

**Great Lakes Community Action Partnership
Board Meeting Minutes
March 11, 2025**

<u>Board Member</u>	<u>Representation</u>	<u>Attendance</u>
Carmen Ortega	Wood County Commissioner Representative	Present
Sue Clanton	Wood County Commissioner Representative	Present
Kristie Peek	Wood County Private Sector Representative	Present
Dean King	Wood County Private Sector Representative	Present
Jane Wengel	Wood County Low-Income Representative	Excused
Ashley Dickey	Wood County Low-Income Representative	Present
Scott Miller	Sandusky County Commissioner	Absent
Crystal Walker	Sandusky County Commissioner Representative	Absent
Jim Fails	Sandusky County Private Sector Representative	Absent
Wendy Conrad	Sandusky County Private Sector Representative	Present
Joyce Garvey	Sandusky County Low-Income Representative	Excused
Don Nalley	Sandusky County Low-Income Representative	Present
Stephanie Cavanaugh	Ottawa County Commissioner Representative	Present
Gaye Winterfield	Ottawa County Commissioner Representative	Present
Angela Finn	Ottawa County Private Sector Representative	Present
Katie Schlagheck	Ottawa County Private Sector Representative	Present
Pat Keys	Ottawa County Low-Income Representative	Present
Ashley Walterbusch	Ottawa County Low-Income Representative	Present
Brent Busdeker	Seneca County Commissioner	Present
Greg Edinger	Seneca County Commissioner Representative	Present
Audrey Flood	Seneca County Private Sector Representative	Present
Cory Stine	Seneca County Private Sector Representative	Excused
Bev Hemmerly	Seneca County Low-Income Representative	Excused
Carol Kern	Seneca County Low-Income Representative	Present

Staff Present: Ruthann House, David Chimahusky, Kerry Adkins, Carly Trautwein, Tammy Jahns, Kristin Woodall, Jacquie Wells, Robin Richter, Terry Jacobs, Ragan Claypool, Cheryl Denny, Alex Boroff, Randy Cleveland, and Keith Dymond.

Board Vice Chairperson Audrey Flood called the meeting to order at 6:34 p.m. with enough members present to constitute a quorum.

2025 Committee Appointments — Audrey stated the committee appointments were provided.

Consent Agenda — January 14, 2025 Meeting Minutes; December 2024 and January 2025 Financial Reports-Dashboard, Balance Sheet, Consolidated Program Revenue & Expense Summary Comparing Budget to Actual, Investments, Cash Balances, Aged Accounts, Employee Benefit Account; March 2025 President/CEO Report; and Proposals — Adult & Youth – Supportive Services for Veteran Families; Veteran Shallow Subsidy; Homeless Youth and Homeless Pregnant Youth grant — Child Development – Acceptance and Commitment Therapy (ACT)/Conscious Parenting; Early Childhood Education (School Districts); Early Childhood Education; Early Head Start/Head Start Continuation Grant; Early Head Start-Child Care Partnership Continuation Grant; Northwest Ohio Early Head Start Program — Community Development – Ohio Environmental Protection Agency (EPA) Lead Service Line; Ohio EPA Wastewater; Rural Business Development Grant — Housing and Energy – FirstEnergy — Senior Services and Transportation – Senior Center Renovation; Sandusky County Seniors

Ruthann shared that the Continuing Resolution passed in the House of Representatives. The Senate will vote on March 14, 2025. We are working diligently to process invoices as quickly as possible. Two of our State Department grants have been terminated. Grant funding for the Rural Local Initiatives Support Corporation (LISC) was terminated, resulting in the loss of our HUD Section 4 grant which we received for many years

providing \$30,000 to \$40,000 per year for capacity development. The Head Start program is of highest concern due to the high volume of staff in that department.

HR Director Adrienne Fausey will not be returning to work for medical reasons. Her last date of employment will be March 15, 2025.

Ruthann mentioned that due to technical difficulties with the Ohio Department of Health website, we were not able to apply for the Adult and Youth Development - Homeless Youth and Homeless Pregnant Youth grant that is in the proposals to be approved under the Consent Agenda; therefore, it will be removed.

