred.

#### **6. REPORTS FROM MAJOR PROGRAMS/ACTIONS REQUIRING BOARD APPROVAL**

- A. Early Childhood Programs - Head Start, Public Preschool
  - i. Director's Report

#### **DRS LAWSUIT UPDATE**

HHS is willing to move the competition schedule back by one month for the member of the associations represented in the legal action who are on the recompetete list. This would mean that competition for us will not open until mid-May at the earliest and will not close until the first week of August. (States not party to the suit would still be locked into whatever time HHS has given them.) The action is moving from pursuit of an injunction to a summary judgment at the request of the judge. She wants to hear the entire suit quickly and deal with it in its entirety as soon as possible. This is good for us because it eases the burden of proof we must carry. We do not need to prove irreparable harm to our members in order to prevail. The case will move on the issues if HHS is acting legally. Also, our members get one month longer to prepare their applications for recompetition.

In the meantime, our counsel will file a summary judgment motion within the next week and a half to two weeks, then the government will produce the administrative record and file its cross-motion for summary judgment either the last week of April or the first week of June. Briefs on the motions for summary judgment will be done by the second week of June. This would allow the court to issue an opinion far enough in advance of the competition closing date either (1) to limit the members' bidding preparation costs if we win or (2) to seek interim relief while we appeal if we lose.

The parties now include OACAA, OHSAI, the Massachusetts CAP Association and the Region 4 CAA Association. Other states are suddenly becoming more interested, too.

### **STEP UP TO QUALITY**

Washington Court House Center has applied for a three star rating this year. Our rating visit was held on March 26. We are waiting for the results.

Jeffersonville Center has applied for a two star rating. Their visit was conducted on March 22. The results have not been received.

### **Early Head Start**

This month we offered three Parent & Child Play Groups. Our first play group was Bubbles, Bubbles, and Bubbles. This was an evening play group offered from 5:30-7:00 - 3 new families were able to join us. For our second play group we joined the Carnegie Public Library Books and Blocks program. This is always a fun time meeting new friends, singing songs, listening to stories, and nursery rhymes. During our third play group, we celebrated Earth Day. We showed our families how to reuse materials for fun and learning. We searched for fossils, making a coffee filter earth painting, colored with recycled crayons, made trash sculptures, played in a newspaper fort, bowled using water bottles as pins, and made discovery bottles for infants.

During March, home visitors completed a total of 184 visits. There were 27 home visits cancelled by parents, and 25 cancelled by home visitors. Of the 25 visits cancelled by staff 3 were rescheduled. We continue to have staff absent due to their children or themselves being ill. A few home visitors have also been dealing with serious family medical issues as well. For the monthly report we can only count home visits as rescheduled if they are cancelled and rescheduled during the same week. Home visitors try their best to get visits rescheduled prior to the end of the month. We provided services to 17 children with disabilities that have an Individualized Family Service Plan (IFSP).

We are very sad to say good-bye to Rachael Moore but wish her the best! She has been offered a wonderful job opportunity with the Ohio Department of Jobs and Family Services. Rachael has been with us from the very beginning of March 2010; and will be truly missed. Every effort is being made to ensure the transition to a new home visitor is a positive experience for all.

### **ERSEA (Eligibility, Recruitment, Selection, Enrollment, Attendance)**

- Enrollment is down due to children moving, and attendance issues.
- Recruitment efforts are picking up. Staff recruited at Ohio Thrift Store and will recruit during the County Health Fair.
- 64 children are eligible to return for the 2012-2013 program year, of those, 53 have returnee applications completed.
- 26 new applications have been completed.

### Family and Community Partnerships

- All Family Partners and Coordinator attended Ohio Head Start's Social Service Conference.
- Family Partners and Coordinator met with Fayette County Sheriffs to discuss current drugs in Fayette County, signs of under the influence, and procedures for reporting.
- 105 families were contacted in March.
- 73 Family Partnership Agreements had follow- up completed.
- Skating party- food drive for Presbyterian Church food pantry.
- End of the year event will be a carnival. This will take place at the Court House center.
- I coordinated with Nationwide Children's Hospital and Fayette County Health Dept. to bring the Ronald McDonald Care Mobile to the Health Dept. monthly. Hopefully any child needing a physical and blood work for our programs can use this care van.

### Health & Nutrition

#### Head Start / Public Preschool

Physicals: 6  
Medical Follow-up: 6  
Dentals: 3  
Dental Follow-up: 7  
Vision Screens: 4 Received follow-up: 1  
Hearing Screens: 4 Received follow-up: 0  
Special Diets: 9  
Number of Meals served for February: 4,566

Jeffersonville center roof has had wind/hail damage. Estimates obtained and faxed to the insurance adjustor.

#### Early Head Start

Well Baby/Child Checks: 12  
Medical Follow-up: 2  
Oral Screens: 12  
Dentals: 1  
Dental Follow-up: 0  
Vision Screens: 4  
Hearing Screens: 4  
Infant/Toddlers with current/complete immunizations/waiver: 69  
Infant/Toddlers with deficient immunizations: 3  
Prenatal OB visits: 4  
Newborn Referrals: 2  
Newborn Welcome Home Visits: 2

(1) Prenatal/Postpartum Support group held March 16<sup>th</sup> with Jeannie Bihl RN facilitating.

- ii. Actions Needing Board Approval
  - a. Approval of COLA, Expansion

Mike Henry moved and Michael Gibbons-Camp seconded to approve the application for Cost of Living and Expansion funds as presented by the EC Director. Motion passed unanimously.

- b. Salary Schedule

Connie Matthews moved and Mike Henry seconded to approve the salary schedule as presented by the EC Director. Motion passed unanimously.

- B. Housing Programs – Self-Help, Development, Youthbuild
  - i. Director's Report

Self-Help Housing Activities:

In March, CAC staff talked with 68 new interested families about their Affordable Homeownership Programs. Three new applications were submitted to USDA for the Self-Help Housing Program. Two new self-help homes are currently under construction. These two families contributed 163 sweat equity hours.

At the end of March, the agency owned 7 lots in Arbor Village in WCH and 30 in the Arrowhead Subdivision in Frankfort. All 7 of the remaining lots in Arbor Village will be used in the current grant. Twenty-eight of the 30 Arrowhead lots will be used for the next self-help grant. CAC received a loan modification from the Housing Assistance Council to extend the terms on these lots through 2013 and to convert the loan from interest to non-interest bearing. Design work on the New Holland project is on hold until the lots in WCH are all sold.

Other Single Family Housing Activities:

During March, rehab work was continued on one Landloc property. Another completed Landloc home was shown to several potential buyers.

In the NSP 2 program in Fayette County, one completed new construction home was sold. Rehab work was nearly completed on the Albin Avenue property and an application was submitted to USDA for the purchase of this home. A construction contract was signed and construction begun this month on a new unit on Broadway. Rehab plans were completed on one of the Circle Avenue homes.

Bambi and Patty continued to work with the architect, developer and the City on the downtown NSP 2 project. The environmental release was obtained.

The Youthbuild house was sold this month.

Foreclosure Prevention Activities:

One of the two remaining HHF applicants received over \$24,000.00 this month to bring their loan current. This family now has the income to support the loan. OHFA is working on closing our last HHF client.

Training and Other Activities:

Kathy and Tina participated in a Pioneer School Resource fair in Chillicothe and also attended the ROMA training for OCEAN. Kathy, Tina and Bill met with the City and County CHIP consultants for their housing committee meeting. Tina participated in a Saturday Benefit Bank Tax Clinic at The Well and spoke to Headstart parents in Bainbridge. Patty and Bambi attended a meeting at OHFA concerning the Washington Middle School project. They also both participated in a weekly conference call on The Lofts project. Patty attended the Ohio CDC Association Consensus Building training in Columbus and a Financial Accounting workshop in Dayton. All housing staff members attended the self-help housing quarterly review meeting this month.

ii. Actions Needing Board Approval

None this month

C. Transportation – Transit; JARC, Medical, Mobility Management

i. Director's Report

Transportation:

We have 3 new employees who have completed their training: Gina Garrison, Angela Hayley, and Kevin Mclaugin.

JARC is up and running full force.

We will be offering shuttle service to the Health Fair on April 28<sup>th</sup>. Service will be from the old Golden Corral building. Jason Meadows has graciously offered to run the shuttle and donate his time.

Ryan and Mekia are attending the Alcohol and Drug training in Miami, Florida.

Having flyers printed to send home with students at both Miami Trace and Washington City Schools. This is a great way to advertise for cheap!!!

Mobility Management:

Still in the works with Showa, hoping to have that contract signed and intact by next month.

Will have meetings with Yusa and Southern State Community College when I return from Miami.

Attended the Mobility Summit conference in Columbus at ODOT.

Working with Vic Pontius and Stan Brown with the 2<sup>nd</sup> chance program. We currently transport several of their clients now. Just keeping this in good stance, they understand a little more about the public transit system now.

Meeting with Seaton apartments this month, will be meeting with the residents there to discuss public transit.

ii. Actions Needing Board Approval

None this month

D. Homeless Program - Shelter, Transitional, HPRP, CoC

i. Director's Report

Homeless:

The homeless shelter has continued to be full and has been approved for \$3,700 in discretionary funds to remodel the bathroom. Transitional Housing has one family exiting to permanent housing.

Continuum of Care:

The Fayette County Continuum of Care has been gearing up for the regional Continuum of Care meeting this month on April 18<sup>th</sup>. The FEMA subcommittee met to discuss rating criteria for the Emergency Food and Shelter Program.

