

**JEFFERSON COUNTY COMMUNITY ACTION COUNCIL, INC.**  
**BOARD OF TRUSTEES – REGULAR MEETING**  
**April 21, 2021**

**OFFICERS PRESENT**

Pam Bolton, Chairman  
Cynthia Lytle, Secretary

**REPRESENTING**

Southeastern Ohio Legal Services  
Urban Mission

**MEMBERS PRESENT**

Karla Martin  
Captain Michael Smith  
Delores Wiggins  
Bill Davis  
Anthony Sheposh  
Natalie Ulasiewicz  
Scott Lockhart

Eastern Gateway Community College  
The Salvation Army  
Commissioner Tom Graham  
IBEW Local 246  
Jefferson Behavioral Health  
Commissioner Dave Maple  
Jefferson County Chamber of Commerce

**MEMBERS EXCUSED**

Roberta Burnstein  
TJ Balint  
Kerry DiDomenico, Treasurer  
Jack Gaylord, Vice Chairman  
Joe Lamantia

Michael Myers Terrace Resident Council  
Northeast Jeff Co Food Pantry  
Public Library of Steub & Jeff Co  
Mayor of Steubenville  
Sheriffs Department

**STAFF PRESENT**

Rich Gualtiere, Deputy Director  
Patricia Minto, CFO  
Julie Woodbury, Secretary/ROMA Coordinator

The Jefferson County CAC Board of Trustees met for their regular meeting on Wednesday, April 21, 2021. The meeting was called to order at 11:36 a.m. Roll call was taken and a quorum was present. Rich Gualtiere read the CAC Mission Statement.

**APPROVAL OF MINUTES OF PRECEDING MEETING:** Delores Wiggins moved to accept the minutes of the February 17, 2021 meeting as presented. Scott Lockhart seconded the motion. Motion passed. As there was no quorum at last month's meeting, the minutes of the March 17, 2021 meeting were distributed for information only. Rich Gualtiere reminded members the Nominating Committee was to be named at March's meeting; since there was not a meeting, it will have to take place today so that we stay on schedule outlined in the ByLaws [p. 8-c. *The annual meeting shall be held in May of each year. This committee shall be responsible for nominating a slate of officers to be voted in at the Annual Meeting of the Board.*]

**REPORT OF CEO:**

**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.*) Copies of the Conflict of Interest Disclosure Statement have been mailed to those members in effort to get signed and returned. All Conflict of Interest Disclosure Statement Forms were completed and returned by all of the Board of Trustee Members.

In April, Standard 5.3 (*The organization documents that each governing board member has received a copy of the bylaws within the past 2 years*). The Board of Trustee Members were emailed a copy of the new ByLaws to review. CSBG Standard 5.3 will be tabled until May's Board of Trustee Meeting.

**MOTION:** Cynthia Lytle moved to approve the CSBG Standard 5.3 (*The organization documents that each governing board member has received a copy of the bylaws within the past 2 years*) to be tabled until May's Board of Trustee Meeting. Delores Wiggins seconded the motion. Motion passed unanimously.

Both *CSBG Standard 7.1 [The organization has written personnel policies that have been reviewed by an attorney and approved by the governing board within the past 5 years]*, and *CSBG Standard 8.9 [The governing board annually approves an organization-wide budget]*, Chairman Pam Bolton will be reviewing and updating policies and the organization-wide budget and will have completed for review for the Board of Trustees Meeting on May 19, 2021.

Regarding CSBG Standard 9.3 [*The organization has presented to the governing board for review or action, at least within the past 12 months, an analysis of the agency's outcomes and any operational or strategic program adjustments and improvements identified as necessary*], Julie Woodbury has reached out to Ohio Association of Community Action Agencies, to start the analysis of the agency's outcome and the strategic program adjustments.

*CSBG Standard 8.10 [The fiscal policies have been reviewed by the staff within the past 2 years, updated as necessary, with changes approved by the governing board]*. Chairman Pam Bolton, will review it within the next month and have completed for the Board of Trustees to review at the May 19, 2021 Board of Trustees meeting.

**MOTION:** Delores Wiggins moved to approve the CSBG Standard 7.1, CSBG Standard 8.9, CSBG Standard 8.10 and CSBG Standard 9.3 to be finalized for the May 19, 2021 Board of Trustee Meeting. Anthony Sheposh seconded the motion. Motion passed unanimously.

