

JEFFERSON COUNTY COMMUNITY ACTION COUNCIL, INC.
BOARD OF TRUSTEES – REGULAR MEETING
April 15, 2020

OFFICERS PRESENT

Robert Naylor, Chairman
Edward Littlejohn, Vice-Chairman

REPRESENTING

Jefferson County Chamber
Sheriff Fred Abdalla

MEMBERS PRESENT

Roberta Burnstein
Pam Bolton
Kerry DiDomenico
Jack Gaylord
Karla Martin
Lieutenant Erik Muhs
Anthony Sheposh
Ronnie Shockley
Natalie Ulasiewicz
Delores Wiggins

Michael Myers Terrace Resident Council
Southeastern Ohio Legal Services
Public Library of Steub & Jeff Co
Mayor of Steubenville
Eastern Gateway Community College
The Salvation Army
Jefferson Behavioral Health
Northeast Jeff Co Food Pantry
Commissioner Dave Maple
Commissioner Tom Graham

MEMBERS EXCUSED

Dennis Gorlock
Cynthia Lytle
Clint Powell

Commissioner Tom Gentile
Urban Mission
Laborers Local Union No. 809

STAFF PRESENT

Mike McGlumphy, CEO
Patricia Minto, CFO
John Shaw, Deputy Director/Planner
Elaine Petrozzi, Secretary/ROMA Coordinator

Due to the COVID-19 pandemic, the Jefferson County CAC Board of Trustees' April 15, 2020 meeting was held via teleconference. Roll call was taken; a quorum was present. The meeting was called to order at 11:32 a.m.

APPROVAL OF MINUTES OF PRECEDING MEETING: Jack Gaylord moved to accept the minutes of the February 19, 2020 meeting as presented. Roberta Burnstein seconded the motion. Edward Littlejohn, Ronnie Shockley and Natalie Ulasiewicz abstained. Motion passed. As there was no quorum at last month's meeting, the minutes of the March 18, 2020 meeting were distributed for information only. Mr. Naylor reminded members the Nominating Committee was to be named at March's meeting; since there was no meeting, it will have to take place today so that we stay on the schedule outlined in the ByLaws [p. 8 – c. *The annual meeting shall be held in May of each year;* and p. 11 - *A Nominating Committee composed of at least three (3) persons shall be elected by the Board at the March meeting. This committee shall be responsible for nominating a slate of officers to be voted on at the Annual Meeting of the Board.*]

REPORT OF CEO:

CATHEDRAL APARTMENTS: The Steubenville City Planning Office received a complaint from one of the residents of Cathedral Apartments; they inspected the building, then OHFA inspected the building. Mr. McGlumphy sent a letter to the Diocese asking they give us an extended lease for at least the life of a new roof. Mr. McGlumphy then received a phone call from Art Wills (Department of Mental Health & Addiction). Mr. Wills advised that in 1997 there was a mortgage placed on the property for \$429,655, which is paid down every year, and is now \$180,000. Mr. Wilson, Diocese Attorney, knew about the mortgage because he worked for the Jeff Co Prevention & Recovery Board at the time – the Jeff Co Prevention & Recovery Board signed the paperwork for the mortgage. Mr. Wilson said he had not received the letter from the CAC, so Mike McGlumphy emailed him a copy for review. He “verbally has said it does not appear to be a problem with them extending this lease.” Mr. McGlumphy has not contacted the City Planning Office again, as we are required to have an architect or engineer draft this, which requires funding. Mike McGlumphy emailed Scott Gary (ODSA) on April 14, as he may have funding to pay for an architect or engineer; no response has been received. The CDBG funding from City Planning Office should cover all the repairs – this is not a guarantee, but “it looks very promising that they’ll be able to have money this year for that.” As we do the roof, we’ll be looking at the windows and the front façade. This will have to be coordinated with the Diocese and the Jeff Co Prevention & Recovery Board. Once we get money from ODSA to pay for the engineer and everything is drafted, we will present it to the City Planning Office. Mike McGlumphy recommends when everything is in place, we look for grants to rehab the SRO rooms.

MOTION: Edward Littlejohn moved to give the CEO authority to move forward with grant applications for Cathedral Apartments. Ronnie Shockley seconded the motion. Motion passed unanimously.

COVID-19: On March 23, the CEO closed the agency to walk-in traffic. The agency is still operational. Applications and paperwork are in the front lobby, along with drop-boxes. Phone calls are routed to program staff. If an appointment is scheduled, staff “meets” the client telephonically. HEAP, Emergency Services, WIOA and HWAP are working. We have no issues in our building. Masks and rubber gloves are available for staff members who choose to wear them. We will not open the building to walk-in traffic until we are directed to do so by the Governor.

