

**Great Lakes Community Action Partnership
Board Meeting Minutes
June 11, 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	Present
Jane Wengel	Wood County Low-Income Representative	Excused
Ashley Dickey	Wood County Low-Income Representative	Absent
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	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	Absent
Greg Edinger	Seneca County Commissioner Representative	Absent
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, Gary Haggermaker, Keith Dymond, Alex Boroff, Kristin Woodall, Adrienne Fausey, Robin Richter, Mindy Birkholz, Jim Oliver, Brandi Drosky, and Cheryl Denny were present.

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

Consent Agenda — March 12, 2024 Meeting Minutes; February, March, and April 2024 Financial Reports; April/May/June 2024 President/CEO Report; and Proposals — Adult & Youth Development - Permanent Supportive Housing; Permanent Supportive Housing Domestic Violence; Rapid ReHousing; Youth Homeless Demonstration Program; Home Energy Assistance; Clean Energy for Everyone; and Local Grassroots Outreach and Recruitment Opportunity — Child Development - Lucas County Head Start — Community Development - Fee-for-Service Contracts — Housing and Energy - Home Weatherization Assistance Program (HWAP); HWAP-Lorain County; HWAP - Bipartisan Infrastructure Law (BIL); HWAP BIL-Lorain County; HWAP Readiness Fund; HWAP Readiness Fund-Lorain County; HWAP Enhancement; HWAP Enhancement-Lorain County; Community Housing Impact and Preservation (CHIP) - Ottawa County; CHIP - City of Fostoria; CHIP - Hancock County; and Electric Partnership Program — Seniors and Transportation - Workforce Mobility and Human Service Coordinated Transportation

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 Development

<i>Permanent Supportive Housing</i>	
Funding Source	Housing and Urban Development (HUD)
Amount	\$799,256
Program Period	July 1, 2025 — June 30, 2026
Statement of Work	To provide permanent housing funds and supportive services for disabled homeless individuals and families.
Geography of Service Area	Wood, Sandusky, Ottawa, Seneca, Erie, Huron, and Richland counties
Numbers to be Served	65

<i>Budget</i>	
Personnel	\$135,991
Participant Expenses	573,116
Operations	28,740
Contractual	0
Subrecipient	0
De Minimis	61,409
Total Expenses	\$799,256
Match/Inkind	\$56,535

<i>Permanent Supportive Housing Domestic Violence</i>	
Funding Source	HUD
Amount	\$230,616
Program Period	April 1, 2025 — March 31, 2026
Statement of Work	To provide permanent housing funds and supportive services for disabled homeless individuals and families experiencing domestic violence.
Geography of Service Area	Wood, Sandusky, Ottawa, Seneca, Erie, Huron, and Richland counties
Numbers to be Served	18

<i>Budget</i>	
Personnel	\$34,913
Participant Expenses	161,623
Operations	13,566
Contractual	0
Subrecipient	0
De Minimis	20,514
Total Expenses	\$230,616
Match/Inkind	\$17,249

Rapid ReHousing	
Funding Source	HUD
Amount	\$311,656
Program Period	August 1, 2025 — July 31, 2026
Statement of Work	To provide rental assistance and supportive services for homeless individuals and families.
Geography of Service Area	Wood, Sandusky, Ottawa, Seneca Erie, Huron, and Richland counties
Numbers to be Served	60

Budget	
Personnel	\$100,971
Participant Expenses	168,586
Operations	15,204
Contractual	0
Subrecipient	0
De Minimis	26,895
Total Expenses	\$311,656
Match/Inkind	\$35,768

Youth Homeless Demonstration Program	
Funding Source	HUD
Amount	\$688,357
Program Period	October 1, 2024 — September 30, 2025
Statement of Work	To provide outreach, rental assistance and supportive services for homeless individuals and families ages 18-24.
Geography of Service Area	Wood, Sandusky, Ottawa, Seneca Erie, Huron, Richland, Putnam, Hancock, Hardin, Wyandot, Crawford, and Marion counties
Numbers to be Served	50

Budget	
Personnel	\$307,628
Participant Expenses	300,000
Operations	46,023
Contractual	0
Subrecipient	0
De Minimis	34,706
Total Expenses	\$688,357
Match/Inkind	\$0

