

ECONOMIC OPPORTUNITY PLANNING ASSOCIATION OF GREATER TOLEDO, INC.

HAMILTON BUILDING
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JAY BLACK
PRESIDENT

RICHARD JACKSON
1ST VICE-PRESIDENT

RUTH ASHFORD
2ND VICE-PRESIDENT

RICHARD J. KIRSCH
TREASURER

SARAH DOBRZYKOWSKI
SECRETARY

JAMES H. POWELL
INTERIM EXECUTIVE DIRECTOR



**EOPA
BOARD OF TRUSTEES
MINUTES: OCTOBER 27, 2008**

MEMBERS PRESENT: Richard Kirsch, Willie Woods, Jr., Ed Scrutchins, Anna Walker, Richard Jackson, Edna Brown, Mylo Jennings, Theodore Patton, Sarah Dobrzykowski, Jay Black, Donnetta Carter

EXCUSED MEMBERS: Ronnell Traynum, Suzette Cowell, Earl Murry, Ruth Ashford, Norman Bell

STAFF: James H. Powell, Jan Case, Brenda Hayes, Keisha Taylor, Rolonda Key, Greg Hopkins, Fred Michael, Mitchell Gorsha, Bill Mosley, Gwen Burkes, Ervin Hollman, Leona Moore-Ash

GUEST: Andre' Washington

ROLL CALL

Acting President, Richard Kirsch, called for the roll. There being ten members present, a quorum was established and Richard Kirsch called the meeting to order at approximately 5:07 p.m.

APPROVAL OF AGENDA

Richard Kirsch asked for a motion to approve the agenda.

Motion: Trustee Willie Woods moved to approve the agenda. Anna Walker seconded. Motion carried.

NOMINATION COMMITTEE REPORT

Richard Kirsch stated that the first order of business was the election of officers. He called for the report of the Nominating Committee.

Dr. Mylo Jennings presented the Nominating Committee's slate of Officers as follows: President, Jay Black; 1st Vice - President; Richard Jackson, Edward Scrutchins; 2nd Vice-President, Richard Jackson, Edward Scrutchins, Ruth Ashford, Anna Walker; Treasurer, Richard Kirsch; Secretary, Sarah Dobrzykowski, esq.

Acting President Richard Kirsch inquired if there was discussion on the slate. Edward Scrutchins stated that he respectfully declined nomination. Richard Jackson said that he would prefer Richard Kirsch as 1st Vice-President. Anna Walker declined.

Edna Brown asked if the floor would be opened for nominations.

Acting Chairperson Richard Kirsch called for nominations from the floor.

There being no nominations from the floor, Mylo Jennings reported the revised slate for election as being; President, Jay Black; 1st Vice-President; 2nd Vice-President, Ruth Ashford; Treasurer, Richard Kirsch; and Secretary, Sarah Dobrzykowski.

There being no further discussion, Acting Chairperson Richard Kirsch called for a motion to accept a slate of officers as revised.

Motion: Willie Woods moved to accept the revised slate of officers, seconded by Theodore Patton. Motion carried unanimously.

Acting Chairperson Richard Kirsch congratulated the newly elected officers and requested President-Elect Jay Black to take the Chairman's seat. Jay Black thanked the Trustees for their confidence in him and called for the next item on the agenda.

INDEPENDENT AUDITORS REPORT:

Robert Jordan, Director of Finance Administration, introduced Debbie Szajna, CPA, representing Weber O'Brien Ltd., as Manager of EOPA's calendar year 2007 audit. Debbie Szajna referred the Trustees to copies of the report, which were provided to each Trustee. She then gave a detailed review on the essential content of each page and responded to questions. In response to a request by Trustee Willie Woods, Robert Jordan agreed to provide a list of items under professional fees.

Motion: It was moved by Willie Woods, seconded by Anna Walker, to accept the Auditors report as presented. Motion carried.

APPROVAL OF THE MINUTES:

Chairman J. Black asked if there were questions on the minutes. Anna Walker said that the minutes properly reflected a request by Ruth Ashford for an itemization of the cost included under space. Yet the Board packet included only part of the information. Robert Jordan, Director of Finance, said he would mail the schedule of expenses by Friday (10/31/08).

Willie Woods asked for the identity of the I.S. position eliminated under approval of the Finance Committee Report. Robert Jordan advised it was a Multi-Media Specialist that was budgeted, but not filled. Willie Woods asked the amount of the reduction in medical contracts; to which, Robert Jordan replied \$50,000.

Donnetta Carter asked for the qualifications of the Behavioral Specialists hired with the reduction in the contact with Harbor Behavioral Healthcare. Dr. Mylo Jennings stated that he is aware of State Law that requires licensing/credentials for persons testing children with certain behavioral conditions. James H. Powell, Interim Executive Director, said that he will provide to the Planning & Program Committee the job descriptions and Health and Human Services Information Memorandum that contained changes in Head Start regulations that allowed/provided for the subject staff changes.

