

**Great Lakes Community Action Partnership
Board Meeting Minutes
May 13, 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	Absent
Scott Miller	Sandusky County Commissioner	Excused
Crystal Walker	Sandusky County Commissioner Representative	Absent
Jim Fails	Sandusky County Private Sector Representative	Present
Wendy Conrad	Sandusky County Private Sector Representative	Excused
Joyce Garvey	Sandusky County Low-Income Representative	Present
Don Nalley	Sandusky County Low-Income Representative	Present
Stephanie Cavanaugh	Ottawa County Commissioner Representative	Present
Gaye Winterfield	Ottawa County Commissioner Representative	Excused
Angela Finn	Ottawa County Private Sector Representative	Excused
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	Present
Bev Hemmerly	Seneca County Low-Income Representative	Present
Carol Kern	Seneca County Low-Income Representative	Present

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

Board Chairperson Cory Stine called the meeting to order at 6:30 p.m. with enough members present to constitute a quorum.

Board Chairperson Report — Cory announced the Board Self-Assessment will be distributed to Board members this summer and emphasized the importance of full participation.

Ruthann House has reached her maximum eight weeks of vacation hours and is finding it challenging to take time off due to the vacancy of the Human Resources Director position and the volume of legislative activity. Cory recommended a one-time special buyout of two weeks of vacation time effective the pay period closing May 17, 2025.

Upon motion duly made and seconded, the board unanimously

VOTED: to approve a two-week vacation buyout for Ruthann House effective the pay period closing May 17, 2025.

Consent Agenda — March 11, 2025 Meeting Minutes; February and March 2025 Financial Reports - Dashboard, Balance Sheet, Consolidated Program Revenue & Expense Summary Comparing Budget to Actual, Investments, Cash Balances, Aged Accounts, Employee Benefit Account; May 2025 President/CEO Report; and Proposals totaling \$21,143,157 — Adult & Youth Development - Healthy Marriage and Responsible Fatherhood; Rapid ReHousing; Permanent Supportive Housing-Domestic Violence; Permanent Supportive Housing; Housing Counseling; Emergency Solutions Grant; Homeless Crisis Response Program — Child Development - Ohio Children's Trust Fund; Northwest Ohio Early

Head Start Expansion-Child Care Partnership (EHS-CCP) proposals; EHS-CCP; Lucas County Head Start at GLCAP; Child and Adult Care Food Program (CACFP) — Community Development – Ohio Water Development Authority (OWDA) Technical Assistance; Ohio Environmental Protection Agency (OEPA) Training and Technical Assistance; Fee-for-Service Contracts — Housing & Energy – Home Weatherization Assistance Program (HWAP); HWAP Readiness Fund; HWAP Enhancement; Electric Partnership Program (EPP); Community Housing Impact and Preservation (CHIP)–Erie County; CHIP–Putnam County; CHIP–Huron County; CHIP–Sandusky County; CHIP–Wyandot County — Senior Services and Transportation – Senior Citizens Levy Campaign; PASSPORT (Pre-Admission Screening System Providing Options and Resources Today) Medicaid Waiver

Ruthann encouraged Board members to attend the Commissioner visits in honor of Community Action Month. The presentation given to the Sandusky County Commissioners by several program participants on May 8, 2025 highlighted GLCAP success stories and was well received. The remaining Commissioner visits are scheduled as follows: Seneca County - Thursday, May 15, 2025; Ottawa County - Thursday, May 22, 2025; and Wood County - Thursday, May 29, 2025.

The State Association Conference will be held at Sawmill Creek on July 16 - 18, 2025. Board members are encouraged to attend.

David Bradley from the National Community Action Foundation (NCAF) has created a master class on the history of community action. Board members will receive a link for this optional and informative training. Visit [NCAF.org](https://www.ncaf.org) and sign up to be a member to receive invitations to David Bradley's coffee chats and other community action updates.

NCAF is encouraging all Community Action Agencies to participate in an August blitz to boost promotion of and advocacy for our programs and services as Congress continues its work on the Fiscal Year 2026 budget.