Home Energy Assistance Program	
Funding Source	Ohio Department of Development (ODOD)
Amount	\$1,174,000
Program Period	September 1, 2024 — August 31, 2025
Statement of Work	To operate the Home Energy Assistance Program and provide eligible households with utility assistance.
Geography of Service Area	Wood, Sandusky, Ottawa, and Seneca counties
Numbers to be Served	1,400

Budget	
Personnel	\$379,622
Participant Expenses	585,000
Operations	150,478
Contractual	0
Subrecipient	0
De Minimis	58,900
Total Expenses	\$1,174,000
Match/Inkind	\$0

Local Grassroots Outreach & Recruitment Opportunity	
Funding Source	Ohio Department of Job & Family Services via a contract with the Ohio Manufacturers' Association
Amount	\$100,000
Program Period	August 1, 2024 — June 30, 2025
Statement of Work	To provide targeted recruitment and ongoing supportive services to ensure job seekers complete training, obtain and retain good jobs.
Geography of Service Area	Crawford and Wyandot counties
Numbers to be Served	25

Budget	
Personnel	\$43,150
Participant Expenses	0
Operations	31,850
Contractual	15,000
Subrecipient	0
De Minimis	10,000
Total Expenses	\$100,000
Match/Inkind	\$0

Child Development

Lucas County Head Start	
Funding Source	U.S. Department of Health and Human Services (HHS)
Amount	\$2,306,548
Program Period	December 1, 2024 — November 30, 2025
Statement of Work	To contract with Toledo Public Schools to provide comprehensive Head Start services to children ages three to five and their families through direct operations and contracts with child-care providers. A non-federal share waiver of \$175,000 is included in the application.
Geography of Service Area	Lucas County
Numbers to be Served	179 Preschoolers

Budget	
Personnel	\$1,261,754
Participant Expenses	0
Operations	258,805
Contractual	546,729
Subrecipient	0
De Minimis	239,260
Total Expenses	\$2,306,548
Match/Inkind	\$401,637

Community Development

<i>Fee-for-Service</i>	
Funding Source	Fee-for-Service Contracts
Amount	\$1,000,000
Program Period	October 1, 2024 — September 30, 2025
Statement of Work	To enter into fee-for-service contracts with our client communities for services including Community Development Block Grant (CDBG) administration, condition assessment, environmental reports, asset management plans, home sewage treatment system administration, rate studies, GIS, GIS Co-op, Operator services, and other related community development activities.
Geography of Service Area	IL, KY, MI, OH, and WI
Numbers to be Served	Approximately 140 contracts

<i>Budget</i>	
Personnel	\$800,000
Participant Expenses	0
Operations	100,000
Contractual	0
Subrecipient	0
De Minimis	100,000
Total Expenses	\$1,000,000
Match/Inkind	\$0

Housing and Energy

<i>Home Weatherization Assistance Program (HWAP)</i>	
Funding Source	ODOD
Amount	\$2,284,361
Program Period	July 1, 2024 — June 30, 2025
Statement of Work	To provide home weatherization services for income eligible participants.
Geography of Service Area	Wood, Sandusky, Ottawa, Seneca, Erie, and Huron counties
Numbers to be Served	198

<i>Budget</i>	
Personnel	\$958,718
Participant Expenses	0
Operations	1,141,704
Contractual	0
Subrecipient	0
De Minimis	183,939
Total Expenses	\$2,284,361
Match/Inkind	\$0

<i>HWAP-Lorain County</i>	
Funding Source	ODOD
Amount	\$1,153,934
Program Period	July 1, 2024 — June 30, 2025
Statement of Work	To provide home weatherization services for income eligible participants.
Geography of Service Area	Lorain County
Numbers to be Served	101

Budget	
Personnel	\$345,863
Participant Expenses	0
Operations	714,850
Contractual	0
Subrecipient	0
De Minimis	93,221
Total Expenses	\$1,153,934
Match/Inkind	\$0

HWAP - Bipartisan Infrastructure Law (BIL)	
Funding Source	ODOD
Amount	\$5,368,903
Program Period	July 1, 2024 — June 30, 2027
Statement of Work	To provide home weatherization services for income eligible participants.
Geography of Service Area	Wood, Sandusky, Ottawa, Seneca, Erie, and Huron counties
Numbers to be Served	106

Budget - 1 Year	
Personnel	\$713,931
Participant Expenses	0
Operations	1,151,294
Contractual	0
Subrecipient	0
De Minimis	153,071
Total Expenses	\$2,018,296
Match/Inkind	\$0

