

**JEFFERSON COUNTY COMMUNITY ACTION COUNCIL, INC.**  
**BOARD OF TRUSTEES – REGULAR MEETING**  
**December 15, 2021**

**OFFICERS PRESENT**

Pam Bolton, President  
Jack Gaylord, Vice President  
Cynthia Lytle, Secretary

**REPRESENTING**

Southeastern Ohio Legal Services  
Mayor of Steubenville  
Urban Mission Ministries

**MEMBERS PRESENT**

T.J. Balint  
Roberta Burnstein  
Bill Davis  
Delores Wiggins  
Karla Martin  
Anthony Sheposh  
Beth Rupert Warren

Northeast Jeff Co Food Pantry  
Michael Myers Terrace Resident Council  
IBEW Local Union No. 246  
Commissioner Tom Graham  
Eastern Gateway Community College  
Chrysalis Health  
Commissioner Tony Morelli

**MEMBERS EXCUSED**

Kerry DiDomenico, Treasurer  
Lt. Joe Lamantia  
Captain Mike Smith  
Natalie Ulasiewicz  
Scott Lockhart

Public Library of Steubenville & Jeff Co  
Jefferson County Sheriff  
The Salvation Army  
Commissioner Dave Maple  
Jefferson County Chamber of Commerce

**STAFF PRESENT**

Mike McGlumphy, CEO  
Patty Minto, CFO  
Rich Gualtiere, Deputy Director  
Hannah Titi, Secretary/ROMA Coordinator

The Jefferson County CAC Board of Trustees met for their regular meeting on December 15, 2021. A quorum was present; the meeting was called to order at 11:31pm. The CAC Mission Statement was read by Delores Wiggins.

**APPROVAL OF MINUTES OF PRECEDING MEETING:** TJ Balint moved to accept the minutes of the November 17, 2021 meeting. Anthony Sheposh seconded the motion. Roberta Burnstein, Karla Martin and Beth Rupert Warren abstained. Motion passed.

**CORRESPONDENCE:** Hannah Titi read a letter from The Board Of Commissioners:

During the meeting of the Board of Commissioners held on December 2, 2021: That Mrs. Beth Rupert Warren, 153 Susan Drive, Wintersville, Ohio 43953, be appointed as Commissioner Tony Morelli's Representative on the Jefferson County Community Action Council Board, said appointment to be effective immediately and to end on January 2, 2025.

MOTION: Jack Gaylord motioned to approve Beth Rupert Warren as Commissioner Tony Morelli's Representative on the Jefferson County Community Action Council Board. Cynthia Lytle seconded the motion. Motion passed unanimously.

## REPORT OF THE CEO

CALENDER OF EVENTS: A copy of the Strategic Plan was mailed to Board members in their packets. Standard 6.1 (*The organization has an agency-wide strategic plan in place that has been approved by the governing board within the past 5 years*) the agency-wide strategic plan has been mailed and emailed to BOT members in December packets.

MOTION: Jack Gaylord motioned to approve the agencies 2022-2025 Strategic Plan, Standard 6.1 (*The organization has an agency-wide strategic plan in place that has been approved by the governing board within the past 5 years*). Roberta Burnstein seconded the motion. Motion passed unanimously.

Standard 6.2 (*The approved strategic plan addresses reduction of poverty, revitalization of low-income communities and/or empowerment of people with low income to become more self-sufficient*) has been met. CEO Michael McGlumphy explains to the board that the agency has programs which aim to meet the needs of this standard.

MOTION: TJ Balint motioned to approve Standard 6.2 (*The approved strategic plan addresses reduction of poverty, revitalization of low-income communities and/or empowerment of people with low income to become more self-sufficient*). Karla Martin seconded the motion. Motion passed unanimously.

Standard 6.3 (*The approved Strategic Plan contained family, agency and/or community goals*) has been met. The plan addresses family, agency, and community goals. Marketing plans and goals all contain family, agency, and the community.

MOTION: Jack Gaylord motions to approve Standard 6.3 (*The approved Strategic Plan contained family, agency and/or community goals*). Delores Wiggins seconded the motion. Motion passed unanimously.