**PERSONNEL REPORT:** The Board received the Personnel Report for April 2021, which shows new hires, resignations, terminations and positions posted for the month. Alan Chapman, Re-entry Navigator for Montgomery/Dayton resigned due to health reasons. Since the report, the Carroll CCMEP Youth Case Manager position has been posted. Members asked for a report showing the reason for the turnover of employees: e.g., resignation due to higher wages, etc.

**PROGRAM REPORT:** Members received copies of the April Program Report, which shows participants served for the month and year-to-date. Rich Gualtiere, Deputy Director, spoke highly of James Fuit, EPP Auditor, that has been in the position for only a few months and the program is running very smooth.

**CAC NEWSLETTER:** The CAC's January Newsletter was included for *Board members* to read. Deputy Director, Rich Gualtiere, addressed Nikki Pruneski, who was hired as WIOA

Adult/Dislocated Case Manager, along with Hope McAfee, who transferred to CCMEP Coordinator, both effective March 1, 2021.

MOTION: Delores Wiggins moved to approve the Report of the CEO, which included: Calendar of Events; Personnel Report – April 2021; Program Report – April 2021; and CAC April Newsletter. Anthony Sheposh seconded the motion. Motion passed unanimously.

## **REPORT OF COMMITTEES:**

**FINANCE COMMITTEE**: The Finance Committee met this morning. Approved and recommended for approval and/or ratification by the full Board: Harrison County Summer Youth Employment and Training Service Contract for May 1, 2021 thru September 30, 2021 for no more than \$22,116.00; Jefferson County Summer Youth Employment and Training Service Contract for May 1, 2021 thru September 30, 2021 for no more than \$57,810.00; Opioid Grant Extension thru May 31, 2022, for \$425,424.00

The Combined Analysis Report, Balance Sheet and Corporate Fund Report were reviewed, as well as Credit Card and Gas Expenditures for the period March 1 through March 31, 2021. The balance in the Corporate Fund is \$438,092.86. On the Corporate Fund spreadsheet, Account 1100 (Liability Refund Workers' Comp), as of March 31, 2021 balance was \$768,206.77 Kroger, Walmart, PNC and BP vouchers were verified against the spreadsheets by the Finance Committee.

MOTION: Anthony Sheposh moved to approve the Opioid Grant Extension in the amount of \$425,424.00 for the period through May 31, 2022. Scott Lockhart seconded the motion. Motion passed unanimously.

MOTION: Cynthia Lytle moved to approve the Harrison and Jefferson County Youth Summer Service Amendment. Anthony Sheposh seconded. Motion passed unanimously.

MOTION: Anthony Sheposh moved to approve and submit to the Board for ratification the financial reports (Combined Analysis Report, Balance Sheet, Corporate Fund Report, Credit Card and Gas Expenditures, along with the minutes for the March 17, 2021 Finance Committee meeting. Delores Wiggins seconded the motion. Motion passed unanimously.

## **NEW BUSINESS:**

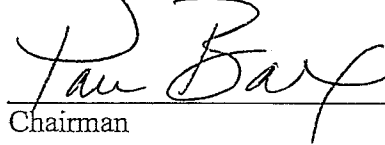
Deputy Director, Rich Gualtiere, updated the Board of Trustees that Pathway Home will start seeing clients on July 1, 2021 and RESEA is progressing very well. RESEA has served 13 people between Columbia, Carroll, Harrison and Jefferson County.

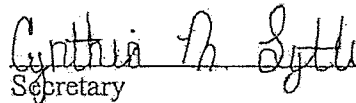
Rich also talked about the Succession Plan, explaining that during the time that Mike McGlumphy has been out due to medical reasons, the agency is definitely following the order of command. And lastly, Rich Gualtiere wanted to update the Board of Trustees with the latest about the Cathedral

Apartments. He explained that the Diocese has not released a long term lease agreement to us. Our lease is up in 2024.

A motion to adjourn was made at 12:20 p.m. by Scott Lockhart; seconded by Anthony Sheposh.

Respectfully submitted,

  
Chairman

  
Secretary

4-21-21

Attached Hereto and Made a Part Hereof:

Calendar of Events  
Personnel Report – April 2021  
Program Report – April 2021  
CAC April 2021 Newsletter  
Finance Committee Meeting Packet – April 21, 2021  
Regular Board Meeting Minutes - March 17, 2021  
BOT's Conflict of Interest Disclosure Statement  
ByLaws  
Delegated Line of Succession  
Opioid 3 Letter of Revision  
Carroll County TANF Summer Youth Program Amendment  
Jefferson County TANF Summer Youth Program Amendment