Proposals

Whereas the President/Chief Executive Officer and staff have recommended that Great Lakes Community Action Partnership (GLCAP) give assistance, negotiate agreements, make proposals, accept grants, and enter into contracts and agreements, and

Whereas such assistance, agreements, proposals, grants, and contracts are necessary to provide services to low-income persons and to communities in accord with the approved mission of GLCAP, and

Whereas GLCAP is organizationally and strategically committed to creating partnerships and opportunities to help individuals, families and communities thrive, and

Whereas family and community development services are an integral part of this strategic commitment, and

Now, therefore, be it resolved that the Board ratifies the actions of the President/Chief Executive Officer or her designees who are hereby authorized to submit the applications/proposals/request for qualifications/requests for bids/grants, negotiate and enter into contracts/grant agreements as outlined below:

Adult & Youth Development

<i>Supportive Services for Veteran Families</i>	
Funding Source	Frontline Service, via a contract with the Veterans Administration
Amount	\$1,253,428
Program Period	October 1, 2026 – September 30, 2027
Statement of Work	To provide rental assistance and supportive services to homeless veterans and their families.
Geography of Service Area	Wood, Sandusky, Ottawa, Seneca, Lucas, Hancock, Wyandot, Erie, Huron, and Lorain counties
Numbers to be Served	150

<i>Budget</i>	
Personnel	\$470,584
Participant Expenses	600,000
Operations	123,441
Contractual	0
Subrecipient	0
De Minimis	59,403
Total Expenses	\$1,253,428
Match/Inkind	\$0

<i>Veteran Shallow Subsidy</i>	
Funding Source	Frontline Service, via a contract with the Veterans Administration
Amount	\$60,375
Program Period	October 1, 2026 – September 30, 2027
Statement of Work	To coordinate with local VA Medical Center's HUD-VASH or Homeless Program leads in assisting co-enrolled Veteran households with specialized housing navigation support services through the SSVF program.
Geography of Service Area	Wood, Sandusky, Ottawa, Seneca, Lucas, Hancock, Wyandot, Erie, Huron, and Lorain counties
Numbers to be Served	25

<i>Budget</i>	
Personnel	\$34,773
Participant Expenses	20,000
Operations	1,932
Contractual	0
Subrecipient	0
De Minimis	3,670
Total Expenses	\$60,375
Match/Inkind	\$0

Child Development

<i>Acceptance and Commitment Therapy (ACT)/Conscious Parenting</i>	
Funding Source	Ohio Children's Trust Fund via Mercy Health
Amount	\$115,650
Program Period	July 1, 2025 – June 30, 2026
Statement of Work	To provide parenting sessions and family support in select counties.
Geography of Service Area	Wood, Sandusky, Ottawa, Seneca, Lucas, and Henry counties
Numbers to be Served	150

<i>Budget</i>	
Personnel	\$50,557
Participant Expenses	5,650
Operations	49,443
Contractual	0
Subrecipient	0
De Minimis	10,000
Total Expenses	\$115,650
Match/Inkind	\$0

Early Childhood Education (School Districts)

Funding Source	Ohio Department of Children and Youth
Amount	\$700,825
Program Period	July 1, 2025 - June 30, 2026
Statement of Work	To enter into contracts with six school districts to provide early childhood services to income eligible preschool children.
Geography of Service Area	Wood, Sandusky, Ottawa, and Seneca counties
Numbers to be Served	170

Budget

Personnel	\$606,494
Participant Expenses	0
Operations	30,620
Contractual	0
Subrecipient	0
De Minimis	63,711
Total Expenses	\$700,825
Match/Inkind	\$0

Early Childhood Education

Funding Source	Ohio Department of Children and Youth
Amount	\$1,462,000
Program Period	July 1, 2025-June 30, 2026
Statement of Work	To provide early childhood services to income eligible preschool children.
Geography of Service Area	Wood, Sandusky, Ottawa, Seneca, and Lucas counties
Numbers to be Served	344

