

JEFFERSON COUNTY COMMUNITY ACTION COUNCIL, INC.
BOARD OF TRUSTEES – REGULAR MEETING
December 16, 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 Steubenville & Jeff Co
Urban Mission Ministries

MEMBERS PRESENT

T.J. Balint
Dennis Gorlock
Lt. Joe Lamantia
Captain Mike Smith
Natalie Ulasiewicz
Delores Wiggins

Northeast Jeff Co Food Pantry
Commissioner Tom Gentile
Jefferson County Sheriff
The Salvation Army
Commissioner Dave Maple
Commissioner Tom Graham

MEMBERS EXCUSED

Roberta Burnstein
Bill Davis
Scott Lockhart
Karla Martin
Anthony Sheposh

Michael Myers Terrace Resident Council
IBEW Local Union No. 246
Jefferson County Chamber of Commerce
Eastern Gateway Community College
Jefferson Behavioral Health

STAFF PRESENT

Mike McGlumphy, CEO
Eva Balzano, Fiscal Assistant
Patty Minto, CFO
Elaine Petrozzi, Secretary/ROMA Coordinator

Due to the COVID-19 pandemic, the Jefferson County CAC Board of Trustees' December 16, 2020 meeting was held via teleconference; however, three members chose to attend in person (Jack Gaylord, Dennis Gorlock and Lt. Joe Lamantia). Roll call was taken; a quorum was present. The meeting was called to order at 11:33 a.m. Elaine Petrozzi read the Mission Statement.

APPROVAL OF MINUTES OF PRECEDING MEETING: Jack Gaylord moved to accept the minutes of the November 18, 2020 meeting. Kerry DiDomenico seconded the motion. Dennis Gorlock abstained. Motion passed.

CORRESPONDENCE: Elaine Petrozzi read a letter from Edward Littlejohn dated November 18:

It is with a sad heart that I am submitting my resignation letter. I am so grateful to have had the opportunity to serve on the board. I have enjoyed my time of service to the community and working with each and every one of you...

MOTION: Dennis Gorlock moved to accept Edward Littlejohn's letter of resignation. Jack Gaylord seconded the motion. Motion passed unanimously.

She read another letter received from Sheriff Fred Abdalla dated December 4, 2020:

Lt. Joseph Lamantia has been appointed to serve as my Representative to the Jefferson County Community Action Council Board of Trustees. His term commences on December 4, 2020 and expires on January 5, 2025...

MOTION: Natalie Ulasiewicz moved to approve the letter from Sheriff Fred Abdalla appointing Lt. Joe Lamantia as his representative to the Board of Trustees. Jack Gaylord seconded the motion. Motion passed unanimously. Ms. Bolton welcomed Lt. Lamantia to the Board.

REPORT OF THE CEO

PY 2020 TORONTO CHIP PROGRAM: The Agreement for the PY 2020 Toronto CHIP Program is between Jefferson County Board of Commissioners and the Jefferson County CAC. The program is a tenant-based assistance program funded by the Home Investment Partnership Program for households located in Toronto. The Agreement is for the period December 3, 2020 through April 30, 2023. Maximum payment for the program shall not exceed \$40,000 for rental assistance and \$4,000 as administrative costs. The Agreement is the same as we have had in the past, with the exception that it is being run by the Jefferson County Commissioners' office.

MOTION: T.J. Balint moved to ratify the PY 2020 Toronto CHIP Program for the period of December 3, 2020 through April 30, 2023 in the amount of \$40,000 for rental assistance and \$4,000 as administrative costs. Jack Gaylord seconded the motion. Motion passed unanimously.

CATHEDRAL APARTMENTS CLOSE OUT LETTER: We received a letter dated November 16, 2020 from OHFA. It states they "found outstanding non-compliance issues. We have reviewed the corrections submitted in response, but as of this date, there are repairs that remain uncorrected [roof, entryway and windows]. Due to the failure to correct all deficiencies as noted in the Compliance Audit Report, OHFA is closing the audit with an unacceptable response for the Housing Development Assistance Program (HDAP) regulations." The third paragraph starts, "The responsibility for compliance with federal program regulations lies with the owner of the building..." Mr. McGlumphy sent a copy of this letter to the Diocese of Steubenville, but we still have not received a response from them, nor have we received a response from Pam Bolton's letter to the Diocese.

