

ECONOMIC OPPORTUNITY PLANNING ASSOCIATION OF GREATER TOLEDO, INC.

HAMILTON BUILDING
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SECRETARY

JAMES H. POWELL
EXECUTIVE DIRECTOR



EOPA
Board of Trustees Meeting
March 23, 2009

BOARD MEMBERS PRESENT: Richard Jackson, Sarah Dobrzykowski, Richard Kirsch, Ed Scrutchins, Anna Walker, Donnetta Carter, Pamela R. Wilson, Vincent Davis, Theodore Patton, Earl Murry, Jay Black, Jr.

BOARD MEMBERS EXCUSED: Diana Whitehead, Norman Bell, Willie Woods

STAFF PRESENT: Brenda Hayes, Jan Case, Theresa Brickner, Claudia Parsons, Weldon Douthitt, Sylvia Huntley, Greg Hopkins, Pat McGreevy, Mitchell Gorsha, Albert Scott, Linda Rixey, Brenda Wilson-Wright, William Mosley, Leona Moore-Ash, Ervin Hollman, Charlene Fletcher, Robert N. Jordan, Eric Slack, James H. Powell

Guests: Andre' Washington

ROLL CALL

Chairperson Jay Black called for the roll call. There being 11 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 change. Sarah Dobrzykowski seconded. Motion carried.

APPROVAL OF MINUTES:

Chairperson Black asked if there were any corrections or additions to the minutes for February 23, 2009.

Motion: Trustee Anna Walker moved to approve the minutes with necessary changes. Donnetta Carter seconded. Motion carried.

COMMITTEE REPORTS

No committee reports.

PROGRAM REPORTS

Finance

Robert N. Jordan, Finance Director, announced that Columbia Gas Co. has given \$343,924 to EOPA for additional energy assistance to clients. This program starts April 1, 2009 and will assist clients whose income is 175 to 200% of poverty guidelines. Clients are not required to have a termination notice and may receive a one time payment up to \$250 on their gas account. Ten percent can be used for program administration.

Mr. Jordan also stated that HEAP Emergency assistance, funded through the State of Ohio, will end March 31, 2009. The current contract is \$1,545,000; EOPA has signed an amendment increasing the amount by \$300,000, resulting in a total of \$1,845,000.

Mr. Jordan reviewed the Housing Rehab Program. Chairperson Black asked what date the home on 19th Street would be completed. James H. Powell answered, there is not a completion date, and EOPA is actually trying to sell the property.

Weldon Douthitt, Director of Senior Emergency Repair, stated that there was not money to complete the property. Mr. Powell said that it had been determined to discontinue the work and try to sell the property in its present condition. After discussion, it was determined that Weldon Douthitt contacts the Cherry Street Mission or other potential users to offer the property at minimum cost.

Mr. Jordan continued his report. Chairperson Black asked is the source of the unrestricted cash the Day Care Program and what is the projected profit for the year? Mr. Jordan replied, yes, the Day Care Program is the bulk of the unrestricted cash and the projected profit for the year is \$100,000, if the program is allowed to continue through the summer months.

Head Start

Dr. Sylvia Huntley, Head Start Director, reported that the program's current enrollment is 2,019 and has a waiting list of approximately of 200. Dr. Huntley also stated that there is some difficulty in getting physicals due to parents/guardians late return of release forms. Physicals and dental exams are being conducted at no cost at several centers by Health Care providers. Plans are being implemented by the department to solve these concerns. Trustee Pamela Wilson asked if parents are required to sign a consent form when children are registered. Dr. Huntley replied that forms are sent home with the children for signatures. Trustee Wilson suggested having the parents/guardians sign consent forms when children are registered for the program. Dr. Huntley thanked her and said she would take the suggestion back to the department.

Chairperson Black asked Dr. Huntley about the number of children on the waiting list. Dr. Huntley replied factors that keep some of the children on the waiting list are: over income, their neighborhood centers are full, or transportation is unavailable.

Chairperson Black then asked Dr. Huntley to explain the late pick-up policy and if it is an internal policy or an HHS policy. Dr. Huntley replied that it is an internal policy that Head Start is allowed to make. When parents don't pick their children up on time, staff must be paid overtime. We could call Lucas County Children Services but, the staff deems that to be extreme. The policy is to encourage parents to pick their children up on time.

Trustee Richard Kirsch asked Dr. Huntley to elaborate on the space shared with the YWCA. Dr. Huntley replied that at Franklin School space is leased to the YWCA. Their program starts about 3:00 p.m. and ends at approximately 8:00 p.m. The collaboration is working well.

Chairperson Black mentioned a TV news clip that aired this month that highlighted a Head Start reading program. He thought that it was very positive for our agency and asked Dr. Huntley to comment. Dr. Huntley explained the community program is "Read You and Me"; adults visit Head Start classrooms to read to the children. Chairperson Black asked James H. Powell and Dr. Huntley if there is communication in place to announce to staff when the agency is featured. Dr. Huntley replied the Head Start Communicator newsletter would inform staff of any scheduled media coverage.

EOPA Day Care

Dr. Albert Scott reviewed the EOPA Day Care report. He then informed the Board of Trustees that 2,000 recruitment flyers were distributed for Head Start early registration and EOPA Day Care Summer program.

Dr. Scott addressed the Board of Trustees concerning the 2009 Self- Assessment letters included in the Board package. The self-assessment is a process used to improve and maintain the level of performance and is conducted yearly. Trustees will

receive individual surveys to complete. The self-assessment will also include parents, staff, Policy Council members and program content areas.

