

**ECONOMIC OPPORTUNITY PLANNING ASSOCIATION OF GREATER TOLEDO, INC.**

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JAY BLACK, JR  
PRESIDENT

RICHARD JACKSON  
1<sup>ST</sup> VICE-PRESIDENT

RUTH ASHFORD  
2<sup>ND</sup> VICE-PRESIDENT

RICHARD J. KIRSCH  
TREASURER

SARAH DOBRZYKOWSKI  
SECRETARY

JAMES H. POWELL  
INTERIM EXECUTIVE DIRECTOR



**EOPA  
Board of Trustees Meeting  
November 24, 2008**

**BOARD MEMBERS PRESENT:** Theodore Patton, Edna Brown, Anna Walker, Richard Jackson, Richard Kirsch, Ed Scrutchins, Mylo Jennings, Earl Murry, Jay Black, Norman A. Bell, Donnetta Carter

**EXCUSED BOARD MEMBERS:** Willie Woods, Ronnell Traynum, Sarah Dobrzykowski, Suzette Cowell

**STAFF:** Mitchell Gorsha, Leona Moore-Ash, Theresa Brinkner, Virginia Evans, Brenda Hayes, Greg Hopkins, Pat McGreevy, Brenda Wilson-Wright, Mary Stulpin, Carrie Maguretfer, Sylvia V. Huntley, Ervin Hollman, Gwen Burkes, Robert Jordan, Weldon Douthitt, Eric Slack

**GUEST:** Kate Giammarise - Toledo Blade, Andre' Washington - OAPSE

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**ROLL CALL**

Chairperson Jay Black called for the roll call. There being eleven members present, a quorum was established and Mr. Black called the meeting to order at approximately 5:10 p.m.

**APPROVAL OF AGENDA**

Chairperson Black asked that the agenda be amended by adding an Executive Session to discuss the Executive Director search.

Chairperson Black asked for a motion to approve the agenda.

**Motion:** Trustee Mylo Jennings moved to approve the agenda with the necessary changes. Richard Jackson seconded. Motion carried.

## **EOPA Board of Trustees Mtg. - Nov. 24, 2008**

Chairperson Black stated that the goal of the board was to get through the meeting in 2 hours or less. He requested that Program Reports be presented and a single motion for approval of all reports. Secondly, if a board member has questions that could be answered later, there is now an Information Request Form that will be used. Forms are to be filled out and returned to James H. Powell who will forward same to the appropriate staff person. The staff person will respond directly to the inquiring Trustee.

### **APPROVAL OF THE MINUTES, October 22, 2008**

Chairperson Black requested that corrections be made on page 7, relative to James H. Powell's leadership goals, it should be recorded that two of the goals were not met.

**Motion:** Moved by Anna Walker, seconded by Richard Kirsch to approve October, 2008 minutes with necessary changes. Motion carried.

### **COMMITTEE REPORTS**

Richard Kirsch, Finance Committee Chairperson stated that the report included in the Board of Trustees packet were the minutes from the last Finance Committee meeting. The meeting scheduled for today was cancelled due to time constraints, Mr. Kirsch advised.

### **FINANCE REPORT**

Robert Jordan, Director of Finance and Administration, reviewed each page of the Finance Report. Mr. Jordan explained the HEAP Emergency Fund, informing that the program started November 1, 2008 and there is approximately \$1.5 million to assist clients with services.

Mr. Jordan reviewed the newly created Facilities Information Summary that gives the cost for rent, utilities, trash removal and insurance. Chairperson Black said the report was acceptable.

Robert Jordan explained that Trustee Willie Woods requested information on the line item "other professional fees" category. Chairperson Black asked if the bulk of the expenses were for Security Guards, Mr. Jordan replied correct.

Mr. Jordan reviewed Head Start Parent Activity Funds for the calendar year 2009, which was requested by Trustee Anna Walker. Parent funds available in the 2009 Head Start calendar year comes from the Head Start Operating Grant, budgeted for \$10,000 parent involvement and \$1,000 for bus tokens; Training and Technical Assistance Grant \$7,500, allocated as set forth in the report.

