

**Great Lakes Community Action Partnership
Board Meeting Minutes
January 14, 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	Absent
Ashley Dickey	Wood County Low-Income Representative	Present
Scott Miller	Sandusky County Commissioner	Present
Crystal Walker	Sandusky County Commissioner Representative	Present
Jim Fails	Sandusky County Private Sector Representative	Present
Wendy Conrad	Sandusky County Private Sector Representative	Present
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
Mike Barr	Ottawa County Private Sector Representative	Present
Katie Schlagheck	Ottawa County Private Sector Representative	Present
Pat Keys	Ottawa County Low-Income Representative	Excused
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, Carly Trautwein, Kristin Woodall, Jacquie Wells, Michele Foos, Robin Richter, Terry Jacobs, Matt Byers, Jamie Munoz, Ragan Claypool, Cheryl Denny, Alex Boroff, Gary Haggemaker, 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.

Seating of Board Members — Cory stated the following Board members need to be seated: Ottawa County – Low-Income Representative Ashley Walterbusch and Seneca County – County Commissioner Brent Busdeker. Ashley and Brent provided a brief overview of their respective backgrounds.

Upon motion duly made and seconded, the board unanimously

VOTED: to seat the Board members as presented.

Nominating Committee Report & Election of Executive Committee Members — Dean King

Dean King stated the Nominating Committee met prior to the Board meeting and propose the 2025 Executive Committee slate as follows: Chairperson — Cory Stine; Vice Chairperson — Audrey Flood; Treasurer — Dean King; Members-At-Large — Carmen Ortega, Crystal Walker, Don Nalley, and Sue Clanton.

Dean opened the floor for additional nominations to the Executive Committee. There were no additional nominations from the floor.

Upon motion duly made and seconded, the board unanimously

VOTED: to approve the Executive Committee members as presented. Motion Carried.

Recording Secretary Appointment — Cory Stine

Per Section 12.01. of the Bylaws, the Board Chairperson must appoint the Recording Secretary for the year. Tammy Jahns will fulfill the role for 2025.

Upon motion duly made and seconded, the board unanimously

VOTED: to appoint Tammy Jahns as the Recording Secretary for 2025.

Chairperson Report — Cory Stine

Cory stated an email would be sent out to gauge board members' interest in committee service and members would be assigned to committees. He also stated Private Sector Representative Mike Barr has tendered his resignation. The board expressed their gratitude for his service and contributions as Treasurer.

Upon motion duly made and seconded, the board unanimously

VOTED: to accept the resignation of Mike Barr.

Cory reported Mike's replacement would be Angela Finn. She is the Executive Vice President and Chief Lending Officer at Commodore Perry Federal Credit Union.

Upon motion duly made and seconded, the board unanimously

VOTED: to accept the seating of Angela Finn.

Consent Agenda — November 12, 2024 Meeting Minutes; October and November 2024 Financial Reports-Dashboard, Balance Sheet, Consolidated Program Revenue & Expense Summary Comparing Budget to Actual, Investments, Cash Balances, Aged Accounts, Employee Benefit Account; January 2025 President/CEO Report; and Proposals — Adult & Youth/Senior Services and Transportation - United Way Proposal for Financial Opportunity Center, Senior Meals, and Transportation Services — Child Development - Migrant Seasonal Head Start Carryover Request — Community Development - Kentucky Lead Service Line

Ruthann shared an update on the Human Resource department in light of Adrienne Fausey's leave of absence. She stated that she, along with Kerry Adkins and the HR team, will be meeting next week to develop and prioritize plans for the department. Ruthann announced that Kerry Adkins has been appointed Chief Operating Officer, and with this new role, the HR department will now fall under her leadership. Ruthann thanked the staff for stepping up to help fill the void.

