

**JEFFERSON COUNTY COMMUNITY ACTION COUNCIL, INC.
BOARD OF TRUSTEES – REGULAR MEETING
August 19, 2020**

OFFICERS PRESENT

Pam Bolton, President
Jack Gaylord, Vice President
Kerry DiDomenico, Treasurer
Cynthia Lytle, Secretary

REPRESENTING

Southeastern Ohio Legal Services
Mayor of Steubenville
Public Library of Steub & Jeff Co
Urban Mission Ministries

MEMBERS PRESENT

T.J. Balint
Jack Gaylord
Karla Martin
Anthony Sheposh
Captain Mike Smith
Natalie Ulasiewicz

Northeast Jeff Co Food Pantry
Mayor of Steubenville
Eastern Gateway Community College
Jefferson Behavioral Health
The Salvation Army
Commissioner Dave Maple

MEMBERS EXCUSED

Roberta Burnstein
Dennis Gorlock
Edward Littlejohn
Clint Powell
Delores Wiggins

Michael Myers Terrace Resident Council
Commissioner Tom Gentile
Jefferson County Sheriff
Laborers Local Union No. 809
Commissioner Tom Graham

STAFF PRESENT

Mike McGlumphy, CEO
Patricia Minto, CFO
Elaine Petrozzi, Secretary/ROMA Coordinator

Due to the COVID-19 pandemic, the Jefferson County CAC Board of Trustees' August 19, 2020 meeting was held via teleconference; however, some members chose to attend in person (Pam Bolton, Jack Gaylord and Captain Mike Smith). Roll call was taken; a quorum was present. The meeting was called to order at 11:32 a.m.

Pam Bolton welcomed two new Board members: T.J. Balint, representing Northeast Jefferson County Food Pantry; and Captain Mike Smith, representing The Salvation Army.

APPROVAL OF MINUTES OF PRECEDING MEETING: Jack Gaylord moved to accept the minutes of the July 15, 2020 meeting as presented. Anthony Sheposh seconded the motion. Cynthia Lytle, Karla Martin, T.J. Balint and Captain Smith abstained. Motion passed.

CORRESPONDENCE: Elaine Petrozzi read a letter received from The Salvation Army:

Captain Michael Smith has been selected as this organization's representative to the Jefferson County Community Action Council Board of Trustees. His term commences on August 19, 2020 and expires on August 19, 2025.

MOTION: Natalie Ulasiewicz moved to accept the letter of appointment from The Salvation Army, naming Captain Michael Smith as their representative. Jack Gaylord seconded the motion. Motion passed unanimously.

REPORT OF CEO:

ADDENDUM TO THE COMMUNITY ASSESSMENT (July 2020): As part of the CSBG CARES Act application, we had to complete an Addendum. It has been submitted as part of our grant application, and the Special Condition noted on the grant has been satisfied.

MOTION: Scott Lockhart moved to accept the Addendum to the Community Assessment (July 2020) as part of the CSBG CARES Act application. Anthony Sheposh seconded the motion. Motion passed unanimously.

CALENDAR OF EVENTS: This month, Standards 8.2, 8.3, 8.4 and 8.6 are due. These Standards pertain to the single agency audit and IRS Form 990. Julie Ryan from Zeno, Pockl, Lilly & Copeland presented the 2019 Audit Report to the Finance Committee this morning. In September, Clint Powell's term expires. We will be in contact with the IBEW Training Center to name his replacement.

PERSONNEL REPORT: The Board received the Personnel Report for July. Since the report, a WIOA Adult & Dislocated Worker Case Manager resigned effective August 14. Job positions were posted through August 26 for the following: WIOA Adult & Dislocated Worker Case Manager, HEAP Intake Worker, AEP CAP/EPP Energy Auditor, IT Desktop Support Tech (interviews are scheduled for August 25) and HWAP Crew Member. Flood Crew Member and Flood Crew Leader postings are open until filled.

PROGRAM REPORT: Members received a copy of the July Program Report, which shows participants served for the month and year-to-date. HEAP, Emergency Services and WIOA continue to operate by appointment only. However, the One Stop is open for walk-in customers. Last month, we had 30 people come into the Job Center; in July, there were 71. Assistance for customers with rent and water shutoffs is increasing. We are experiencing a 6-month lag time on delivery of refrigerators from the vendor due to COVID-19. Customers are advised when we schedule their EPP services.

CAC NEWSLETTER: The CAC's August Newsletter was included for Board members to read. Mr. McGlumphy pointed out Great Lakes' Oil Class of June 12, 2020 had 10 students; 8 of those were from Jefferson County.