HWAP MONITOR VISIT REPORT (February 18 and 19, 2020): David Evans, COAD HWAP Coordinator, visited the agency on February 18 and 19, 2020 to monitor HWAP. He reviewed our agency’s HWAP production numbers for the current HWAP program year. He felt production was “very much in line with where you should be in order to meet or exceed your HWAP goals for HWAP PY 2019.” Columbia Gas WarmChoice completions were at 130% of the unit goal – we completed 26 WarmChoice jobs. He encouraged the HWAP Coordinator to look for more opportunities the remainder of PY 2019 to make HWAP Enhancement funds available to the weatherization customers of Jefferson County. The customers Mr. Evans spoke to during the visit “were very pleased with the work that took place at their homes. I believe based on the jobs I inspected that the work being provided by Jefferson County C.A.C. Inc. is cost effective and will result in these homes saving energy over the life of the materials installed.” The COAD monitor report does not contain any required or recommended actions; therefore, a response is not required.

PERSONNEL POLICIES AND PROCEDURES TABLE OF CONTENTS and DECLARED EMERGENCY/CRISIS POLICY: Members received a revised Table of Contents for their Personnel Policies and Procedures Handbook. A new Policy, Declared Emergency/Crisis Policy was distributed in the event of a declared National, State or Local emergency/crisis. As Mr. McGlumphy reviewed the requirements at the agency, it seemed almost impossible for employees to work from home. However, the last paragraph of the Policy states, “No policy can cover every potential emergency/crisis. Interpretation of or deviation from this policy will be at the discretion of the Chief Executive Officer.”

MOTION: Natalie Ulasiewicz moved to approve the Personnel Policies and Procedures Table of Contents. Jack Gaylord seconded the motion. Motion passed unanimously.

MOTION: Ronnie Shockley moved to approve the Personnel Policies and Procedures Emergency/Crisis Policy. Jack Gaylord seconded the motion. Motion passed unanimously.

CSBG STANDARDS DUE DATE SPREADSHEET: To meet Standard 9.3 (*The organization has presented to the governing board for review or action, at least within the last 12 months, an analysis of the agency’s outcomes and any operational or strategic program adjustments and improvements identified as necessary*), the CSBG Standards Due Date Spreadsheet, Program Reports and Calendar of Events were distributed to the Board through emailed/mailed packets. The CSBG Standards Due Date Spreadsheet shows due dates for the CSBG Standards.

MOTION: Edward Littlejohn moved that the Board received a copy of the CSBG Standards Due Date Spreadsheet. Jack Gaylord seconded the motion. Motion passed unanimously.

ANNUAL REPORT 2019: The Annual Report 2019 was distributed to all Board members. The Report meets Standard 2.3 (*The organization communicates its activities and its results to the community*). A message on the CAC website indicates copies of the Annual Report are available upon request. The report summarizes the number served (9,162) in the year, and shows total spent in each program (total spent by the agency: \$3,178,663).

MOTION: Jack Gaylord moved to approve the Annual Report 2019. Delores Wiggins seconded the motion. Motion passed unanimously.

BYLAWS: In accordance with Standard 5.4 (*The organization documents that each governing board member has received a copy of the bylaws within the past 2 years*), members were emailed/mailed a copy of the ByLaws. Those without email will be given a paper copy.

MOTION: Ronnie Shockley moved that a copy of the ByLaws was distributed to Board members in accordance with Standard 5.4. Roberta Burnstein seconded the motion. Motion passed unanimously.

CALENDAR OF EVENTS: In March, Conflict of Interest Disclosure Statements were due (CSBG Standard 5.6: *Each governing board member has signed a conflict of interest policy within the past 2 years*). All but three were returned (Dennis Gorlock, Karla Martin and Delores Wiggins). Copies of the Conflict of Interest Disclosure Statement have been emailed and mailed to those members in an effort to get signed Conflict of Interest Forms returned. In April, Standard 5.4 (*The organization documents that each governing board member has received a copy of the bylaws*

within the past 2 years) and Standard 8.9 (*The governing board annually approves an organization-wide budget*) are due. In May, the recommended slate is scheduled to be announced by the Nominating Committee.

PERSONNEL REPORT: The Board received the Personnel Reports for February and March 2020, which show new hires, resignations, terminations and positions posted for the month. Since the report, a custodian was hired on April 2 and the Building & Grounds Director resigned effective April 3; a position was posted for a full-time Community Service Aide, through April 29. One of the Community Service Aides is being split between Housing and CSBG – we received additional housing funding; one person cannot run the Housing grant at this time.

RESIGNATION REPORT: The report gives the reasons for staff resignations from January 11, 2016 to December 31, 2019.

PROGRAM REPORTS: Members received copies of the February and March Program Reports, which shows participants served for the month and year-to-date.

CAC NEWSLETTERS: The CAC's March and April Newsletters were included for Board members to read.

MOTION: Roberta Burnstein moved to approve the Report of the CEO, which included: HWAP Monitor Visit Report (February 18 & 19, 2020); Calendar of Events; Personnel Reports – February and March 2020; Resignation Report; Program Reports – February and March 2020; and CAC March and April Newsletters. Ronnie Shockley seconded the motion. Motion passed unanimously.