Motion: Donnetta Carter moved to accept the minutes as received. Anna Walker seconded. Motion carried unanimously.

COMMITTEE REPORT

Finance Committee

Richard Kirsch advised that the committee met immediately prior to the Trustees meeting. Two issues were discussed; the staff issued a request for proposals for the purchase of office furniture and supplies. All agency policies were adhered to and after due consideration Staples was selected as the supplier. The Committee recommends approval of Staples as the office's vendor. Edna Brown asked for the amount of the authorization. Richard Kirsch advised that it was an open purchase-order and that the expenditure cost last year was approximately \$77,000. Robert Jordan advised that each grant has a separate budget and that the amount would be equal to the sum of the particular line items on those budgets.

Richard Kirsch continued, saying, the second issue considered by the Finance Committee was the CSBG budget amendment. The first part of the amendment being \$720 that the State Reviewer determined should be carried over to the 2008-2009 budget. Secondly, there was a savings of \$69,480 resulting from the vacancy in the Executive Director's position; \$52,219 of that saving was reallocated to Direct Client Services. The remaining \$17,261 was distributed among several line items; i.e., transportation, space, supplies, etc. The Finance Committee recommends the reprogramming of the \$69,480 as described.

Motion: Theodore Patton moved to accept the report of the Finance Committee and approve its recommendations. Ann Walker seconded. Motion carried unanimously.

FINANCE REPORT

Robert Jordan, Director of Finance and Administration began a review of each page of the Finance Report. Trustee Edward Scrutchins asked if there was anything in the report unusual or should be specifically called to the attention of the Trustees. Robert Jordan replied, there is nothing problematic, but he would review each page.

Trustee Willie Woods, referencing EOPA Daycare, wanted to know why was there a big drop in children from 55 in January '08, to 45 in September '08. Robert Jordan explained that there is historically a loss of children in the summer because there are no Head Start classes. Willie Woods also questioned why utility costs were not given on the Summary of Facility Leases. Chairperson Jay Black asked if in the next report he would include by site the cost of utilities, rent, trash removal, and insurance. Robert Jordan replied that he would provide a twelve month schedule of space costs on an Excel spreadsheet. Trustee Anna Walker requested that Robert Jordan include in his report to the board the amount budgeted for parent training and transportation; in that, \$1,000 was budgeted for bus tokens. Further, the transportation service area plan states that the agency will provide for parents transportation to and from Head Start sponsored activities.

There being no other questions or discussion on the Finance Report, Chairman Black asked for a motion to approve same.

Motion: Anna Walker moved to approve the Finance Report. Richard Kirsch seconded. Motion carried.

PROGRAM REPORTS

Head Start

Dr. Sylvia Huntley asked if there were questions on the report in the Board's Packet. Jay Black asked for the number of children enrolled. Dr. Huntley replied 2,054 children enrolled with 1,920 placed on classroom rosters. She further advised that approximately 120 children had dropped. Family Service Workers are daily re-replacing those vacancies. Edna Brown asked why there are vacancies in classrooms if there are sufficient qualified applications. Dr. Huntley explained that some vacancies are from drops and no-shows, others may be at sites that require self-transport and it takes a few days to notify parents and receive a response.

A discussion ensued on enrollment procedures.

Sylvia Huntley continued her review; explaining, there must be 128 days of instruction available per year, Home-base and Center-based operation. There being no further question or discussion, Chairman Black called for a motion to accept the Head Start Report.

Motion: Willie Woods moved to accept the Head Start Report. Dr. Mylo Jennings seconded. Motion carried.

Planning & Development

In the absence of the Program Director, Bernard Culp, the Interim Executive Director, James H. Powell, referred to the written report on pages 18 and 19 of the Board Packet. He advised that in addition to the written report, the agency had prepared a Statement of Interest in serving as the Regional Administrator for the Ohio Department of Development's "Minority Business Direct Loan Program". He gave a brief description of the program, advised it had been discussed with the Chairman and that additional information would be provided to Richard Jackson, Planning & Development Committee Chairman.

Motion: Richard Jackson moved to accept the Planning & Development Report. Richard Kirsch seconded. Motion carried

Information Systems

Mitchell Gorsha, Director of Information Systems reported on major projects completed and/or in progress for the month of September.

Chairman Black asked if someone makes a 911 call from Franklin School, what number shows up to the operator. James Powell replied that if the proper telephone is used the Franklin School address will show. If the call is made from the telephone in the Social Services office or the telephone in the main office receptionist area the Jay Shuer address will show. The Teacher Supervisor at Franklin school has been instructed to use the telephone in her office for 911 calls. Chairperson Black asked what to take place so all the phone needs will show the correct address. Mr. Gorsha replied that the telephones are being changed to show the correct address and will be completed in a matter of days.