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/Senior Services and Transportation

<i>Financial Opportunity Center, Senior Meals, and Transportation Services</i>	
Funding Source	United Way of Sandusky County
Amount	\$50,000
Program Period	July 1, 2025 – June 30, 2026
Statement of Work	To provide daily meals to homebound seniors, transportation and financial stability assistance for low-income individuals and families.
Geography of Service Area	Sandusky County
Numbers to be Served	75 Financial Opportunity Center; 1,485 Senior Meals; 300 Trips

<i>Budget</i>	
Personnel	\$31,922
Participant Expenses	0
Operations	\$13,447
Contractual	0
Subrecipient	0
De Minimis	\$4,631
Total Expenses	\$50,000
Match/Inkind	\$0

Child Development

<i>Migrant and Seasonal Head Start Carryover Request</i>	
Funding Source	United States Department of Health and Human Services
Amount	\$85,008
Program Period	August 1, 2024 – July 31, 2025
Statement of Work	To review, approve and submit a carryover request to utilize unspent funds from the 2023-2024 program year to purchase 366 car seats for the Migrant and Seasonal Head Start program buses.
Geography of Service Area	Richland, Henry and Sandusky Counties
Numbers to be Served	324

<i>Budget</i>	
Personnel	\$0
Participant Expenses	\$0
Operations	\$75,348
Contractual	\$0
Subrecipient	\$0
De Minimis	\$9,660
Total Expenses	\$85,008
Match/Inkind	\$21,252

Community Development

Kentucky Lead Service Line	
Funding Source	Commonwealth of Kentucky
Amount	\$390,803
Program Period	February 1, 2025 – September 30, 2025
Statement of Work	To provide technical assistance to communities to conduct baseline service line inventories, develop lead and copper site sample plans and service line replacement plans, and assist water systems in improving communications to better accommodate various needs related to the water system.
Geography of Service Area	Kentucky
Numbers to be Served	Approximately 40 systems

Budget	
Personnel	\$264,375
Participant Expenses	0
Operations	\$90,900
Contractual	0
Subrecipient	0
De Minimis	\$35,528
Total Expenses	\$390,803
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 November 12, 2024 Board meeting minutes, October and November 2024 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, January 2025 President/CEO Report, and the proposals totaling \$440,803.

Home Weatherization Assistance Program (HWAP) Presentation — Terry Jacobs, Matt Byers, and Jamie Munoz

Terry provided an overview of the Housing and Energy Department programs and funding. Jamie provided information regarding program eligibility and the counties GLCAP serves. Matt passed around several tools and demonstrated how each tool is used in the homes that are weatherized.

Head Start/Child Development Report — New Head Start Program Performance Standards Training; Head Start Eligibility Training — Michelle Foos; Head Start Risk Assessment Notification Review 12/13/2024; and Priority Selection Process – Head Start (HS) and Migrant Seasonal Head Start (MSHS)

Jacquie Wells provided a video training on the new Head Start Program Performance Standards presented by

the Office of Head Start Director Khari Garvin. Michelle Foos provided a brief training on Head Start Eligibility. Jacquie shared the details of a child incident that occurred at a partner site in the GLCAP Head Start program that occurred on November 7, 2024, and was self-reported to the Office of Head Start on November 12, 2024. The incident involved an inappropriate restraint of a child. As a result of the report, a Risk Assessment Notification Review was completed on December 18, 2024. The results from this review are still pending. Finally, Jacquie presented the Priority Selection Process and noted there were no changes made to the form this year.

Upon motion duly made and seconded, the board unanimously

VOTED: to approve the Priority Selection Process.

Adjournment

Upon motion duly made and seconded, the board unanimously

VOTED: to adjourn the meeting at 7:56 p.m.

Respectfully submitted,



Carly Trautwein
Administrative Assistant

**Great Lakes Community Action Partnership
Board Meeting Minutes
November 12, 2024**

<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	Excused
Jane Wengel	Wood County Low-Income Representative	Present
Ashley Dickey	Wood County Low-Income Representative	Excused
Scott Miller	Sandusky County Commissioner	Excused
Crystal Walker	Sandusky County Commissioner Representative	Present
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	Excused
Stephanie Cavanaugh	Ottawa County Commissioner Representative	Excused
Gaye Winterfield	Ottawa County Commissioner Representative	Present
Mike Barr	Ottawa County Private Sector Representative	Present
Katie Schlagheck	Ottawa County Private Sector Representative	Present
Jennifer Buxton	Ottawa County Low-Income Representative	Present
Pat Keys	Ottawa County Low-Income Representative	Present
Tyler Shuff	Seneca County Commissioner	Excused
Greg Edinger	Seneca County Commissioner Representative	Excused
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, Carly Trautwein, Kristin Woodall, Adrienne Fausey, Jacquie Wells, Robin Richter, Terry Jacobs, Ragan Claypool, Cheryl Denny, Jill Butzin, Alex Boroff, and Keith Dymond were present.