HPRP/HSP:

The Housing Stability Program training was held this month regarding changes from HPRP. CAC is receiving federal funds for this project. Under HEARTH, the regional approach will continue and more programs will be streamlined through the regional Continuum of Care. The decision on who will lead the planning committee and all funding request will be made this month. Penny Good and Stacey Johnson will support the Fayette County HSP Program. Penny will go back and forth between Fayette and Highland Counties.

Shelter Plus Care & Destination HOME:

The program is at capacity. Christina Blair completed a 5 county application for the HSP under the HUD Continuum of Care program. The grant will assist 5 individuals in each county with permanent supportive housing and fund 20% of a case manager in each county for a total of \$713,075.

SSI Ohio:

Melinda Hellard has assisted 44 households with SSI/SSDI applications. 3 of 13 application submitted have obtained benefits. The grant application for Phase 5 is due at the end of April.

Benefit Bank

Christina Blair, Lindsay Minzler, Stacey Johnson, Tina Dahmer and Kristi Pemberton have completed 70 tax returns. The grant will end in April. Kristi Pemberton is to be commended on her efforts!

Training Activities:

Christina Blair: Continuum of Care New Application Training, HMIS training, Housing Stability Program Training, SSI Ohio Phase 5. Penny Good: HMIS, Housing Stability Program, HMIS, and OCEAN. Stacey Johnson: OCEAN and Youthbuild.

- ii. Actions Needing Board Approval – none this month

**7. OLD BUSINESS**

Covered by Executive Director and Fiscal Director reports

**8. New Business**

A. Attorney General Letter

A Response to the attorney general's non-profit law section will be drafted and forwarded to the board before submission.

B. Next meeting – Kearney Court

We will be having an Open House at Kearney Court on May 9 at 1:00. The board meeting will be held at the project at 11:30 before the Open House. The project is located at 200 Beaumont in New Holland. Transportation will be provided to those who need it.

**11. ADJOURNMENT**

Motion to adjourn made by Chuck Winkle and seconded by Mike Henry.  
Motion passed unanimously and the meeting adjourned at 1:30 PM.

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Secretary

**BOARD MINUTES**

DATE: May 9, 2012

<b>MEMBERS:</b>	<b>AFFILIATION</b>	<b>ATTENDANCE</b>
• WILLIAM DENT	NAACP	X
• JACK DEWEESE	Fayette County Commissioners	X
• MIKE GIBBONS-CAMP	Southeastern Ohio Legal Services	E
• GAYLE HANSEN-BROWN	Ministerial Association	X
• MIKE HENRY	Miami Trace School Board	X
• MIKKI HUNTER-SMITH	Chamber of Commerce	E
• PENNY HUTCHISON	Homeless Shelter	X
• CONNIE MATTHEWS	Washington School Board (designee)	E
• CHERYL ROYSTER	Fayette Memorial Hospital Social Worker	E
• BARBARA SALTZ	New Holland residents	A
• VICKIE FREEDMAN	Fayette Inn Resident Council	X
• TAVIA WILKERSON-KETTLES	Head Start Parents	X
• FAYE WILLIAMSON	Department of Job & Family Services	X
• CHUCK WINKLE	City Council	E

Vacancies: one

OTHERS PRESENT: Bambi Baughn, CAC Executive Director; Denise Pontius, Fiscal Officer; Scott Madden and Angela Siler, Fiscal Assistants; Debbie Miller, Supportive Services; Robert Bender, Housing Services Alliance

QUORUM PRESENT: YES

The meeting was held at Kearney Court, a HUD 202 project at 200 Beaumont Street, New Holland. The board toured the apartments and grounds before and after the meeting. The meeting was followed by an Open House and ribbon cutting.

**1. CALL TO ORDER**

Chairman Faye Williamson called the meeting to order at 11:45 AM.

**2 APPROVAL OF MINUTES OF PREVIOUS MEETING:**

Jack DeWeese moved and William Dent seconded that the minutes of the previous meeting be approved as mailed. Motion passed unanimously.

**3. PROGRAM PROGRESS REPORTS/BALANCES OF ACCOUNTS**

The attached program progress reports were distributed for review and discussion. There were questions about the variations in shelter nights reported on the homeless programs report. At the request of CAC staff, Penny Hutchison read her personal "success story" that was part of CAC's United Way application.

**4. EXECUTIVE DIRECTOR'S REPORT**

Bambi welcomed everyone to Kearney Court and explained the HUD 202 project, resident eligibility and management. The Weatherization Management Plan has been submitted. United Way applications were submitted for the shelter, Destination Home, Transportation and Wheels to Work. Applications were also submitted for Summer Youth, Youthbuild and Alzheimer homemaker programs.



Bambi will be attending the CAPLAW annual conference in San Diego in June and the National Community Action Partnership annual conference in New York in August. The agency will also send staff to the Wipfli Management conference in July in Las Vegas. Grant funds are available to cover the costs of attending these conferences.

## 5. FISCAL OFFICER REPORT

Denise reported that the fiscal year has not been closed out and we have requested a revision in our T&TA grant so that the GMS contractor can come back in June and help with this. A list of checks written last month was distributed to the board via e-mail. The Finance Committee met and decided that the committee members, after reviewing the list of transactions, will select some to be pulled and verified.

## 6. REPORTS FROM MAJOR PROGRAMS/ACTIONS REQUIRING BOARD APPROVAL

### A. Early Childhood Programs - Head Start, Public Preschool

#### PROGRAM DESIGN & MANAGEMENT

##### Step Up To Quality

The Washington Court House Center has received a Three Star Award Rating! This is the highest rating that a program can earn through the step up to quality program. We are very proud of everyone's accomplishments.

The Jeffersonville Center received a Two Star Award Rating! Their rating was a two star due to both teacher assistants not having associates degrees which is not required for licensing but will get you a 3 star rating. Next year, we will move at least one teacher assistant from Washington Court House to Jeffersonville who has an associates and this will give us a three star rating at both centers as long as we continue to meet all other benchmarks.

##### Self-Assessment

The self-Assessment was held on April 12th. The fiscal team was unable to finish their section in the time allotted so they met again on April 27th.

The final report will be present in June. The self-assessment process went very well this year. We spent the entire week having parents and other volunteers interviewing staff, completing checklist, making home visits, riding buses, doing classroom observations, and really taking a good look at our program. We were really excited to see the support that we had from the parents and the community to help with the self-assessment.

##### On-going Monitoring

The Administrative Team hold weekly meetings. In order to ensure that we are meeting the performance standards, all coordinators will be required to submit weekly reports beginning in September we will be developing a plan of action for our average daily attendance to ensure that it is improved.

##### RECOMPETITION

We are preparing for the RFP. Bambi, Denise, and Yvonne have attended two webinars: Grant Writing in an ERA of Competition (National Head Start Association) and Understanding the Re-Competition RFP (Acelero Learning).

#### Education Monthly Report

##### **Get It, Got It, Go**

Teachers completed GGG assessment on all children. The assessment covers rhyming, alliteration, and picture naming. See attached scores for our center and the state.





### **OAEYC Spring Conference**

All education staff attended the OAEYC Early Childhood Conference in April to meet the Step-Up to Quality training requirements and to gain knowledge to use in the classroom. COSI offered on-site training/workshops. Some staff members went to COSI.



### **Carnival Day**

Head Start children enjoyed Carnival Day at the WCH center complete with face painting, bounce house, games, and prizes.

### **Kindergarten Registration**

Miami Trace staff came to both centers to register and assess our students who will be going on to kindergarten.

## **Health/Nutrition/Facilities Service Area Report for April 2012**

### Head Start / Public Preschool

Physicals: 1  
Medical Follow-up: 0  
Dentals: 4  
Dental Follow-up: 3  
Vision Screens: 0 Received follow-up: 3  
Hearing Screens: 0 Received follow-up: 0  
Special Diets: 9  
Number of Meals served for March: 5087  
April: 1391

Missing shingles have been replaced. A new full roof has been approved by the insurance company and will be completed during the summer.

Several staff volunteered to work an additional week to complete the painting of classrooms and halls.

### Early Head Start

Well Baby/Child Checks: 14  
Medical Follow-up: 3  
Oral Screens: 14  
Dentals: 0  
Dental Follow-up: 1  
Vision Screens: 1  
Hearing Screens: 2  
Infant/Toddlers with current/complete immunizations/waiver: 63  
Infant/Toddlers with deficient immunizations: 9  
Prenatal OB visits: 1 pending documentation  
Newborn Referrals: 0  
Newborn Welcome Home Visits: 0

ERSEA (Eligibility, Recruitment, Selection, Enrollment, Attendance)

- Enrollment ended with 142 in Head Start and 29 in Public Preschool.
- Average Daily Attendance for the year was 84.96%.
- Number of applications completed and processed 84, includes returnees and new applications.
- Recruitment efforts are continuing. Staff recruited at Cherry Hill open house and the Health Fair.



- Returnee Orientations have begun

Family and Community Partnerships

- Files copied for children transferring to Kindergarten (80)
- Parent Auction was held.

This month, we offered three Parent & Child Play Groups. We started off the month on April 5<sup>th</sup> with our play group at the Carnegie Public Library joining the Books and Blocks program. We sang songs, listened to stories, and nursery rhymes. During the April 13<sup>th</sup> play group, we celebrated National Gardening Month by planting seeds, filled the sensory table with imitation grass and bugs, painted with artificial flowers, and made prints from stamps of flowers and the sun. On April 25<sup>th</sup>, our focus was on gross motor and fine motor play we danced, climbed on stepping stones, and made magnets with squeeze paint.

During April, home visitors completed a total of 208 visits. There were 24 home visits cancelled by parents, and 11 cancelled by home visitors. Of the 11 visits cancelled by home visitors 6 were rescheduled. For the monthly report we only count home visits as rescheduled if they are cancelled and rescheduled during the same week. Home visitors make every attempt to make up missed home visits prior to the end of the month. We provided services to 17 children with disabilities that have an Individualized Family Service Plan (IFSP).