Standard 6.4 (*The customer satisfaction data and customer input collected as part of the community assessment, is included in the strategic planning process*). On page 6 of the 2022-2026 strategic plan it states "The Jefferson County Community Action Council, Inc. sought participation from a number of valuable sources through a survey." The agency distributed surveys to staff, board members, and clients as well as the community. Copies of survey results were distributed through email/mail to board members in October 2021. Results from the survey were utilized and included in the strategic planning process.

MOTION: Cynthia Lytle motions to approve Standard 6.4 (*The customer satisfaction data and customer input collected as part of the community assessment, is included in the strategic planning process*) as results from a survey collected from valuable sources was utilized and included in the strategic planning process. Roberta Burnstein seconded the motion. Motion passed unanimously.

Standard 5.8 (*Governing board members have been provided with training on their duties and responsibilities within the past 2 years*). The agency is working with OACCA to set a formal board training date. The board has been provided with a recording of previous board training to keep training up to date until we set a formal date. Board members were provided with flash drives/emailed copies to review to meet this standard. Acknowledgement forms are being collected.

**MOTION:** Roberta Burnstein motions to approve Standard 5.8 (*Governing board members have been provided with training on their duties and responsibilities within the past 2 years*). Board members were provided with flash drives/emailed copies of previous board training to meet this standard. Jack Gaylord seconded the motion. Motion passed unanimously.

Standard 6.5 (*The governing has received an update on progress meeting the strategic plan within the past 12 months*). A paper containing strategies/milestones already completed on the work plan has been provided in board packets including:

Page 2            The organization is slowly increasing wages of staff to work towards a livable wage. The organization has increased the starting wage of all jobs.

----- Page 4            Hannah Titi, Administrative Assistant has volunteered to run the Agency Facebook page.

Page 6            One program per newsletters has been showcased and distributed to staff and board members. These will be provided on a monthly basis to help provide information on new and current programs offered.

As we continue to complete the strategies/milestones, the Board will be informed.

**MOTION:** Jack Gaylord motions to approve Standard 6.5 (*The governing has received an update on progress meeting the strategic plan within the past 12 months*). The board has been provided with documentation of strategies/milestones completed on the strategic work plan. Roberta Burnstein seconded the motion.

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 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 spreadsheet will be provided on a quarterly basis which shows progress and due dates on the CSBG Standards.

**MOTION:** Delores Wiggins motions to approve 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 agency's outcomes and any operational or strategic program adjustments and improvements identified as necessary*). Documentation and reports are provided to the board each month which highlight outcomes and any operational or strategic program adjustments. Jack Gaylord seconded the motion. Motion passed unanimously.

**PERSONNEL REPORT:** The Board received the Personnel Report for November.

**PROGRAM REPORT:** Members received copies of the November Program Report, which shows participants served for the month and year-to-date. Cathedral Apartments will be removed from the program report effective January 1<sup>st</sup>, 2021.

**CAC NEWSLETTER:** The CAC's December Newsletter was included for Board members to read. Two employees received longevity awards: CEO Michael McGlumphy, 20 years; and Brian Henry, 20 years of service. New hires were also highlighted in the report including Jana Kizito, Ebony Wise, and Michele Godman. The Agency Christmas party will follow the board meeting, all members are invited to attend.

**MOTION:** Jack Gaylord moved to approve the Report of the CEO, which included: Calendar of Events, Personnel Report – November 2021; Program Report – November 2021; and CAC December Newsletter. TJ Balint seconded the motion. Motion passed unanimously.

## **REPORT OF COMMITTEES:**

### **FINANCE COMMITTEE:**

**LIHWAP (LOW INCOME HOME WATER ASSISTANCE PROGRAM) Agreement:** Low Income Household Water Assistance Program (LIHWAP) – is a federally funded program designed to help income-eligible Ohioans with their water and wastewater bills. The program runs from October 25, 2021, to September 30, 2022. The grant is in the amount \$275,421.00.

**MOTION:** Anthony Sheposh moved to ratify the Low Income Household Water Assistance Program (LIHWAP) agreement. Jack Gaylord seconded the motion. Motion passed unanimously.