Guests Present: Gregg Simpson, Deb Walker, Molly Fails, Jeff Winterfield, Mark Buxton, Sherri Wilson, Brian Kern, Manny Palacios, Emily Boroff, Hunter Trautwein, Dave House, and Racquel Chimahusky.

Board Chairperson Cory Stine called the meeting to order at 6:32 p.m. with enough members present to constitute a quorum.

Consent Agenda — September 12, 2024 Meeting Minutes; August and September 2024 Financial Reports-Dashboard, Balance Sheet, Consolidated Program Revenue & Expense Summary Comparing Budget to Actual, Quarterly Revolving Loans (September), Investments, Cash Balances, Aged Accounts, Employee Benefit Account; 2024 President/CEO Report; and Proposals — Child Development - Lucas County Head Start at GLCAP Disability Waiver — Community Development - Water Quality Training and Technical Assistance (T/TA); Public Wastewater Treatment System T/TA; Private Well Training and Assessments; Treatment Works Funding/Finance; Treatment Works Quality/Compliance; Treatment Works Tribal Systems; Treatment Works Decentralized Wastewater; Water Infrastructure Improvement for the Nation (WIIN); Rural Development Technitrain; Tribal Technitrain; and Solid Waste Program — Housing and Energy – WarmChoice — Senior Services and Transportation - TRIPS and Senior Nutrition

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:

Child Development

Lucas County Head Start at GLCAP Disability Waiver	
Funding Source	Department of Health and Human Services, Office of Head Start
Amount	N/A
Program Period	December 1, 2023 — November 30, 2024
Statement of Work	To submit a waiver excusing the Lucas County Head Start at GLCAP program from serving the required 10% of children with disabilities during the 2023-2024 program year. GLCAP served 16 children with disabilities out of the 179 enrolled or 9% of total enrolled.
Geography of Service Area	Lucas County
Numbers to be Served	N/A

Budget - N/A

Community Development

Water Quality Training and Technical Assistance (T/TA)	
Funding Source	United States Environmental Protection Agency (USEPA) via RCAP Inc.
Amount	\$1,775,000
Program Period	October 1, 2025 — September 30, 2027
Statement of Work	To provide training and technical assistance for drinking water to communities.
Geography of Service Area	IL, IN, KY, MI, OH, WV, and WI
Numbers to be Served	89 projects and 34 trainings
Budget	
Personnel	\$1,022,950
Participant Expenses	0
Operations	180,686
Contractual	0
Subrecipient	446,000
De Minimis	125,364
Total Expenses	\$1,775,000
Match/Inkind	\$0

Public Wastewater Treatment System T/TA	
Funding Source	USEPA via RCAP Inc.
Amount	\$165,000
Program Period	October 1, 2025 — September 30, 2027
Statement of Work	To provide training and technical assistance for wastewater to communities.
Geography of Service Area	IL, IN, KY, MI, OH, WV, and WI
Numbers to be Served	9 projects and 2 trainings

Budget	
Personnel	\$83,211
Participant Expenses	0
Operations	25,789
Contractual	0
Subrecipient	41,000
De Minimis	15,000
Total Expenses	\$165,000
Match/Inkind	\$0

Private Well Training and Assessments	
Funding Source	USEPA via RCAP Inc.
Amount	\$370,000
Program Period	October 1, 2025 — September 30, 2027
Statement of Work	To provide well assessments/testing and training to homeowners and trainings to stakeholders.
Geography of Service Area	IL, IN, OH, MI, and WI
Numbers to be Served	120 well assessments/test kits and 6 trainings