B. Housing Programs - Self-Help, Development, Counseling, Youthbuild

Homeownership Programs

During April, we received 56 new inquiries about our housing programs and worked with 36 interested families. We submitted four new mortgage applications to USDA for the Self-Help Housing program and had one approved. Since the first of May, two others were also approved. These self-help homes will be built in Arbor Village in WCH and in Arrowhead Village in Frankfort. Two homes are currently under construction in the program and will be completed in June. We submitted a request to the USDA Hillsboro office to do one self-help group in the current grant in Jamestown and have begun submitting applications for those applicants.

Rehab work has been completed on one of our two LANDLOC homes and this house is currently under contract. The other LANDLOC home is being rehabbed now.

In April, we sold the Youthbuild house. The buyers received \$3,119.00 in Housing Trust Fund down payment assistance.

In the NSP 2 program, the house on Albin Avenue was completed and the buyers received approval from USDA. The closing will take place in May. A new construction unit was started on Broadway and the Circle Avenue rehab project was bid and work begun. The second home on Circle Avenue will be bid out for rehab work on 5/16.

During April, Patty and Bill attended a two day Excel training in Columbus. Kathy, Tina and Patty traveled to Milwaukee for a three day USDA 502 mortgage packaging certification training. Patty attended the COHHIO annual housing conference in Columbus and Tina went to the Ohio CDC Association Financial Education training class. Kathy and Tina both attended OCEAN training.

C. Transportation -Transit; JARC, Medical, Mobility Management

Transportation:

Transit trips: 2055

JARC trips: 1354

Working to enter all JARC, Medicaid and Vet clients into The OCEAN program. Shuttle service to the Health Fair was successful. We transported approximately 23 people. This is a big improvement from last year. We would like to thank Jason Meadows, Deb Everman and Angela Hayley for donating their time and running the shuttle buses for us!!!!

Once again we will be offering rides to and from the Farmers Market this year. Customers will pay the normal in town fee (\$1 or 50cents for elderly and/or disabled), but they will be reimbursed at the Market; they will also need to call the office no later than 2pm on Friday to schedule this pick up.

Ryan and Mekia completed the Reasonable suspicion class. They should be receiving their certificate soon.

Mobility Management:

Held meeting at Seaton Senior housing, had a great discussion with the residents there, letting them know about our services and that they can use us for more than medical appointments. Also discussed issues they have with transportation which was discussed in the office to address.

Transportation has signed up for the Kroger Community Rewards program. If you go online and register your Kroger plus card a percentage of your purchases are given to the Transportation department. This will cost you nothing and will help us out greatly. Mekia will be sending the board members emails with the link. Your participation is greatly appreciated. Thanks!!!

Working on coordinating and contracting with Molina and Caresource, they are currently using taxis from out of town for transporting their clients. Mekia will be working to become their primary contact for transportation.

Mekia will be contacting the local Children Services office to possibly coordinate with them to provide safe to and from trips between parents.

D. Homeless Program - Shelter, Transitional, HPRP, CoC

Continuum of Care:

The regional Continuum of Care had over 45 participants. We covered the new Housing Stability Program, regional Point in Time Count Data, and Veteran's homelessness.

HPRP/HSP:

The agency was asked to lead Fayette, Highland, Ross, Clinton, and Pickaway Counties through the Homeless Crisis Response Team (HCRT). HPRP Case Managers met to update the file, talk about the Housing Stability Program, and discuss more effectively targeting homeless prevention resources. Many of the shelters feel that most of their referrals do not come from their own rental housing.

Shelter Plus Care & Destination HOME:

The program is at capacity. Christina Blair completed a 5 county application for the region under the HUD Continuum of Care program. The grant will assist 5 individuals in each county with permanent supportive housing and fund 20% of a case manager in each county for a total of \$713,075. The application was moved forward by the Balance of State to compete.

SSI Ohio:

Melinda Hellard has assisted 57 households with SSI/SSDI applications. 4 of 14 applications submitted have obtained benefits. The grant application for Phase 5 was turned in.

Training Activities:

Christina Blair: Changes to Ohio's Homeless Assistance Grant Programs, Faith and Community Based Approaches to Responsible Fatherhood and its Impact on Delinquency Prevention, Building the Bridge: HPRP to ESG, Intake for CSP, Ohio BOSCOC: Applying the New Homeless Definition in CoC Programs, COHHIO Conference. Penny Good: Benefits Training, COHHIO Conference. Stacey Johnson: COHHIO. Gaye Huffman: OCEAN Training, COHHIO Conference.

**7. ADJOURNMENT**

Motion to adjourn made by Jack DeWeese and seconded by William Dent  
Motion passed unanimously and the meeting adjourned at 12:14 PM.

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date

**BOARD MINUTES**

DATE: June 13, 2012

<b>MEMBERS :</b>	<b>AFFILIATION</b>	<b>ATTENDANCE</b>
• WILLIAM DENT	NAACP	A
• JACK DEWEESE	Fayette County Commissioners	E
• MIKE GIBBONS-CAMP	Southeastern Ohio Legal Services	P
• GAYLE HANSEN-BROWN	Ministerial Association	P
• MIKE HENRY	Miami Trace School Board	P
• MIKKI HUNTER-SMITH	Chamber of Commerce	E
• PENNY HUTCHISON	Brick House	P
• CONNIE MATTHEWS	Washington School Board (designee)	P
• CHERYL ROYSTER	Fayette Memorial Hospital Social Worker	P
• BARBARA SALTZ	New Holland residents	A
• VICKIE FREEDMAN	Fayette Inn Resident Council	P
• TAVIA WILKERSON-KETTLES	Head Start Parents	A
• FAYE WILLIAMSON	Department of Job & Family Services	P
• CHUCK WINKLE	City Council	A

Vacancies: one

OTHERS PRESENT: Bambi Baughn, CAC Executive Director; Scott Madden, HR/Fiscal Assistant; Patty Griffiths, Housing Director; Christina Blair, Supportive Housing Director; Ryan Hosch, Transit Manager; Mekia Rhoades, Mobility Manager; Yvonne Broughton, Early Childhood Programs Director; Jodie Baker, ERSEA Coordinator

QUORUM PRESENT: YES

**1. CALL TO ORDER**

Chairman Faye Williamson called the meeting to order at 11:50AM.

**2 APPROVAL OF MINUTES OF PREVIOUS MEETING:**

Cheryl Royster moved and Connie Matthews seconded that the minutes of the previous meeting be approved as mailed. Motion passed unanimously.

**3. PROGRAM PROGRESS REPORTS/BALANCES OF ACCOUNTS**

The attached program progress reports and balances of accounts were distributed for review and discussion.

Scott reported that the year end report was completed last week and vouchers have been pulled for board review as selected by Faye and Mikki.

Faye commented on the good job Melinda Hellard is doing with the SSI Ohio Outreach program.

Scott stated that the personnel policies additions needed to be reviewed and approved. Mike Henry moved and Michael Gibbons-Camp seconded to table this until the next meeting.

**4. REPORTS FROM MAJOR PROGRAMS/ACTIONS REQUIRING BOARD APPROVAL**

A. Early Childhood Programs - Head Start, Public Preschool

i. Director's Report

Recompetition Grants

The RFP's have been released and the grants are due August 14<sup>th</sup>, 2012. We have subscribed to Acelero Learning for resources. We also have Melinda Johnson from Community Action Agency of St. Clair County, Port Huron, Michigan, helping with the grant. She will be meeting with the Administrative Team on June 12<sup>th</sup> and June 13, 2012. Daryl Dilworth, Office of Head Start, Program Office, recommended Melinda to our agency.

ERSEA (Eligibility, Recruitment, Selection, Enrollment, Attendance)

- ❖ Number of applications completed and processed- Head Start=108, Preschool=16.
- ❖ Parent orientations- 60 returnee parents were scheduled for orientation, 29 attended.
- ❖ Parent recruitment committee has been established.

Family and Community Partnerships

- ❖ Trainings scheduled
  - July, Mental Health
  - August, CLASS

Health/Nutrition/Facilities Service Area Report for May 2012

Head Start / Public Preschool

Physicals:

Medical Follow-up: 3

Dentals:

Dental Follow-up:

Vision Screens: 0 Received follow-up:

Hearing Screens: 0 Received follow-up: 0

Special Diets:

Number of Meals served for May: 0

Several staff volunteered to work an additional week to complete the painting of classrooms and halls.

One of the offices at Jeffersonville has had the carpet removed and a new flooring material has been installed.

Jeffersonville floors have been stripped and waxed. Washington C.H. floors will be done June 8-9.

All fire extinguishers have been recharged, emergency exit lights and hood systems have all been inspected. The building fire inspections are scheduled for Tuesday June 5, 2012.

Early Head Start

Well Baby/Child Checks: 12

Medical Follow-up: 1

Oral Screens: 12

Dentals: 0

Dental Follow-up:

Vision Screens: 2

Hearing Screens: 0

Infant/Toddlers with current/complete immunizations/waiver: 68

Infant/Toddlers with deficient immunizations: 3

Prenatal OB visits: 2

Newborn Referrals: 0

Newborn Welcome Home Visits: 0 prenatal/Postpartum Support Group held 5/11/12.

ii. Actions Needing Board Approval

Yvonne asked for approval to submit competitive applications for our Head Start and Early Head Start programs. Connie Matthews moved and Michael Gibbons-Camp seconded to approve the submission of the HS/EHS grants. Motion passed unanimously.