HWAP - BIL-Lorain County	
Funding Source	ODOD
Amount	\$1,512,142
Program Period	July 1, 2024 — June 30, 2027
Statement of Work	To provide home weatherization services for income eligible participants.
Geography of Service Area	Lorain County
Numbers to be Served	57

Budget - 1 Year	
Personnel	\$202,152
Participant Expenses	0
Operations	729,520
Contractual	0
Subrecipient	0
De Minimis	76,423
Total Expenses	\$1,008,095
Match/Inkind	\$0

HWAP Readiness Fund	
Funding Source	ODOD
Amount	\$72,192
Program Period	July 1, 2024 — June 30, 2025
Statement of Work	To address structural and health and safety issues of homes that are currently in the queue to be weatherized.
Geography of Service Area	Wood, Sandusky, Ottawa, Seneca, Erie, and Huron counties
Numbers to be Served	29

Budget	
Personnel	\$0
Participant Expenses	0
Operations	72,192
Contractual	0
Subrecipient	0
De Minimis	0
Total Expenses	\$72,192
Match/Inkind	\$0

HWAP Readiness Fund-Lorain County	
Funding Source	ODOD
Amount	\$35,942
Program Period	July 1, 2024 — June 30, 2025
Statement of Work	To address structural and health and safety issues of homes that are currently in the queue to be weatherized.
Geography of Service Area	Lorain County
Numbers to be Served	14

Budget	
Personnel	\$0
Participant Expenses	0
Operations	35,942
Contractual	0
Subrecipient	0
De Minimis	0
Total Expenses	\$35,942
Match/Inkind	\$0

HWAP Enhancement	
Funding Source	ODOD
Amount	\$1,103,443
Program Period	July 1, 2024 — June 30, 2025
Statement of Work	To provide home repair services consisting of roof repair, heating systems, electrical systems, ventilation systems, pest remediation, plumbing repair, air conditioning systems and multi-family units for HWAP eligible participants.
Geography of Service Area	Wood, Sandusky, Ottawa, Seneca, Erie, and Huron counties
Numbers to be Served	55

Budget	
Personnel	\$174,030
Participant Expenses	0
Operations	793,065
Contractual	0
Subrecipient	0
De Minimis	136,348
Total Expenses	\$1,103,443
Match/Inkind	\$0

HWAP Enhancement-Lorain County	
Funding Source	ODOD
Amount	\$551,721
Program Period	July 1, 2024 — June 30, 2025
Statement of Work	To provide home repair services consisting of roof repair, heating systems, electrical systems, ventilation systems, pest remediation, plumbing repair, air conditioning systems and multi-family units for HWAP eligible participants.
Geography of Service Area	Lorain County
Numbers to be Served	28

Budget	
Personnel	\$49,897
Participant Expenses	0
Operations	479,050
Contractual	0
Subrecipient	0
De Minimis	22,774
Total Expenses	\$551,721
Match/Inkind	\$0

Community Housing Impact and Preservation (CHIP) - Ottawa County	
Funding Source	ODOD
Amount	\$209,339 Note: Budget is for GLCAP contract services only
Program Period	December 1, 2024 — April 30, 2027
Statement of Work	To provide homeowners with home repair services such as roof replacement, heating systems, electrical systems, plumbing repair, and air conditioning systems.
Geography of Service Area	Ottawa County
Numbers to be Served	27

Budget	
Personnel	\$94,090
Participant Expenses	0
Operations	101,335
Contractual	0
Subrecipient	0
De Minimis	13,914
Total Expenses	\$209,339
Match/Inkind	\$0

CHIP – City of Fostoria	
Funding Source	ODOD
Amount	\$337,864 Note: Budget is for GLCAP contract services only
Program Period	December 1, 2024 — April 30, 2027
Statement of Work	To provide homeowners with home repair services such as roof replacement, heating systems, electrical systems, plumbing repair, and air conditioning systems.
Geography of Service Area	Seneca County
Numbers to be Served	25

Budget	
Personnel	\$151,857
Participant Expenses	0
Operations	163,550
Contractual	0
Subrecipient	0
De Minimis	22,457
Total Expenses	\$337,864
Match/Inkind	\$0

CHIP – Hancock County	
Funding Source	ODOD
Amount	\$226,250 Note: Budget is for GLCAP contract services only
Program Period	December 1, 2024 — April 30, 2027
Statement of Work	To provide homeowners with home repair services such as roof replacement, heating systems, electrical systems, plumbing repair, and air conditioning systems.
Geography of Service Area	Hancock County
Numbers to be Served	23

