

**JEFFERSON COUNTY COMMUNITY ACTION COUNCIL, INC.**  
**BOARD OF TRUSTEES – REGULAR MEETING**  
**August 21, 2019**

**OFFICERS PRESENT**

Robert Naylor, Chairman

**MEMBERS PRESENT**

Pam Bolton  
Roberta Burnstein  
Kerry DiDomenico  
Jack Gaylord  
Dennis Gorlock  
Karla Martin  
Lieutenant Erik Muhs  
Anthony Sheposh  
Natalie Ulasiewicz

**MEMBERS EXCUSED**

Edward Littlejohn  
Cynthia Lytle  
Clint Powell  
Ronnie Shockley  
Delores Wiggins

**STAFF PRESENT**

Mike McGlumphy, CEO  
Jamie Blanchard, Housing Director  
Robyn Gillette, HEAP/Emer Svcs Director  
Rich Gualtiere, WIOA Assistant Director  
Lori Hawthorne, WIOA Director  
Tod Miller, HWAP Coordinator  
Patricia Minto, CFO  
Elaine Petrozzi, Secretary/ROMA Coordinator  
Brittany Scurry, Flood Coordinator  
John Shaw, Deputy Director/Planner

**REPRESENTING**

Jefferson County Chamber

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

Sheriff Fred Abdalla  
Urban Mission  
Laborers Local Union No. 809  
Northeast Jeff Co Food Pantry  
Commissioner Tom Graham

The Jefferson County CAC Board of Trustees met for their regular meeting on Wednesday, August 21, 2019. The meeting was called to order at 11:48 a.m. Roll call was taken and a quorum was present. The Chairman introduced John Shaw, new Deputy Director/Planner and asked him to read the CAC Mission Statement.

**APPROVAL OF MINUTES OF PRECEDING MEETING:** Jack Gaylord moved to accept the minutes of the July 17, 2019 meeting as presented. Anthony Sheposh seconded the motion. Motion passed.

## **REPORT OF CEO:**

Mr. McGlumphy introduced Karla Martin, representing EGCC (Private Sector).

**HWAP MONITOR VISIT (6/25/19) REPORT:** On June 25, 2019, Brian Jamison of the Office of Community Assistance visited Jefferson County to review the Home Weatherization Assistance Program. The last paragraph of the report letter dated July 18, 2019 reads:

Because this letter includes no required actions, the Executive Director is not required to respond.

**OMJ JEFFERSON COUNTY JOB FAIR:** A job fair is scheduled for September 18 from 11am – 3pm at St. Florian Hall. To date, there are 24 employers and 4 schools registered. The list of agencies will continue to grow as we get closer to the job fair; those who signed up are posted on our OMJ website.

**CALENDAR OF EVENTS:** This month, the following standards are due: Standard 8.2 (*All findings from the prior year's annual audit have been assessed by the organization and addressed where the government board has deemed it appropriate*), Standard 8.3 (*The organization's auditor presents the audit to the governing board*), and Standard 8.4 (*The governing board formally receives and accepts the audit.*); all were completed last month by Mike Zeno's presentation to the Board. The 2018 IRS Form 990 was emailed to members on August 13, and is a part of this month's Finance Committee Meeting Packet. This satisfies Standard 8.6 (*The IRS Form 990 is completed annually and made available to the governing board for review*). Nothing is due in September.

**PERSONNEL REPORT:** The Board received the Personnel Report for July 2019, which shows new hires, resignations, terminations and positions posted for the month. Since the report, the WIOA Career Services Technician/Job Center Facilitator resigned effective August 16, and the Deputy Director/Planner started August 19.

**PROGRAM REPORT:** Members received copies of the July Program Report, which shows participants served for the month and year-to-date. HWAP is working on their fifth house for the program year. We exceeded our goal by one unit, and we were under the price-per-unit limit. We will soon expand to two HWAP crews after the new workers are trained; one crew will work heavily under WarmChoice and one will primarily use HWAP funds. We are operating with one AEP CAP/EPP Auditor right now. There is an open job order for the second position (closes August 27). Summer Crisis Program ends August 31. HEAP will then concentrate on PIPP reverifications until Winter Crisis Program begins in November.

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

**MOTION:** Dennis Gorlock moved to approve the Report of the CEO, which included: HWAP Monitor Visit (6/25/19) Report, OMJ Jefferson County Job Fair, Calendar of Events, Personnel Report – July 2019, Program Report – July 2019, and CAC August Newsletter. Pam Bolton 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: HEAP 2019-20 Admin/Operating Grant Application and CSBG 2019 Quarter 6 ROMA Report.