B. Housing Programs - Self-Help, Development, Youthbuild

i. Director's Report

During May, we received 56 new inquiries about our housing programs and worked with 33 interested families. We have 42 additional families in various stages of credit repair. We submitted five new mortgage applications to USDA and received three approvals. Two homes are currently under construction in the self-help housing program in Frankfort. Five additional families will be added to this group over the next two months. Two self-help families in WCH moved into their homes this month. Negotiations were completed with the Woda Group to purchase 8 lots in the Hunter's Pointe Subdivision in Jamestown for the final group in the current grant. One of those participants has already received approval from USDA and two more applications are being processed in the Hillsboro office. We are working with the USDA office for approval to move this last group in the current grant to Jamestown.

The NSP home on Albin Avenue was sold this month. Rehab work continues on the yellow Circle Avenue property and a buyer has received USDA mortgage approval for that house. The new construction unit on Broadway is under roof and under contract with an approved buyer. The red Circle Avenue property was bid out and a potential buyer is in the loan process stage for that home. All demolition work on single family homes is completed in all five counties.

The development work for the Lofts project is complete and demolition has begun on two of the buildings.

The rehab work is completed on both LANDLOC homes. One of them is under contract with an approved buyer.

ii. Actions Needing Board Approval

Patty requested the board pass a resolution to purchase lots in Jamestown; specifically That Bambi Baughn, Executive Director, be empowered to execute a note and mortgage to the Woda Group for the purchase of Lots# 34 - 41 in the Hunters Pointe Subdivision in Jamestown, Ohio at a cost of \$160,000.00. This note will be paid at 0% interest at a rate of \$20,000 per lot after each lot is sold to a self-help housing participant. Cheryl Royster moved and Mike Henry seconded to adopt the resolution. Motion passed unanimously.

C. Transportation -Transit; JARC, Medical, Mobility Management

i. Director's Report

Transportation continues to do well. This month the transportation program completed 2058 trips. Transportation saw a slight increase in Veteran trips with the possibility of more Veteran's trips in the future. The JARC program completed 1449 trips and continues to operate Monday through Saturday.

The contract with Sugar Creek Packing was re-signed for another year. Contract negotiations may be done in the future as Sugar Creek may look to service additional employees and may add Chillicothe to the list of pick up and drop off locations.

Allen Fultz attended the OPTA conference in Columbus on May 31st and June 1<sup>st</sup>. He attended a BRAUN wheelchair lift seminar, as well as a maintenance seminar. Allen received a certificate of completion and is now BRAUN certified.



Allen learned valuable information and has already used the knowledge learned to repair a wheelchair lift that we have had the same problem with numerous times. Annual bus inspections were done on 4 transportation busses and 1 JARC bus. All busses passed with no findings and have been approved for another year of service.

We have been receiving donations from the Unity Fellowship Church for passengers needing to go out of town for Doctors appointment but cannot pay the fare. The pastor is going to discuss the possibility of donating \$100 per month for this cause. Mekia has been contacting other churches in the community for possible donations.

All new drivers completed their wheel chair training and they are all certified to secure wheels chairs in their vehicles. Thanks to Sandy at Fayette DD for taking the time to complete this certification for our drivers. Mekia had a meeting with the residents of Seaton Hall Senior Housing and the new service coordinator, with about 10 in attendance. She discussed with the residents everything that transportation has to offer and let everyone know that we are not just transportation to doctors' appointments. They were really excited to learn they could use our services to go shopping or out to lunch with friends.

Finally, we are still working on entering all of our clients into the OCEAN system.

ii. Actions Needing Board Approval

None this month

D. Homeless Program - Shelter, Transitional, HPRP, CoC

i. Director's Report

Shelter/Transitional Housing:

The Homeless Shelter had two Southern State Community College volunteers this month. The bathroom is almost done from the Discretionary Funds received from the state. There is one opening on transitional housing.

Continuum of Care:

The Continuum of Care took the month off to gear up for the Homeless Crisis Response Team and the Housing Stability Program.

HPRP/HSP:

The agency was asked to lead Fayette, Highland, Ross, Clinton, and Pickaway Counties through the Homeless Crisis Response Team (HCRT). The Homeless Crisis Response Team chose its representatives to attend the Balance of State Coordinated Intake meeting. Attendees will include: Christina Blair, Denise Stryker, Becky Hammond, Bill Fife, and Tammy Hettinger. These individuals will be responsible for implementing change on the county level. The HPRP Program is almost completely out of funds region-wide. Funds must be expended by July 1<sup>st</sup>. June 1<sup>st</sup> programs will begin taking new clients under HSP. There will be roughly 15 clients served between Fayette and Highland County from June to December 2012.

Christina Blair updated the file and the policies and procedures for the HSP program. Case Managers met at CACFC to go over program guideline updates.

Shelter Plus Care & Destination HOME:

The program is at capacity for single individuals. The program had an audit. The program passed the audit successfully. The program is currently filling its family spot.

SSI Ohio:

Melinda Hellard has assisted 63 households with SSI/SSDI applications.

5 of 17 applications submitted have obtained benefits. The grant application for Phase 5 was approved. Under Phase 5 Melinda will begin working more closely with the mental health and correctional facilities. The program will utilize the SOAR method for screening applicants into the program.

Training Activities:

Christina Blair: Changes to Ohio BOSCO; Performance Committee; Asset Platform Training. Penny Good: VA Housing Summit.

ii. Actions Needing Board Approval - none this month

E. Other Actions Needing Board Approval - none

**7. OLD BUSINESS** - None

**8. NEW BUSINESS**

Michael Gibbons-Camp announced that he has to resign from the board due to the budget cuts in his office and staff shortages. Mike Henry moved and Connie Matthews seconded to elect a new secretary at the next meeting to fill Michael's term. Motion passed unanimously. Discussion of other attorneys who might be able to join the board to meet with Head Start membership requirement.

**9. OTHER BUSINESS** - None

**10. ANNOUNCEMENTS** - None

**11. ADJOURNMENT**

Motion to adjourn made by Mike Henry and seconded by Mikki Hunter-Smith. Motion passed unanimously and the meeting adjourned at 1:10pm

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Secretary

**BOARD MINUTES**

DATE: 8/8/12

<b>MEMBERS :</b>	<b>AFFILIATION</b>	<b>ATTENDANCE</b>
• WILLIAM DENT	NAACP	P
• JACK DEWEESE	Fayette County Commissioners	P
• VICKIE FREEDMAN	Fayette Inn Resident Council	E
• GAYLE HANSEN-BROWN	Ministerial Association	P
• MIKE HENRY	Miami Trace School Board	P
• MIKKI HUNTER-SMITH	Chamber of Commerce	P
• PENNY HUTCHISON	Homeless Shelter	Resigned
• CONNIE MATTHEWS	Washington School Board (designee)	P
• CHERYL ROYSTER	Fayette Memorial Social Worker	P
• BARBARA SALTZ	New Holland residents	A
• MELISSA UPTHEGROVE	Private Attorney	P
• TAVIA WILKERSON-KETTLES	Head Start Parents	A
• FAYE WILLIAMSON	Job & Family Services	P
• CHUCK WINKLE	City Council	P

Vacancies: 2

OTHERS PRESENT: Bambi Baughn, CAC Executive Director; Denise Pontius, Fiscal Officer; Angela Siler, Fiscal Assistant; Scott Madden, HR/Fiscal; Yvonne Broughton, Early Childhood Director; Christina Blair, Homeless/HPRP Director; Patty Griffiths, Housing Director; Mekia Rhoades, Mobility Manager

QUORUM PRESENT: YES

**1. CALL TO ORDER**

Chairman Faye Williamson called the meeting to order at 11:50 AM. She introduced new board member, attorney Melissa Upthegrove, who is replacing Michael Gibbons-Camp. Board members introduced themselves to Melissa.

**2 APPROVAL OF MINUTES OF PREVIOUS MEETING:**

Cheryl Royster moved and William Dent seconded that the minutes of the previous meeting be approved as mailed. Motion passed unanimously.

**3. PROGRAM PROGRESS REPORTS/BALANCES OF ACCOUNTS**

The attached program progress reports and balances of accounts were distributed for review and discussion.

**4. EXECUTIVE DIRECTOR'S REPORT**

A. Update on board composition; appointment of secretary

With the resignation of Michael Gibbons-Camp, a secretary will need to be appointed to fill that office until election of new officers in December. Gayle Hansen-Brown volunteered as secretary. Penny Hutchison notified the Executive Director that since she has finished school, she has obtained full time employment that will prevent her from being able to attend meetings. (She will still stay on at the shelter as a volunteer, providing overnight coverage). We also still have a vacancy in the private sector of the board.

B. Update on weatherization program

With the receipt of utility funds, we were able to bring two crew members back to work. The weatherization management plan has been revised to reflect a crew-based program instead of a contractor-based one. Connie Matthews moved and Cheryl Royster seconded to approve the revised management plan for weatherization. Motion passed unanimously.

The state's weatherization plan includes a plan to competitively bid the weatherization program out in 2013. The CAA network has expressed its disapproval of this plan.

C. Discontinued programs - home delivered meals, FACES

We have discontinued the home delivered meals program as of last week. The program is not covering its operating costs, and has never covered any administrative costs. Most of the people on the program were taken in by the Commission on Aging's home delivered meals program. The hospital is handling meals for the couple that need special diets, but will not be able to continue this indefinitely.

**5. FISCAL AND HUMAN RESOURCES REPORT**

Denise reported that the audit has been completed, and that general fund transactions were included this year. The loan from the Woda Group has been paid down to \$50,000. Denise will be sending reconciled bank statements and credit card statements with other board information.

A. Approval of Employee Handbook

Scott Madden led the discussion of the revised employee handbook, that was previously emailed to the board. After discussion, Connie Matthews moved and Chuck Winkle seconded to approve the Personnel Policies as presented. Motion passed unanimously.

