

**JEFFERSON COUNTY COMMUNITY ACTION COUNCIL, INC.**  
**BOARD OF TRUSTEES – REGULAR MEETING**  
**December 18, 2019**

**OFFICERS PRESENT**

Robert Naylor, Chairman

**REPRESENTING**

Jefferson County Chamber

**MEMBERS PRESENT**

Pam Bolton  
Roberta Burnstein  
Kerry DiDomenico  
Jack Gaylord  
Dennis Gorlock  
Anthony Sheposh  
Natalie Ulasiewicz  
Delores Wiggins

Southeastern Ohio Legal Services  
Michael Myers Terrace Resident Council  
Public Library of Steub & Jeff Co  
Mayor of Steubenville  
Commissioner Tom Gentile  
Jefferson Behavioral Health  
Commissioner Dave Maple  
Commissioner Tom Graham

**MEMBERS EXCUSED**

Edward Littlejohn  
Cynthia Lytle  
Karla Martin  
Lieutenant Erik Muhs  
Clint Powell  
Ronnie Shockley

Sheriff Fred Abdalla  
Urban Mission  
Eastern Gateway Community College  
The Salvation Army  
Laborers Local Union No. 809  
Northeast Jeff Co Food Pantry

**STAFF PRESENT**

Mike McGlumphy, CEO  
Robyn Gillette, HEAP/ES Program Director  
Lori Hawthorne, WIOA Program Director  
Patricia Minto, CFO  
Elaine Petrozzi, Secretary/ROMA Coordinator  
John Shaw, Deputy Director/Planner

The Jefferson County CAC Board of Trustees met for their regular meeting on Wednesday, December 18, 2019. The meeting was called to order at 11:34 a.m. Roll call was taken and a quorum was present. Roberta Burnstein read the CAC Mission Statement.

**APPROVAL OF MINUTES OF PRECEDING MEETING:** Dennis Gorlock moved to accept the minutes of the November 20, 2019 meeting as presented. Pam Bolton seconded the motion. Motion passed unanimously.

**REPORT OF CEO:**

**DIRECTORS & OFFICERS, AUTO AND RENTAL INSURANCE:** Members received a copy of the Premium Summary from Wichert Insurance. Total coverage costs for 2020 increased by \$842 (from \$27,783 to \$28,625); Directors & Officers rate increased from \$2,418 to \$2,754, an increase of \$336 (due to an increase in revenue – Opioid 3 grant – and employee count).

**CALENDAR OF EVENTS:** This month, Directors & Officers, Auto and Rental Insurance is due. Also, Standards 7.4 (*The governing board conducts a performance appraisal of the CEO/executive director within each calendar year*) and 7.5 (*The governing board reviews and approves CEO/executive director compensation within every calendar year*) are due. The CEO evaluation and compensation will be addressed today under Unfinished Business. There is nothing due in January or February.

**PERSONNEL REPORT:** The Board received the Personnel Report for November 2019, which shows new hires, resignations, terminations and positions posted for the month. Since the report, a Flood Crew Leader was terminated December 4, Flood Coordinator resigned December 9, Flood Crew Leader resigned December 10, Custodian started December 12, and Fiscal Director's last day of work is December 20. Additional positions posted: Flood Coordinator through January 6 and Flood Crew Leader through January 6. Interviews were held for Flood positions: a Flood Coordinator and Flood Crew Leader were hired. We are still searching for a Flood Crew Leader.

A motion was made by Pam Bolton to go into Executive Session to discuss personnel; seconded by Roberta Burnstein. A motion was made to return to Regular Session at 12:10 p.m.

**PROGRAM REPORT:** Members received copies of the November Program Report, which shows participants served for the month and year-to-date. HWAP now has (2) 2-man crews, and is working on their 15th unit, which is what we projected for December. There are now 2 AEP CAP/EPP Energy Auditors. Cathedral Apartments has 4 vacant apartments due to a leak in the roof. Mr. McGlumphy visited Noble County Prison yesterday for the Opioid 3 Grant – he talked to 7 prisoners. Of those, 5 are interested in retraining when they are released. On Monday, he will attend 2 group graduations from TYRO Leadership in Belmont County Prison to present the Opioid Grant. There are approximately 42 people on the program already – “it is growing quickly!”

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

**MOTION:** Pam Bolton moved to approve the Report of the CEO, which included: Directors & Officers, Auto and Rental Insurance Renewal; Calendar of Events; Personnel Report – November 2019; Program Report – November 2019; and CAC December Newsletter. Jack Gaylord 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: CSBG 2020-21 Grant Application (which includes Budget and ROMA Workplans).

The Combined Analysis Report, Balance Sheet and Corporate Fund Report were reviewed, as well as Credit Card and Gas Expenditures for the period October 1 through November 30. The balance in the Corporate Fund is \$119,553.46. Kroger, Walmart, PNC and BP vouchers were verified against the spreadsheets by the Finance Committee.