Per the USDA guidelines for the Child and Adult Care Food Program (CACFP), Board members must certify they have not been convicted of any activity that occurred during the past seven years that indicated a lack of business integrity. Ruthann requested that all Board members sign the provided Certification of Business Integrity form.

A video was shared advocating for the Head Start Program from a national news outlet, followed by a video of a GLCAP Head Start success story.

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 and Youth

Healthy Marriage and Responsible Fatherhood	
Funding Source	US Department of Health and Human Services (HHS)
Amount	\$6,245,000
Program Period	October 1, 2025 – September 30, 2030
Statement of Work	To provide training, workforce development, case management and supportive services to custodial fathers.
Geography of Service Area	Wood, Sandusky, Seneca, Ottawa, Huron, Richland, Erie, Hancock, Hardin, Wyandot, Crawford, Putnam, and Marion counties.
Numbers to be Served	1020

Budget	
Personnel	\$2,893,475
Participant Expenses	612,000
Operations	1,380,565
Contractual	936,750
Subrecipient	0
De Minimis	422,210
Total Expenses	\$6,245,000
Match/Inkind	\$0

Rapid ReHousing	
Funding Source	US Department of Housing and Urban Development (HUD)
Amount	\$324,616
Program Period	August 1, 2026 – July 31, 2027
Statement of Work	To provide rental assistance and supportive services for homeless individuals and families.
Geography of Service Area	Wood, Sandusky, Seneca, Erie, Huron, Richland, and Ottawa counties.
Numbers to be Served	60

Budget	
Personnel	\$100,971
Participant Expenses	181,546
Operations	15,204
Contractual	0
Subrecipient	0
De Minimis	26,895
Total Expenses	\$324,616
Match/Inkind	\$35,768

Permanent Supportive Housing – Domestic Violence	
Funding Source	HUD
Amount	\$246,068
Program Period	April 1, 2026 - March 31, 2027
Statement of Work	To provide permanent housing funds and supportive services for disabled homeless individuals and families experiencing domestic violence.
Geography of Service Area	Wood, Sandusky, Seneca, Erie, Huron, Richland, and Ottawa counties.
Numbers to be Served	18

Budget	
Personnel	\$34,913
Participant Expenses	177,075
Operations	13,566
Contractual	0
Subrecipient	0
De Minimis	20,514
Total Expenses	\$246,068
Match/Inkind	\$17,249

Permanent Supportive Housing	
Funding Source	HUD
Amount	\$854,845
Program Period	July 1, 2026 – June 30, 2027
Statement of Work	To provide housing funds and supportive services for disabled homeless individuals and families.
Geography of Service Area	Wood, Sandusky, Seneca, Erie, Huron, Richland, and Ottawa counties.
Numbers to be Served	65

Budget	
Personnel	\$135,991
Participant Expenses	628,705
Operations	28,740
Contractual	0
Subrecipient	0
De Minimis	61,409
Total Expenses	\$854,845
Match/Inkind	\$56,535

Housing Counseling	
Funding Source	HUD
Amount	To be determined
Program Period	October 1, 2025 – September 30, 2026
Statement of Work	To provide housing counseling services, including foreclosure prevention to homeowners and first-time homebuyer assistance to potential homeowners. No budget is submitted with this application. If funded, HUD assigns a funding amount and includes it with the award letter.
Geography of Service Area	Wood, Sandusky, Seneca, Erie, Huron, Richland, and Ottawa counties.
Numbers to be Served	35

Budget – N/A

Emergency Solutions Grant	
Funding Source	HUD
Amount	\$960,000
Program Period	September 1, 2025 – August 31, 2027
Statement of Work	To provide homeless prevention, rapid rehousing, and case management services to income eligible participants.
Geography of Service Area	Wood, Sandusky, Seneca, Erie, Huron, Richland, and Ottawa counties.
Numbers to be Served	300

Budget	
Personnel	\$200,525
Participant Expenses	400,000
Operations	107,475
Contractual	0
Subrecipient	206,000
De Minimis	46,000
Total Expenses	\$960,000
Match/Inkind	\$0