Trustee Walker asked if travel expenses for parents were also included. Mr. Jordan said that travel would be incorporated in the Training & Technical Assistance Grant as well included in the program grant as previously stated. Trustee Walker asked if money was set aside for Policy Council training, Mr. Jordan stated the budget doesn't specify what trainings will be attended by parents. The Program Grant is based on history and the Training Technical Assistance Grant for which a Health and Human Services consultant assist staff in development of the training plan.

## **EOPA Board of Trustees Mtg. - Nov. 24, 2008**

Trustee Earl Murry asked if the budget for 2009 calendar year was based on the activities that occurred in 2008. Mr. Jordan said it was based on training needs as determined by the HHS consultant. Trustee Murry ask if the \$1,000 is an adequate amount for training. Mr. Jordan replied it is sufficient for the activity specified in the report.

Chairperson Black instructed that future reports identify the name(s) of the person(s) who generated the report.

### **PROGRAM REPORTS**

#### **Head Start**

Dr. Sylvia Huntley asked for questions on the written report. Chairperson Black asked if it is normal as reported under Education for five people to be are on long-term illness. Dr. Huntley said that is not normal.

Chairperson Black asked for the number of children now enrolled in the Head Start Program. Dr. Huntley stated there are 2, 036 children enrolled and assigned to classes. There are 7 slots to be filled to reach our full enrollment of 2,043. These slots will be filled from our waiting list.

Dr. Huntley informed the board that on November 18, 19 and 20, 2008, we were visited by a team of three from Region V to follow-up on findings of the peer review. Five possible areas of non-compliance from April, 2008 were corrected. The Program Design and Management Plan require the signatures President of the Board of Trustees and Policy Council.

She advised that the Head Start winter break begins December 19, 2008, a training session on the Child Discipline Code will be conducted at Glaudieux Meadows from 11:00 A.M. to 2:00 P.M.

Trustee Anna Walker asked Dr. Huntley to clarify the number of parents that attended the Ohio Head Start Association training in Columbus, Ohio and how many are scheduled to attend the National Head Start Parent Conference in December. Dr. Huntley replied that she didn't know how many parents went to Columbus, there are 4 parents scheduled to attend the Parent Conference, December 14 -18, 2008, Atlanta, Georgia.

#### **Planning and Development**

Eric Slack, Planning Assistant summarized the written report. Chairperson Black asked if the "Suitably Attired" clothing donations would be tax deductible. Mr. Slack explained that Suitably Attired is a non-profit organization and if the clothing was given directly to them it would be. It is not clear the clothing would be tax deductible if given directly to EOPA.

#### **Day Care Center**

Dr. Albert Scott gave details on the EOPA Day Care Center, noting there are currently 51 children enrolled with 7 new children and 1 dropped child.

## **EOPA Board of Trustees Mtg. - Nov. 24, 2008**

### **HEAP**

Erv Hollman, HEAP Coordinator reported the HEAP Program started November 3, 2008 and as of today, November 24, 2008 over 2,000 households had been served. Clients are having difficulty getting through the States hotline 1-866 telephone to schedule appointments.

James H. Powell, Interim Executive Director further explained the problem. The State of Ohio allows our agency to do 7-10 walk-ins per day. Agencies are not to schedule appointments because the result is doubling scheduling which creates confusion and hostility. We accommodate seniors, the disabled and confined clients through home visits. Chairperson Black asked if this is a new policy and was told it had been in effect for about three years. Trustee Murry asked about the report and requested that the report be changed to reflect HEAP's current fiscal year.

### **Information Systems**

Mitchell Gorsha, Director, Information Systems reported on the 911 emergency calls from the agency, noting, there were 6 miscalled 911 emergency calls for the month of November. All were followed up with Toledo Police Department. Chairperson Black asked about calls being placed from in the agency and a different number showing up. Chairperson Black made a call back to the staff person and got a different agency and wanted to know how we get this taken care of. Mr. Gorsha said personal information (call ID) needs to be change with that staff person's telephone. All telephones have been tested and are in working order for 911 emergency calls.

Chairperson Black asked about the Dr. Oscar B. Griffith Jr. Memorial Blood Drive. Mr. Gorsha stated he had discussed the blood drive with Mr. Powell, he then contacted American Red Cross who will be contacting other agencies locally and state-wide for an annual blood drive commencing November, 2009.