B. Approval of Payment of Staples Account

Denise Pontius reviewed the Staples account with the board. There is a balance on the card that the fiscal department does not have back-up, as purchases were made by a former employee who did not use purchase orders or provide invoices. Denise asked the board to pay the balance from the general fund. After discussion, the board consensus was that Staples should provide proof of purchases and who made them before any payment was made on the balance.

**6. PROGRAMS REPORTS/ACTIONS REQUIRING BOARD APPROVAL**

A. Early Childhood Programs - Head Start, EHS, PPS

i. Director's Report - Yvonne Broughton

HS AND EHS COMPETITION GRANT

Head Start application has been received and validated by grants. Gov. Yay!!!! Early Head Start grant is near completion. Bambi is working on adding some Community Action information and making revisions. This grant will be submitted as soon as they are completed. Deadline is August 14. No worries...there are 24 hours in a day so we have plenty of time!

School Year 2012-2013

The first day of classes is August 27, 2012. Recruitment and enrollment efforts have been very strong. We have had a few families that have been unable to keep their appointments for orientation, even after numerous appointments. We have now placed those families on the waiting list and have enrolled other families in their place.

We are working at filling staff positions that have become vacant. We have hired three center assistants. We have received resignations from one EHS Health Assistant, one Bus Driver, one Home Visitor, and one Teacher Assistant.

The major problem we are having is finding candidates with degrees. We have run an ad in the paper and are beginning to receiving some qualified candidates. Another problem is that because we hire in house first, it is like a domino effect and we find ourselves needing staff in other areas. But, we are very committed to having a high quality program. We will continue to recruit qualified applicants so that we can ensure that all positions are filled and we are well prepared on day 1!

ii. Self Assessment Report 4/12/12

Program Strengths

1. Staff trainings.
2. Bus activities are a classroom extension.
3. Communication between staff and parents.
4. Drivers strictly adhere to safety regulations.
5. Staff collaboration between areas.
6. Creating stimulating, engaging, learning, environments for children.
7. Collaboration with school districts and LEA.
8. Education continues beyond the classroom through parent involvement.
9. Good relationship between parents and transportation staff.
10. Weekly team meetings.
- Supervisors actively supervise staff to ensure competence and timeliness, which ensures on-going monitoring.
11. Code required for door entering classrooms. Back door is secured for employees only.
12. Playground is secured by 8' fence.
13. Excellent turnout for the self-assessment. Parent participation was excellent. The community representatives were overwhelmed with the amount of parents present and their commitment to the program.

iii. Actions Needing Board Approval

a. Job Descriptions and Service Plans

The following items were presented for board approval: job descriptions, and service plans for Education, Facilities, Human Resources, Management System, Program Governance and Shared Governance Impasse Procedure.

Connie Matthews moved and Chuck Winkle seconded to approve the job descriptions and service plans. Motion passed unanimously.

B. Housing Programs - Self-Help, Development

i. Director's Report - Patty Griffiths

Self-Help Housing Activities:

Over the past two months, two new self-help applications were submitted to USDA and three approvals were received. A group of four families are currently building their homes. They contributed 176 sweat equity hours. CAC received approval from USDA in July to construct 8 homes in Jamestown as part of the current grant. Two families have already received loan approval for this site.

There are currently 7 lots remaining in the Arbor Village Subdivision in WCH and 27 in the Arrowhead Subdivision in Frankfort. The New Holland parcel will be paid off next month and design work will continue for the future development of this subdivision.

Other Single Family Housing Activities:

One Landloc home was sold in July. This buyer received NSP gap financing. Rehab work started on another Landloc home. A buyer for the remaining completed Landloc home was approved by USDA.

In the NSP2 program in Fayette County, one new construction home was sold. Three homes are currently being rehabbed. One of these has an eligible buyer and another one has an application in process.

Work is on schedule for the downtown Lofts project.

ii. Actions Needing Board Approval - none this month

C. Transportation - Transit; JARC, Mobility Management

i. Director's Report - Mekia Rhoades

Mekia reported that we transported 21 children to the summer lunch program operated by The Well at Sunnyside. There was general discussion about the need for transportation route(s) to be added as part of the service. This idea was brought up at the quarterly Transit Advisory Committee.

ii. Actions Needing Board Approval

Approval of resolution to submit operating grant for 2013: Cheryl Royster moved and Gayle Hansen-Brown seconded to adopt the resolution to apply for operating and capital funds under the 5311 program. Motion passed unanimously.

D. Homeless Program - Shelter, Transitional, HPRP

i. Director's Report - Christina Blair

Shelter/Transitional Housing:

The bathroom is complete. The transitional housing program has a HUD spot available, but they are waiting on a voucher. The floors are being redone by a shelter resident on a volunteer basis. Steve Armstrong, from ERA, paid for the sander to get the floor completed.

Continuum of Care:

The Fayette County and Regional Continuum met this month. The local Continuum voted to renew the Transitional Housing Program and implement a new Emergency Food & Shelter application. The group also discussed the Homeless Crisis Response Team.

The Homeless Crisis Response Team was the topic of discussion at the Regional Continuum of Care. Representatives from all 5 counties attended and the Executive Committee was chosen. Christina Blair will serve as the Executive Committee Representative to the BOSCO Steering Committee. The 5 counties will create a coordinated homeless services plan. The plan will include an inventory of services, gaps in services, current economic and program performance data, and a coordinated intake plan.

The coordinated intake plan will create a common assessment for homeless individuals reporting to homeless and prevention programs across the region. The plan is due September 5<sup>th</sup>. Two meetings will be held in August to finalize the plan.

HPRP/HSP:

The Housing Stability Program kicked off this month in Fayette, Clinton, Highland, Ross, and Pickaway Counties. The Fayette and Highland programs are already at capacity.

Christina Blair submitted a grant for a program called Homes Without Borders. Homes Without Borders will serve 5 chronically homeless individuals and families in each county. Services will be provided by the HPRP Case Managers, if the program is funded.

Shelter Plus Care & Destination HOME:

The program is at capacity for single individuals. The program is currently filling its family spot. Christina submitted an application for funding under the Supportive Housing Program to use as match. The Destination HOME program was approved by the United Way for \$5,000.

SSI Ohio:

Melinda Hellard has assisted 63 households with SSI/SSDI applications. 6 of 17 applications submitted have obtained benefits. The grant application for Phase 5 was approved. Under Phase 5 Melinda will begin working more closely with the mental health and correctional facilities. The program will utilize the SOAR method for screening applicants into the program.

Training Activities:

Christina Blair: Rural Convening, OACCA, Veterans Webinar, ACF's Guide to Community Resources. Penny Good: OACCA.

- ii. Actions Needing Board Approval
  - a. Approval of renewal application for year beginning 11/1/13

Gayle Hansen Brown moved and Mike Henry seconded to approve the renewal application for transitional housing. Motion passed unanimously.

- b. Approval of HCP application

Connie Matthews moved and William Dent seconded to approve the application as presented. Motion passed unanimously.

E. Other Actions Needing Board Approval

- i. Approval of 2012-13 HEAP Management Plan & Budget

Chuck Winkle moved and Mikki Hunter-Smith seconded to approve the HEAP Management Plan and budget as presented. Motion passed unanimously.

- ii. Approval of agency policies: Title VI, Title VII, Affirmative Action Plan, Ethics Policy, 504 policy

Chuck Winkle moved and Connie Matthews seconded to approve the updated policies. Motion passed unanimously.

**7. OLD BUSINESS**

A. Plans for Lofts project available  
Bambi has the drawings for the Lofts for board members to review. She will check with the construction company to see if we can tour the project at the next board meeting.

**8. NEW BUSINESS**

A. Changes for board by-laws  
The board by-laws need more extensive review and revision, as the current by-laws don't conform to the current CSBG legislation on boards. Chuck Winkle and Faye Williamson volunteered to help with the by-laws review.

D. Appointment of standing nominating committee  
The nominating committee will not only develop a slate of officers, but will work with CAC to recruit board members. We have 2 vacancies on the board now that need to be filled.

Cheryl Royster and Mike Henry agreed to be the nominating committee.

**9. OTHER BUSINESS**

A. Executive Session  
The board voted to go into Executive Session to discuss personnel issues at 1:00 PM

The Board reconvened at 1:20. The Board voted in Executive Session to increase the salary of the Executive Director to \$75,000 per year.

**11. ADJOURNMENT**

There being no further business, the meeting was adjourned at 1:25 PM.

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date



# BOARD MINUTES

DATE: 9/12/12

<b>MEMBERS :</b>	<b>AFFILIATION</b>	<b>ATTENDANCE</b>
• WILLIAM DENT	NAACP	P
• JACK DEWEESE	Fayette County Commissioners	P
• GAYLE HANSEN-BROWNE	Ministerial Association	P
• MIKE HENRY	Miami Trace School Board	E
• MIKKI HUNTER-SMITH	Chamber of Commerce	P
• CONNIE MATTHEWS	Washington School Board (designee)	P
• CHERYL ROYSTER	Fayette Memorial Hospital Social Worker	E
• BARBARA SALTZ	New Holland residents	A
• MELISSA UPTHEGROVE	Attorney	P
• TAVIA WILKERSON-KETTLES	Head Start Parents	A
• FAYE WILLIAMSON	Department of Job & Family Services	P
• CHUCK WINKLE	City Council	P
• VICKIE FREEDMAN	Fayette Inn Resident Council	P

Vacancies: 2

OTHERS PRESENT: Bambi Baughn, Executive Director; Denise Pontius, Fiscal Officer; Scott Madden, Fiscal Assistant/HR; Patty Griffiths, Housing Director; Mekia Rhoades, Mobility Manager; Christina Blair, Community Services Director; NCALL, Jeff Woda and Barry Accountius, Woda Group; Michael Haskins, Hemphill & Associates, CPAs.