Homeless Crisis Response Program	
Funding Source	Ohio Housing Trust Fund
Amount	\$320,000
Program Period	January 1, 2026 – December 31, 2027
Statement of Work	To provide homeless prevention, rapid rehousing, and case management services to income eligible participants.
Geography of Service Area	Wood, Sandusky, Seneca, Erie, Huron, Richland, and Ottawa counties.
Numbers to be Served	125

Budget	
Personnel	\$136,965
Participant Expenses	150,000
Operations	13,035
Contractual	0
Subrecipient	0
De Minimis	20,000
Total Expenses	\$320,000
Match/Inkind	\$0

Child Development

Ohio Children's Trust Fund	
Funding Source	Ohio Children's Trust Fund
Amount	\$111,000
Program Period	July 1, 2025 – June 30, 2026
Statement of Work	To provide Acceptance and Commitment Therapy (ACT) Raising Safe Kids Curriculum to 150 participants through training events.
Geography of Service Area	Wood, Sandusky, Ottawa, Seneca, Lucas, and Henry counties
Numbers to be Served	150

Budget	
Personnel	\$51,031
Participant Expenses	0
Operations	49,878
Contractual	0
Subrecipient	0
De Minimis	10,091
Total Expenses	\$111,000
Match/Inkind	\$0

Northwest Ohio Early Head Start Expansion - Child Care Partnership (EHS-CCP)	
Funding Source	HHS
Amount	N/A
Program Period	September 1, 2024 – July 31, 2025
Statement of Work	To review, approve and submit a non-federal share waiver for the amount of \$378,796 in operations and \$51,503 in start-up. The total required match for the GLCAP portion of this grant is \$378,796 in operating and \$69,435 in start-up. Delegate agency HHWP (Hancock, Hardin, Wyandot, and Putnam) Community Action is requesting a non-federal share waiver for the amount of \$422,108 in operations and \$155,796 in start-up. The total required match for HHWP is the same as the waiver amounts requested.
Geography of Service Area	Wood, Sandusky, Ottawa, Seneca, Lucas, and Hancock counties.
Numbers to be Served	103

Budget – N/A

Northwest Ohio Early Head Start Expansion - Child Care Partnership Program (EHS-CCP)	
Funding Source	HHS
Amount	N/A
Program Period	September 1, 2024 – July 31, 2025
Statement of Work	To review, approve and submit a request to the Office of Head Start for the delegate agency, HHWP Community Action, to utilize operating funds to purchase equipment. The equipment request includes an OAE (otoacoustic emissions) Hearing Screener and Spot Vision Screener bundle in the amount of \$13,591.99.
Geography of Service Area	Hancock County
Numbers to be Served	48

Budget – N/A

EHS-CCP	
Funding Source	HHS
Amount	N/A
Program Period	August 1, 2024 – July 31, 2025
Statement of Work	To review, approve and submit a non-federal share waiver for the amount of \$175,000 in operations. The total required match for the GLCAP portion of this grant is \$411,965.
Geography of Service Area	Wood, Sandusky, Seneca, Ottawa, and Lucas counties.
Numbers to be Served	264

Budget – N/A

Lucas County Head Start at GLCAP	
Funding Source	HHS
Amount	\$2,360,121
Program Period	December 1, 2025 – November 30, 2026
Statement of Work	To contract with Toledo Public Schools to provide comprehensive Head Start services to children ages three to five and their families in Lucas County through direct operations and contracts with child-care providers. A non-federal share waiver of \$175,000 is included in the application.
Geography of Service Area	Lucas County
Numbers to be Served	179

Budget	
Personnel	\$1,279,010
Participant Expenses	0
Operations	264,273
Contractual	572,581
Subrecipient	0
De Minimis	244,257
Total Expenses	\$2,360,121
Match/Inkind	\$415,031

Child and Adult Care Food Program (CACFP)	
Funding Source	United States Department of Agriculture (USDA)
Amount	\$936,246
Program Period	October 1, 2025 – September 30, 2026
Statement of Work	To receive reimbursements for approximately 349,821 meals and snacks.
Geography of Service Area	Wood, Sandusky, Ottawa, Seneca, Lucas, Henry, Clark, and Richland counties.
Numbers to be Served	934