### **Senior Emergency Repair**

James H. Powell reviewed the written report. Weldon Douthitt reported that the Senior Emergency Home Repair Program has \$200,000 dedicated to referrals from Community Development Corporations. Should the CDC allocations not be fully utilized by 12/31/08, the remaining balance shall be employed by the regular emergency repair program.

**Motion:** Motion by Anna Walker and seconded by Mylo Jennings to accept all program reports. Motion carried

## **EOPA Board of Trustees Mtg. - Nov. 24, 2008**

### **Old Business**

Trustee Richard Jackson reported that the Mental Health Interventionist had been incorrectly reported as replacing the services that were rendered through Harbor Behavioral Health Care. A meeting was held with Dr. Albert Scott, Deputy Director of Education Services and Linda Anderson, Manager of Mental Health, who informed that the contract eliminated was with Northwest Ohio Speech and Language Rehabilitation Services. The concern of the trustees was whether the persons hired were qualified to perform the mandated tests. Staff provided documentation that the persons hired were more than qualified to perform the task previously performed by Northwest Ohio Speech and Language Rehabilitation Services.

Trustee Anna Walker distributed the minutes from the Policy Council meeting held October 28, 2008 and advised the Trustees of the next meeting to be held on January 5, 2009, 4:00 P. M.- 6:00 P.M., 2<sup>nd</sup> Fl. Blue Room, all board members are invited.

Trustee Donnetta Carter reported that a meeting was held with Trustee Willie Woods, Pat McGreevy, James H. Powell and Dr. Albert Scott as a follow-up on the letters received by Anna Walker from two parents concerning enrollment of their children into the Head Start Program. The letters were investigated and there were two children from the same address, the first child was enrolled and received transportation, the second child was enrolled but was not transported. The children were enrolled by different employees at different times resulting error. However, the situation was immediately corrected when the parent informed staff. The second letter was erroneous, in that, the child was enrolled and had not missed a day of class. The classroom roster and daily attendance record substantiated management's claim.

James H. Powell reported on the Regional Minority Business Loan Program that we responded to with the Ohio Department of Development. An outline was submitted and the committee met on the program, a decision has not been made yet, there are two entities in Northwest Ohio that are being considered and we are one. Copies of the outline will be forth coming to board members.

### **Public Comment**

Andre' Washington, OAPSE, asked Dr, Huntley about the cost for the Head Start event taking place on December 19, 2008 at Glaudieux Meadows. Dr. Huntley replied that the cost of the event would be roughly \$2,100; this training is for 350 staffers on the Child Discipline Code and an update on performance standards. Mr. Washington asked if it was coming from the Training and Technical Assistance Fund or the General Account. Dr. Huntley replied the Training and Technical Assistance Fund.

Chairperson Black asked for a motion to suspend the meeting and go into Executive Session.

**Motion:** Moved by Donnetta Carter and 2<sup>nd</sup> by Richard Jackson to move into Executive Session to consider personnel matters. Motion carried.

## **EOPA Board of Trustees Mtg. - Nov. 24, 2008**

EOPA Board of Trustees went into Executive Session at approximately 6:15 P.M.

### **Reconvening of Trustees Meeting**

**Motion:** Moved by Trustees Mylo Jennings, seconded by Richard Jackson to reconvene the EOPA Board of Trustees meeting. Motion carried.

The EOPA Board of Trustees meeting reconvened at approximately 6:30 P.M.

Chairperson Black informed the Board members that Ruth Ashford had resigned effective immediately from the EOPA Board of Trustees. Her increased employment responsibilities prohibited full participation on the board.

Chairperson Black told board members to think about replacing Mrs. Ashford because she served in the capacity of 2<sup>nd</sup> Vice-President.

Chairperson Black opened the floor for nominations.

Trustee Norman Bell nominated Anna Walker for 2<sup>nd</sup> Vice President, seconded by Donnetta Carter.

Trustee Earl Murry moved that nominations be closed, seconded by Edward Scrutchins. Nominations closed.

There being no other nominations, by acclamation, Trustee Anna Walker was seated as 2<sup>nd</sup> Vice President of EOPA Board of Trustees.

Chairperson Black requested a motion to adjourn.

**Motion:** Moved by Trustee Norman Bell, seconded by Anna Walker to adjourn the meeting.