HEAP

James H. Powell, Executive Director, reported that the Winter Crisis HEAP program will end March 31, 2009. EOPA/HEAP program will be offering the following programs beginning April 1, 2009:

Percentage of Income Payment Plan (PIPP)

- Poverty Income Guidelines are 0%- 150%

TCO Columbia Gas Fuel Fund

- Poverty Income Guidelines are 175% to 200%

2009 Utility Crisis Fuel Fund

- Poverty Income Guidelines are 0% to 200%

Planning and Development

Eric Slack, Interim Director of Planning and Development, reviewed the department's report.

Chairperson Black asked Mr. Slack if the Fatherhood monthly participation of 52, as listed in this month's report, is normal. Mr. Slack replied that it is the average monthly attendance.

Trustee Earl Murry asked what amount is available for the grants listed in the report. Mr. Slack replied that the amount for the Fatherhood Initiative Program is \$24,000 and is a federal grant.

Mr. Slack reported to the Board that the EOPA Newsletter and Annual Report information is currently being formatted by the Information Systems Department. There was discussion about delays. The Board requested that the publication be available at the April meeting.

Mr. Slack gave details on the current legislation concerning the Whitehouse's Stimulus Package; EOPA has been in meetings/sessions with Congresswoman Marcy Kaptur's office regarding allocation and distribution of funds. Mr. Slack believes our agency will be in a good position to receive allocations from Federal, State and City levels for our programs. A plan is being designed to prioritize proposals for EOPA programs. Trustee Murry asked if funds will be for weatherization. Mr. Slack replied the requested funds will be for the Re-Entry Program, employment, Head Start and education program. There are multiple proposals: direct application to the Federal Government, the United Way, the State of Ohio - Department of Development, City of Toledo – Economic Development Department, and Lucas County. The probability of award is enhanced through collaboration with other agencies/entities.

Information Systems

Mitchell Gorsha, Information Systems Director, summarized the department's report.

Trustee Donnetta Carter referred to the EOPA website and asked that the background be modified. She found the map to be distractible while reading on the site.

Senior Emergency Repair Program

Weldon Douthitt, Senior Emergency Repair Director reported that program production is less during the winter months because exterior work cannot be completed during severe weather conditions. Production will increase the next four months and the program will be out of money in June. The program will have completed 85 to 90 homes for the year.

Mr. Douthitt reported that a survey conducted of clients revealed that 60% had smoke and carbon monoxide detectors in their homes. The problem is the devices were outdated and had not been tested for 6 or 7 years. The department is working to obtain detectors to give to the clients.

Human Resources

Greg Hopkins, Director of Human Resources, gave an overview of the Personnel Report. Mr. Hopkins stated that applicants for the Social Services Manager had been interviewed and were not acceptable. The position is being re-advertised.

Trustee Anna Walker asked Mr. Hopkins if parents had been contacted to participate in the interview process. Mr. Hopkins said the parents need to be trained in order to partake in the interviews and asked Ms. Walker to schedule a meeting to discuss the matter.

Motion: Moved by Trustee Earl Murry to accept all program reports. Trustee Anna Walker seconded. Motion carried.

Old Business

Chairperson Black asked Trustee Anna Walker how much participation from Board members Parent Policy Council receives and if it was a requirement. Trustee Walker replied that it is not a requirement but community representation is and at least one Board member should serve as a community rep. It was agreed by the Board that members would rotate attending the Policy Council meeting.

Trustee Donnetta Carter nominated Oscar S. Hill and Raymond Medlin for Board membership; representing the poor (ONYX) and the private sector (The Lathrop Co.), respectively. She advised that a resume for Ray Medlin was not submitted. Trustee Earl Murry asked if the nominating committee had approved the two nominees. There was discussion on procedures necessary for Board approval.

Trustee Donna Carter recommended that Oscar Hill be accepted as a nominee for the EOPA Board of Trustees.

Motion: Moved by Trustee Earl Murry to accept the Nominating Committee report and that Oscar Hill is accepted as an EOPA Trustee. Trustee Sarah Dobrzykowski seconded. Motion carried.

Motion: Moved by Trustee Earl Murry that the Nominating Committee obtain the resume of Ray Medlin and present his nomination at the next Board of Trustees meeting. Trustee Vince Davis seconded. Motion carried with 1 abstention.

Pubic Comment:

No public comments.

Motion: Moved by Trustee Sarah Dobrzykowski, seconded by Theodore Patton, to suspend the Board meeting and convene an Executive Session to discuss personnel matters. A roll call vote was taken. Motion carried unanimously.

Board meeting suspended at approximately 6:50 p.m.

Reconvening of EOPA Board of Trustee Meeting

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

Meeting reconvened at approximately 8:10 p.m.

Executive Director, James H. Powell, asked the Board to amend the Emergency Repair budget from \$1,500 to \$2,000 an increase of \$500 in the travel line item.

Motion: Moved by Trustee Vince Davis, seconded by Theodore Patton, to amend the Emergency Repair budget from \$1,500 to \$2,000 an increase of \$500 in the travel line item. Motion carried.

Motion: Moved by Trustee Theodore Patton, seconded by Trustee Anna Walker to adjourn the EOPA Board of Trustees meeting. Motion carried.

Adjournment

Meeting adjourned at approximately 8:30 p.m.

Jay Black, Jr.

Chairperson

EOPA Bd. of Trustees Mtg. – March 23, 2009
/lma