QUORUM PRESENT: YES

## 1. CALL TO ORDER

The meeting was held at the Fayette County Services Building, 133 South Main Street. Chairman Faye Williamson called the meeting to order at 11:45AM.

## 2 APPROVAL OF MINUTES OF PREVIOUS MEETING:

Chuck Winkle moved and William Dent seconded that the minutes of the previous meeting be approved as mailed. Motion passed unanimously.

## 3. PROGRAM PROGRESS REPORTS/BALANCES OF ACCOUNTS

The attached program progress reports and balances of accounts were distributed for review and discussion.

## 4. EXECUTIVE DIRECTOR'S REPORT

The Youthbuild application was not funded this last round. We will request a copy of the grant review.

The weatherization management plan was approved by the Department of Development and we received our "advance" for the year beginning 4/1/12. Plans for 2013 call for not only competition, but minimum funding per agency of \$350,000.

The Court Street building is going to auction on 9/17. We have had conversations with members of the Grace United Methodist Church about purchasing the building but have not agreed on a price.

## 5. PROGRAM REPORTS

### Homeless/Homeless Prevention

- Shelter/Transitional Housing:

The transitional housing program took two short term clients this month. The state has changed how they fund transitional housing. Next year, if the project wishes to continue to operate and receive state funds, it must become project based rental housing. Christina contacted the state to see if the program could be grandfathered into providing scattered-side transition in place housing. The shelter has a new worker from DJFS. The shelter provided children with Goodwill vouchers for school clothing.

- Continuum of Care:

The Regional Continuum met twice this month. The Common Assessment Tool, grant application, and Homeless Services Coordination Plan were completed.

HPRP/HSP:

The new Case Manager began work in Pickaway County. The program has 2 new case managers under HSP.

Shelter Plus Care & Destination HOME:

The program is at capacity.

- SSI Ohio:

Melinda Hellard has assisted 53 households with SSI/SSDI applications. 12 of the applications submitted have obtained benefits. Melinda established a relationship with the Adult Parole Authority out of Hillsboro. Melinda spoke at the regional Adult Parole meeting. Melinda is scheduled to speak at the Prisoner Reentry Coalition this month. One client was approved in August in only 2 months, the fastest turn around yet!

- Training Activities:

Christina Blair: SHP Financial Management.

### Mobility Management

- Mekia has been working with Teresa Shane from COAAA, to get all drivers compliant with PASSPORT regulations. All the paperwork was mailed out on August 4. All drivers should be compliant by October.
- She spent a ½ day in Pickaway County with Mark learning how he maintains his transportation department. She also rode along on his deviated route service. Mark is a great director and we can learn a lot from him.
- Transportation received a donation from the Valero Corp. We greatly appreciate Valero's support of transportation and look forward to building a lasting business relationship with them.
- Mekia met with Mindy Eckles and Luana Schneider from ODJFS. We are now a work site for the Ohio Works First program. We look forward to doing business with them.
- This month she visited Seaton Senior Housing, St. Catherine's, and Country Glenn; replenished their brochures and chatted with some of the residents there.
- We finished up the summer lunch program with The Well at Sunnyside, was a very successful summer. We should receive a check by next week. Mekia will be meeting with Andrea to finalize all the paperwork for this program.

## **6. PRESENTATION OF AUDIT REPORT FROM CPA**

Mike Haskins from Jesse Hemphill CPA Associates presented the audit for CAC and Washington Supply. After discussion, Mikki Hunter-Smith moved and Connie Matthews seconded to accept the audit. Motion passed unanimously.

**5. TOUR OF LOFTS AND WASHINGTON SCHOOL PROJECTS**

Following the meeting, the board and staff toured the Lofts at Court and Main project, led by Jeff Woda and Barry Accountius from the Woda Group. This was followed by a tour of the Washington School.





# BOARD MINUTES

DATE: October 10, 2012

<b>MEMBERS :</b>	<b>AFFILIATION</b>	<b>ATTENDANCE</b>
• WILLIAM DENT	NAACP	P
• JACK DEWEESE	Fayette County Commissioners	E
• GAYLE HANSEN-BROWNE	Ministerial Association	P
• LIBBY HARTSHORN	Head Start Parents	
• MIKE HENRY	Miami Trace School Board	P
• MIKKI HUNTER-SMITH	Chamber of Commerce	E
• CONNIE MATTHEWS	Washington School Board (designee)	E
• CHERYL ROYSTER	Fayette Memorial Hospital Social Worker	P
• MELISSA UPTHEGROVE	Attorney	E
• TAVIA WILKERSON-KETTLES	Head Start Parents	P
• FAYE WILLIAMSON	Department of Job & Family Services	P
• CHUCK WINKLE	City Council	P
• VICKIE FREEDMAN	Fayette Inn Resident Council	E

Vacancies: 3

OTHERS PRESENT: Bambi Baughn, CAC Executive Director; Denise Pontius, Fiscal Director; Scott Madden, Fiscal Assistant; Yvonne Broughton, Early Childhood Programs Director; Patty Griffiths, Housing Director; Christina Blair, SPH Director; Mekia Rhoades, Mobility Manager

QUORUM PRESENT: YES

## 1. CALL TO ORDER

Chairman Faye Williamson called the meeting to order at 11:45 AM. New board member Libby Hartshorn was introduced. She is the new Head Start Parent representative.

## 2 APPROVAL OF MINUTES OF PREVIOUS MEETING:

Chuck Winkle moved and William Dent seconded that the minutes of the previous meeting be approved as mailed. Motion passed unanimously.

## 3. PROGRAM PROGRESS REPORTS/BALANCES OF ACCOUNTS

The attached program progress reports and balances of accounts were distributed for review and discussion.

## 4. EXECUTIVE DIRECTOR'S REPORT

Bambi Baughn reported that Donna Upthegrove, HEAP Coordinator, retired this week after 40 years of service. A retirement carry-in was held yesterday, and Tamara Johnson and some other retired employees were able to attend. A meeting took place afterwards with Bambi, Denise, Tracey and Christina to talk about how HEAP will operate going forward. A new operating budget will need to be submitted to DoD.

Bambi, Patty, Kathy and Tina attended the Ohio CDC annual conference last week

and found the workshops to be very informative and useful.

We were approved by the Commissioners to receive half the marriage license tax proceeds for the coming year. My Sister's House will receive the other half.

#### **5. FISCAL OFFICER'S REPORT**

Denise had emailed the financial reports and credit card receipts to the board members yesterday. She discussed the Staples bill again. Staples does not have any further documentation to send us and we have been reimbursed by the insurance company, so Denise wants to pay the outstanding balance since we are incurring service charges on it every month. Mike Henry moved and William Dent seconded to approve payment of the undocumented balance. Motion passed unanimously.

#### **6. REPORTS FROM MAJOR PROGRAMS/ACTIONS REQUIRING BOARD APPROVAL**

##### A. Early Childhood Programs - HS/EHS/PPS

###### i. Director's Report

Head Start and Public Pre-School are fully enrolled. Early Head Start has 68 of the 75 slots filled; none of the vacancies are over 30 days. Staff has been and will be meeting with counselors at the high school to enroll pregnant students in Early Head Start. Yvonne also said that we need more in-kind contributions to meet the non-federal share requirement before the end of the program on 2/28/13. A 12-month grant application is due on 12/1 - the board needs to review it and approve submission at the November meeting. If we are not awarded the competitive HS/EHS grant we will have funding through June 30 to close-out Head Start. Yvonne has talked with other counties that have had Head Start reviews and found out what areas they had non-compliance issues in so that we can be sure we do not have the same issues.

ii. Actions Needing Board Approval- none this month

##### B. Housing Programs - Self-Help, Development, Housing Counseling

###### i. Director's Report

Patty reported that we have several approved applicants for Self-Help and LANDLOC houses but that we are waiting for USDA funding for the loans to be released. NSP2 is winding down. The houses on Circle Avenue are almost finished, we're working on one in Jeffersonville, and a new one is being built on a lot on Hinde Street where a house was demolished. We are just getting started with the house on Leesburg Avenue. The Lofts project is still ahead of schedule for completion. We had a conference call with the State and the other NSP2 sub-grantees yesterday. Bambi and Patty are interested in submitting an application to the Ohio Housing Finance Agency through the Housing Investment Fund for a program that combines elements of NSP and sweat equity.

ii. Actions Needing Board Approval - none this month

##### C. Transportation - Public Transit, JARC, Mobility Management

###### i. Director's Report

Mekia coordinated transportation with Seaton Senior Housing to transport 14 of their residents to Adena for services through the Susan G. Komen grant.

Transportation is partnering with Fayette County Memorial Hospital for the Partners in Pink mammogram program. This program is funded by the Susan G. Komen grant and offers free services to men and women who qualify. Mekia has

been distributing flyers throughout the community.

Mekia is finishing the compliance paper work with PASSPORT. We have 4 drivers going to CPR training on Thursday.

We have 2 workers in transportation from the Job and Family services, doing odd jobs for us. They are assisting with passengers on the vehicles as well as various cleaning and other projects.

Mekia is working with Sonia Haithcock at Victims Witness on the anti-bullying campaign. We are ordering trinkets to hand out at both schools. We would like the students to sign a contract vowing not to bully other kids. This contract would stay in their school file.

Jodi and Mekia along with the Health Department will be having a car seat training November 8th at the Head Start building. We will be training parents on how to properly install car seats as well as how to keep children safe in a vehicle. Transit drivers will also take the training.

ii. Actions Needing Board Approval- none this month

D. Homeless Program - Shelter, Transitional, HPRP, CoC

i. Director's Report

• Shelter/Transitional Housing:

The Emergency Shelter applied for assistance with paying the winter heating bills.

