

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

OFFICERS PRESENT

Robert Naylor, Chairman
Clint Powell, Treasurer

REPRESENTING

Jefferson County Chamber
Laborers Local Union No. 809

MEMBERS PRESENT

Pam Bolton
Roberta Burnstein
Jack Gaylord
Dennis Gorlock
Karla Martin
Lieutenant Erik Muhs
Anthony Sheposh
Delores Wiggins

Southeastern Ohio Legal Services
Michael Myers Terrace Resident Council
Mayor of Steubenville
Commissioner Tom Gentile
Eastern Gateway Community College
The Salvation Army
Jefferson Behavioral Health
Commissioner Tom Graham

MEMBERS EXCUSED

Kerry DiDomenico
Edward Littlejohn
Cynthia Lytle
Ronnie Shockley
Natalie Ulasiewicz

Public Library of Steub & Jeff Co
Sheriff Fred Abdalla
Urban Mission
Northeast Jeff Co Food Pantry
Commissioner Dave Maple

STAFF PRESENT

Mike McGlumphy, CEO
Jennifer Crothers, WIOA Case Manager
Robyn Gillette, HEAP/ES Program Director
Patricia Minto, CFO
Elaine Petrozzi, Secretary/ROMA Coordinator

The Jefferson County CAC Board of Trustees met for their regular meeting on Wednesday, February 19, 2020. The meeting was called to order at 11:35 a.m. Roll call was taken and a quorum was present. Clint Powell read the CAC Mission Statement.

APPROVAL OF MINUTES OF PRECEDING MEETING: Jack Gaylord moved to accept the minutes of the January 15, 2020 meeting as presented. Pam Bolton seconded the motion. Motion passed unanimously.

REPORT OF CEO:

CALENDAR OF EVENTS: There is nothing due in February. In March, we will elect a Nominating Committee; and Conflict of Interest Forms are due (CSBG Standard 5.6: *Each*

governing board member has signed a conflict of interest policy within the past 2 years). Also, 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 8.10 (The fiscal policies have been reviewed by staff within the past 2 years, updated as necessary, with changes approved by the governing board) and 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 the agency's outcomes and any operational or strategic program adjustments and improvements identified as necessary) need to be completed in March in order to be in compliance with CSBG Standards. An update to the Strategic Plan will be in March packets; a CSBG Amendment was done in December and approved at last month's Board meeting; and the Accounting Department met in October – there were no changes to fiscal policies.

PERSONNEL REPORT: The Board received the Personnel Report for January 2020, which shows new hires, resignations, terminations and positions posted for the month. Since the report, the Fiscal Assistant position has been posted through February 7, and Flood Crew Member posting is open until filled (we are building a third crew; and we need drivers). Administration is working on a report showing the reason for the turnover of employees: e.g., resignation due to higher wages, etc.

PROGRAM REPORT: Members received copies of the January Program Report, which shows participants served for the month and year-to-date.

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

MOTION: Dennis Gorlock moved to approve the Report of the CEO, which included: Calendar of Events; Personnel Report – January 2020; Program Report – January 2020; and CAC February Newsletter. Jack Gaylord 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 Expenditures for the period January 1 through January 31, 2020. The balance in the Corporate Fund is \$112,942.53. We also have a Certificate of Deposit in the amount of \$32,455.81. When the Certificate of Deposit is added to the Cash in Bank, total Cash in Bank is \$145,398.34. PNC and BP vouchers were verified against the spreadsheets by the Finance Committee. There was no activity for PNC or Walmart.

MOTION: Anthony Sheposh moved to ratify the financial reports (Combined Analysis Report – January 2020, Balance Sheet – January 2020, Corporate Fund Report – January 2020 and Credit Card and Gas Expenditures for the period January 1 through January 31, 2020), along with the minutes from the January 15, 2020 meeting. Jack Gaylord seconded the motion. Motion passed unanimously.

