

ECONOMIC OPPORTUNITY PLANNING ASSOCIATION OF GREATER TOLEDO, INC.

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TREASURER

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SECRETARY

JAMES H. POWELL
EXECUTIVE DIRECTOR



**EOPA
Board of Trustees Meeting
February 23, 2009**

BOARD MEMBERS PRESENT: Norman A. Bell, Sr., Richard Jackson, Anna Walker, Ed Scrutchins, Jay Black, Jr., Earl Murry, Pamela R. Wilson, Theodore Patton, Diana Whitehead, Donnetta Carter

BOARD MEMBERS EXCUSED: Richard Kirsch, Willie Woods, Sarah Dobrzykowski

STAFF PRESENT: James H. Powell, Brenda Hayes, Theresa Brickner, Nicole Walker, Charlene Fletcher, Weldon Douthitt, Erv Hollman, Gwen Burkes, Pat McGreevy, Greg Hopkins, Dr. Sylvia Huntley, Mitchell Gorsha, Eric Slack, Leona Moore-Ash, William Mosley, Dr. Albert Scott

GUESTS: Andre' Washington

ROLL CALL

Chairperson Jay Black called for the roll call. There being 10 members present, a quorum was established and Mr. Black called the meeting to order at approximately 5:05 p.m.

APPROVAL OF AGENDA

Chairperson Black asked that the agenda be amended by switching the Public Comment section to immediately precede the Executive Session.

Motion: Trustee Earl Murry moved to approve the agenda with the changes. Ed Scrutchins seconded. Motion carried.

APPROVAL OF MINUTES

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

Motion: Trustee Earl Murry moved to approve the minutes, seconded by Norman Bell. Motion carried.

COMMITTEE REPORT

James H. Powell, Executive Director announced there was not a Finance Committee meeting held this month, there was no business for the committee to conduct.

Mr. Powell also announced that several Trustees were excused; Richard Kirsch, Sarah Dobrzykowski and Willie Woods. Two staffers Robert Jordon and Greg Hopkins were excused for personal reasons.

PROGRAM REPORTS

Finance

In the absence of Robert N. Jordan, Director of Finance, James H. Powell highlighted the submitted Finance Reports.

Trustee Richard Jackson asked who was in charge of the Fatherhood Initiative Program. Mr. Powell replied that the program is lead by Eric Slack, Interim Director of Planning with the assistance from Head Start staff.

Head Start

Dr. Sylvia Huntley reviewed the site-by-site report which depicts the number of children in each classroom and the classroom teacher.

Chairperson Black asked if the enrollment of children had changed from 2,023 as reported in January and whether we have progressed since then. Dr. Huntley replied we went from 2,023 to 2,015 children as of today. The number of children will continue to fluctuate as children dropped and others enroll. The goal of Head Start is to stay at full enrollment; but, 98% of authorized enrollment is acceptable performance. Dr. Huntley further stated that there is a waiting list the Social Workers have compiled and children will be replaced at sites as other children drop from program.

Chairperson Black asked Dr. Huntley to give the Board an idea of how extensive is the waiting list. Pat McGreevy stated that there are about 200 children on the waiting list, some of which are from over income families.

Chairperson Black asked Dr. Huntley to explain what ERSAE. Dr. Huntley explained that ERSAE Plans is an acronym for Enrollment, Recruitment, Selection, Attendance and Eligibility. EOPA Bd. Of Trustees Mtg. - Feb.23, 2009

Day Care Center

Dr. Albert Scott reported that currently the staff was in the process of planning the recruitment phase for the coming year and the first of its activities will be implemented in mid-March.

Trustee Murry asked what constitutes the summer program. Dr. Scott replied the summer program starts immediately after completion of the regular Head Start program; or, from approximately June 1 through August 20th.

Planning and Development

Eric Slack, Planning and Development Interim Director reviewed the written report. Chairperson Black asked for the average attendance of fathers in the Fatherhood Initiative Program and if Mr. Slack would make it a regular section on the monthly report. Eric Slack responded approximately 15 and he would include the attendance in future reports.

Chairperson Black inquired about the EOPA Newsletter and Annual Report. Mr. Slack answered that both are still in the works, but the EOPA website has new information and its new design is near completion. Mr. Powell stated the final draft on the Annual Report and the EOPA Newsletter has been completed. The material from the departments is complete and Mitchell Gorsha has been asked to retrieve and publish both in-house. Trustee Earl Murry asked if there was a target date for the material to be published. Mr. Powell said the target date was actually today. Chairperson Black asked that both be produced and available by the next Board of Trustees meeting.

Information Systems

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

James H. Powell asked about the phone system at Mt. Vernon School and if there were problems. Mr. Gorsha replied the department is working on the system and it would be up and running in a day or two.

Chairperson Black asked how many were in attendance had visited the EOPA website and what has changed since the last Board of Trustees meeting on January 26, 2009. Mr. Gorsha replied that departmental descriptions, Board of Trustees roster and Board minutes have been placed on the website to date.

Trustee Earl Murry asked why the recording of 911 calls on the monthly report. Mitchell Gorsha responded that it was a request of Board of Trustees.