2021 MEETING SCHEDULE: The schedule lists the Board Meeting Schedule for 2021. 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. The meeting schedule meets part of Standard 5.5 (*The organization's governing board meets in accordance with the frequency and quorum requirements and fills board vacancies as set out in its bylaws.*)

MOTION: Kerry DiDomenico moved to approve the 2021 Board Meeting Schedule. Cynthia Lytle 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: T.J. Balint moved to accept the Strategic Plan Workplans Update. Motion was seconded by Dennis Gorlock. Motion passed unanimously.

CALENDAR OF EVENTS: In December, Directors & Officers, Auto and Rental Insurance are due; the application has been submitted. Also, Standard 5.5 (*The organization's governing board meets in accordance with the frequency and quorum requirements and fills board vacancies as set out in its bylaws*), 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*), Standard 7.4 (*The governing board conducts a performance appraisal of the CEO/executive director within each calendar year*), and Standard 7.5 (*The governing board reviews and approves CEO/executive director compensation within every calendar year*) are due. In January, the terms of Natalie Ulasiewicz (1/1/21) and Dennis Gorlock (1/2/21) expire. Ms. Ulasiewicz said she and Mr. Maple have communicated regarding her appointment. Ms. Petrozzi has contacted the Commissioner's office for Commissioner Maple's appointment and asked the Clerk at the Commissioner's office to have Mr. Morelli appoint a representative at the start of his term.

PERSONNEL REPORT: The Board received the Personnel Report for November. Since the report, the Secretary/ROMA Coordinator retired effective December 18. Also, the following job orders were posted in December: Reemployment Services and Eligibility Assessments (RESEA) Customer Service Rep and Administrative Assistant/ROMA Coordinator jobs. Pathway Home Director has been filled by John Shaw, so we also had to post the Deputy Director job. Pathway Home is a 3-year contract with Ohio DJFS for \$2.7 million. Mr. McGlumphy asked for the Board's permission to list the Administrative Assistant/ROMA Coordinator position on Indeed. When we posted the six Pathway Home Navigators on Indeed, we received 14 responses for each position/county. Indeed will cost \$25/day for 5 days, a total of \$125.

MOTION: T.J. Balint moved to approve the use of Corporate Funds to post the Administrative Assistant/ROMA Coordinator on Indeed for 5 days at \$25/day, for a total of \$125. It will be taken from Corporate Funds for now; but Patty Minto will look into using CSBG funds for the posting. Jack Gaylord seconded the motion. Motion passed unanimously.

PROGRAM REPORT: Members received copies of the November 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. At Cathedral Apartments, we have 6 open rooms; 2 are ready for occupancy. There are still 4 rooms vacant due to water damage. On the WIOA program, there are 60 Work Experience participants.

CAC NEWSLETTER: The CAC's December Newsletter was included for Board members to read. Two employees received longevity awards: Rich Gualtiere, 20 years; and Rita Olsen, 25 years of service. The "new hires" were transferred from the Flood grant: one was hired into HWAP; the other, Custodian.

MOTION: Dennis Gorlock moved to approve the Report of the CEO, which included: Cathedral Apartments Close Out Letter, Calendar of Events, Personnel Report – November 2020; Program Report – November 2020; and CAC December Newsletter. Delores Wiggins seconded the motion. Motion passed unanimously.

REPORT OF COMMITTEES:

FINANCE COMMITTEE:

FINANCIAL REPORTS: The Combined Analysis Report – November and Grants Receivables were reviewed.

MOTION: T.J. Balint moved to approve the Finance Committee reports – Combined Analysis Report and Grants Receivable – for the period November 1 through November 30, 2020. Dennis Gorlock seconded the motion. Motion passed unanimously.

PERSONNEL COMMITTEE:

The Personnel Committee approved the evaluation for the CEO based on evaluations received by the Board and staff.