Budget	
Personnel	\$0
Participant Expenses	0
Operations	851,133
Contractual	0
Subrecipient	0
De Minimis	85,113
Total Expenses	\$936,246
Match/Inkind	\$0

Community Development

Ohio Water Development Authority (OWDA) Technical Assistance	
Funding Source	OWDA
Amount	\$704,000
Program Period	July 1, 2025 – June 30, 2026
Statement of Work	To provide technical assistance to small rural communities (less than 10,000 in population) who are recipients of the OWDA unsewered loan program; provide loan servicing technical assistance to OWDA borrowers to small systems, regionalization and/or operational restructuring technical assistance to small systems, condition assessment; develop on-line trainings; provide various trainings and technical assistance to communities.
Geography of Service Area	Ohio
Numbers to be Served	Approximately 75 communities and 9 trainings

Budget	
Personnel	\$500,000
Participant Expenses	0
Operations	133,600
Contractual	0
Subrecipient	0
De Minimis	70,400
Total Expenses	\$704,000
Match/Inkind	\$0

Ohio Environmental Protection Agency (OEPA) Training and Technical Assistance (T/TA)	
Funding Source	OEPA
Amount	\$950,000
Program Period	October 1, 2025 – September 30, 2026
Statement of Work	To help small communities access funding for water infrastructure development and provide capacity development technical assistance and training.
Geography of Service Area	Ohio
Numbers to be Served	Approximately 80 communities and 20 trainings

Budget	
Personnel	\$720,000
Participant Expenses	0
Operations	135,000
Contractual	0
Subrecipient	0
De Minimis	95,000
Total Expenses	\$950,000
Match/Inkind	\$0

Fee-for-Service Contracts	
Funding Source	Contracts with communities
Amount	\$1,000,000
Program Period	October 1, 2025 – September 20, 2026
Statement of Work	To enter into fee-for-service contracts with our client communities for services including Community Development Block Grant (CDBG) administration, condition assessment, environmental reports, asset management plans, home sewage treatment system administration, rate studies, GIS, GIS Co-op, Operator services, and other related community development activities.
Geography of Service Area	IL, KY, MI, OH, and WI
Numbers to be Served	Approximately 50 communities

Budget	
Personnel	\$800,000
Participant Expenses	0
Operations	100,000
Contractual	0
Subrecipient	0
De Minimis	100,000
Total Expenses	\$1,000,000
Match/Inkind	\$0

Housing and Energy

Home Weatherization Assistance Program (HWAP)	
Funding Source	Ohio Department of Development (ODOD)
Amount	\$2,492,560
Program Period	July 1, 2025 – June 30, 2026
Statement of Work	To provide weatherization services to eligible participants.
Geography of Service Area	Erie, Huron, Lorain, Ottawa, Sandusky, Seneca, and Wood counties
Numbers to be Served	212

Budget	
Personnel	\$939,298
Participant Expenses	0
Operations	1,353,707
Contractual	0
Subrecipient	0
De Minimis	199,555
Total Expenses	\$2,492,560
Match/Inkind	\$0

HWAP Readiness Fund	
Funding Source	ODOD
Amount	\$108,134
Program Period	July 1, 2025 – June 30, 2026
Statement of Work	To address structural and health and safety issues of homes that are currently in the queue to be weatherized.
Geography of Service Area	Erie, Huron, Lorain, Ottawa, Sandusky, Seneca, and Wood counties
Numbers to be Served	43

Budget	
Personnel	\$0
Participant Expenses	0
Operations	108,134
Contractual	0
Subrecipient	0
De Minimis	0
Total Expenses	\$108,134
Match/Inkind	\$0

HWAP Enhancement	
Funding Source	ODOD
Amount	\$1,094,166
Program Period	July 1, 2025 – June 30, 2026
Statement of Work	To provide home repair services consisting of roof repair, heating systems, electrical systems, ventilation systems, pest remediation, plumbing repair, air conditioning systems and multi-family units for HWAP eligible participants.
Geography of Service Area	Erie, Huron, Lorain, Ottawa, Sandusky, Seneca, and Wood counties
Numbers to be Served	83