The Combined Analysis Report, Balance Sheet, Corporate Fund Report, and Credit Card and Gas Expenditures for the period July 1 through July 31 were reviewed. The balance in the Corporate Fund is \$129,309.10. Kroger, Walmart and BP vouchers were verified against the spreadsheets by the Finance Committee. There was no activity on the PNC VISA this month.

The 2018 IRS Form 990 was emailed to Board Members on August 13, 2019; the IRS Form 990 was also included in Board packets this month as part of the Finance Committee Meeting Packet.

**MOTION:** Roberta Burnstein moved to ratify the HEAP 2019-20 Admin/Operating Grant Application, which was submitted on August 9 for the period September 1, 2019 through August 31, 2020 in the amount of \$268,124. Jack Gaylord seconded the motion. Motion passed unanimously.

**MOTION:** Anthony Sheposh moved to accept for ratification and full consideration the CSBG 2019 Quarter 6 ROMA Report. Dennis Gorlock seconded the motion. Motion passed unanimously.

**MOTION:** Kerry DiDomenico moved to approve the financial reports (Combined Analysis Report – July 2019, Balance Sheet – July 2019, Corporate Fund Report – July 2019 and Credit Card and Gas Expenditures for the period July 1 through July 31, 2019). Jack Gaylord seconded the motion. Motion passed unanimously.

**MOTION:** Dennis Gorlock moved to acknowledge receipt by the Board of the 2018 IRS Form 990. Anthony Sheposh seconded the motion. Motion passed unanimously.

The following members were added to the Standing Committees:

Personnel Committee: Roberta Burnstein and Karla Martin  
ByLaws Committee: Karla Martin

Standing Committees for 2019-20:

<u>Personnel</u>	<u>Finance</u>	<u>ByLaws</u>	<u>Prefer No Committee</u>
Burnstein	Burnstein	Bolton	Gaylord
Lytle	DiDomenico	Littlejohn	Shockley
Martin	Gorlock	Martin	
Muhs	Naylor	Naylor	
Naylor	Powell	Wiggins	
Ulasiewicz	Sheposh		

MOTION: Pam Bolton moved to approve the Standing Committees above. Kerry DiDomenico seconded the motion. Motion approved unanimously. There were no additions added from the floor.

NEW BUSINESS: All Staff Meeting is scheduled for September 5 at 9 a.m.

In a letter the agency received from Administration for Children & Families/Office of Head Start for the seven rated criteria, the comments indicate, "The Panel team's deliberations resulted in more discussions on the application strengths for the criterion than the weaknesses." The CEO is scheduled for a conference call on August 28 at 1 p.m. to discuss the deficiencies on our application.

SRO (Cathedral Apartments) front façade fell onto the sidewalk earlier this week. Unfortunately, four units are still vacant due to the roof leaking. We have applied for and been denied two foundation grants. The CEO is working with the Diocese to find a grant writer for help securing funds for the needed repairs.

The CEO concluded by reporting he is working on two grants. One is a TANF-funded grant through Jefferson County DJFS: Single Moms to Successful Moms. The grant is approximately \$160,000 for one year. SEOLS will be involved to help with child support issues. Ms. Ferron has sent the application to the State; we are waiting on their approval.

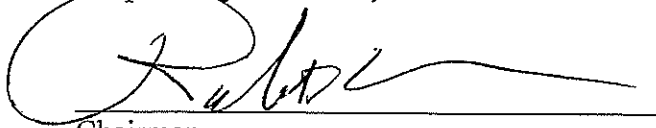
The Opioid Grant 3 is also moving forward. On September 17, there is an Opioid Task Force in Jefferson County; and on September 20, he will meet with the Workforce Development Board for permission to apply for the grant in Belmont, Jefferson, Harrison and Carroll Counties. The grant amount is \$430,000 for a two year period. The grant will target dislocated workers or long-term unemployed.

MOTION: Dennis Gorlock moved to authorize the CEO continue to pursue the TANF Single Moms to Successful Moms Grant. Roberta Burnstein seconded the motion. Motion approved unanimously.

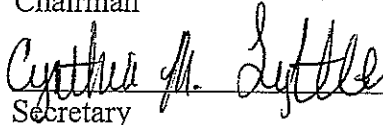
MOTION: Roberta Burnstein moved to authorize the CEO continue to pursue the Opioid Grant III. Dennis Gorlock seconded the motion. Motion unanimously approved.

A motion to adjourn was made at 12:28 p.m. by Pam Bolton; seconded by Robert Burnstein.

Respectfully submitted,



Chairman



Secretary

Attached Hereto and Made a Part Hereof:

HWAP Monitor Visit (6/25/19) Report  
OMJ Jefferson County Job Fair Flyer  
Calendar of Events  
Personnel Report – July 2019  
Program Report – July 2019  
CAC August 2019 Newsletter  
Finance Committee Meeting Packet – August 21, 2019  
2018 IRS Form 990