Budget

Personnel	\$1,265,219
Participant Expenses	0
Operations	63,872
Contractual	0
Subrecipient	0
De Minimis	132,909
Total Expenses	\$1,462,000
Match/Inkind	\$0

Early Head Start/ Head Start Continuation Grant	
Funding Source	U.S. Department of Health and Human Services (HHS)
Amount	\$8,718,150
Program Period	August 1, 2025 – July 31, 2026
Statement of Work	To review, approve and submit an application to provide comprehensive services to children birth through five and their families. We will provide services to 47 infants and toddlers through the home-based program option, 16 infants and toddlers in contracted center-based childcare, and 573 preschool children through direct operations and contracts with child-care providers.
Geography of Service Area	Wood, Sandusky, Ottawa, and Seneca counties
Numbers to be Served	63 Early Head Start and 573 Head Start

Budget	
Personnel	\$5,490,460
Participant Expenses	0
Operations	1,585,800
Contractual	666,123
Subrecipient	0
De Minimis	975,767
Total Expenses	\$8,718,150
Match/Inkind	\$2,179,538

Early Head Start-Child Care Partnership Continuation Grant	
Funding Source	U.S. Department of Health and Human Services (HHS)
Amount	\$6,842,697
Program Period	August 1, 2025 – July 31, 2026
Statement of Work	To review, approve and submit an application to provide comprehensive services to children birth through three and their families. GLCAP will provide direct operated childcare services to 16 infants and toddlers. One hundred and eighty-four infants and toddlers will be served through contracts with child-care providers and 64 infants and toddlers will be served through contracts with Family Childcare providers. Fifty-six Infants and toddlers will be served by the delegate agency, Lucas County Family Council (LCFC). A non-federal match waiver of \$1,150,000 for GLCAP and \$230,890 for LCFC is included in the application. The waiver amount requested is based on previously approved in-kind waiver submissions.
Geography of Service Area	Wood, Sandusky, Seneca, and Lucas counties
Numbers to be Served	320 infants and toddlers

Budget	
Personnel	\$1,884,334
Participant Expenses	0
Operations	381,061
Contractual	2,833,097
Subrecipient	1,203,373
De Minimis	540,832
Total Expenses	\$6,842,697
Match/Inkind	\$329,784

Northwest Ohio Early Head Start Program	
Funding Source	U.S. Department of Health and Human Services (HHS)
Amount	\$3,388,173
Program Period	August 1, 2025 – July 31, 2026
Statement of Work	To review, approve and submit an application to provide comprehensive Early Head Start (EHS) services to 103 children birth through three and their families. We will provide EHS Child Care services to 55 infants and toddlers through partnerships with center and family home providers. Forty-eight infants and toddlers will be served by the delegate agency, Hancock, Hardin, Wyandot, Putnam (HHWP) Community Action Commission in center-based direct operated classrooms and through childcare partnerships. A non-federal match waiver of \$225,000 for GLCAP and \$187,649 for HHWP is included in the application. The waiver amount requested is based on the average amount of in-kind collected for other childcare partnership grants per child, and previously approved waiver submissions in those grants.
Geography of Service Area	Wood, Lucas, and Hancock counties
Numbers to be Served	103 infants and toddlers

Budget	
Personnel	\$519,877
Participant Expenses	0
Operations	133,336
Contractual	740,284
Subrecipient	1,837,850
De Minimis	156,826
Total Expenses	\$3,388,173
Match/Inkind	\$434,394

Community Development

Ohio Environmental Protection Agency (EPA) Lead Service Line	
Funding Source	Ohio EPA
Amount	\$1,000,000
Program Period	April 1, 2025 – December 31, 2028
Statement of Work	To provide technical assistance to communities for baseline service line inventories and/or corrections to existing inventories; development of lead and copper site sample plans; service line replacement plans; and communication plans with residents related to the water system.
Geography of Service Area	Ohio
Numbers to be Served	Approximately 36 communities

Budget	
Personnel	\$565,521
Participant Expenses	0
Operations	343,570
Contractual	0
Subrecipient	0
De Minimis	90,909
Total Expenses	\$1,000,000
Match/Inkind	\$0

