

BOARD MINUTES

DATE: February 17, 2010

MEMBERS:	AFFILIATION	ATTENDANCE
• TONY ANDERSON	Fayette County Commissioners	Present
• WILLIAM DENT	NAACP	Absent
• MIKE GIBBONS-CAMP	Southern Ohio Legal Services	Present
• GAYLE HANSEN-BROWN	Ministerial Association	Excused
• CONNIE MATTHEWS	Washington School Board (designee)	Excused
• GORDON McCARTY	Miami Trace School Board	Excused
• CHERYL ROYSTER	Fayette Memorial Hospital Social Worker	Present
• ADELINA SCHUTT	Hispanic Community	Present
• NANCY STEGBAUER	Fayette County Health Department	Present
• TAMMY WESTCAMP	Transitional Housing/DV	Present
• ROBERT WHITE	Fayette Inn Resident Council	Absent
• TAVIA WILKERSON	Head Start Parents	Absent
• FAYE WILLIAMSON	Department of Job & Family Services	Present
• CHUCK WINKLE	City Council	Present

Vacancies: One

OTHERS PRESENT:

Bambi Baughn, CAC Executive Director; Jenny Hollar Young, Fiscal Officer; Patty Griffiths, Housing Director; Jodie Baker, Head Start; Roger Thompson, Transportation Manager; Heidi McDonald, Mobility Manager

QUORUM PRESENT: YES

1. CALL TO ORDER

Chairman Faye Williamson called the meeting to order at 1:50 AM. She commended Bambi Baughn in the Executive Director position. She asked for a moment of silence in remembrance of board member John Bonner, who died in December. She commended Cheryl Royster for her receipt of a Hometown Hero award. New member Chuck Winkle was introduced.

2 APPROVAL OF MINUTES OF PREVIOUS MEETING:

Michael Gibbons-Camp moved and Nancy Stegbauer seconded that the minutes of the previous meeting be approved as mailed. Motion passed unanimously.

3. PROGRAM PROGRESS REPORTS/BALANCES OF ACCOUNTS

The attached program progress reports and balances of accounts were distributed for review and discussion.

Cheryl Royster asked if it would be possible to have some Benefit Bank counselors at the Health Fair in April.

4. EXECUTIVE DIRECTOR'S REPORT

i. Building updates

We moved into this building over MLK holiday weekend. Head Start moved in on January 29. Bambi checked on the real estate tax exemption application; she was told it could take a couple of years but we wouldn't owe taxes for years it was pending.

We have an appraisal requested for the building downtown. We would prefer to sell it rather than rent it, but at this time there are a lot of vacant buildings downtown, so selling it might not be an option.

ii. Staff updates

We received 75 applications for the Fiscal Officer position. Only one person had any non-profit accounting experience. She was a fiscal officer for a Community Action in Illinois for 17 years and did some contract work for a CAA in Ohio last year. All references were extremely positive. The interview went well and we have offered her the position. She will start March 15.

iii. Status of Grant Applications

We submitted an application for gap financing to the Ohio Housing Finance Agency for Kearney Court. We applied for approximately \$450,000. We submitted an application jointly with The Well at Sunnyside to do tax clinics through the Benefit Bank and were approved for \$18,000. We submitted an application to the Ohio Department of Job & Family Services for a summer program to be operated through the Visitation Center and to the Ohio Department of Transportation for a mobility management continuation grant. Yesterday we talked to the Commissioners about applying for a Safe Havens grant on behalf of the Visitation Center. The State's application for the Neighborhood Stabilization Program II was approved for \$25,000,000. (\$50,000,000 was requested). We are one of 7 sub-recipients for NSP II.

iv. Federal & State Updates

The Qualified Allocation Plan has been released. It recommends no new construction in rural areas for this round.

Bambi distributed a list of current ARRA contracts and a copy of the 2009 financial report for CSBG, that shows total funds received from all sources in 2009.

5. REPORTS FROM MAJOR PROGRAMS/ACTIONS REQUIRING BOARD APPROVAL

A. Early Childhood Programs

i. Director's Report

Jodie Baker reported for Head Start. She passed out a flier for Early Head Start. We have until April 1 to start activities. There is a conference in Washington DC on Early Head Start implementation next month. We are interviewing for 6 home visitors and 2 administrative assistants for EHS. We are funded for 75 children aged 0-3, plus pregnant women. The families currently enrolled in Head Start include 60 children age-eligible for EHS.

February Board Minutes

Head Start will be working on the Self-Assessment and Community Needs Assessment soon. Several family events are scheduled for February and March, including activities at the YMCA, skating party and family night at Trics gymnastics. Our federal program officer will be at the Center the first week of March.

ii. Actions Needing Board Approval

None this month.

B. Housing Programs

i. Director's Report

Patty Griffiths provided a spreadsheet showing the status of real estate purchased and sold. The Executive Committee approved the purchase of two homes at auction using the LANDLOC fund last month. We were successful in bidding on both houses.

The USDA State Director, Jay Anthony Logan, will be at our site in Washington Court House on March 3 at 2:00. We will feature the 10 homes that received Energy Star certification.

ii. Actions Needing Board Approval

None this month

C. Transportation

i. Director's Report

Roger Thompson informed the board that we should be getting two new transit vehicles from the stimulus funds in the next few weeks. We are still working with ODOT to get clearance to advertise for dispatching software. A maintenance technician was hired in January. Roger introduced Heidi McDonald, the new Mobility Manager. Heidi described some of the coordination activities she intends to implement. One is to set up a Transit Advisory Committee.

ii. Actions Needing Board Approval

None this month

D. Homeless Program

i. Director's Report

No report this month. The Point in Time count for homeless was held on January 26. Volunteer training was done at CAC, with several employees volunteering with the count.

ii. Actions Needing Board Approval

None this month

E. Other Actions Needing Board Approval

i. Approval of contract for 403(b) audit - Jenny Hollar-Young

The IRS requires an independent audit of our retirement funds. Jenny described some of the proposals we received. The costs ranged from \$16,000 - \$4,575. Jenny said she was satisfied with the bid submitted by Hammerman, Graf, Hughes & Co for \$4,575; the price is dependent on approval of a 3-year contract. Eileen Hartlage, CPA will actually do the audit. The address is 4486 Indian Ripple Road, Dayton, Ohio 45440.

February Board Minutes

Adelina Schutt moved and Cheryl Royster seconded to accept the bid from Hammerman, Graf, Hughes & Co. at a cost of \$4,575/year for 3 years. Motion passed unanimously.

6. Old Business

None

7. New Business

None

8. Other Business

None

9. Announcements

None

10. Adjournment

Chuck Winkle moved and Tony Anderson seconded to adjourn. Motion passed unanimously and the meeting adjourned at 1:00 PM

Secretary