• Continuum of Care:

Homeless Programs attended the Veterans Stand Down at the Chillicothe VA Medical Center. The local Continuum of Care will hold the Annual Chili Challenge. Christina will present on the Regional Homeless Coordinated Intake and changes under the newly release Continuum of Care regulations.

• HPRP/HSP:

Christina conducted two site visits for the HSP program. The Homeless Crisis Response Plan and Grant were turned into the state.

Shelter Plus Care & Destination HOME:

The program is at capacity. The family unit has been filled.

• SSI Ohio:

Melinda Hellard has assisted 84 households with SSI/SSDI applications. 12 of the applications submitted have obtained benefits.

• Training Activities:

Christina Blair: Implementing Coordinated Intake, HIF Funding Webinar, Alone Without A Home, HEARTH Continuum of Care Regulations.

Penny Good: Voter Registration Training focus on Voters who have felonies

ii. Actions Needing Board Approval- none this month

E. Other Actions Needing Board Approval

We received the renewal application for the Title III (Older Americans Act) program. This is the 4<sup>th</sup> year of a 4-year grant cycle. Allocations for our senior programs are \$11,814 for homemaker aide (up \$297); \$12,062 for home repair (up \$303) and \$37,364 for Caregiver Support (same as last year). Chuck Winkle moved and Cheryl Royster seconded to approve submission of the renewal application. Motion passed unanimously.



**7. OLD BUSINESS**

A. Update on Weatherization Program - competitive bidding

The Department of Development is still developing its RFP to competitively bid out the weatherization program, in spite of documented opposition from the network and its partners. The latest proposal includes a minimum threshold of \$350,000 for HWAP grants. Our county's allocation will be much less than that; therefore, we would have to partner with another county or agency to reach threshold.

B. Update on status of old building

At the auction on the 24<sup>th</sup>, the only bidder was the Grace United Methodist Church that bid \$4,500. We owe around \$45,000 for the building. Some church members have indicated that they church could offer up to \$20,000 - that still leaves a mortgage balance. Discussion.

**8. NEW BUSINESS**

New CHDO rules from OHFA

The new CHDO grant application will include an option for "mergers" of one or more CHDOs. The maximum grant amount is reduced from \$45,000 to \$31,500; however, if two CHDOs merge the grant maximum would be \$50,000. We have had some discussion with Clinton County CAP about a joint application.

**9. ADJOURNMENT**

Motion to adjourn made by Chuck Winkle and seconded by Will Dent.  
Motion passed unanimously and the meeting adjourned at 1:15 PM.

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Secretary

Date



# BOARD MINUTES

DATE: 11/14/12

<b>MEMBERS :</b>	<b>AFFILIATION</b>	<b>ATTENDANCE</b>
. WILLIAM DENT	NAACP	P
. JACK DEWEESE	Fayette County Commissioners	P
. GAYLE HANSEN-BROWN	Ministerial Association	E
. LIBBY HARTSHORN	Head Start parents	P
. MIKE HENRY	Miami Trace School Board	P
. MIKKI HUNTER-SMITH	Chamber of Commerce	P
. CONNIE MATTHEWS	Washington School Board (designee)	E
. CHERYL ROYSTER	Fayette Memorial Hospital Social Worker	P
. BARBARA SALTZ	New Holland residents	A
. MELISSA UPTHEGROVE	Attorney	P
. TAVIA WILKERSON-KETTLES	Self-Help Housing Families	E
. FAYE WILLIAMSON	Department of Job & Family Services	P
. VICKIE FREEDMAN	Fayette Inn Resident Council/DV	P

Vacancies: 2

OTHERS PRESENT: Bambi Baughn, CAC Executive Director; Denise Pontius, Fiscal Officer; Yvonne Broughton, Early Childhood Programs Director; Scott Madden, Fiscal/HR; Christina Blair, Community Services Programs Director; Mekia Rhodes, Mobility Manager

QUORUM PRESENT: YES

## 1. CALL TO ORDER

Chairman Faye Williamson called the meeting to order at 12:00.

## 2 APPROVAL OF MINUTES OF PREVIOUS MEETING:

Cheryl Royster moved and Will Dent seconded that the minutes of the previous meeting be approved as mailed. Motion passed unanimously.

## 3. PROGRAM PROGRESS REPORTS/BALANCES OF ACCOUNTS

The attached program progress reports and balances of accounts were distributed for review and discussion.

## 4. EXECUTIVE DIRECTOR'S REPORT

A. Personnel updates - HEAP, Transit  
With the retirement of Donna Upthegrove, Tracey Hixon has moved up to HEAP Coordinator. We hired Judy Havens, who formerly worked at Clinton County Community Action, as a HEAP intake worker. Judy has needed no training and HEAP emergency is operating well.

Transit - Chuck Winkle resigned from the CAC Board to take a position with our transportation program.

B. Interviews for Housing Director position  
We have received many applications for the Housing Director position. We have selected 10 applicants to call in for interviews.

Following the initial interviews, some applicants will be asked back to tour the housing projects and meet the staff.

D. Funding Opportunities: Housing Assistance Grant, Housing Investment Fund

We will be applying for funds from the Housing Assistance Grant to continue our Elderly Home Repair program and Down Payment Assistance Program. We will be submitting an application to the Housing Investment Fund for a project that combines acquisition/rehab with sweat equity by homebuyers.

E. Other  
Security cameras have been installed at the Head Start Centers and around the administration building. Management staff can view the recordings from computers and smart phones.

## 5. FISCAL AND HR REPORT

Denise reviewed the balance sheet that had been emailed to the board members earlier. Following discussion, Mikki Hunter-Smith moved and Mike Henry seconded to accept the financial report. Motion passed unanimously.

## 6. REPORTS FROM MAJOR PROGRAMS/ACTIONS REQUIRING BOARD APPROVAL

A. Early Childhood Programs - Head Start, EHS, Public Preschool  
i. Director's Report

Yvonne told the board that in addition to the cameras in the classrooms, we will be installing cameras on the school buses. We have a waiting list for Head Start and the Early Head Start program is fully enrolled. She gave an update on the competition lawsuit.

ii. Actions Needing Board Approval  
a. Head Start/Early Head Start application for year beginning 3/1/13

Libby Hartshorn moved and Will Dent seconded to approve the application as presented. Motion passed unanimously.

B. Housing Programs - Self-Help, Development, NSP  
i. Director's Report

Self-Help Housing Activities:

In October, CAC staff talked with 73 new interested families about the self-help housing program. Two homes are currently under construction and will be completed in December. Four families are in preconstruction and three of their loans will close in November now that USDA funding is once again available. The fourth loan has already closed. Construction will begin on these homes in November as well. This will be the 7th group in the current grant. We are working to qualify the final group of six. Three of these families have been identified and are working to complete their applications.

We received an eight month time extension for this current grant. Once the last group is under roof, we can simultaneously begin work on the new grant.

At the end of October, the agency had only 7 lots still available in Arbor Village V and 26 remaining in Arrowhead in Frankfort for a total of 33 lots. Two of the Frankfort lots will be sold in November leaving a total of 31 lots. Seven of eight Jamestown lots are also available. Design work continues on the future development in New Holland.

Other Single Family Housing Activities:

One LANDLOC home was sold this month. From the proceeds of that sale, a \$25,000 payment was made on the loan to the Woda Group, leaving the balance at \$25,000 plus interest. Another LANDLOC home is completed and ready for sale. We have a buyer for this house who will be eligible for financing in December. One other LANDLOC home is currently being rehabbed.

In the NSP2 program, one Tier 2 was received to purchase and demolish the house on Peddicord Avenue adjacent to the two new homes constructed there. Bids are out for that demo project. One home has been completed and now that USDA has funds available, this sale should take place in November. Three other homes are under construction and being marketed for sale. One application has been submitted to Advantage Bank. The Lofts at Court and Main are being completed on schedule.

Training and Other Activities:

Kathy, Tina, Patty and Bambi all attended the Ohio CDC Association Conference in Cleveland this month.

Lofts project is still on schedule. Rotary club toured it last month.

Washington School was placed on the National Register of Historic Places, positioning us to apply for historic tax credits for the renovation.

- ii. Actions Needing Board Approval
  - a. Updated Housing Strategic Plan

Jack DeWeese moved and Will Dent seconded to approve the updated strategic housing plan. Motion passed unanimously.

- b. Resolution to purchase lot in Arbor Village

Cheryl Royster moved and Mike Henry seconded to approve the resolution to purchase the lot in Arbor Village. Motion passed unanimously.

C. Transportation - Public Transit; JARC, Mobility Management

i. Director's Report

At the end of October Ryan attended the Transit Manager 101 training held at ODOT. It was the first module of a 5 module course. They are planning on holding module 2 sometime in late January or early February. It was a helpful course and Ryan says he looks forward to attending the next module. Also happening in October we began the hiring process to hire 3 new drivers who will be hired on as substitute drivers. They are not guaranteed any hours and know that they will be on call and could be called upon at any time. They are aware of all the shifts we operate and understand they may only have an hour notice in some circumstances. We look forward to having them become part of our staff. Our other new drivers also completed their CPR class in October and will complete the rest of the first aid training this month (November).

We transported 10 ladies from Seaton Senior Housing to Adena for the Partners in Pink mammogram program. The ladies were given an exam and served lunch as well.

Transportation participated in the Boonanza sponsored by the Record Herald at the fairgrounds. Angie and Mekia passed out candy to about 1,100 kids along with flyers and vouchers for transportation.

Once again we filled out paperwork to be a provider for Caresource. Mekia will have a phone interview with transportation manager the first of next week. This will allow Fayette Transportation to provide transportation for Caresource clients.