HEAP Program

Ervin Hollman, HEAP Coordinator, reported that program hours have been extended until 9:00 pm; Monday through Friday and Saturdays 9:00 am until 1:00 pm. Mr. Hollman stated that about

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100 applications per day are processed. Mr. Hollman invited Board members to visit the HEAP department for an overview of its operation.

Motion: Moved by Trustee Ed Scrutchins to accept program reports. Norman Bell Sr. seconded. Motion carried.

Executive Director's Report

James H. Powell, Executive Director reported that Head Start had received verbal approval from Health and Human Services, Region V, on the Quality Improvement Plan and it will be reviewed in six months. Mr. Powell further stated that the Head Start Enrollment Reduction Plan request has been put on hold pending final approval of fiscal '09 H. S. budget.

The HEAP Program has been extended as stated by Ervin Hollman. The walk-ins for the program have decreased substantially. He expects that Saturdays will be discontinued but extended hours during the week will continue.

The Day Care Maintenance and Expansion Plan are being developed by Dr. Albert Scott. Day Care services in East Toledo (Franklin School) and Central South (Mt. Vernon School) areas will be implemented if demand warrants. Board approval is required to continue summer Day Care and expand services in the Fall.

A Facilities study and search is being conducted for new Corporate Headquarters. We have identified two possible sites; and tours will be conducted: 505 Jefferson St., list price \$1.75 million, 31,224 sq. ft. with 132 parking spaces; 1600 Madison Ave., list price \$1.3 million, 29,440 sq. ft. with 100 parking spaces. We are currently working with a realtor from Signature Associations. We continue to investigate other possible sites.. Eric Slack, Planning & Development Department is researching possible grant opportunities.

The Economic Stimulus bill was passed by Congress and signed by President Obama. We are targeting Home Weatherization, Low Income Energy Improvement, and Child care for families, Neighborhood Stabilization, and Energy efficient housing retrofits for proposals. Administrative regulations are not yet developed.

Trustee Donnetta Carter asked exactly why the facilities search. Mr. Powell explained the search is for new EOPA Headquarters, to more efficiently serve clients and build assets for the corporation.

Trustee Carter also asked what is the maximum number of people who look for affordable daycare. Mr. Powell answered we did not know the maximum number but we know that there is considerable unfilled demand.

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Old and New Business

Chairperson Black asked how many people saw the report on TV about Head Start. Dr. Albert Scott said the staff was told the report would air on the 6:00 pm news but actually didn't air until 11:00 pm. Mr. Powell has requested a tape of the report for the Board's review. Chairperson Black congratulated Pat McGreevy on doing a fine job representing our agency.

Chairperson Black stated there are a couple of Board vacancies that need to be filled, one in particular, Trustee Ronnell Traynum; several attempts to contact her have failed and she has not tried to contact us. According to the By-Laws, if you have three unexcused absences, you are automatically dropped from the roster. Suzette Cowell is another Board member that we have been actively trying to contact; Mr. Powell will attempt to contact her before the next Board meeting. Chairperson Black said he would like to have the two Board vacancies filled at the next Board of Trustees meeting.

Trustee Earl Murry stated the Board has to entertain a motion to remove the Board member by resolution and not pre-empted the process.

Motion: Moved by Trustee Earl Murry that Ronnell Traynum be removed from EOPA Board of Trustees immediately effective February 23, 2009 for not complying with the By-Laws. Trustee Richard Jackson seconded. Motion carried.

Trustee Donnetta Carter asked Board member for nominations that include a resume for candidates.

Trustee Earl Murry stated that he attended a Community Action Program (CAP) training held in Columbus, Ohio and it was superbly conducted. It was educational, informative and there were a number of areas covered that impact what we do in this agency. He would like to recommend that other Board members attend some training sessions.

Chairperson Black appointed Sarah Dobrzykowski as Chairperson of the By-Laws Revision Committee and Trustees Earl Murry and Richard Jackson as members.

Trustee Anna Walker announced that a letter will go out to parents alerting them of the Incentive Program for recruitment of children. The parent who recruits and register the most new children in the Head Start program will be awarded cash sums donated by Ohio Association of Public School Employees AFSCME Local 800 and Representative Andre' Washington and Anna Walker, Policy Council President.

Public Comment

Andre' Washington, AFSCME Representative stated that in the Incentive Program, he and Ms. Walker would like to also give the EOPA staff an incentive for recruitment of parents and their children. The incentive maybe a gift or gas card, he would also like to extend a challenge to the Board members to actively participate in this campaign.

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Motion: Moved by Trustee Anna Walker, seconded by Ed Scrutchins, to suspend the Board meeting, but not adjourn, and convene an Executive Session to discuss personnel matters. Motion carried.

Roll Call was requested. All Board of Trustees were in attendance.

Meeting suspended 6:30 p.m.

Re-convening of the EOPA Board of Trustee Meeting

Motion: Moved by Richard Jackson, seconded by Norman Bell, to reconvene the EOPA Board of Trustees meeting. Motion carried.

Meeting reconvened at approximately 6:50 p.m.

Motion: Moved by Richard Jackson, seconded by Earl Murry to adjourn the EOPA Board of Trustees meeting. Motion carried.

Jay Black, Jr.

Chairperson

/lma