MOTION: Roberta Burnstein moved to ratify and authorize the CFO to submit the CSBG 2020-21 Grant Application for the period January 1, 2020 through December 31, 2021 in the amount of \$555,891. Dennis Gorlock seconded the motion. Motion passed unanimously.

MOTION: Dennis Gorlock moved to approve the financial reports (Combined Analysis Report – November 2019, Balance Sheet – November 2019, Corporate Fund Report – November 2019 and Credit Card and Gas Expenditures for the period October 1 through November 30, 2019), along with the minutes from the October 16, 2019 meeting. Jack Gaylord seconded the motion. Motion passed unanimously.

### **NEW BUSINESS:**

2020 BOARD MEETING SCHEDULE: The schedule lists the Board Meeting Schedule for 2020. Meetings will continue on the third Wednesday of each month, starting at 11:30 a.m. After the Board's approval, the schedule will be posted on our website.

MOTION: Natalie Ulasiewicz moved to approve the 2020 Board Meeting Schedule. Roberta Burnstein seconded the motion. Motion passed unanimously.

EARLY DISMISSAL: The Board discussed early dismissal for CAC employees on Tuesday, December 24 and Tuesday, December 31. The CEO was given the authority to close the agency early, or allow staffing be reduced to a skeleton crew in order to continue serving customers, depending on customer flow. The agency will be closed on December 25 and 26, and January 1 and 2.

MOTION: Jack Gaylord moved to give the CEO the discretion to close the agency early or reduce staff to a skeleton crew on December 24 and 31. Roberta Burnstein seconded the motion. Motion passed unanimously.

STRATEGIC PLAN WORKPLANS UPDATE: We are making progress on completing the Strategic Plan Workplans. A description of action taken to complete the strategies/milestones was listed on the Strategic Plan Workplans report in accordance with CSBG Standard 6.5 (*The governing board has received an update(s) on progress meeting the goals of the strategic plan within the past 12 months*).

MOTION: Kerry DiDomenico moved to approve the Strategic Plan Workplans Update. Motion was seconded by Roberta Burnstein. Motion passed unanimously.

Mr. McGlumphy told the Board we have secured the back door with a key pad lock. We are in the process of outfitting the front door with an intercom system before allowing customers entry to the building. This is in response to the employees' request for a more secure work environment.

Today is the CAC Christmas Party. All Board members are invited to attend.

Ms. Minto told members she is working on a budget revision for the CSBG Grant that ends December 31. The budget revision shows actual costs incurred. The budget revision will be submitted on Friday.

Today we received the PIPP 2020 grant for the period January 1 through December 31, 2020 in the amount of \$19,993. The grant is due January 20.

MOTION: Roberta Burnstein moved to authorize the CEO and CFO move forward on the 2020 PIPP budget and CSBG 2018-19 budget revision. Jack Gaylord seconded the motion. Motion passed unanimously

A motion was made at 12:25 p.m. 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 at 12:38 p.m.

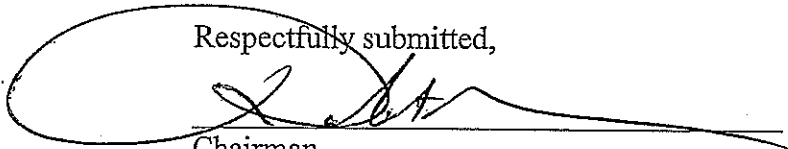
MOTION: Natalie Ulasiewicz moved to approve the CEO Evaluation to remain in compliance with CSBG Standard 7.4 (*The governing board conducts a performance appraisal of the CEO/executive director within each calendar year*). Motion was seconded by Jack Gaylord. Motion unanimously passed.

MOTION: Dennis Gorlock moved to approve the CEO compensation package presented today in order to be in compliance with CSBG Standard 7.5 (*The governing board reviews and approves CEO/executive director compensation within every calendar year*), with another review of the package at a later date. Roberta Burnstein seconded the motion. Motion passed unanimously.

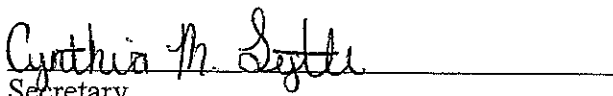
Mr. Naylor wished everyone a very Merry Christmas, and thanked them "for everything you do for this organization, and also a very Happy New Year."

A motion to adjourn was made at 12:42 p.m. by Dennis Gorlock.

Respectfully submitted,



Chairman



Secretary

Attached Hereto and Made a Part Hereof:

Directors & Officers, Auto and Rental Insurance Premium Summary  
Calendar of Events  
Personnel Report – November 2019  
Program Report – November 2019  
CAC December 2019 Newsletter  
2020 BOT Meeting Schedule  
Strategic Plan Workplans Spreadsheet  
Finance Committee Meeting Packet – December 18, 2019

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