Budget	
Personnel	\$219,298
Participant Expenses	0
Operations	117,066
Contractual	0
Subrecipient	0
De Minimis	33,636
Total Expenses	\$370,000
Match/Inkind	\$42,410

Treatment Works Funding/Finance	
Funding Source	USEPA via RCAP Inc.
Amount	\$780,000
Program Period	October 1, 2025 — September 30, 2028
Statement of Work	To provide training and technical assistance in management and finance for community infrastructure.
Geography of Service Area	IL, IN, KY, MI, OH, WV, and WI
Numbers to be Served	42 projects, 12 trainings, and 10 Emergency Response Plans/Resiliency Risk Assessments

<i>Budget</i>	
Personnel	\$449,915
Participant Expenses	0
Operations	76,176
Contractual	0
Subrecipient	193,800
De Minimis	60,109
Total Expenses	\$780,000
Match/Inkind	\$0

<i>Treatment Works Quality/Compliance</i>	
Funding Source	USEPA via RCAP Inc.
Amount	\$780,000
Program Period	October 1, 2025 — September 30, 2028
Statement of Work	To provide training and technical assistance in quality and compliance for community infrastructure.
Geography of Service Area	IL, IN, KY, MI, OH, WV, and WI
Numbers to be Served	43 projects, 10 trainings, and 10 assessments

<i>Budget</i>	
Personnel	\$445,993
Participant Expenses	0
Operations	80,098
Contractual	0
Subrecipient	193,800
De Minimis	60,109
Total Expenses	\$780,000
Match/Inkind	\$0

<i>Treatment Works Tribal Systems</i>	
Funding Source	USEPA via RCAP Inc.
Amount	\$577,500
Program Period	October 1, 2025 — September 30, 2028
Statement of Work	To provide training and technical assistance for tribal community infrastructure.
Geography of Service Area	MI and WI
Numbers to be Served	30 projects, 7 trainings, and 9 assessments

<i>Budget</i>	
Personnel	\$434,240
Participant Expenses	0
Operations	90,760
Contractual	0
Subrecipient	0
De Minimis	52,500
Total Expenses	\$577,500
Match/Inkind	\$0

Treatment Works Decentralized Wastewater	
Funding Source	USEPA via RCAP Inc.
Amount	\$508,000
Program Period	October 1, 2025 — September 30, 2028
Statement of Work	To provide training and technical assistance for community decentralized wastewater.
Geography of Service Area	KY and WV
Numbers to be Served	22 projects, 5 trainings, and 32 assessments

Budget	
Personnel	\$186,481
Participant Expenses	0
Operations	65,792
Contractual	0
Subrecipient	223,000
De Minimis	32,727
Total Expenses	\$508,000
Match/Inkind	\$0

Water Infrastructure Improvement for the Nation (WIIN)	
Funding Source	USEPA via RCAP Inc.
Amount	\$650,000
Program Period	October 1, 2025 — September 30, 2029
Statement of Work	To work with schools and child daycare facilities in disadvantaged communities to reduce children's exposure to lead. The project would involve the removal and/or replacement of lead-containing drinking water fixtures, fountains, outlets, and plumbing materials.
Geography of Service Area	IN and WV
Numbers to be Served	Approximately 36 schools

Budget	
Personnel	\$35,000
Participant Expenses	0
Operations	6,000
Contractual	0
Subrecipient	600,000
De Minimis	9,000
Total Expenses	\$650,000
Match/Inkind	\$0

Rural Development Technitrain	
Funding Source	U.S. Department of Agriculture (USDA) via RCAP Inc.
Amount	\$1,500,000
Program Period	September 1, 2025 — August 31, 2026
Statement of Work	To provide training and technical assistance on water and wastewater issues.
Geography of Service Area	IL, IN, KY, MI, OH, WV, and WI
Numbers to be Served	138 communities and 25 trainings

<i>Budget</i>	
Personnel	\$870,000
Participant Expenses	0
Operations	141,000
Contractual	0
Subrecipient	372,000
De Minimis	117,000
Total Expenses	\$1,500,000
Match/Inkind	\$0

