

**Great Lakes Community Action Partnership
Executive/Finance Committee Meeting Minutes
June 23, 2025**

Attendees: Cory Stine – Chairperson, Audrey Flood – Vice Chairperson, Sue Clanton, Wendy Conrad, Angela Finn, Dean King, Don Nalley, Carmen Ortega, Greg Edinger, and Crystal Walker. Beverly Hemmerly was excused. Mary Pockl, Greg Armstrong, and Mike Winters from Snodgrass auditing firm attended virtually.

Staff: Ruthann House, David Chimahusky, Kerry Adkins, Brittany Baker, Tammy Jahns, Randy Cleveland and Keith Dymond.

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.	
2024 Audit Review	<p>Committee members received an electronic copy of the Audit Report and a Report to the Board of Directors for the Fiscal Year Ending September 30, 2024 prior to the meeting.</p> <p>Ruthann House introduced Mary Pockl from the auditing firm Snodgrass. Mary introduced her team members, Greg Armstrong and Mike Winters. This is the second year Snodgrass has performed the audit for the organization.</p> <p>Mary stated that the Audit Report indicated there were no significant deficiencies or noncompliances related to the financial statements resulting in an unmodified opinion. That is the highest level of opinion you can achieve.</p> <p>There are no material weaknesses or significant deficiencies related to internal controls over financial reporting, and there were no findings of non-compliance that were material to the financial statements.</p> <p>There are no material weaknesses related to the federal programs, but there is a significant deficiency related to Federal awards. Per the Federal Funding Accounting and Transparency Act (FFATA), agencies are required to report first-tier subawards over \$30,000 via the FFATA Subaward Reporting System. In the prior year, the subaward was not properly reported and due to the timing of the finding, the current fiscal year reporting requirements were already missed; however, once the error was identified during the prior year audit, corrective action was implemented immediately.</p> <p>Mike Winters gave an overview of the Report to the Board of Directors and Greg Armstrong reviewed several process improvement recommendations.</p>	Wendy Conrad moved and Dean King seconded acceptance of the audit as presented for the period of October 1, 2023 – September 30, 2024. Motion Carried.

Executive Committee Business	Cory announced the remaining items of business were for the Executive Committee.	
Lucas County Development Opportunity	Ruthann announced the Ohio Department of Development reached out to GLCAP to discuss our interest in taking over the Lucas County Home Weatherization Assistance Program (HWAP) effective July 1, 2024. The current provider is willingly relinquishing the contract. Ruthann explained that the State has decreased funding for the administration portion of all HWAP grants for the upcoming year, making it challenging to operate the program in a fiscally sound manner. We have been assured by Columbia Gas that they would also like to contract with us for the Lucas County WarmChoice contract. In all our counties, we combo all eligible WarmChoice homes with HWAP. Because WarmChoice is a fee-for-service contract, the gains in that program will help offset the losses in HWAP across all the counties where we operate. Lucas County would be our eighth county, in addition to Wood, Sandusky, Ottawa, Seneca, Erie, Huron and Lorain. To continue the discussions, we have weekly meetings scheduled with ODOD and GLCAP staff.	Audrey Flood moved and Carmen Ortega seconded authorizing the management team to continue discussions with the state and to bring forward any respective proposals for Lucas County HWAP. Motion Carried.
Proposals	<p>Migrant Seasonal Head Start Carryover Request - Attached. Ruthann stated that the Migrant Seasonal Head Start Program carryover request is necessary to cover increased expenses due to the increased enrollment. Currently there are 291 kids enrolled, which is 90% of our goal. We must be at 97% of the goal by July 31, 2024 to achieve the conditions of the full enrollment initiative.</p> <p>US Department of Health & Human Services T & TA Proposal – Attached. Ruthann noted the funding amount for the Health and Human Services T&TA application is tentative as HHS has not yet released the continuation funding details. If there are changes, we will share those in the next President/CEO written report.</p>	Don Nalley moved and Dean King seconded approval of the proposals. Motion Carried.
Adjournment	The meeting adjourned at 1:00 p.m.	

Proposals:

Child Development - Migrant Seasonal Head Start Program Carryover Request

Community Development - Health and Human Services (HHS) T&TA

PROPOSALS

MOTION:

Child Development — Migrant and Seasonal Head Start (MSHS) Carryover Request

Community Development – Health and Human Services (HHS) T&TA

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

<i>Migrant and Seasonal Head Start (MSHS) Carryover Request</i>	
Funding Source	U.S. Department of Health and Human Services (HHS)
Amount	\$293,191
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 support the additional bus driver and center aide positions hired this year to accommodate the surge of seasonal families enrolled in the Migrant and Seasonal Head Start program.
Geography of Service Area	Richland, Henry, and Sandusky counties
Numbers to be Served	324

<i>Budget</i>	
Personnel	\$243,232
Participant Expenses	0
Operations	16,642
Contractual	0
Subrecipient	0
De Minimis	33,317
Total Expenses	\$293,191
Match/Inkind	\$73,298

Community Development

<i>Health and Human Services (HHS) T&TA</i>	
Funding Source	HHS
Amount	\$1,381,975
Program Period	September 30, 2025 – September 29, 2026
Statement of Work	To provide technical assistance and training to small rural low income communities throughout our 7-state network.
Geography of Service Area	IL, IN, KY, MI, OH, WV, WI
Numbers to be Served	Approximately 150 communities and 25 trainings

<i>Budget</i>	
Personnel	\$816,034
Participant Expenses	0
Operations	121,216
Contractual	0
Subrecipient	346,000
De Minimis	98,725
Total Expenses	\$1,381,975
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.