

Ohio Heartland
Community Action Commission

2008

Annual Report

Our Mission Statement

- To serve in an exclusively charitable and educational capacity, as provided in the Internal Revenue Code of 1954, as amended.
- In furtherance of its charitable and educational purposes, to foster and promote planning services and developmental efforts for the mobilization and utilization of resources, public and private, including, but not limited to, Boards of Education, governmental agencies, and voluntary citizens groups and associations for coordinated remedial attack upon conditions of poverty affecting the inhabitants of the area.
- To stimulate and encourage the provisions of services, assistance, and other activities toward developing employment and economic opportunities, improving human performance, individual and group motivation, productivity and bettering conditions under which people live, learn, and work.
- To solicit, contract for, receive, administer, and disburse any funds, grants, bequests, devises, and other resources for the execution and implementation of specific or general programs in carrying out its purposes, and particularly for participation under the “Economic Opportunity Act of 1964” as amended.

2008 Board of Trustees (as of 9/30/08)

Community Action Agencies are unique because they are governed by a tri-partite Board of Trustees. Federal law mandates Community Action Agencies to compose a board with an equal number of members representing the Public (PB) sector, the Private (PV) sector and the Low-Income (LI) community.

<u>President</u>	<u>Vice President</u>	<u>Secretary</u>	<u>Treasurer</u>
Samuel J. Buehrer Crawford County Public (PB)	Joe Mudra Richland County Public (PB)	Sandy Sparks Crawford County Low-Income (LI)	Daniel Ross Crawford County Public (PB)

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<u>Marion County</u>	<u>Crawford County</u>	<u>Morrow County</u>	<u>Richland County</u>
Sue Yazel-PB	Daniel Ross-PB	Phyllis Miller-PB	Joe Mudra-PB
Andy Appelfeller-PB	Gary Miller-PB	Teresa Shipman-LI	Jeff Coleman-LI
Staci Thomas-PB	Samuel Buehrer-PB	Floyd Wogan-LI	Tina Picman-PV
Katherine Gundy-LI	Bruce Angell-LI	Kathy Winters-PV	
Fran Radebaugh-LI	Sandra Sparks-LI	Fawn Mollenkopf-PV	
Joe Wylie-PV	Jennifer Lugo-LI		
Peter Trocchio-PV	Robert Maxey-PV		
Jan Hulse-PV	Gary Nuss-PV		

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A Letter from the Board President

When it comes to understanding why we are here and the responsibilities we undertake by being Ohio Heartland Community Action Commission Board members, a quote from George Eliot bears considerable meaning when considering these responsibilities. The quote reminds us, "What do we live for, if it is not to make life less difficult for each other." We serve the needs of those less fortunate in many diverse ways.

The mission of our organization states that we are to provide for a "coordinated remedial attack upon conditions of poverty affecting the inhabitants of the area." To achieve this end, we are, "to stimulate and encourage the provisions of services, assistance, and other activities toward developing employment and economic opportunities, improving human performance, individual and group motivation, productivity, and bettering conditions under which people live, learn, and work." We continue to strive to be faithful to that mission. Even though this directive may be repeated in reports many times, it should be repeated often and with sincerity.

The number of annual grants given to OHCAC continues to grow as well as the responsibilities. Two years ago we were at \$7.9 million and last year we were at \$8.2 million. This year our annual budget came to \$10.5 million. We are proud of the fact that the government continues to have confidence in our abilities to properly manage and report on our activities. Our Home Delivered Meals program continues to grow as we now serve 265 meals per day with \$140,000 granted and a waiting list with which to add to the need. The new CHORE program was added last year and it remains in full force. Our new prescription drug program has expanded and continues to be successful and is popular with both the funding sources (the United Way and Marion Community Foundation) and the recipients. Our Grace Street facility has been improved with a new roof.

Our assistance with those in need of energy efficient refrigerators and freezers or air-conditioners has helped numerous people. This fiscal year we installed 1,206 appliance units at a cost of \$548,793.

The RSVP program continues to grow and help individuals. Over 15,250 hours were donated in 2007. That number has grown to over 3,000 hours per month provided by 371 volunteers.

We had been considered for taking over the long-term management of the Community Services Block Grant for Richland and Morrow Counties. Richland County has been moved to another location while Morrow County has been made permanent under our auspices.

As always, it is proper to acknowledge the contributions of our very able administrative staff. It is easy to see that their dedication and care have made OHCAC what it is. They have certainly made this last year a very successful one. Their belief in our mission and concern for those less fortunate is self-evident.