<i>Tribal Technitrain</i>	
Funding Source	USDA via RCAP Inc.
Amount	\$55,000
Program Period	September 1, 2025 — August 31, 2026
Statement of Work	To provide training and technical assistance on water and wastewater issues.
Geography of Service Area	MI and WI
Numbers to be Served	2 tribes and 3 trainings

<i>Budget</i>	
Personnel	\$37,500
Participant Expenses	0
Operations	12,000
Contractual	0
Subrecipient	0
De Minimis	5,500
Total Expenses	\$55,000
Match/Inkind	\$0

<i>Solid Waste Program</i>	
Funding Source	USDA via RCAP Inc.
Amount	\$149,000
Program Period	October 1, 2025 — September 30, 2026
Statement of Work	To provide technical assistance on solid waste.
Geography of Service Area	IN, KY, and WV
Numbers to be Served	Approximately 6 communities

<i>Budget</i>	
Personnel	\$36,725
Participant Expenses	0
Operations	14,435
Contractual	0
Subrecipient	86,600
De Minimis	11,240
Total Expenses	\$149,000
Match/Inkind	\$18,000

Housing & Energy

WarmChoice	
Funding Source	Columbia Gas of Ohio
Amount	\$2,246,843
Program Period	January 1 — December 31, 2025
Statement of Work	To provide weatherization services to eligible participants.
Geography of Service Area	Champaign, Clark, Crawford, Cuyahoga, Delaware, Erie, Fairfield, Hancock, Hardin, Huron, Licking, Logan, Lorain, Madison, Marion, Morrow, Ottawa, Pickaway, Richland, Sandusky, Seneca, Union, Wood, and Wyandot counties
Numbers to be Served	355 households

Budget	
Personnel	\$274,820
Participant Expenses	0
Operations	959,739
Contractual	0
Subrecipient	928,719
De Minimis	83,565
Total Expenses	\$2,246,843
Match/Inkind	\$0

Senior Services and Transportation

TRIPS	
Funding Source	Ohio Department of Transportation (ODOT)
Amount	\$845,000
Program Period	July 1, 2025 — June 30, 2026
Statement of Work	To provide general public transportation.
Geography of Service Area	Sandusky County
Numbers to be Served	34,000 trips

Budget	
Personnel	\$422,500
Participant Expenses	0
Operations	338,000
Contractual	0
Subrecipient	0
De Minimis	84,500
Total Expenses	\$845,000
Match/Inkind	\$845,000

Senior Nutrition	
Funding Source	Area Office on Aging of Northwestern Ohio
Amount	\$237,045
Program Period	January 1 — December 31, 2025
Statement of Work	To provide congregate, home delivered and transportation services.
Geography of Service Area	Sandusky County
Numbers to be Served	800 seniors

<i>Budget</i>	
Personnel	\$118,522
Participant Expenses	0
Operations	94,819
Contractual	0
Subrecipient	0
De Minimis	23,704
Total Expenses	\$237,045
Match/Inkind	\$35,556

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 September 10, 2024 Board meeting minutes, August and September 2024 Financial Reports-Dashboard, Balance Sheet, Consolidated Program Revenue & Expense Summary Comparing Budget to Actual, Quarterly Revolving Loans (September), Investments, Cash Balances, Aged Accounts, Employee Benefit Account, October/November 2024 President/CEO Report, and the proposals totaling \$10,638,388.

Ohio Department of Transportation (ODOT) Resolution

Ruthann requested the Authorizing Resolution for the ODOT Grant Application that was part of the proposals in the consent agenda be approved. ODOT requires this resolution.

Upon motion duly made and seconded, the board unanimously

VOTED: to approve the Authorizing Resolution for the ODOT Grant Application.

Year in Review — Ruthann House

Ruthann encouraged everyone to review her evaluation report that she provided via email and said it highlighted the work of all the staff. She discussed the details of the funding outcomes from the Corporate Development and Community Funds Reports. Ruthann also provided an overview of the October 1, 2023-September 30, 2024 Strategic Plan Report. She discussed the overarching goal and the three strategic objectives. Finally, she reviewed the corporate level highlights from the Annual Public Relations Report.