Budget	
Personnel	\$147,792
Participant Expenses	0
Operations	839,596
Contractual	0
Subrecipient	0
De Minimis	106,778
Total Expenses	\$1,094,166
Match/Inkind	\$0

Electric Partnership Program (EPP)	
Funding Source	ODOD
Amount	\$900,931
Program Period	July 1, 2025 – June 30, 2026
Statement of Work	To provide energy audits, consumer education and installation of energy-saving materials such as energy efficient light bulbs, hot water flow reducers, refrigerators and/or freezers and weatherization measures.
Geography of Service Area	Erie, Huron, Lucas, Ottawa, Sandusky, Seneca, and Wood counties
Numbers to be Served	835

Budget	
Personnel	\$115,094
Participant Expenses	0
Operations	565,320
Contractual	147,463
Subrecipient	0
De Minimis	73,054
Total Expenses	\$900,931
Match/Inkind	\$0

Community Housing Impact and Preservation (CHIP) – Erie County	
Funding Source	ODOD
Amount	\$402,218 Note: Budget is for GLCAP contract services only
Program Period	December 1, 2025 – April 30, 2028
Statement of Work	To provide homeowners with home repair services such as roof replacement, heating systems, electrical systems, plumbing repair, and air conditioning systems.
Geography of Service Area	Erie County
Numbers to be Served	49

Budget	
Personnel	\$180,782
Participant Expenses	0
Operations	194,702
Contractual	0
Subrecipient	0
De Minimis	26,734
Total Expenses	\$402,218
Match/Inkind	\$0

CHIP – Putnam County	
Funding Source	ODOD
Amount	\$213,400 Note: Budget is for GLCAP contract services only
Program Period	December 1, 2025 – April 30, 2028
Statement of Work	To provide homeowners with home repair services such as roof replacement, heating systems, electrical systems, plumbing repair, and air conditioning systems.
Geography of Service Area	Putnam County
Numbers to be Served	25

Budget	
Personnel	\$15,400
Participant Expenses	0
Operations	176,000
Contractual	0
Subrecipient	0
De Minimis	22,000
Total Expenses	\$213,400
Match/Inkind	\$0

CHIP – Huron County	
Funding Source	ODOD
Amount	\$337,864 Note: Budget is for GLCAP contract services only
Program Period	December 1, 2025 – April 30, 2028
Statement of Work	To provide homeowners with home repair services such as roof replacement, heating systems, electrical systems, plumbing repair, and air conditioning systems.
Geography of Service Area	Huron County
Numbers to be Served	25

Budget	
Personnel	\$151,857
Participant Expenses	0
Operations	163,550
Contractual	0
Subrecipient	0
De Minimis	22,457
Total Expenses	\$337,864
Match/Inkind	\$0

CHIP – Sandusky County	
Funding Source	ODOD
Amount	\$440,118 Note: Budget is for GLCAP contract services only
Program Period	December 1, 2025 – April 30, 2028
Statement of Work	To provide homeowners with home repair services such as roof replacement, heating systems, electrical systems, plumbing repair, and air conditioning systems.
Geography of Service Area	Sandusky County
Numbers to be Served	31

Budget	
Personnel	\$195,245
Participant Expenses	0
Operations	216,000
Contractual	0
Subrecipient	0
De Minimis	28,873
Total Expenses	\$440,118
Match/Inkind	\$0

CHIP – Wyandot County	
Funding Source	ODOD
Amount	\$92,484 Note: Budget is for GLCAP contract services only
Program Period	December 1, 2025 – April 30, 2028
Statement of Work	To provide homeowners with home repair services such as roof replacement, heating systems, electrical systems, plumbing repair, and air conditioning systems.
Geography of Service Area	Wyandot County
Numbers to be Served	11

Budget	
Personnel	\$76,000
Participant Expenses	0
Operations	8,000
Contractual	0
Subrecipient	0
De Minimis	8,484
Total Expenses	\$92,484
Match/Inkind	\$0