MOTION: Jack Gaylord 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 Dennis Gorlock. Motion unanimously passed.

As far as compensation, Ms. Minto will talk to the Board Chair and/or Personnel Committee next week. We have a few new grants generating indirect costs.

MOTION: Natalie Ulasiewicz moved to review and take Patty Minto's recommendation to talk next week about the CEO compensation package 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*), and address the issue at the January 2021 meeting. Jack Gaylord seconded the motion. Motion passed unanimously.

NEW BUSINESS:

D & O, AUTO and RENTAL INSURANCE: We received an insurance proposal from Wichert. The package total renewal is \$24,879, up from \$24,130 (+\$749), and Directors & Officers renewal is \$2,839, up from \$2,754 (+\$915). Mr. McGlumphy asked Wichert for a quote for Abuse & Molestation coverage. We are currently running three youth contracts (Jefferson, Harrison and Carroll Counties) – approximately 500 participants – with 14-24 year olds. If something would happen to someone under 18 years old, we presently do not have coverage. "In today's society, he said/she said – I think we need to really take a good look at this."

MOTION: Dennis Gorlock moved to approve the renewal of our Directors & Officers, Auto and Rental Insurance. Jack Gaylord seconded the motion. Motion passed unanimously.

CDBG STEUBENVILLE RENTAL GRANT AGREEMENT: Agreement between the City of Steubenville and Jefferson County CAC, Inc. for the Subsistence Payments Program is for the period January 1, 2021 through December 31, 2021 in the amount of \$96,934. The monies will be used for short-term (no more than 6 months) emergency payments of behalf of individuals or families, generally for the purpose of preventing homelessness. Payments will include payment of non-city utilities and rent/mortgage payments to prevent eviction. We will receive 14.18% indirect costs.

MOTION: Jack Gaylord moved to allow the CEO to enter into an agreement with the City of Steubenville for the Subsistence Payments Program for the period January 1, 2021 through December 31, 2021 in the amount of \$96,934. Dennis Gorlock seconded the motion. Motion unanimously passed.

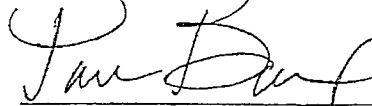
BOARD MEMBER TERM EXPIRATIONS: Dave Maple's term as Commissioner expires January 1, 2021, meaning Natalie Ulasiewicz's term expires as well. Mr. Maple and Ms. Ulasiewicz have been in contact regarding his appointment. Also, Tom Gentile chose not to run for re-election, so Dennis Gorlock's term expires on January 2, 2021. We contacted the Commissioners' office for the new Commissioner's appointee.

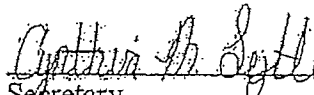
DIVIDEND FROM BWC: We received a third dividend from Bureau of Workers Compensation in the amount of \$195,850.64, which will be deposited into Corporate Funds. Mr. McGlumphy asked for the Board's permission to purchase an agency truck with some of the money. The vehicle will be used to haul trash, furniture and purchases made for the agency.

MOTION: Jack Gaylord moved to approve the purchase of an agency vehicle not to exceed \$15,000, with the agreement of the CEO and CFO. Dennis Gorlock seconded the motion. Motion passed unanimously.

A motion to adjourn was made at 12:20 p.m. by Dennis Gorlock. The motion was seconded by Lt. Joe Lamantia.

Respectfully submitted,


Chairman


Secretary

Attached Hereto and Made a Part Hereof:

Edward Littlejohn Letter of Resignation
Letter of BOT Appointment – Lt. Joseph Lamantia (representing Sheriff Fred Abdalla)
PY 2020 Toronto CHIP Program
Cathedral Apartments Close Out Letter From OHFA
2021 Meeting Schedule
Strategic Plan Workplan Report to BOT
Calendar of Events
Personnel Report – November 2020
Program Report – November 2020
CAC Newsletter – News You Can Use (December 2020)
Combined Analysis Report – November 2020
Grants Receivables – November 2020