Head Start/Child Development Report — Migrant Seasonal Head Start (MSHS) Notice of Competitive Status; MSHS Shiloh Incident Update; and MSHS Self-Assessment Quality Improvement Plan

Jacque Wells discussed the results of the recent monitoring review for the MSHS Shiloh Center child incident. In addition, since the program received two deficiencies during the five-year grant cycle, GLCAP was placed in the designation renewal system and will be required to re-compete for the MSHS grant that ends July 31, 2025. Finally, Jaquie reviewed the MSHS Self-Assessment Quality Improvement Plan and entertained any questions.

Upon motion duly made and seconded, the board unanimously

VOTED: to approve the MSHS Self-Assessment Quality Improvement Plan.

Executive Committee Report — Cory Stine

Cory stated the Executive Committee met on October 31, 2024 and noted the minutes were published for the Board to see on the portal. He stated the committee reviewed President/CEO Ruthann House's evaluation. He stated she received very high scores in all the categories and also received numerous compliments and praises for her work.

Upon motion duly made and seconded, the board unanimously

VOTED: to accept the President/CEO Evaluation.

Cory also stated the Executive Committee made a decision to grant Ruthann a one-time \$20,000 contribution to her 457(f) plan for calendar year 2024, pending Treasure Mike Barr's confirmation of fund availability with the CFO. Mike confirmed the funding was available.

Upon motion duly made and seconded, the board unanimously

VOTED: to approve the one-time \$20,000 contribution to Ruthann's 457(f) account for calendar year 2024..

Cory stated the 2025 Nominating Committee will consist of Dean King-Chairperson, Wendy Conrad, and Carol Kern. Finally, he shared the Private Sector Appointments for January 2025 – December 2026. The current list of organizations and their representatives being recommended for the next two-year term are: Dean King-Northwest Water & Sewer District, Kristie Peek-Wood Lane Residential Services, Jim Fails-Sandusky County Park District, Wendy Conrad-ProMedica Memorial Hospital, Mike Barr-Commodore Perry Federal Credit Union, Katie Schlagheck-Ohio State University Extension, Cory Stine-Terra State Community College, and Audrey Flood-Federated Energy Services Cooperative (North Central Co-Op).

Upon motion duly made and seconded, the board unanimously

VOTED: to approve the Private Sector Organizations and Appointees for 2025-26.

Finance Committee Report — Mike Barr

Mike Barr stated the Committee reviewed the President/CEO Corporate Expenditures for FY24. The Committee approved the President/CEO FY 25 Corporate Allocation of \$15,000. The Risk Assessment Report was discussed. There was discussion around cybersecurity and IT upgrades to be made. The Loan and Investment Updates were also reviewed and the investments showed a good return this year.

Upon motion duly made and seconded, the board unanimously

VOTED: to approve the Finance Committee Report including the President/CEO Corporate Expenditures for FY2024, President/CEO FY 25 Allocations, Risk Assessment Report, and Loan and Investment Updates.

Personnel Committee Report — Jim Fails

Jim Fails stated the Committee reviewed personnel policy revisions. Included were revisions to the Standards of Conduct mandated by the Head Start performance standards. The Committee agreed with the revisions and recommended approval with an effective date of 10/21/24 for the Standards of Conduct in accordance with the performance standards, and the remaining revisions effective 11/13/24.

Upon motion duly made and seconded, the board unanimously

VOTED: to approve the Personnel Policy Revisions as presented.

Jim Fails stated the Committee also reviewed the details of the OAPSE union contract that was ratified 9/30/24. There were no changes questioned, and it was noted the negotiations were amicable and it was

ratified on the first vote.

Upon motion duly made and seconded, the board unanimously

VOTED: to approve the Labor/Management Agreement – June 1, 2024-May 31, 2027.

Adjournment

Upon motion duly made and seconded, the board unanimously

VOTED: to adjourn the meeting at 6:47 p.m.

Respectfully submitted,



Carly Trautwein
Administrative Assistant