

**JEFFERSON COUNTY COMMUNITY ACTION COUNCIL, INC.**  
**BOARD OF TRUSTEES – REGULAR MEETING**  
**April 17, 2019**

**OFFICERS PRESENT**

Robert Naylor, Chairman  
Edward Littlejohn, Vice Chairman  
Natalie Ulasiewicz, Secretary

**REPRESENTING**

Jefferson County Chamber  
Sheriff Fred Abdalla  
Commissioner Dave Maple

**MEMBERS PRESENT**

Roberta Burnstein  
Jack Gaylord  
Dennis Gorlock  
Cynthia Lytle  
Lieutenant Erik Muhs  
Anthony Sheposh  
Delores Wiggins

Michael Myers Terrace Resident Council  
Mayor of Steubenville  
Commissioner Tom Gentile  
Urban Mission  
The Salvation Army  
Jefferson Behavioral Health  
Commissioner Tom Graham

**MEMBERS EXCUSED**

Dr. James Baber  
Pam Bolton  
Kerry DiDomenico  
Clint Powell  
Ronnie Shockley

Eastern Gateway Community College  
Southeastern Ohio Legal Services  
Public Library of Steub & Jeff Co  
Laborers Local Union No. 809  
Northeast Jeff Co Food Pantry

**STAFF PRESENT**

Mike McGlumphy, CEO  
Jamie Blanchard, Housing Director  
John Fayak, Deputy Director/Planner  
Robyn Gillette, HEAP/Emer Svcs Director  
Tammie Lewis, HR Director/Payroll  
Patricia Minto, CFO  
Elaine Petrozzi, Secretary/ROMA Coordinator  
Kelly Wilson, Fiscal Director

The Jefferson County CAC Board of Trustees met for their regular meeting on Wednesday, April 17, 2019. Roll call was taken and a quorum was present. The meeting was called to order at 11:35 a.m. Dennis Gorlock read the CAC Mission Statement.

**APPROVAL OF MINUTES OF PRECEDING MEETING:** Anthony Sheposh moved to accept the minutes of the March 20, 2019 meeting as presented. Jack Gaylord seconded the motion. Motion passed unanimously.

**CORRESPONDENCE:** Robert Naylor read an email he received from Ronnie Shockley:

The services provided by CAC are valuable and necessary in our present day circumstances. When me and my sister think of all the people the CAC has helped in our community

already, and when we think of the vast number of people still in need, we feel not only deeply grateful for the CAC's courage and vision, but also strongly compelled to help support such a good cause as the CAC. Although the \$xxx cash donation is, of necessity, not as expansive as our emotional and intellectual support, we hope it provides at least a small amount of assistance toward the continuation of your services.

Again, thank you for all that the CAC does.

## **REPORT OF CEO:**

**HWAP MONITOR VISIT (February 26-27, 2019):** One action was required in the report: "Insulate all second story sidewalls that were missed when the walls were originally insulated." Crew returned to the home and installed cellulose in the second story sidewalls. Our response will be sent out once pictures are received by the HWAP Coordinator.

**UNEMPLOYMENT COMPENSATION TAX AUDIT REPORT:** On March 20, 2019, an auditor was here from Ohio Department of Job & Family Services to perform an Unemployment Compensation Tax Audit Report. The first sentence of the letter dated March 29, 2019 reads:

Based upon the records provided on March 20, 2019, I have determined that the wages reported for unemployment tax purposes to ODJFS for the period(s) of 2017 are correct.

**BOARD OF TRUSTEES MEMBER LIST:** We now have a full Board. Members received an updated Member List for their binder.

**CALENDAR OF EVENTS:** This month, recommendations are due to the Nominating Committee. In May, the recommended slate will be announced by the Nominating Committee. The Nominating Committee members are: Edward Littlejohn, Lieutenant Erik Muhs, Anthony Sheposh and Delores Wiggins.

**PERSONNEL REPORTS:** The Board received the Personnel Report for March 2019, which shows new hires, resignations, terminations and positions posted for the month. There was an HWAP Crew Member termination effective March 25, 2019. Since the report, a full time Harrison County WIOA Youth/CCMEP Case Manager was posted; a new employee was hired and will start April 29. The part-time Harrison/Carroll County Youth Case Manager will become a full time employee, effective May 6. She will work 2-3 days in Carroll County and 2 days in Harrison County.

**PROGRAM REPORT:** Members received copies of the March Program Report, which shows participants served for the month and year-to-date. There are three, soon to be four, vacant units due to the **Cathedral Apartments'** roof leaking. **Emergency Services** is working with AEP CAP/EPP to schedule appointments for energy auditors to visit Jefferson County residents.

**CAC NEWSLETTER:** The CAC's April Newsletter was included for Board members to read.

MOTION: Edward Littlejohn moved to accept the report of the CEO, which included: HWAP Monitor Visit (February 26-27, 2019) Report, Unemployment Compensation Tax Audit Report, BOT Member List, Calendar of Events, Personnel Report – March 2019, Program Report – March 2019, and CAC April Newsletter. Mr. Gorlock seconded the motion. Motion passed unanimously.

## **REPORT OF COMMITTEES:**

FINANCE COMMITTEE: Ms. Minto told members the Finance Committee met this morning. Board members received the monthly financial reports in their packets.

2019 UNITED WAY FUNDING: The 2019 United Way funding was cut by 23% (from \$13,000 to \$10,010) effective May 1, 2019. The new monthly payment will be \$709.59. United Way did not meet their 2019 Campaign Goal. The funding supports our families at risk of homelessness program.