Senior Services and Transportation

Senior Citizens Levy Campaign	
Funding Source	GLCAP Corporate Account
Amount	\$8,250
Program Period	August 1 – November 30, 2025
Statement of Work	To contribute corporate funds up to \$8,250 to support efforts to advocate for services for Sandusky County Seniors. The five-year period for the current levy that provides approximately \$1.5m annually for Sandusky County Senior Services operating expenses is approaching the end of the five-year term. A recommendation will be taken to the Sandusky County Commissioners to certify millage to the Sandusky County Board of Elections to be placed on the November 2025 ballot.
Geography of Service Area	Sandusky County
Numbers to be Served	41,000 voters

Budget	
Personnel	\$0
Participant Expenses	0
Operations	8,250
Contractual	0
Subrecipient	0
De Minimis	0
Total Expenses	\$8,250
Match/Inkind	\$0

PASSPORT (Pre-Admission Screening System Providing Options and Resources Today) Medicaid Waiver	
Funding Source	Area Office on Aging of Northwestern Ohio, Inc. via Ohio Department of Aging, Ohio Department of Medicaid.
Amount	\$49,386
Program Period	July 1, 2025 – June 30, 2027
Statement of Work	To provide 6,500 meals through the PASSPORT Medicaid Waiver program to eligible Seniors.
Geography of Service Area	Sandusky County
Numbers to be Served	30

Budget	
Personnel	\$17,747
Participant Expenses	0
Operations	26,701
Contractual	0
Subrecipient	0
De Minimis	4,938
Total Expenses	\$49,386
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 March 11, 2025 Board meeting minutes; February and March 2025 Financial Reports - Dashboard, Balance Sheet, Consolidated Program Revenue & Expense Summary Comparing Budget to Actual, Cash Balances, Aged Accounts, Employee Benefit Account; May 2025 President/CEO Report; and proposals totaling \$21,143,157.

Financial Reports Presentation – David Chimahusky

David provided an in-depth explanation of the Financial Dashboard, Balance Sheet, Consolidated Revenue and Expense Summary, Quarterly Revolving Loan Report, Investment Report, Cash Balances, Aged Accounts and the Employee Benefit Account.

Head Start/Child Development Report – Jacquie Wells — Head Start Safety Practices Training; Northwest Ohio Early Head Start-Child Care Partnership (EHS-CCP) Under Enrollment; Self-Assessment Improvement/Corrective Action Plans – Head Start/Early Head Start (HS/EHS), Early Head Start-Child Care Partnership (EHS-CCP), and Lucas County Head Start at GLCAP; GLCAP Early Childhood Program Priority Selection Criteria 2025-2026

Jacquie Wells provided a brief training on Head Start Safety Practices.

Jacquie explained the Northwest Ohio Early Head Start-Child Care Partnership (EHS-CCP) grant received on September 1, 2024, in partnership with HHWP (Hancock, Hardin, Wyandot, and Putnam) Community Action, was placed in the under-enrollment initiative according to a February 26, 2025, letter from the Office of Head Start. The under-enrollment plan is for 12 months, with a six-month follow-up period. GLCAP is currently at 98% of the goal; however, HHWP has 16 of 48 children enrolled, with 32 unfilled slots due to delays in building renovations. It is expected that HHWP will be able to meet full enrollment on or before the end of the initial 12 months.

Jacquie reviewed the Self-Assessment Improvement/Corrective Action Plans for Head Start/Early Head Start (HS/EHS), Early Head Start-Child Care Partnership (EHS-CCP), and Lucas County Head Start (HS) at GLCAP. The only corrective action plan was to meet an enrollment goal of 10% of children with disabilities for EHS-CCP and Lucas County HS. EHS-CCP is currently at 10.2%, while Lucas County needs only three more to meet the goal.

Upon motion duly made and seconded, the board unanimously

VOTED: to approve the Self-Assessment Improvement/Corrective Action Plans for Head Start/Early Head Start (HS/EHS), Early Head Start-Child Care Partnership (EHS-CCP), and Lucas County Head Start (HS) at GLCAP.