Budget	
Personnel	\$101,691
Participant Expenses	0
Operations	109,521
Contractual	0
Subrecipient	0
De Minimis	15,038
Total Expenses	\$226,250
Match/Inkind	\$0

Electric Partnership Program	
Funding Source	ODOD
Amount	\$869,628
Program Period	July 1, 2024 — June 30, 2025
Statement of Work	To provide energy audits, consumer education and installation of energy-saving materials such as energy efficient light bulbs, hot water flow reducers, refrigerators and/or freezers and weatherization measures.
Geography of Service Area	Wood, Sandusky, Ottawa, Seneca, Erie, Huron, and Lucas counties
Numbers to be Served	835

<i>Budget</i>	
Personnel	\$105,094
Participant Expenses	0
Operations	545,320
Contractual	146,160
Subrecipient	0
De Minimis	73,054
Total Expenses	\$869,628
Match/Inkind	\$0

Seniors and Transportation

<i>Workforce Mobility</i>	
Funding Source	Ohio Department of Transportation (ODOT) Workforce Mobility
Amount	\$311,850
Program Period	July 1, 2025 — June 30, 2026
Statement of Work	To add a third TRIPS Shuttle route with pick-up and drop off locations at places of employment. These funds will allow us to purchase an additional bus and software to manage employer transportation needs. We will work with area employers to obtain the match.
Geography of Service Area	Sandusky County
Numbers to be Served	100

<i>Budget</i>	
Personnel	\$70,000
Participant Expenses	0
Operations	57,000
Contractual	165,800
Subrecipient	0
De Minimis	19,050
Total Expenses	\$311,850
Match/Inkind	\$169,685

<i>Human Service Coordinated Transportation</i>	
Funding Source	ODOT 5310 Small Urban
Amount	\$663,947
Program Period	July 1, 2025 — June 30, 2026
Statement of Work	To increase transportation for seniors and individuals with disabilities by coordinating/brokering trips between human service agencies and local private and not-for-profit transportation vendors.
Geography of Service Area	Erie and Huron counties
Numbers to be Served	700

<i>Budget</i>	
Personnel	\$162,000
Participant Expenses	0
Operations	30,675
Contractual	437,271
Subrecipient	0
De Minimis	34,001
Total Expenses	\$663,947
Match/Inkind	\$116,942

Great Lakes Community Action Partnership
Authorizing Resolution
for
Ohio Department of Transportation – SFY 2025 Ohio Workforce Mobility
Partnership Program, 5310 Small Urban, 5310 Mobility, 5311, 5339, and OTP2
Grant Applications

A resolution authorizing the submittal of (a) proposal(s) with the Ohio Department of Transportation for grants through the US DOT Federal Transit Administration (FTA), as authorized under Federal Transit Law and funds available from the Ohio Public Transportation Grant Program and Ohio Workforce Mobility Grant Program executing a contract with the Ohio Department of Transportation upon grant proposal acceptance.

WHEREAS, the Director of the Ohio Department of Transportation is authorized to make grants for a public transportation program;

WHEREAS, the contract for financial assistance will impose certain obligations upon the Applicant, including the provision by it of the local share of the project costs in the program;

WHEREAS, it is required by the U.S. Department of Transportation in accordance with the provisions of Title VI of the Civil Rights Act of 1964, that in connection with the filing of an application for assistance, that the Applicant give an assurance that it will comply with Title VI of the Civil Rights Act of 1964 and the U.S. Department of Transportation requirements thereunder; and

WHEREAS, it is the goal of the Applicant that disadvantaged business enterprise be used to the fullest extent possible in connection with this/these project(s), and that definite procedures shall be established and administered to ensure that disadvantaged businesses shall have the maximum construction contracts, supplies, equipment contracts, or consultant and other services.

NOW, THEREFORE, BE IT RESOLVED BY the Board of Directors of Great Lakes Community Action Partnership:

1. That President/CEO or designee is authorized to execute and submit (a) application(s) on behalf of Great Lakes Community Action Partnership with the Ohio Department of Transportation to aid in the financing of capital and operating assistance projects and the Ohio Public Transportation Grant Program and Ohio Workforce Mobility Grant Program.

2. The President/CEO or designee is authorized to execute and file with such application and assurance or any other document required by the U.S. Department of Transportation effectuating the purposes of Title VI of the Civil Rights Act of 1964.