**NEW BEGINNINGS AGREEMENT:** The agency previously submitted a project called "New Beginnings" which will be funded by Workforce DOL. We will be working with Able Bodied Adults without Dependents (*ABAWD*) and Ohio Works First (*OWF*). The Tyro Leadership course will be utilized with this program. This grant is a pilot program, with hopes of expansion. The agreement runs from December 9, 2021 to June 30, 2022 in the amount of 92,976.00.

**MOTION:** Jack Gaylord moved to ratify the New Beginnings Grant Agreement. Roberta Burnstein seconded the motion. Motion passed unanimously.

**AGREEMENT MOD #1 – JEFFERSON CCMEP/TANF:** The Service agreement for CCMEP (TANF) between Jefferson County Department of Job and Family Services and Jefferson County Community Action Council Inc. The grant runs from October 1, 2021 to September 30, 2022. The increase is in the amount of \$94,026.00. The new allocation for the agreement is for the amount of \$685,180.00.

**AGREEMENT MOD #1 – HARRISON CCMEP/TANF:** The Service agreements for CCMEP (TANF) between Harrison County Department of Job and Family Services and Jefferson County Community Action Council Inc. is for the period October 1<sup>st</sup>, 2021 through September 30, 2022. The increase is in the amount of \$59,175.00. The new allocation for the agreement is for the amount of \$266,847.00.

MOTION: Jack Gaylord motioned to approve the Service agreement for CCMEP TANF Jefferson Modification #1 and CCMEP TANF Harrison Modification #1. Anthony Sheposh seconded the motion. Motion passed unanimously.

**FINANCE COMMITTEE:**

FINANCE REPORT: The Combined Analysis Report, Balance Sheet and Corporate Fund Report, Credit Card and Gas Spreadsheets, as well as Check Vouchers were provided for review for the period November 1st through November 30<sup>th</sup>, 2021.

MOTION: Jack Gaylord motioned to approve The Combined Analysis Report, Balance Sheet, Corporate Fund Report, and Credit Card and Gas Spreadsheets for the period November 1st through November 30, 2021. Roberta Bernstein seconded the motion. Motion passed unanimously.

**PERSONNEL COMMITTEE:**

A motion was made at to go into Executive Session to discuss the CEO evaluation and review his compensation package in accordance with CSBG Standards 7.4 and 7.5. A motion was made to return to Regular Session.

MOTION: Karla Martin moved to approve the CEO Evaluation to remain in compliance with CSBG Standard 7.4 (*The governing board conducts a performance appraisal of the CEO/executive director within each calendar year*) and CSBG Standard 7.5 (*The governing board reviews and approves CEO/executive director compensation within every calendar year*) with a \$1.00 increase to his current compensation. Motion was seconded by Jack Gaylord. Motion unanimously passed.

**NEW BUSINESS:**

JUNETEENTH: The agency would like permission to add Juneteenth as an official paid agency holiday. The addition of Juneteenth is also a strategy/milestone included in the approved Strategic Plan work plan.

MOTION: Jack Gaylord motioned to approve the addition of Juneteenth as an official paid agency holiday. Roberta Burnstein seconded the motion. Motion passed unanimously.

A motion to adjourn was made at 12:30 p.m. by Jack Gaylord. The motion was seconded by Roberta Burnstein.

Respectfully submitted,



Chairman



Secretary

Attached Hereto and Made a Part Hereof:  
Letter of BOT Appointment – Beth Rupert Warren (representing Commissioner Morelli)  
November 17, 2021 Meeting Minutes  
Strategic Plan 2022-2025  
Strategic Plan Workplan  
Workplan Update  
CSBG Standard due date spreadsheet  
Calendar of Events  
Personnel Report – November 2021  
Program Report – November 2021  
CAC Newsletter – News You Can Use (December 2021)  
Finance Agenda  
LIHWAP Agreement 10/1/21-9/30/22  
NEW BEGINNINGS Agreement 12/9/21-6/30/22  
Agreement MOD #1 Jefferson CCMEP/TANF 10/1/21-9/30/22  
Agreement MOD #1 Harrison CCMEP/TANF 10/1/21-9/30/22  
Combined Analysis Report – November 2021  
Balance Sheet/ Grants Receivable – November 2021  
Corporate Fund – November 2021  
Credit Card & Gas Expenditures – November 2021  
2021 CEO Evaluation Results