Approved and recommended for approval and/or ratification by the full Board: AEP CAP Agreement – Amendment III; Service Agreement between Harrison County DJFS and Jefferson County CAC – Adult and Dislocated Worker – Modification No. 1; Service Agreement between Harrison County DJFS and Jefferson County CAC – CCMEP WIOA Youth – Modification No. 1;

Service Agreement between Harrison County DJFS and Jefferson County CAC – CCMEP TANF Youth – Modification No. 1; Service Agreement between Jefferson County DJFS and Jefferson County CAC – Adult and Dislocated Worker – Modification No. 1; Service Agreement between Jefferson County DJFS and Jefferson County CAC – CCMEP WIOA Youth – Modification No. 1; Service Agreement between Jefferson County DJFS and Jefferson County CAC – CCMEP TANF Youth – Modification No. 1; Service Agreement between Jefferson County DJFS and Jefferson County CAC – Flood OH-32 – Modification No. 1; and Service Agreement between Jefferson County DJFS and Jefferson County CAC – Opioid 3 – Modification No. 1; and CSBG ROMA 8th Quarter 2019 Report.

MOTION: Roberta Burnstein moved to ratify the AEP CAP Agreement – Amendment III for the calendar year 2020 in the amount of \$158,677.33. Jack Gaylord seconded the motion. Motion passed unanimously.

MOTION: Pam Bolton moved to ratify the Service Agreement between Harrison County DJFS and Jefferson County CAC – Adult and Dislocated Worker – Modification No. 1; Service Agreement between Harrison County DJFS and Jefferson County CAC – CCMEP WIOA Youth – Modification No. 1; Service Agreement between Harrison County DJFS and Jefferson County CAC – CCMEP TANF Youth – Modification No. 1; Service Agreement between Jefferson County DJFS and Jefferson County CAC – Adult and Dislocated Worker – Modification No. 1; Service Agreement between Jefferson County DJFS and Jefferson County CAC – CCMEP WIOA Youth – Modification No. 1; Service Agreement between Jefferson County DJFS and Jefferson County CAC – CCMEP TANF Youth – Modification No. 1; to increase funding. Dennis Gorlock seconded the motion. Motion passed unanimously.

MOTION: Delores Wiggins moved to ratify the Service Agreement between Jefferson County DJFS and Jefferson County CAC – Flood OH-32 – Modification No. 1; and Service Agreement between Jefferson County DJFS and Jefferson County CAC – Opioid 3 – Modification No. 1 to change the contract periods. Jack Gaylord seconded the motion. Motion passed unanimously.

MOTION: Dennis Gorlock moved to ratify the CSBG ROMA 8th Quarter 2019 Report. Jack Gaylord seconded the motion. Motion passed unanimously.

NEW BUSINESS:

An HWAP Monitor was at the CAC yesterday and today. The visit is going well; we'll meet with the representative this afternoon for the exit interview.

Mr. McGlumphy told members Kalkreuth Roofing provided us with an estimate in the amount of \$3,450 for the temporary repair of Cathedral Apartments' roof. Currently, there are four apartments we are not able to rent due to the roof leaking; if the leak goes to other rooms, we will have to vacate more apartments (this repair will not fix the four leaking apartments). Cathedral Apartments has money in their account to pay for the repair. Mr. McGlumphy will contact the grant writer for an update on the outstanding grants.

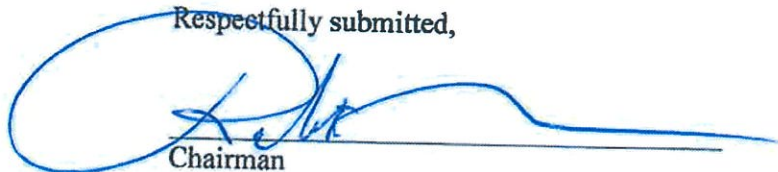
MOTION: Roberta Burnstein moved to approve Kalkreuth Roofing make a temporary repair to Cathedral Apartments' roof in the amount of \$3,450. Jack Gaylord seconded the motion. Motion passed unanimously.

MOTION: After a lengthy discussion, it was decided to form a committee to discuss issues regarding Cathedral Apartments (i.e., make it transitional housing, temporary roof repairs, find another site for the SRO, find grants for repairs, etc.). Pam Bolton moved to approve the formation of a committee to discuss SRO options. Motion was seconded by Karla Martin. Motion passed unanimously. The committee members are:

Pam Bolton
Jack Gaylord
Karla Martin
Clint Powell

A motion to adjourn was made at 12:15 p.m. by Clint Powell; seconded by Dennis Gorlock.

Respectfully submitted,


Chairman


Secretary

Attached Hereto and Made a Part Hereof:

Calendar of Events
Personnel Report – January 2020
Program Report – January 2020
CAC February 2020 Newsletter
Finance Committee Meeting Packet – February 19, 2020