Transportation Advisory Meeting was held on October 24, 2012. One of the topics discussed with those who attended was the revising of the Fayette County Coordinated Public Transit-Human Services Transportation plan.

Christina and Mekia implemented a system for getting our clients to fill out CSBG forms so that I can enter them into Ocean. She discussed with the drivers how to explain to our clients the importance of these forms and why we need them. Mekia put together a packet for the clients with a letter explaining what we needed and why along with a confidentiality agreement. We have had great success with our clients filling out the CSBG forms and getting them back to us.

ii. Actions Needing Board Approval

a. Capital Reserve Account Policy

Bambi Baughn reviewed the policy, that had been forwarded to board members, and explained why it was being implemented.

Cheryl Royster moved and Melissa Uptegrove seconded to adopt the Capital Reserve Account Policy as presented. Motion passed unanimously.

D. Homeless Program - Shelter, Transitional, HPRP, CoC

i. Director's Report

Shelter/Transitional Housing:

Due to savings realized by putting transitional housing clients on PIPP, we are looking for 5 leased units to expand transitional housing. Erica Mulryan from COHHIO suggested we can still use leasing dollars by finding landlords who are willing to transfer the units to the client at the end of the program to continue utilizing the transition in place model. This will reduce the agency match requirement.

Continuum of Care:

Fayette County held their Annual Chili Challenge. Melinda Hellard, SSI Ohio specialist won the contest. Christina presented on the Homeless Service Coordination Plan. Several meetings are planned for our region. The Ministerial Association presented on the Better Together project and will be requesting program information soon. Planning for the Point in Time count is under way. Clinton County shelter staff was trained on Coordinated Intake. Penny Good will host a landlord luncheon/training for Fayette next Wednesday.

HPRP/HSP:

Christina conducted one follow up audit for the HSP program. Pickaway is doing great. Christina conducted a HMIS training.

Shelter Plus Care & Destination HOME:

After an evaluation of funds spent, Fayette will take more PSH clients. We have requested that HUD waives the chronic homeless requirement.

SSI Ohio:

The SRO has 50% of their clients with income this APR with Melinda's help.

Training Activities:

Christina Blair: CoC Regulations to Results, Prisoner Reentry, and OCEAN

Penny Good: CoC Regulations to Results, OCEAN, and ART.

Melinda Hellard: Prisoner Reentry

Stacey Johnson: OCEAN

Gaye Huffman: CoC Regulations to Results, OCEAN

Christy Dunlap: OCEAN, ART

ii. Actions Needing Board Approval - none this month

E. Other Actions Needing Board Approval

i. Revised Weatherization Management Plan for additional HHS  
The revised budget pages had been emailed to the board earlier.

Melissa Upthegrove moved and Vicky Freedman seconded to approve the revised Grantee Management Plan. Motion passed unanimously.

**7. OLD BUSINESS**

i. Update on HWAP RFP process  
Timelines have been revised to give applicants more time to prepare their applications. We have not seen the RFP yet, so depending on the evaluation criteria, we may or may not have to partner with another provider to be competitive.

**8. ADJOURNMENT**

The meeting adjourned at 1:15 PM.

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Secretary

# BOARD MINUTES

DATE: 12/12/12

<b>MEMBERS :</b>	<b>AFFILIATION</b>	<b>ATTENDANCE</b>
. WILLIAM DENT	NAACP	P
. JACK DEWEESE	Fayette County Commissioners	P
. GAYLE HANSEN-BROWN	Ministerial Association	P
. LIBBY HARTSHORN	Head Start parents	P
. MIKE HENRY	Miami Trace School Board	E
. MIKKI HUNTER-SMITH	Chamber of Commerce	P
. DALE LYNCH	City Council	P
. CONNIE MATTHEWS	Washington School Board (designee)	P
. CHERYL ROYSTER	Fayette Memorial Hospital Social Worker	P
. BARBARA SALTZ	New Holland residents	A
. MELISSA UPTHEGROVE	Attorney	P
. TAVIA WILKERSON-KETTLES	Self-Help Housing Families	E
. FAYE WILLIAMSON	Department of Job & Family Services	E
. VICKIE FREEDMAN	Fayette Inn Resident Council/DV	A

Vacancies: one

OTHERS PRESENT: Bambi Baughn, CAC Executive Director; Denise Pontius, Fiscal Officer; Scott Madden, Fiscal/HR; Yvonne Broughton, Early Childhood Programs Director; Chuck Winkle, Transportation Director; Mekia Rhodes, Mobility Manager; Bill Davis, Housing Construction Manager

QUORUM PRESENT: YES

## 1. CALL TO ORDER

Vice Chairman Cheryl Royster called the meeting to order at 11:40 AM.

## 2. MINUTES OF PREVIOUS MEETING

Gayle Hanson-Browne moved and Will Dent seconded to approve the minutes of the previous meeting. Motion passed unanimously.

## 3. PROGRAM PROGRESS REPORTS/BALANCES OF ACCOUNTS

The attached program progress reports and fiscal reports were distributed for review and discussion.

## 4. EXECUTIVE DIRECTOR'S REPORT

- i. Update on legal issues

CAC lost on claimant's appeal on a weatherization worker's compensation claim, alleging a safety violation. The issue centers on whether the worker was made to wear a safety harness when working on a ladder. We will file an appeal with BWC.

The insurance company filed suit against the former employee who pled guilty to embezzlement to recover its losses. CAC's out-of-pocket expenses were included in the suit.

ii. Grant update

Competitive applications for supportive housing were not selected for funding. Applications have been submitted to the Eymann Fund for transportation, Wheels to Work, the Homeless Shelter, Head Start and the homemaker program.

iii. State/Federal issues

The RFP for the Home Weatherization Program has been released, and the \$350,000 threshold was taken out. Bambi reviewed the RFP and did not see where there was a preference for a multi-county application; however, 50 points were awarded to an agency if it was currently the county provider. It was the consensus of the board that CACFC apply on its own for the Home Weatherization Program in Fayette County. The Letter of Intent is due 12/31/12.

**5. REPORTS FROM MAJOR PROGRAMS/ACTIONS REQUIRING BOARD APPROVAL**

A. Early Childhood Programs  
Director's Report

Results from the last recompetition have been delayed until next summer. Yvonne updated the board of the progress of the Ohio Head Start Association lawsuit. Yvonne also stated that we will have to request a waiver for meeting our non-federal share, as the regional office decided that we cannot use the value of our buildings as match after all.

B. Housing Programs

Bambi updated the board on the progress of the Lofts @ Court & Main, and the Washington School project.

We plan to submit an application to the Development Services Agency for the Housing Assistance Program, through the Ohio Housing Trust Fund. We are reapplying for down-payment assistance, housing counseling and home repair.

Mikki Hunter-Smith moved and Jack DeWeese seconded to adopt the resolution to submit an application. Motion passed unanimously.

C. Transportation

i. Director's Report

Chuck Winkle has been hired as the new Director of Transportation. He will supervise the Transit Manager and Mobility Manager, and is responsible for contracts for both Transit and Wheels to Work.

ii. Actions Needing Board Approval

1. Resolution to receive Elderly and Disabled Fare Assistance Grant

Melissa Upthegrove moved and Jack DeWeese seconded to adopt the resolution. Motion passed unanimously.

D. Supportive Housing Programs

i. Director's Report

Shelter/Transitional Housing:

The Transitional Housing Program and shelter continue to receive donations from the community and is currently working on their leveraged funds report. Christina attended training and transitional housing will receive a small cut in HUD Continuum of Care Funding. Christina completed the APR.

Transitional served 82 clients during the last reporting period. 50 out of 53 individuals exited to permanent housing. 20 out of 24 had income at exit. 14 out of 24 had earned income at exit.

Continuum of Care:

The Fayette County Continuum of Care held a landlord outreach luncheon. A fair housing and landlord/tenants rights program was held in addition to rental assistance program speaking on their programs.

HPRP/HSP:

Christina conducted two follow up audits. Ross County was given notice that the agency will terminate funding to their agency without cleaning up their files.

Shelter Plus Care & Destination HOME:

After an evaluation of funds spent, Fayette will take more PSH clients. We have requested that HUD waives the chronic homeless requirement. We are still waiting on the decision from HUD.

SSI Ohio:

Melinda continues to assist individuals with applying for Social Security.

Training Activities:

- . Christina Blair: CoC Regulations to Results, COHHIO Training Focus Group, Losing Ground, CoC Application, and OCEAN
- . Penny Good: OCEAN
- . Stacey Johnson: OCEAN
- . Gaye Huffman: OCEAN
- . Christy Dunlap: OCEAN

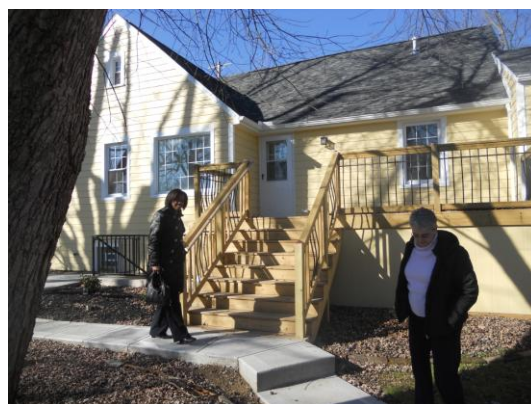
ii. Actions Needing Board Approval - none this month

6. **ADJOURNMENT**

Melissa Upthegrove moved the meeting be adjourned. Motion was seconded and passed.

7. **TOUR OF NSP HOUSES**

The board took a "road trip" to the two houses on Circle Avenue that have been purchased and renovated with NSP 2 funds. Both houses are under contract. The board also toured a new house being built on the lot where a vacant house was demolished. A buyer has been identified for this house too.







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Secretary

Date