Sincerely,
Rev. Samuel J. Buehrer
Board President

2008 Financial Statement

CHANGES IN UNRESTRICTED NET ASSETS

REVENUES

Grants & Reimbursement Contracts	\$10,112,209
Interest Income	39,929
Miscellaneous Income	<u>375,365</u>
Total Revenue	10,527,503

EXPENSES

Salaries	4,268,110
Fringe Benefits	1,340,601
Consultants/Contractual	153,406
Travel	141,773
Space Costs	491,680
Supplies	134,947
Equipment	161,054
Client Services	2,668,136
Insurance	136,304
Depreciation	72,365
Interest	49,336
Other	<u>747,802</u>
Total Expenses	<u>10,365,514</u>

Increase in Unrestricted Net Assets	161,989
Unrestricted Net Assets, October 1, 2007	779,736
Unrestricted Net Assets, September 30, 2008	941,725

DONALD R. GOSSETT & COMPANY, LLC
CERTIFIED PUBLIC ACCOUNTANT

INDEPENDENT AUDITOR'S REPORT

To the Board of Directors
Ohio Heartland Community Action
Commission and Affiliate
Marion, Ohio

I have audited the accompanying combined statement of financial position of Ohio Heartland Community Action Commission and Affiliate, (a nonprofit organization) as of September 30, 2008, and the related statements of activities, functional expenses, and cash flows for the year then ended. These combined financial statements are the responsibility of the Organization's management. My responsibility is to express an opinion on these combined financial statements based on my audit.

I conducted my audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the combined financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the combined financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. I believe that my audit provides a reasonable basis for my opinion.

In my opinion, the combined financial statements referred to above present fairly, in all material respects, the financial position of Ohio Heartland Community Action Commission and Affiliate, as of September 30, 2008, and the changes in its net assets and cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, I have also issued a report dated March 20, 2009 on my consideration of Ohio Heartland Community Action Commission and Affiliate's internal control over financial reporting and my tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of my testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and important for assessing the results of my audit.

My audit was made for the purpose of forming an opinion on the basic financial statements of Ohio Heartland Community Action Commission and Affiliate, taken as whole. The accompanying schedule of functional expenses by program on pages 15 to 20 and schedule of indirect costs on page 24 are presented for purposes of additional analysis and is not a required part of the financial statements of the Organization. The accompanying schedule of expenditures of federal awards on pages 21 and 22 is presented for the purpose of additional analysis as required by U.S. Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Nonprofit Organization*, and is not a required part of the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in my opinion, is fairly stated, in all material respects, in relation to the basic financial statements taken as whole.

420 Lawrence Street
P.O. Box 112
Ironton, Ohio 45638

Toll Free: (866) 844-1350

Donald R. Gossett & Company

Donald R. Gossett & Company LLC
Certified Public Accountant

Ironton, Ohio 45638
March 20, 2009

2008 Program Activities

	Marion	Crawford	Richland	Morrow
Head Start	*	*	*	*
HEAP	*	*	*	*
HWAP	*	*		
Electric Partnership	*	*		
Community Connections	*	*		
Warm Choice	*	*		
RSVP	*	*		*
CSBG Funds	*	*	*	*
FEMA	*	*	*	*
Senior Nutrition	*			
Chore	*			
CHIP		*	*	
Rx	*			
USDA Summer Feeding			*	

ENERGY ASSISTANCE

Electric Partnership Program

Funded by a contract with the Ohio Department of Development, the EPP program provides energy audits to specific service areas, providing customers with energy saving techniques. **For program year 2008, 266 customers received service and consumer energy education.** \$272,315 was budgeted for the program.

Community Connections Program

Funded by First Energy, Ohio Edison and Ohio Partners for Affordable Energy, CCP customers received help in reducing their electric bill with energy saving fluorescent light bulbs, refrigerators and or freezers, and electric stoves. **In 2008, 26 customers received Community Connections assistance.** \$25,000 was budgeted for the program.

Home Weatherization Assistance Program

(HWAP) consists of a home inspection to determine the most cost effective energy saving services that could be preformed performed including insulation, air leakage reduction, safety inspection of heating units, and consumer education. **In 2008, 107 customers either received energy saving education, Health & Safety repairs, or Columbia Gas\Warm Choice program referrals.** \$486,877 was budgeted for the program.

The Community Housing Improvement Program

(CHIP) provides grants to eligible communities interested in undertaking housing-related activities, including necessary infrastructure improvements. OHCAC works with the City of Galion to provide housing rehabilitation to Galion residents

In 2008, 14 customers received either private owner rehabilitation, home repair, home ownership/rehabilitation or rental rehabilitation. \$100,000 was budgeted for the program.

HEALTH and SAFETY

The Prescription Assistance Program

Currently funded by the Marion Community Foundation and the Marion County United Way, PAP is operated in conjunction with the Smith Clinic and MedCenter Pharmacy who provide us with an on-site office for our professional staff person to meet with the customer. The program is open to any Marion County resident without prescription insurance coverage. **In 2008, 1412 Customers enrolled, 355 prescriptions were received at a reduced cost of \$135,626 to the customer,** reducing their need for public assistance. \$115,000 was budgeted for the program.