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 10, 2019. Total revenue for 2019 is \$3,661,847.72; expenditures, \$3,463,899.62.

MOTION: Edward Littlejohn moved to ratify the reduction in funding from United Way. The original amount was \$13,000, reduced by 23% to \$10,010. The new monthly payment from United Way will be \$709.59 effective May 1, 2019. Motion seconded by Jack Gaylord. Motion passed unanimously.

MOTION: Natalie Ulasiewicz moved to approve the 2019 agency-wide budget as presented. Roberta Burnstein seconded the motion. Motion passed unanimously.

FINANCIAL REPORTS: The Combined Analysis Report, Balance Sheet, Corporate Fund Report, and Credit Card and Gas Expenditures for the period March 1 through March 31 were reviewed and approved by the Finance Committee. Kroger, Walmart and BP vouchers were verified against the spreadsheets. There was no activity for PNC. Ms. Minto said there were two new things on the Balance Sheet: Deferred Revenue (grant advances where monies are not spent) and Payroll Net (if payroll is on the last day of the month). On Page 2, Ms. Minto deducted those accounts, leaving a balance of \$1,031,141.54. These will be reversed in 2019 and go back into the revenue account. The balance in the Corporate Fund is \$125,535.92. On Page 2 of the Credit Card Expenditures Spreadsheet -- Walmart, the entry for Fund #143 (Supportive Housing Program) in the amount of \$227.84 should be \$200; the total for March 1 – March 31 for Walmart should be \$227.84.

MOTION: Roberta Burnstein moved to accept the financial reports (Combined Analysis Report – March 2019, Balance Sheet – March 2019, Corporate Fund Report – March 2019 and Credit Card and Gas Expenditures for the period March 1 through March 31, 2019), which were reviewed and approved by the Finance Committee. Jack Gaylord seconded the motion. Motion passed unanimously.

**NOMINATING COMMITTEE:** In the ByLaws (p. 11, No. 2), it reads:

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.

The following Board members were elected to the Nominating Committee at last month's meeting: Edward Littlejohn, Lieutenant Erik Muhs, Anthony Sheposh and Delores Wiggins. Nominations for officers are due at the next meeting.

Lieutenant Muhs reported the Committee has not receiving any nominations. Members were then asked to write their nominations and turn them in to the Nominating Committee today. Edward Littlejohn will then tally the results and report the nominations at next month's meeting.

**NEW BUSINESS:**

We were notified on April 9 that the State of Ohio declared Jefferson County a part of the disaster grant. The CAC applied for funding in the amount of \$811,632. The flooding is a result of the February 5-15 flooding in Jefferson County. The grant period will be July 1, 2019 through June 30, 2020 and will follow the WIOA funding stream.

An HWAP monitor will be here on May 14; HEAP monitor will be here May 16. Department of Labor was here this week to monitor the flood grant. The informal report was that it went well.

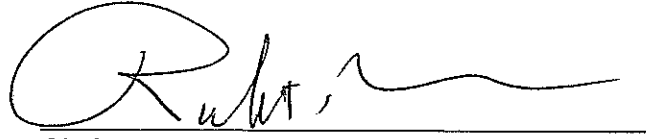
**FRIENDS OF THE CAC:** The CAC has received seven donations in 2019. The plaque is hanging in the hallway. Anyone donating \$100 or more will have their name engraved on the plaque. As we receive donations, names will be added.

**CATHEDRAL APARTMENTS ROOF REPLACEMENT:** John Fayak told members he has been working with Sister Mary Brigid at the Diocese of Steubenville. We submitted a \$75,000 grant application to Pugliese Foundation (their decision will be made in the second quarter). John had a positive discussion with Susan Vargo (PNC Bank), who oversees several area foundation grants. We will be applying for the J.C. Williams Charitable Trust grant. She, John and Sister Mary Brigid looked at the project; Ms. Vargo said it would be a very positive source for them to provide money to the roof replacement project. Also, Jamie Blanchard has been in contact with Scott Gary from Ohio Development Services Agency. He asked to be kept informed. He may have some dollars left over that can be "stop gap" money for the project. The estimates for the roof replacement are approximately \$140-150,000, which includes masonry work and a new roof. We hope there are no "surprises" when the roof is removed. We will continue to work with the Diocese on the roof replacement since the Diocese owns the building. The Diocese is looking into the possibility of contributing money to the project as well.

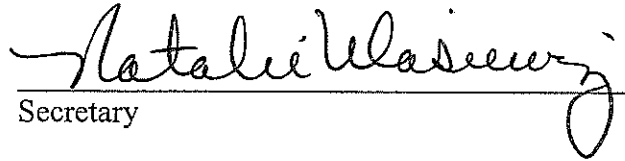
**UNITED WAY ALLOCATION MEETING:** This year's United Way Allocation Meeting will be held today at 2 p.m. (after our Board meeting). The United Way Guidelines require two members of the Board be present at the Allocation Meeting. Jack Gaylord, Lieutenant Erik Muhs, Robert Naylor and Delores Wiggins volunteered to be present at the United Way Allocation Meeting.

A motion to adjourn was made at 12:15 p.m. by Edward Littlejohn; seconded by Dennis Gorlock.

Respectfully submitted,



Chairman



Secretary

Attached Hereto and Made a Part Hereof:

HWAP Monitor Visit (February 26-27, 2019) Report  
Unemployment Compensation Tax Audit Report  
Board of Trustees Member List  
Calendar of Events  
Personnel Report – March 2019  
Program Report – March 2019  
CAC April 2019 Newsletter  
Finance Committee Meeting Packet – April 17, 2019  
2019 Agency-Wide Budget