

**JEFFERSON COUNTY COMMUNITY ACTION COUNCIL, INC.**  
**BOARD OF TRUSTEES – REGULAR MEETING**  
**January 15, 2020**

**OFFICERS PRESENT**

Robert Naylor, Chairman  
Edward Littlejohn, Vice Chairman  
Cynthia Lytle, Secretary

**REPRESENTING**

Jefferson County Chamber  
Sheriff Fred Abdalla  
Urban Mission

**MEMBERS PRESENT**

Pam Bolton  
Kerry DiDomenico  
Jack Gaylord  
Anthony Sheposh  
Natalie Ulasiewicz  
Delores Wiggins

Southeastern Ohio Legal Services  
Public Library of Steub & Jeff Co  
Mayor of Steubenville  
Jefferson Behavioral Health  
Commissioner Dave Maple  
Commissioner Tom Graham

**MEMBERS EXCUSED**

Roberta Burnstein  
Dennis Gorlock  
Karla Martin  
Lieutenant Erik Muhs  
Clint Powell  
Ronnie Shockley

Michael Myers Terrace Resident Council  
Commissioner Tom Gentile  
Eastern Gateway Community College  
The Salvation Army  
Laborers Local Union No. 809  
Northeast Jeff Co Food Pantry

**STAFF PRESENT**

Mike McGlumphy, CEO  
Jamie Blanchard, Housing Director  
Robyn Gillette, HEAP/ES Program Director  
Tod Miller, HWAP Coordinator  
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, January 15, 2020. The meeting was called to order at 11:45 a.m. Roll call was taken and a quorum was present. Robert Naylor read the CAC Mission Statement.

**APPROVAL OF MINUTES OF PRECEDING MEETING:** Anthony Sheposh moved to accept the minutes of the December 18, 2019 meeting as presented. Jack Gaylord seconded the motion. Edward Littlejohn and Cynthia Lytle abstained. Motion passed.

**REPORT OF CEO:**

**CALENDAR OF EVENTS:** There is nothing due in January or February.

**PERSONNEL REPORT:** The Board received the Personnel Report for December 2019, which shows new hires, resignations, terminations and positions posted for the month. Since the report, the Fiscal Assistant vacancy has been posted through February 7. Members asked for 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 December Program Report, which shows participants served for the month and year-to-date. HWAP now has (2) 2-man crews, and just finished their 17th unit. Cathedral Apartments has 4 vacant apartments due to a leak in the roof.

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

**MOTION:** Pam Bolton moved to approve the Report of the CEO, which included: Calendar of Events; Personnel Report – December 2019; Program Report – December 2019; and CAC January 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: PIPP 2020 Administration & Operating Grant Agreement; CSBG 2018-19 Grant Application – Second Amendment; and Columbia WarmChoice 2020 Statement of Work.

The Combined Analysis Report, Balance Sheet and Corporate Fund Report were reviewed, as well as Credit Card and Gas Expenditures for the period December 1 through December 31, 2019. The balance in the Corporate Fund is \$111,530.89. On the Corporate Fund spreadsheet, Account 1100 (Liability Refund Workers' Comp), last month's balance was \$103,995.84; \$56,055 was reimbursed to the programs. We received a check for \$49,851.29 – that will also be reimbursed to the programs. Kroger, Walmart, PNC and BP vouchers were verified against the spreadsheets by the Finance Committee.

**MOTION:** Anthony Sheposh moved to approve the PIPP 2020 Administration and Operation Grant Agreement in the amount of \$19,993 for the period January 1 through December 31, 2020. Cynthia Lytle seconded the motion. Motion passed unanimously.

**MOTION:** Anthony Sheposh moved to approve the CSBG 2018-19 Grant Agreement – Second Amendment for the period January 1, 2018 through December 31, 2019 in the amount of \$533,492. Jack Gaylord seconded the motion. Motion passed unanimously.

**MOTION:** Delores Wiggins moved to approve Columbia WarmChoice Statement of Work between COAD and Jefferson County CAC for the period January 1, 2020 through December 31, 2020 in the amount of \$96,649. Jack Gaylord seconded the motion. Motion passed unanimously.

**MOTION:** Anthony Sheposh moved to approve the financial reports (Combined Analysis Report – December 2019, Balance Sheet – December 2019, Corporate Fund Report – December 2019 and

Credit Card and Gas Expenditures for the period December 1 through December 31, 2019), along with the minutes from the December 18, 2019 meeting. Cynthia Lytle seconded the motion. Motion passed unanimously.

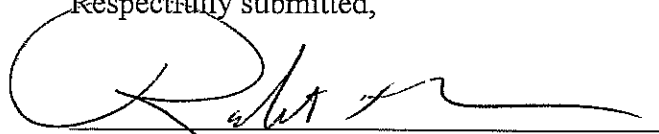
**NEW BUSINESS:**

Mr. McGlumphy told members Cathedral Apartments' On-Site Review is scheduled for January 28.

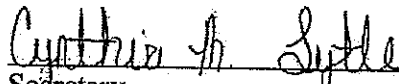
We received notification our Supportive Housing Program has been funded for \$145,374 (an increase of \$1,980) for the period July 1, 2020 through June 30, 2021.

A motion to adjourn was made at 11:58 a.m. by Pam Bolton; seconded by Delores Wiggins.

Respectfully submitted,



Chairman



Secretary

Attached Hereto and Made a Part Hereof:

Calendar of Events  
Personnel Report – December 2019  
Program Report – December 2019  
CAC January 2020 Newsletter  
Finance Committee Meeting Packet – January 15, 2020