3. That the President/CEO or designee is authorized to furnish such additional information as the Ohio Department of Transportation may require in connection with the application for the program of projects submitted to FTA.

4. That the President/CEO or designee is authorized to set forth and execute affirmative disadvantaged business policies in connection to any procurement made as part of the project.

5. That the President/CEO or designee is authorized to execute grant agreements on behalf of Great Lakes Community Action Partnership with the Ohio Department of Transportation for aid in the financing of operating and capital assistance projects.

The undersigned duly qualified and acting Secretary of the Board of Directors of Great Lakes Community Action Partnership Board of Directors held on June 11, 2024.

If Applicant has an official seal, impress here.



Signature of Recording Officer
Carly Trautwein
Secretary to the GLCAP Board of Directors

Date 6-11-2024

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 March 12, 2024 Board meeting minutes, February, March, and April 2024 Financial Reports, April/May/June 2024 President/CEO Report, and the proposals totaling \$21,311,949.

Mobility Management Presentation — Robin Richter, Jim Oliver, and Mindy Birkholz

Robin, Jim, and Mindy presented an overview of the Mobility Management program. They provided details of how the program operates and shared updates and advancements within the program.

Head Start/Child Development Report — Policy Council By-Law Revisions; Self-Assessment/Corrective Action Plans - Head Start (HS) and Early Head Start (EHS), Early Head Start Child Care Partnership (EHS-CCP), Lucas County Family and Children First Council Early Head Start, and Lucas County Head Start; and MSHS Education Services Training

Brandi Drosky presented the Policy Council By-Laws Revisions and the Self-Assessment/Corrective Action Plans and entertained any questions. She then presented on the MSHS Education Services and shared information about the children learning and speaking both English and Spanish languages.

Upon motion duly made and seconded, the board unanimously

VOTED: to approve the Policy Council By-Laws Revisions.

Upon motion duly made and seconded, the board unanimously

VOTED: to accept the Self-Assessment/Corrective Action Plans.

Executive Committee Report — Cory Stine

Cory stated the Executive Committee met on April 25 and May 16, 2024 and noted the minutes were published for the Board to see on the portal. He stated there were also minutes from February 29, 2024 that have been revised to add comments regarding not applying for the upcoming round of Professional Fellows funding due to the time intensity of running the program and the fiscal constraints it presents. Cory also mentioned the committee appointments were updated and provided. Lastly, he announced the Board Self-Assessment and President/CEO Evaluation surveys would be coming out later this summer.

Planning and Evaluation Committee Report — Katie Schlagheck

Katie gave an update on the Head Start Focus Area 2 Review that was conducted last week and discussed the joint Planning and Evaluation/Executive Committee meeting that occurred on May 28, 2024. The Committees prepared for the federal review and reviewed a number of reports. She provided a summary and entertained questions on the October 2023-March 2024 Corporate Development Report, October 2023-March 2024 Customer Satisfaction Report, 2024-2025 CSBG Workplans, and the 2023 CSBG Annual Report.

Upon motion duly made and seconded, the board unanimously

VOTED: to accept the Planning and Evaluation Committee Report.

Development Committee Report — Stephanie Cavanaugh

Stephanie discussed the 2024 campaign materials and entertained questions. She said the Committee discussed different solicitation methods and recommended the Committee meet prior to the 2025 campaign to further discuss those methods. Stephanie stressed the goal is 100% Board participation.

Upon motion duly made and seconded, the board unanimously

VOTED: to accept the People Helping People Campaign materials as presented.

Personnel Committee Report — Scott Miller

Scott provided an overview of the recommendations regarding base rate increases, including a 2.35% Cost of Living Adjustment (COLA) increase to the wage and salary base rates retroactive to December 1, 2023, as required by the Office of Head Start/US Department of Health and Human Services. Additionally, he outlined a 3% raise recommendation for eligible employees hired before December 1, 2023, also retroactive to that date. Scott noted that staff will not receive both adjustments. Those hired prior to December 1, 2023 will receive 3% while those hired on or after December 1, 2023 will receive the new base rate pay unless they are already above that rate.

Upon motion duly made and seconded, the board unanimously

VOTED: to approve the 2.35% base rate increases and 3% raises as presented.

Adjournment

Upon motion duly made and seconded, the board unanimously

VOTED: to adjourn the meeting at 7:40 p.m.

Respectfully submitted,



Carly Trautwein
Administrative Assistant