

**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)

Jacque 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