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## Fw: RCAP's Annual 101 Utility & 201 Financial Management Classroom Workshop

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**From** NBAdmin <NBAdmin@northbaltimore.net>

**Date** Wed 12/10/2025 10:04 AM

**To** Bill Cook <bcook@northbaltimore.net>; David Richmond <drichmond@northbaltimore.net>; Dee Hefner <dhefner@northbaltimore.net>; Paula Beaupry <pbeaupry@northbaltimore.net>; Tim Engard <tengard@northbaltimore.net>; Eric Sweat <esweat@northbaltimore.net>; preacherbill52@gmail.com <preacherbill52@gmail.com>; Dave Richmond Personal Email <tdrgroup419@gmail.com>

**Cc** CINDY BROOKES <cabrookes@glcap.org>; NBWater <NBWater@northbaltimore.net>

Council,

We have been notified that in order to remain eligible for Principal Forgiveness for the Lead Service Line Replacement Project, at least 50% of Council must complete the required training.

The required courses are:

- 101 Utility Management
- 201 Financial Management

[Self-Paced Online Trainings | Great Lakes Community Action Partnership](#)

You'll find these courses at the very bottom of the page. Make sure you register with the ISpring portal first.

Please notify me once you have completed the training and forward any certificates you may receive.

While not required, I will also be completing this training.

Thank you for your cooperation. Let me know if you have any issues or questions.

Sincerely,

*Josh Bender*

Village Administrator  
North Baltimore, Ohio  
Office: 419-257-2394

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**From:** Cindy Brookes <cabrookes@glcap.org>

**Sent:** Wednesday, December 10, 2025 9:31 AM

**To:** NBAdmin <NBAdmin@northbaltimore.net>

**Subject:** Re: RCAP's Annual 101 Utility & 201 Financial Management Classroom Workshop

Josh,

Since North Baltimore will be receiving Principal Forgiveness for the Lead Service Line, at least 50% of the Council will need to attend the in person or complete our Self-Paced On-line Training. A link to the online is provided below. Here is a copy of the note from the email earlier - **\*\*Note:** A majority of the current governing board (Council, BPA, Board members) must attend both sessions to comply with the Principal Forgiveness requirement. The certificate is valid for 5 years.

[Self-Paced Online Trainings | Great Lakes Community Action Partnership](#)

It is the 101 and 201 Training that are required and are at the very bottom of the listing.

If you would like to attend and learn what is shared it would not hurt since you have great influence over what is shared with the Council and it would be beneficial to be on the same page.

I hope that helps you decide.

**Cindy Brookes | Sr. Rural Development Specialist**

**Great Lakes Community Action Partnership**

**800-775-9767 | 419-469-6341 direct line**

**6787 South State Route 100, Tiffin, OH 44883**

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*Helping Communities Thrive, One Neighbor at a Time*

**Click [HERE](#) to view and register for upcoming RCAP trainings**

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**From:** NBAdmin <NBAdmin@northbaltimore.net>  
**Sent:** Wednesday, December 10, 2025 8:42 AM  
**To:** Cindy Brookes <cabrookes@glcap.org>  
**Subject:** Re: RCAP's Annual 101 Utility & 201 Financial Management Classroom Workshop

Cindy - are you recommending I attend this?

Sincerely,

*Josh Bender*

Village Administrator  
North Baltimore, Ohio  
Office: 419-257-2394

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**From:** Cindy Brookes <cabrookes@glcap.org>  
**Sent:** Wednesday, December 10, 2025 8:35 AM  
**To:** Cindy Brookes <cabrookes@glcap.org>  
**Subject:** RCAP's Annual 101 Utility & 201 Financial Management Classroom Workshop

**Attention: Elected Officials, Administrators, Fiscal Officers, Board of Public Affairs and BPA Clerks:**

RCAP is again offering ***101 Utility Management and 201 Financial Management for Governing Boards*** in person at NO COST!

Both courses will be held in a one-day workshop in **Newark, Ohio on March 18** at the **Doubletree by Hilton**. Registration is at **9:00 am**. A block of rooms is being offered at a discounted rate of \$110 per night until February 15, with the mention of "GLCAP Meeting". (740) 322-6455

**Who benefits the most from this workshop?**

- Communities receiving or anticipating Principal Forgiveness under the OEPA "Disadvantaged Community" criteria; this is a mandatory course.
- Utility administrators, fiscal officers, and elected officials who want to know more about the roles and responsibilities under Ohio Revised Code.
- Officials seeking information on how to meet compliance, how to read financial documents, and what to ask before making decisions on rates, loans, and budgets.

It's important to follow the **blue** links below to register for each course separately, because these are two separate courses. You can also access links through the attached flyer or forward to others. **\*\*Note:** A majority of the current governing board (Council, BPA, Board members) must attend both sessions to comply with the Principal Forgiveness requirement. The certificate is valid for 5 years.

*There is limited space available so please register early.*

**Location:** Doubletree by Hilton, 50 North 2nd Street, Newark, OH 43055

**Date and time:** Wed, Mar 18, 2026 9:00 AM – 3:30 PM

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**AGENDA**

***101 Utility Management for Governing Boards***

**Register at:** [101 Utility Management for Governing Boards](#)

**Date and time:** Wed, Mar 18, 2026 9:00 AM - 12:00 PM

**Presenter:** Matt Kline, RCAP Sr. Rural Development Specialist

LUNCH: 12-1 (on your own)

**201 Financial Management for Governing Boards**

Register at: [201 Financial Management for Governing Boards](#)

Date and time: Wed, Mar 18, 2026 1:00 PM - 3:30 PM

Presenter: Heidi Milner, RCAP Sr. Rural Development Specialist

Cindy Brookes | Sr. Rural Development Specialist

Great Lakes Community Action Partnership

800-775-9767 | 419-469-6341 direct line

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