Ohio EPA Wastewater	
Funding Source	Ohio EPA
Amount	\$1,050,000
Program Period	April 1, 2025 – March 31, 2026
Statement of Work	To provide technical assistance and training to communities for wastewater services including GIS, condition assessment, regionalization, etc.
Geography of Service Area	Ohio
Numbers to be Served	Approximately 50 communities

Budget	
Personnel	\$818,482
Participant Expenses	0
Operations	136,063
Contractual	0
Subrecipient	0
De Minimis	95,455
Total Expenses	\$1,050,000
Match/Inkind	\$0

Rural Business Development Grant

Funding Source	United States Department of Agriculture
Amount	\$75,000
Program Period	July 1, 2025 – June 30, 2026
Statement of Work	To work in southern Ohio communities to provide assistance with economic development and strategic planning with a focus on developing entrepreneurial ecosystems that create an environment where small businesses and communities can thrive.
Geography of Service Area	Southern Ohio
Numbers to be Served	9 communities

Budget

Personnel	\$58,604
Participant Expenses	0
Operations	9,578
Contractual	0
Subrecipient	0
De Minimis	6,818
Total Expenses	\$75,000
Match/Inkind	\$30,000

Housing and Energy**FirstEnergy**

Funding Source	Ohio Partners for Affordable Energy
Amount	\$100,000
Program Period	March 1, 2025 – July 31, 2026
Statement of Work	To provide weatherization services to eligible participants.
Geography of Service Area	Erie, Huron, Lorain, and Ottawa counties
Numbers to be Served	150 households

Budget

Personnel	\$47,179
Participant Expenses	0
Operations	43,782
Contractual	0
Subrecipient	0
De Minimis	9,039
Total Expenses	\$100,000
Match/Inkind	\$0

Seniors Services and Transportation

Senior Center Renovation	
Funding Source	United States Department of Agriculture (USDA) Rural Community Facilities (Congressionally Directed Spending)
Amount	\$184,000
Program Period	November 22, 2022 – September 30, 2027
Statement of Work	To renovate the Sandusky County Fremont Senior Center located at 1101 Castalia Street.
Geography of Service Area	Sandusky County
Numbers to be Served	900

Budget	
Personnel	\$0
Participant Expenses	0
Operations	0
Contractual	184,000
Subrecipient	0
De Minimis	0
Total Expenses	\$184,000
Match/Inkind	\$0

Sandusky County Seniors	
Funding Source	Senior Citizens Tax Levy – Sandusky County Commissioners
Amount	\$1,522,728
Program Period	January 1, 2025 – December 31, 2025
Statement of Work	To provide services for Seniors in Sandusky County which include congregate and home delivered meals, transportation, and Senior Center activities.
Geography of Service Area	Sandusky County
Numbers to be Served	900

Budget	
Personnel	\$455,316
Participant Expenses	0
Operations	915,139
Contractual	0
Subrecipient	0
De Minimis	152,273
Total Expenses	\$1,522,728
Match/Inkind	\$0

Further, the President/Chief Executive Officer or her designees are authorized to make such provision for other resources or matching funds as shall be needed for the items herein, and to make such adjustments as are needed to the amounts of funds or the services described, and

Further, the President/Chief Executive Officer is, and, if required, the Chairperson and the President/Chief Executive Officer together are hereby authorized to sign any application, proposal, grant, corporate consent, contract, agreement or other document required to effectuate the transaction described herein, and to bind the corporation.

Upon motion duly made and seconded, the board unanimously

VOTED: to approve the Consent Agenda including the January 14, 2025 Board meeting minutes, December 2024 and January 2025 Financial Reports-Dashboard, Balance Sheet, Consolidated Program Revenue & Expense Summary Comparing Budget to Actual, Quarterly Revolving Loans, Investments, Cash Balances, Aged Accounts, Employee Benefit Account, March 2025 President/CEO Report, and the proposals totaling \$26,473,026.

