

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

<b><u>Board Member</u></b>	<b><u>Representation</u></b>	<b><u>Attendance</u></b>
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**

<b>Lucas County Head Start at GLCAP Disability Waiver</b>	
<b>Funding Source</b>	Department of Health and Human Services, Office of Head Start
<b>Amount</b>	N/A
<b>Program Period</b>	December 1, 2023 — November 30, 2024
<b>Statement of Work</b>	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.
<b>Geography of Service Area</b>	Lucas County
<b>Numbers to be Served</b>	N/A

**Budget - N/A**

**Community Development**

<b>Water Quality Training and Technical Assistance (T/TA)</b>	
<b>Funding Source</b>	United States Environmental Protection Agency (USEPA) via RCAP Inc.
<b>Amount</b>	\$1,775,000
<b>Program Period</b>	October 1, 2025 — September 30, 2027
<b>Statement of Work</b>	To provide training and technical assistance for drinking water to communities.
<b>Geography of Service Area</b>	IL, IN, KY, MI, OH, WV, and WI
<b>Numbers to be Served</b>	89 projects and 34 trainings

<b>Budget</b>	
<b>Personnel</b>	\$1,022,950
<b>Participant Expenses</b>	0
<b>Operations</b>	180,686
<b>Contractual</b>	0
<b>Subrecipient</b>	446,000
<b>De Minimis</b>	125,364
<b>Total Expenses</b>	\$1,775,000
<b>Match/Inkind</b>	\$0

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

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

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

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

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

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

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

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

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

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

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

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

<b>Water Infrastructure Improvement for the Nation (WIIN)</b>	
<b>Funding Source</b>	USEPA via RCAP Inc.
<b>Amount</b>	\$650,000
<b>Program Period</b>	October 1, 2025 — September 30, 2029
<b>Statement of Work</b>	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.
<b>Geography of Service Area</b>	IN and WV
<b>Numbers to be Served</b>	Approximately 36 schools

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

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

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

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

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

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

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

**Housing & Energy**

<i>WarmChoice</i>	
<b>Funding Source</b>	Columbia Gas of Ohio
<b>Amount</b>	\$2,246,843
<b>Program Period</b>	January 1 — December 31, 2025
<b>Statement of Work</b>	To provide weatherization services to eligible participants.
<b>Geography of Service Area</b>	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
<b>Numbers to be Served</b>	355 households

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

**Senior Services and Transportation**

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

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

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

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