The Emergency Services Program

The Emergency Services program is made available to low-income people who are in need of emergency type services, food, clothing, utility bills assistance, to become more self-sufficient. Ohio Heartland staff Directors, Office Managers, Program Coordinators, Intake and Data Entry workers within the Marion-Crawford-Morrow service areas provide the assistance. **In 2008, of the 15,875 customers requesting emergency assistance, 11,640 were assisted.** Customers not directly served were referred to other local service providers. \$384,777 was budgeted for the program.

INDEPENDENT LIVING

Hot Meals

The Hot Meals program was established to assist homebound Marion County seniors in receiving a hot and nutritionally balanced lunch Monday through Friday. The Hot Meals program assists the County by saving nursing home funding since the customer is allowed to continue to live at home. Day to day contact offers customer security. **In 2008, 496 seniors received a nutritious meal delivered to their home** as part of Passport, AAA5 Home Delivered Meals and Marion County Senior Levy Hot Meals.

The Senior Nutrition Program

For Marion County residents Congregate Meals, nutritious noontime meals are made available to seniors, 60 and older. Due to the communal aspect of the program, people left their homes and received a nutritionally balanced meal, which they might not provide for themselves if left alone. Once a month they met with a nutrition professional from the County Extension Office, who provided diet and other health information. **In 2008, 69 participated in the luncheon meal program five days a week.** \$360,000 was budgeted for the program.

The Senior Chore Program

This program assists Marion County seniors who need help with small repair jobs including porch and railing repair, small job plumbing and electrical. Seniors received assistance with small household chores. The Senior Chore Program is provided with funding from the Marion County Council on Aging. OHCAC works with Job and Family Services and the Marion County Senior Center to develop the program advertising campaign. **In 2008, 244 households received assistance.** \$30,000 was budgeted for the program.

The Retired and Senior Volunteer Program

(RSVP) is a volunteer placement program for retired and senior persons age 55+. Placements enable senior volunteers in Crawford, Marion and Morrow Counties to participate more fully in their life through significant volunteer service. RSVP also serves as an advocate for Senior Citizens. **In 2008, we enrolled 322 volunteers in the program.** \$83,110 was budgeted for the program.

FAMILY DEVELOPMENT

HEAD START 2007-2008

The OHCAC Head Start program served a total of 1,115 children and their families in program year 2007-2008. Of this number served, 1,055 were up-to-date with immunizations, 952 were up-to-date with medical services with 241 being diagnosed as needing medical treatment, 1,003 children received preventative dental care with 102 diagnosed as needing treatment and 207 children were diagnosed with a disability and were served by their local schools on an Individual Education Plan with services provided in the Head Start centers by itinerate teachers and therapists.

The children are provided with comprehensive Head Start services in a center -based program four days per week for a total of 134 days per year. Less than one fifth of all eligible children in the four-county service area are provided with Head Start services. In the 2007-2008 Program Year full enrollment was maintained throughout the year with waiting lists in some centers. **The program was funded for 896 children and was consistently over-enrolled by an average of 12 children and families.**

Families are served by Family Advocates who visit in the homes with families and facilitate Family Partnership Agreements and goal setting. Family Activities include monthly Family Connection meetings for each county and the monthly Policy Council meeting. Policy Council members serve as an advisory group and also approve certain activities of the program including the development of the annual federal grant application. Policy Council members also serve on the Governing Board and Board members serve on Policy Council. Other family activities include the home Literacy program, home dental program, and home curriculum activities which support the Creative Curriculum used in the centers. Family members volunteer in the centers and on field trips when possible.

The children are prepared for kindergarten through the use of the Creative Curriculum which supports the State of Ohio Early Learning Standards. Transition files are developed for each family to be used when they register their children for kindergarten.

Children enjoy their pre-school years at Head Start and gain social skills necessary for a successful K-12 school experience. They learn how to work in groups, be responsible for their actions, to practice good health and hygiene habits in addition to receiving nutritious meals and gaining pre-literacy and pre-math skills. Families are encouraged to become advocates for their children's education starting at this level and continuing through the college years. We are proud of the success stories of our Head Start children and families.

The Summer Nutrition Program

OHCAC Staff monitored the Summer Nutrition Program on-site **in 2008 providing 740 children breakfasts and/or lunches** in Mansfield City School District during the summer. \$72,000 was budgeted for the program.

The Summer Reading Program

The Summer Reading Program serves children in Marion County enabling them to improve reading skills in a positive learning environment. Referred by the local school districts the six week instruction is designed to improve the students reading skills by one to two reading levels. We received in-kind donations from Marion City Schools and local businesses, as well as 100 hours donated by volunteers. **In 2008, 43 children achieved a reading level of at least their grade level or above.**