Head Start/Child Development Report — Head Start Risk Assessment Notification Results, Board Self-Assessment, Policy Council Bylaw Revisions

Jacque Wells provided a notice of non-compliance received from the Department of Health and Human Services Office of Head Start regarding an incident at a partner site in which a staff person engaged in inappropriate discipline. We have 120 days from the date of the letter to complete our corrective action plan. Thankfully this incident was not classified as a deficiency.

The 2025-2026 Self-Assessment Board of Director Volunteer sign-up sheet was viewed by those present and will be emailed to the board for date and time selection. Board members are encouraged to participate in these engaging activities.

The Policy Council met February 5, 2025, and approved revisions to the Policy Council Bylaws. Changes include adding the Hancock, Hardin, Wyandot and Putnam County Community Action Commission as a delegate; changing the term "Health Services Advisory Committee" to "Health and Mental Health Services Advisory;" and adding to the membership one representative of a currently enrolled family from the NWO Early Head Start Child Care Partnership Grant.

Upon motion duly made and seconded, the board unanimously

VOTED: to approve the Policy Council Bylaw revisions.

Finance Committee Report

Dean King reported that the Finance Committee reviewed the following:

Fiscal Policy Updates

The Fiscal Policies were revised to include updates prescribed by the revised Uniform Guidance effective 10/1/2024 and from the move from MIP to Sage Intacct accounting software. Other minor wording/structure changes were made that did not materially alter the intention of the policies.

Upon motion duly made and seconded, the board unanimously

VOTED: to approve changes to the GLCAP Accounting and Financial Policies and Procedures manual with a retroactive date of October 1, 2024.

Danklefsen Endowment Gift

An endowment of \$121,986 was received from the estate of David Danklefsen, a former Meals on Wheels recipient. Mr. Danklefsen requested that the funds be invested with the proceeds being used to help pay expenses of the Meals on Wheels program. A new, separate investment fund has been created at the Trust Company to house the funds. Management will monitor the fund balance activity to determine an appropriate

disbursement schedule to the Meals on Wheels program.

Upon motion duly made and seconded, the board unanimously

VOTED: to create a separate investment fund and accept the \$121,986 Danklefsen endowment for the benefit of the Meals on Wheels program.

403(b) Audit Report and Management Letter

The audit report for the GLCAP 403(b) tax sheltered annuity plan dated 10/14/24 was reviewed. It was noted the financial statements of the plan were presented fairly and that there were no findings or deficiencies in internal controls. It was recommended that management document regular (at least annual) meetings to review the plan. Management shared that regular meetings on the plan do occur and will ensure they are documented in the future. The plan is to hold an annual meeting in June.

VOTED: to accept the Great Lakes Action Partnership 403 (b) Tax Sheltered Annuity Plan Audit Report to the Board of Directors.

Financial and Quarterly Loan and Investment Reports

The Board financial reports for December 2024 and January 2025 were reviewed, as well as the quarterly revolving loan and investment summaries. No concerns were noted.

Audit Update

The single audit began on 3/3/25 with auditors testing the agency's controls. Major programs selected for audit testing include Head Start and the Low-Income Home Energy Assistance Program (LIHEAP). The programs are operated by the Head Start, Adult & Youth, and Housing & Energy departments.

Ohio Department of Development (ODOD) Audit Update

The two-year audit will begin in early April, with requested documentation being compiled and sent to the ODOD auditors by 3/31/25.

Budget Software Update

The implementation process for the EUNA budget software changed from a "cohort" model, where staff were responsible for building out the software framework, to a "lift and shift" model, where the software implementation manager will take lead in the framework development. This change resulted in a \$5,000 savings.

Audit Scope and Planning Letter

Auditors SR Snodgrass provided an audit scope and planning letter. It explains the audit process and encourages open communication between SR Snodgrass, management, and the Board.

Adjournment

Upon motion duly made and seconded, the board unanimously

VOTED: to adjourn the meeting at 6:59 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Tammy J. Jahns". The signature is fluid and cursive, with a large initial "T" and "J".

Tammy J. Jahns
Administrative Assistant