Staff recommended changes to the Early Childhood Program Priority Selection Criteria. There are now two different forms, one for families that only need childcare, and one for families that do not need childcare.

Upon motion duly made and seconded, the board unanimously

VOTED: to approve the changes to the Early Childhood Program Priority Selection Criteria forms.

Executive Committee Report – Cory Stine

The Executive Committee met on April 17, 2025, and approved proposals in the amount of \$6,572,715. These included the Child Development - Migrant Seasonal Head Start Continuation Grant and the Senior Services and Transportation - City of Fremont Community Development Block Grant (CDBG) and Sandusky County CDBG proposals.

Personnel Committee Report – Greg Edinger

Greg stated the Office of Head Start did not grant a COLA (cost of living adjustment) for 2025 because the federal government is operating under a continuing resolution, and our programs are flat funded for Fiscal Year 2025. No changes will be made to the pay scale base rates because of the flat funding. The Committee recommended a 1% raise for all eligible staff effective the first full pay period in June 2025, which complies with the wage article in the current labor agreement.

Upon motion duly made and seconded, the board unanimously

VOTED: to approve a 1% raise for all eligible staff effective the first full pay period in June 2025.

Planning and Evaluation Committee Report – Katie Schlagheck

Katie stated the Committee reviewed the Corporate Development Report for October 2024 through March

2025, the Customer Satisfaction Report for October 2024 through March 2025, the Community Service Block Grant (CSBG) Annual Report for 2024, and the CSBG MIS Report for January through March 2025. There were no concerns with any of the reports. The Committee was pleased to report that the results of the customer satisfaction report confirm our staff continue to meet or exceed customer expectations. Seven categories received exceptional scores, at 92% or higher, when adding agree and strongly agree responses. The eighth category scored 89%.

Development Committee Report – Stephanie Cavanaugh

Stephanie stated the Committee reviewed the 2025 People Helping People campaign materials. She stressed the goal of 100% Board participation.

Upon motion duly made and seconded, the board unanimously

VOTED: to accept the People Helping People Campaign materials as presented for the 2025 campaign.

Adjournment

Upon motion duly made and seconded, the board unanimously

VOTED: to adjourn the meeting at 7:47p.m.

Respectfully submitted,



Tammy J. Jahns
Administrative Assistant

**Great Lakes Community Action Partnership
Executive Committee Meeting Minutes
August 26, 2025**

Attendees: Cory Stine - Chairperson, Carmen Ortega, Don Nalley, Audrey Flood, Sue Clanton and Crystal Walker. Dean King was absent.

Staff: Ruthann House, Kerry Adkins and Tammy Jahns.

TASK	DESCRIPTION	ACTION
Call to Order	Cory Stine called the meeting to order at 12:00 p.m. with enough members present to constitute a quorum.	Carmen Ortega moved and Sue Clanton seconded approval of the attached Proposals. Motion Carried.
Proposals	Ruthann House gave a brief overview of the attached proposals and entertained any questions.	
Other	Ruthann shared her concern that the US Department of Health and Human Services (HHS) has not yet released Rural Community Facilities (RCF) funding under the Community Services Block Grant (CSBG) for 2025-2026. According to our lobbyist, Bob Rapoza, it has stalled in the Office of Management and Budget (OMB). OMB has invoked pocket recissions on other funding, which means that in the last 45 days of the fiscal year, they can simply decide not to spend the appropriated funds and simply run the clock out and the money lapses. The 2025-2026 agencywide budget will not be ready prior to the start of the fiscal year on October 1, 2025, due to continuing development of the new budgeting software.	
Adjournment	The meeting adjourned at 12:15 p.m.	

Proposals:

Adult & Youth — Home Energy Assistance Program (HEAP)

Child Development — Nutrition and Healthy Eating for Head Start (HS) Children and Families; Nutrition and Healthy Eating for Migrant and Seasonal Head Start (MSHS) Children and Families; Nutrition and Healthy Eating for Lucas County HS Children and Families.

Community Development — Kentucky Lead Service Line

Senior Services and Transportation — Fremont Senior Center Renovations