

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

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JAY BLACK JR.  
PRESIDENT

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

ANNA WALKER  
2<sup>ND</sup> VICE-PRESIDENT

RICHARD J. KIRSCH  
TREASURER

SARAH DOBRZYKOWSKI  
SECRETARY

JAMES H. POWELL  
EXECUTIVE DIRECTOR



**EOPA  
Board of Trustees Meeting  
January 26, 2009**

**BOARD MEMBERS PRESENT:** Anna Walker, Ed Scrutchins, Jay Black Jr., Earl Murry, Sarah Dobrzykowski, Theodore Patton, Norman A. Bell Jr., Edna Brown, Diana Whitehead, Donnetta Carter, Vince Davis, Richard Kirsch

**BOARD MEMBERS EXCUSED:** Willie Woods, Richard Jackson

**STAFF PRESENT:** Jan Case, Claudia Parsons, Nicole Walker, Weldon Douthitt, Erv Hollman, Charlene Fletcher, Brenda Hayes, Brenda Wilson-Wright, Virginia Evans, Theresa Brickner, Gwen Burkes, Linda Rixey, J. Clay, Molly Neville, Elizabeth Adjayen, Stephanie Morris, Pat McGreevy, Greg Hopkins, Mitchell Gorsha, Layne Morris, Eric Slack, Leona Moore-Ash, Maria Teresa Carr, Robert N. Jordan, William Mosley, James H. Powell

**GUESTS:** Steve Eder – Toledo Blade, Bob Siegel – Toledo Journal

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**ROLL CALL**

Chairperson Jay Black asked for a roll call. There being 9 members present, a quorum was established and Mr., Black called the meeting to order at approximately 5:25 p.m.

**APPROVAL OF AGENDA**

Chairperson Black asked that the agenda be amended by placing Public Comment immediately prior to the Executive Session.

**Motion:** Trustee Earl Murry moved to approve the agenda with the changes. Richard Kirsch seconded. Motion carried. The modified agenda was distributed to Board members and audience.

## **APPROVAL OF MINUTES**

Chairperson Black asked if there were any corrections or additions to the minutes for December 26, 2009.

**Motion:** Trustee Earl Murry moved that the December minutes be accepted, seconded by Norman Bell. Motion carried.

## **COMMITTEE REPORT**

### **Finance Committee Report**

Richard Kirsch, Finance Committee Chairperson stated that the committee met to review a new board resolution to identify administrators for the employees' 403(b) plan. The new resolution authorizes the Executive Director or Interim Executive Director and Director of Administration to execute Retirement Plan. The Finance Committee is recommending approval of the resolution.

The Finance Committee also discussed the Department of Health & Human Services report of the Peer Review follow-up. James H. Powell highlighted the DHHS review; stating, there were six findings of non-compliances and no discrepancies in the original review, five of the non-compliances were recognized as being corrected. The remaining non-compliance, 1304.51, Management Systems and Procedures (a) Programming Planning, was not corrected and deemed to be a deficiency because a written Program Design & Management Plan was not properly developed through consultation with the Board and Policy Council. Accordingly, EOPA is required to develop and submit a Quality Improvement Plan, consistent with the directives of the report, to the regional office within thirty days of receipt of the report.

Mr. Powell said that Dr. Albert Scott, Deputy Director of Education, had met once in October and November, 2008 with the Program Review and Planning Committee. The committee Chairperson, Richard Jackson was prepared to present a report during the November, 2008 Board of Trustees meeting but was inadvertently left off the agenda. However, the PDM and QIP had been completed and are ready for review and approval by the Trustees. There were questions on the Review Follow-up Report to which Mr. Powell and Robert N. Jordan responded. Discussion included an area of non-compliance not cited in the April, 2008 Peer Review but identified in the Review Follow-up Report; that being, the failure to allocate the cost of an agency-wide telephone system, purchased in December, 2006, to all agency programs. The total cost of the telephone system was charged to Head Start.

Trustee Murry then recapped the discussion and responses.

Trustee Sarah Dobrzykowski asked if other agencies owed the Ohio Department of Education money related to operation of the State's former Head Start programs. Mr. Powell replied yes, a majority of them, some more some less. EOPA is currently on a payment plan which was submitted to and approved by ODE.

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**Motion:** Moved by Trustee Earl Murry, seconded by Norman Bell to approve the Finance Committee Report. Motion carried.

## **PROGRAM REPORTS**

### **Finance Department**

Robert Jordan, Director of Administration, reviewed the Monthly Financial Report. Trustee Anna Walker referred to page 5 item 11, the Fatherhood Initiative Program, asking if this program is under EOPA or Head Start. Mr. Jordan responded it is an EOPA program in which Head Start participates. Continuing with the Financial Report, Mr. Jordan reviewed the Housing Rehabilitation, Programs with Multiple Funding Sources, Statement of Cash Flows, Head Start Non-Federal Share, EOPA Day Care Statement of Revenue Expenses and Facilities Information.

There were no other questions on the Finance Department Report.

### **Head Start Department**

Dr. Sylvia Huntley, Head Start Director asked for questions on the report. Trustee Anna Walker questioned the Non-Federal Share and full day program at Lincoln Academy School and the new guidelines for teachers' qualifications. Dr. Huntley replied to each question. Chairperson Black asked Trustee Anna Walker to address her questions in writing to Dr. Huntley prior to Board meetings.

Chairperson Black asked Dr. Huntley how many children were enrolled in the Head Start Program and when will the plans to reduce the need for transportation be available for review? Dr. Huntley responded that currently Head Start is transporting 1600 children and are not allowed to purchase new buses. We will gradually reduce the number of children that are being transported but must ensure that it does not negatively impact families and enrollment; she continued this will take a number of years. The program has achieved full enrollment of 2,043 children and have established a waiting list of eligible children, Dr. Huntley advised.