Richard Kirsch stated that we had received a report with a number of recommendations from Dr. Patsy Scott and it had been a while since the board had received a report from administration on the progress of those recommendations. James H. Powell reminded the board that the Finance Committee and the Board of Trustees received a communications work plan with recommendations through December 31, 2008, to which management and Dr. Patsy Scott had agreed. Other recommendations within Dr. Scott's original report, through mutual agreement, have been deferred until 2009 because of the monetary amount required and budget limits. Richard Kirsch asked for the administration to report on the status of the recommendations for this year. Chairperson Black asked that a report from Mitch Gorsha be prepared for the next board meeting.

Motion: Moved by Theodore Patton to accept the IS Report, seconded by Anna Walker. Motion carried.

Daycare Center Report

James H. Powell stated that the report is self explanatory. It gives the attendance for the beginning of month, the number of additions and drops during the month, and the enrollment at the end of the month. The enrollment for the month of October is up to 53 children. The children spend a half a day in Head Start and the other half day in Daycare.

Motion: Moved by Anna Walker to accept the Daycare Report, seconded by Mylo Jennings. Motion carried.

Heap Report

Ervin Hollman, HEAP Coordinator reported that the HEAP Office located in Columbus, Ohio, granted \$421,032 to the agency to operate the HEAP Winter Crisis program. Starting November 3, 2008, clients will receive \$175 toward their electric and/or gas bills to restore service or continue service; clients are then placed on a payment plan which allows them to pay 5% to 10% of their monthly income; thus prohibiting discontinuance of services during the winter months.

Bd. of Trustees Mtg. - October 24, 2008

Edna Brown stated some concerns regarding the Percentage of Income Plan Program (PIPP), particularly that utilities debts can follow low income citizens to their grave. The State legislature is currently considering such energy problems.

Willie Woods asked for a report from Ervin Hollman comparing the number of clients served by HEAP in 2007 and 2008. The report will be due at the April Board of Trustees meeting.

Motion: Moved by Willie Woods to accept the HEAP Report, seconded by Anna Walker. Motion carried.

Senior Emergency Home Repair Program

The Chairman asked if there were any questions or discussions regarding the Senior Emergency Repair Program. There being no questions or discussion, he asked for a motion to accept.

Motion: Ed Scrutchins moved to accept the report as presented, seconded by Theodore Patton. Motion carried.

Old Business

Committee Appointments: Chairman Black appointed Theodore Patton, Ed Scrutchins and Richard Kirsch to the Personnel Committee. He stressed that their charge was to establish a process for the selection of a permanent Executive Director for EOPA, consistent with the requirements of the State of Ohio and Department of Health and Human Services, Region V. He instructed them to meet as soon as possible so that William Sullivan can be properly addressed.

Interim Executive Director James H. Powell reviewed the Agreement between EOPA and AFSCME. This agreement is a rollover of the existing contract until July 31, 2009 with an addendum of mutually agreed upon.

Motion: Willie Woods moved to accept the Agreement between the Economic Opportunity Planning Association/Toledo-Lucas County Head Start and Ohio Association of Public School Employees AFSCME Local 800 ending July 31, 2009. It was seconded by Anna Walker. Motion carried.

Andre' Washington, AFSCME Union representative stated that the agreement was approved by the union as a courtesy to the agency. Mr. Washington stated that the employees have not received a pay increase for the last 3 years and will be negotiating in 2009 to receive increases for the employees of Head Start.

Correction: Chairman Black asked James H. Powell to review the Leadership Goals established by the Board of Trustees in July 2008. Mr. Powell reviewed and gave the status of each of the goals; of the 10 goals set; all but two goals were met within the timeline.

Bd. of Trustees Mtg. - October 24, 2008

Theodore Patton commented on the Memorial for Dr. Oscar B. Griffith held on October 3, 2008, thanking the staff of EOPA in assisting to make the program a success. Mr. Patton told board members that tickets still being held must either paid or returned to EOPA.

Public Comments

Gwen Burks stated she is a licensed realtor and would like to volunteer her services in the search for a new location to accommodate EOPA.

Staff is receiving complaints from parents about the telephone system, not being able to reach the person they are calling. Ed Scrutchins asked how often the complaints are forwarded to the correct person. Staffer commented everyday. Andre' Washington stated two complaints had been filed with EOPA about the telephone system and the 911. Chairman Black assured staff their concerns would be addressed.

Delores Rodriguez, Community Resources commented that EOPA has been designated as the Community Action Agency for Lucas County. She feels that there is an imbalance on the board of representation and with parent involvement.

Chairman Black commented that EOPA is an agency that serves the entire community not just certain populations.

Motion: Moved by Willie Woods, seconded by Anna Walker for adjournment of the Board of Trustees meeting. Motion carried.

Submitted by,

Jay Black, Chairman

: /lma