REPORT OF COMMITTEES:

FINANCE COMMITTEE: The Combined Analysis Reports, Balance Sheets and Corporate Fund Reports were reviewed, as well as Credit Card and Gas Spreadsheets for the period February 1 through March 31, 2020. The balance in the Corporate Fund is \$137,788.86.

MOTION: Jack Gaylord moved to ratify the financial reports (Combined Analysis Reports – February and March 2020, Balance Sheet, Corporate Fund Report and Credit Card and Gas Expenditures for the period February 1 through March 31, 2020), along with the minutes from the February 19, 2020 meeting. Ronnie Shockley seconded the motion. Motion passed unanimously. The Finance Committee passed a motion to table consideration of the Credit Card and Gas Vouchers until the May 2020 Finance Committee meeting.

CSBG ANNUAL REPORT 2019: CSBG 2019 Annual Report was approved and recommended for approval and/or ratification by the full Board.

MOTION: Jack Gaylord moved to approve the CSBG Annual Report 2019. Anthony Sheposh seconded the motion. Motion passed unanimously.

SERVICES FOR HOMELESS YOUTH & PREGNANT HOMELESS YOUTH – AGREEMENT FOR SERVICES: The Agreement was approved and recommended for approval and/or ratification by the full Board.

MOTION: Jack Gaylord moved to approve the Homeless Youth & Pregnant Homeless Youth – Agreement for Services for the period March 27, 2020 to June 30, 2020 in the amount of \$18,889. Ronnie Shockley seconded the motion. Motion passed unanimously.

COVID-19 ECONOMIC INJURY DISASTER LOAN APPLICATION: The COVID-19 Economic Injury Disaster Loan Application in the amount of \$10,000 was approved and recommended for approval and/or ratification by the full Board.

MOTION: Ronnie Shockley moved to ratify the COVID-19 Economic Injury Disaster Loan Application submitted by the CAC. Jack Gaylord seconded the motion. Motion passed unanimously.

UNITED WAY GRANT APPLICATION 2021: The United Way Grant Application 2021 for the period January 1 through December 31, 2021 in the amount of \$15,000 was approved for submission, consideration and ratification by the full Board. The funding will be used to fund housing for families at risk of homelessness.

MOTION: Delores Wiggins moved to ratify the United Way Grant Application for the period January 1 through December 31, 2021 in the amount of \$15,000. Ronnie Shockley seconded the motion. Motion passed unanimously.

AGENCY-WIDE BUDGET: In accordance with CSBG Standard 8.9 (*The governing board annually approves an organization-wide budget*), members received a copy of the agency-wide budget electronically on April 8, 2020 as a part of their monthly packet. The agency-wide budget was approved for ratification by the full Board.

MOTION: Ronnie Shockley moved for approval and ratification the estimated agency-wide budget for 2020. Jack Gaylord seconded the motion. Motion passed unanimously.

MOTION: Jack Gaylord moved to approve the Report of the CFO. Ronnie Shockley seconded the motion. Motion unanimously passed.

NOMINATING COMMITTEE: In accordance with the ByLaws (page 11):

A Nominating Committee composed of at least three (3) persons shall be elected by the Board at the March meeting. This committee shall be responsible for nominating a slate of officers to be voted on at the Annual Meeting of the Board [May].

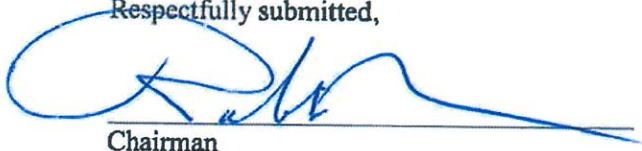
Mr. Naylor told members the Nominating Committee will need to have a slate of officers ready for approval at the May meeting, with elections to occur in June. The Nominating Committee members are:

Roberta Burnstein
Edward Littlejohn
Lt. Erik Muhs
Anthony Sheposh
Delores Wiggins

NEW BUSINESS: Anthony Sheposh told Board members that Jefferson Behavioral Health System is open for business. According to Governor DeWine's Stay-At-Home Order, mental health and assistance services are considered essential healthcare services. They quickly converted to providing telehealth services, which is done in two ways: direct telephone contact or video conferencing through Zoom. Jefferson Behavioral Health is seeing new admissions and anyone in a crisis situation. Doctors and nurses, as well as clinical staff, are available to see patients who may be suffering from depression and anxiety because of the Stay-At-Home Order.

A motion to adjourn was made at 12:15 p.m. by Roberta Burnstein; seconded by Jack Gaylord.

Respectfully submitted,



Chairman



Secretary

Attached Hereto and Made a Part Hereof:

HWAP Monitor Visit Report (February 18 & 19, 2020)
Employee Policies & Procedures Handbook Table of Contents
Employee Policies & Procedures Declared Emergency/Crisis Policy
CSBG Standards Due Date Spreadsheet
CAC 2019 Annual Report
ByLaws
Calendar of Events
Personnel Reports– February and March 2020
Resignation Report
Program Reports – February and March 2020
CAC February and March 2020 Newsletters
Finance Committee Meeting Packet – April 15, 2020