MOTION: Jack Gaylord moved to accept the Report of the CEO, which included: Addendum to the Community Assessment (July 2020), Calendar of Events, Personnel Report – July 2020;

Program Report – July 2020; and CAC August Newsletter. Kerry DiDomenico seconded the motion. Motion passed unanimously.

REPORT OF COMMITTEES:

FINANCE COMMITTEE: The Combined Analysis Report, Balance Sheet and Corporate Fund Report were reviewed, as well as Credit Card and Gas Spreadsheets for the period July 1 through July 31, 2020.

2019 AUDIT REPORT: Julie Ryan (Zeno, Pockl, Lilly and Copeland, A.C.) presented the results of the 2019 Audit Report to the Finance Committee. All Board members were provided with a copy of the audit (CSBG Standard 8.4: *The governing board formally receives and accepts the audit*) via Board packets on August 12, 2020 so it could be reviewed prior to today’s meeting. Per Ms. Ryan, there were no management comments this year. “Again, we’ve got a clean audit report. We have no management letter comments. We did have a few adjustments that were proposed.” There were no findings.

MOTION: T.J. Balint moved to approve the 2019 Audit Report presented to the Finance Committee for the period ending December 31, 2019 in accordance with Standards 8.1 (*The organization’s annual audit [or audited financial statements] is completed by a Certified Public Accountant on time in accordance with Title 2 of the Code of Federal Regulations, Uniform Administration Requirements, Cost Principles, and Audit Requirement (if applicable) and/or State audit threshold requirements*); 8.2 (*All findings from the prior year’s annual audit have been assessed by the organization and addressed where the governing board has deemed it appropriate*); 8.3 (*The organization’s auditor presents the audit to the governing board*); and 8.4 (*The governing board formally receives and accepts the audit*). Scott Lockhart seconded the motion. Motion unanimously passed.

CONTRACT BETWEEN BELMONT COUNTY DJFS and JCCAC (Business Resource Network): The purpose of the Contract between Belmont County DJFS and JCCAC Jefferson County CAC is to implement the COVID-19 WDA 16 Business Team program plan state submission, which includes being the employer of record for the Business Outreach Account Executive. The contract is for the period August 1, 2020 and terminates June 30, 2021, in the amount of \$160,000. The CAC will provide salary and fringe, office space, supplies, maintenance and equipment, phone/cell phone/internet, Virtual Job Fair software, tech support and mileage. Overseeing the BRN individual will be done by Workforce Development Board and the Staff of the Board. For the first time ever, Jefferson County CAC has contracted with all four workforce counties in Area 16.

MOTION: Cynthia Lytle moved to approve the Contract between Belmont County DJFS and JCCAC (Business Resource Network) for the period August 1, 2020 through June 30, 2021 in the amount of \$160,000 to be employer of record for BRN. Jack Gaylord seconded the motion. Motion passed unanimously.

UNIVERSAL SERVICE FUND ELECTRIC PARTNERSHIP PROGRAM GRANT AGREEMENT: The EPP Grant Agreement is for the period July 1, 2020 to June 30, 2021 in the

amount of \$327,890.33. The funds allow us to provide baseload services to eligible customers. A price list for reimbursements is attached to the agreement. Unfortunately, when a customer needs a refrigerator, the wait time from the vendor is approximately 6 months due to COVID-19.

MOTION: T.J. Balint moved to approve the Universal Service Fund Electric Partnership Program Grant Agreement for the period July 1, 2020 through June 30, 2021 in the amount of \$327,890.93. Jack Gaylord seconded the motion. Motion passed unanimously.

HWAP GRANT AGREEMENT: The HWAP Grant Agreement is for the period July 1, 2020 to June 30, 2021 in the amount of \$316,784. The funds allow us to provide weatherization services; our goal is 30 units.

MOTION: Scott Lockhart moved to approve the HWAP Grant Agreement for the period July 1, 2020 through June 30, 2021 in the amount of \$316,784. Natalie Ulasiewicz seconded the motion. Motion passed unanimously.

HWAP ENHANCEMENT GRANT AGREEMENT: The HWAP Enhancement Grant Agreement is for the period July 1, 2020 to June 30, 2021 in the amount of \$64,923 to make minor roof repairs, replacement of knob and tube wiring, ventilation measures and furnace repair/replacement.

MOTION: Scott Lockhart moved to approve the HWAP Enhancement Grant Agreement for the period July 1, 2020 through June 30, 2021 in the amount of \$64,923. T.J. Balint seconded the motion. Motion passed unanimously.