Trustee Earl Murry requested that each monthly Head Start report show the enrollment figure. Anna Walker requested that Dr. Huntley provide a class by class enrollment list to Board members.

### **Planning and Development**

Eric Slack, Interim Director of Planning and Development asked for questions from Board members on the department's monthly report.

Chairperson Jay Black asked the average attendance for the weekly Fatherhood Initiative meetings. Mr. Slack responded approximately 17 participants. Mr. Black then asked when the Quarterly Newsletter and Annual Report will be published. Mr. Slack replied next week for the Quarterly Newsletter and mid-February for the Annual Report.

Chairperson Black asked all board members to visit EOPA's website and give their feedback at the next board meeting.

## **HEAP**

Erv Hollman, HEAP Coordinator reviewed the HEAP report. There were no questions. Trustee Earl Murry stated that EOPA has added additional staff and expanded its hours of operation to ensure that all eligible households are served.

## **Information Systems**

Mitchell Gorsha, Director of Information Systems reviewed the Departmental Report.

Chairperson Black asked if the 5 misdialed 911 calls occurred on one station or were they from different stations. Mitchell Gorsha replied that all the calls came from different stations.

There were no further questions on the report.

## **Senior Emergency Repair Program**

Weldon Douthitt, Director of Emergency Repair, made comments on his report. There were no comments or discussion.

## **Day Care**

Dr. Albert Scott reviewed report. There were no questions or discussion.

**Motion:** Moved by Donnetta Carter, seconded by Anna Walker to accept all departmental reports. Motion carried.

## **Nominations for EOPA Trusteeship**

**Motion:** Trustee Norman Bell moved to accept as members of the Board nominees: Pamela R. Wilson, Lucas County Board of Elections; Vince Davis, owner and operator of a State Farm Insurance agency; and Diana Whitehead, Martin Luther King Kitchen for the Poor. Seconded by Anna Walker. Motion carried.

Chairperson Black welcomed the new Board members.

## **Public Comment**

Chairperson Black asked for comments and questions from the public.

Brenda Wilson-Wright from Head Start asked, if funding will be available for teachers who are required to attain their Bachelors Degree by the year 2013. Dr. Huntley replied as of now funding is not available from the federal government, but Head Start is trying to identify funding through the T&TA plan to assist teachers.

**Motion:** Moved by Trustee Anna Walker, seconded by Donnetta Carter to suspend the Board meeting and convene an Executive Session to discuss personnel matters. Motion carried. Meeting adjourned to convene Executive Session at approximately 6:20 p.m.

### **Re-convening of the EOPA Board of Trustee Meeting**

**Motion:** Moved by Ed Scrutchins, seconded by Sarah Dobrzykowski, to reconvene the EOPA Board of Trustees meeting. Motion carried.

Meeting reconvened at approximately 6:50 p.m.

**Motion:** Moved by Trustee Earl Murry, seconded Sarah Dobrzykowski that the Board of Trustees hire James H. Powell as Executive Director of EOPA effective December 19, 2008, Motion carried unanimously.

The EOPA Board of Trustees formally offered James H. Powell the position of Executive Director for EOPA effective December 19, 2008. James H. Powell accepted.

### **Old Business**

Chairperson Black stated that a resolution to change the administrators for the Employee Retirement Plan 403(b) to the Executive Director, James H. Powell and the Director of Finance, Robert N. Jordan. He requested a motion to approve the resolution.

**Motion:** Moved by Trustee Earl Murry, second by Norman Bell to accept and approve the resolution to change administrators to James H. Powell and Robert N. Jordan for the agency's 403(b) Retirement Plan for employees. Motion carried.

Trustee Norman Bell stated that he had received a letter from an employee that he wanted to pass on to the Chairperson for appropriate action. Chairperson Black accepted the letter.

Chairperson Black stated that there was an important piece of unfinished business. The Program Design & Management Plan for the Head Start Program had been cited as a deficiency in the follow-up to the Peer Review, as previously discussed. Copies of the PDM and QIP were previously distributed to the Trustees and Policy Council for their review and approval. The Policy Council has scheduled a special meeting for Tuesday, January 27, 2009, for action on the plans.

**Motion:** Trustee Earl Murry moved to approve the Program Design & Management Plan and the Quality Improvement Plan as presented, seconded by Ed Scrutchins. Motion carried by a vote of 9 in favor, 0 opposed and 2 abstentions (Trustee Richard Kirsch because he was absent from the November meeting and Trustee Anna Walker because she had not as of yet reviewed the plan).

**New Business**

Chairperson Black asked board members for feedback and suggestions for evaluation of the EOPA Board of Trustees to be brought to the next meeting.

Chairperson Black stated that he was critically concerned with the adverse publicity the agency had received in recent weeks in the print media. He said he felt very strongly that the Trustees respond by getting the facts to the public. Because, he continued, he has learned in his short tenure as a Trustee how valuable and significant Community Action Agencies are to their communities; particularly, EOPA's service to Lucas County. Chairperson Black asked James H. Powell to design and implement a public relation plan to educate our constituents and interested parties on the great things EOPA is doing.

Chairperson Black announced that due to February 19<sup>th</sup> being a national holiday; the next Board of Trustees meeting will be Monday, February 23, 2009 at 5:00 p.m.

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

Meeting adjourned at 7:20 p.m.

Jay Black Jr.

President  
EOPA Board of Trustees