SERVICE AGREEMENT BETWEEN JEFFERSON COUNTY DJFS and JCCAC (COVID-19 Employment Recovery National Dislocated Worker Grant): The Agreement is for the period August 20, 2020 through June 30, 2022 in the amount of \$31,100 to train approximately five eligible individuals to become CDL drivers. Individuals must be one of the following: 1. A dislocated worker; 2. An individual temporarily or permanently laid off as a consequence of the COVID-19 epidemic; or 3. A self-employed individual who became unemployed or significantly underemployed as a result of the COVID-19 epidemic.

MOTION: Jack Gaylord moved to approve the Service Agreement between Jefferson County DJFS and JCCAC (COVID-19 Employment Recovery National Dislocated Worker Grant) in the amount of \$31,100. Scott Lockhart seconded the motion. Motion passed unanimously.

SERVICE AGREEMENT BETWEEN HARRISON COUNTY DJFS and JCCAC (COVID-19 Employment Recovery National Dislocated Worker Grant): The Agreement is for the period September 9, 2020 through June 30, 2022 in the amount of \$6,000 to train an eligible individual to become a CDL driver. The individual must be one of the following: 1. A dislocated worker; 2. An individual temporarily or permanently laid off as a consequence of the COVID-19 epidemic; or 3. A self-employed individual who became unemployed or significantly underemployed as a result of the COVID-19 epidemic.

MOTION: Cynthia Lytle moved to approve the Service Agreement between Harrison County DJFS and JCCAC (COVID-19 Employment Recovery National Dislocated Worker Grant) in the amount of \$6,000. Scott Lockhart seconded the motion. Motion passed unanimously.

CSBG BUDGET REVISION: We received \$102,919 in carryover funds for the CSBG 2020-21 Grant. The carryover funds bring the total grant amount to \$658,810. Money was added to emergency services to serve additional customers. All other aspects of the grant remain the same.

MOTION: Natalie Ulasiewicz moved to approve the CSBG Budget Revision in the amount of \$102,919, bringing the total of the 2020-21 Grant to \$658,810. T.J. Balint seconded the motion. Motion passed unanimously.

CSBG ROMA 2nd QUARTER 2020 REPORT: The 2020-2021 Results Oriented Management and Accountability (ROMA) 2nd Quarter 2020 Report was presented to the Finance Committee. We use Employment (WIOA Adult, Dislocated Worker and Youth), Health and Social/Behavioral Development (Emergency Services Food Assistance, Prescription Assistance, Hygiene Kits and Cleaning Kits), Housing (HEAP, PIPP Plus, Supportive Housing Program, HWAP, Emergency Services Shelter Assistance, Emergency Services Water Assistance), and Services Supporting Multiple Domains (Emergency Services Bus Passes, Gas Cards and Birth Certificates).

Domain	Total Spent	Program	# of Households Served
Health & Social/ Behavioral Dev	0.00	Food Vouchers	13
		Prescriptions	0
		Hygiene Kits	1
		Cleaning Kits	0
Housing	57,375.00	Rent	23
		Water	19
Multiple	97.70	Bus Passes	0
		Birth Certificates	1
		Gas Cards	0

MOTION: Jack Gaylord moved to approve the CSBG ROMA 2nd Quarter 2020 Report. Anthony Sheposh 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 July 1 through July 31, 2020 were reviewed. PNC, Kroger, Walmart and BP vouchers were verified against the spreadsheets.

MOTION: Jack Gaylord moved to approve and submit to the Board for ratification the financial reports (Combined Analysis Report – July 2020, Balance Sheet – July 2020, Corporate Fund Report – July 2020 and Credit Card and Gas Expenditures for the period July 1 through July 31, 2020). Anthony Sheposh seconded the motion. Motion passed unanimously.

IRS FORM 990: The IRS Form 990 was included in members' packets this month for review in accordance with CSBG Standard 8.6 (*The IRS Form 990 is completed annually and made available to the governing board for review*).

MOTION: Jack Gaylord moved that all members received a copy of the 2019 IRS Form 990 in accordance with CSBG Standard 8.6, and a copy of the 2019 Audit Report in accordance with CSBG Standard 8.4 (*The governing board formally receives and accepts the audit*). Both were emailed in this month's Board packet. Anthony Sheposh seconded the motion. Motion unanimously passed.

A motion to adjourn was made at 12:10 p.m. by Jack Gaylord. Seconded by T.J. Balint. Motion passed unanimously.

Respectfully submitted,



Chairman



Secretary

Attached Hereto and Made a Part Hereof:

Addendum to the Community Assessment (July 2020)
Calendar of Events
Personnel Report – July 2020
Program Report – July 2020
CAC August 2020 Newsletter
Finance Committee Meeting Packet – August 19, 2020