

JEFFERSON COUNTY COMMUNITY ACTION COUNCIL, INC.
BOARD OF TRUSTEES – REGULAR MEETING
January 20, 2021

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
Karla Martin
Lt. Joe Lamantia
Delores Wiggins
Anthony Sheposh
Scott Lockhart
Captain Michael Smith

Northeast Jeff Co Food Pantry
Eastern Gateway Community College
Jefferson County Sheriff
Commissioner Tom Graham
Jefferson Behavioral Health
Jefferson County Chamber of Commerce
The Salvation Army

MEMBERS EXCUSED

Roberta Burnstein
Bill Davis
Natalie Ulasiewicz

Michael Myers Terrace Resident Council
IBEW Local Union No. 246
Commissioner Dave Maple

STAFF PRESENT

Mike McGlumphy, CEO
Patty Minto, CFO
Elaine Petrozzi, Secretary/ROMA Coordinator
Julie Woodbury, Secretary/ROMA Coordinator
Rich Gualtiere, Deputy Director/Planner
Jaime Blanchard, Housing Director

The Jefferson County CAC Board of Trustees met for their regular meeting on Wednesday, January 20, 2021. The meeting was called to order at 11:25 a.m. Roll call was taken and a quorum was present. Jack Gaylord read the CAC Mission Statement.

APPROVAL OF MINUTES OF PRECEDING MEETING: Jack Gaylord moved to accept the minutes of the December 16, 2020 meeting. T.J. Balint seconded the motion. Scott Lockhart and Anthony Sheposh abstained. Motion passed.

CORRESPONDENCE: Elaine Petrozzi read a letter from the Board of County Commissioners stating that Natalie Ulasiewicz, has been reappointed as a Jefferson County Community Action Council, Inc., board member, representing Jefferson County Commissioner David C. Maple, Jr. Natalie's term is effective January 2, 2021 thorough January 1, 2025.

MOTION: Scott Lockhart moved to accept the letter from Jefferson County Commissioner David C. Maple, Jr., of re-appointment of Natalie Ulasiewicz as their representative. Jack Gaylord seconded the motion. Motion passed unanimously.

REPORT OF THE CEO:

CALENDAR OF EVENTS: Natalie Ulasiewica term expired 1/1/21 and was re-appointed, letter was read under Correspondence. Dennis Gorlock's term expires 1/1/21. Elaine Petrozzi spoke with Commissioner's Office in November and spoke with Krystal on January 14, 2021 about his replacement. Edward Littlejohn resigned November 18, 2020 and was replaced by Lt. Joe Lamantia (Sheriff's Office). Julie Woodbury was hired as Admin Assistant/ ROMA Coordinator, started January 5, 2021 and did a brief introduction of herself. There is nothing in February.

PERSONNEL REPORT: The Board received the Personnel Report for December 2020, which shows new hires, resignations, terminations and positions posted for the month. Since the report, Admin Assistant/ROMA Coordinator started January 5, 2021. Building and Grounds Director was termed January 8, 2021, Director did not follow policies and procedures and after being reviewed with, the following day did a No Call/No Show. The EPP Auditor is moving back to Florida, and the Fiscal Assistant, who found a position making more money, both resigned January 15, 2021. Currently posted the following jobs, CCMEP Coordinator, HWAP Crew Member, WIOA Adult and D/W Case Manger thru January 20, 2021. Custodian posted thru January 27, Community Service Aide thru January 28, 2021, and Fiscal Assistant thru January 29, 2021. Our current HWAP is being transferred to the EPP Auditor, James Fuit and Deputy Director, John Shaw, moved into Pathway Home. Rich Gualtiere is now Deputy Director.

PROGRAM REPORT: Members received copies of the December Program Report, which shows participants served for the month and year-to-date. There are currently 7 rooms shut down due to water damage at the Cathedral Apartments. (Will be discussing this matter more in depth later in the meeting).

CAC NEWSLETTER: The CAC's January Newsletter was included for Board members to read. Mike also stated that he writes, "News from his Desk" in the January and July newsletters, so that he can keep his staff up to date. He also commented that in 2020, per the Mission Statement, he has achieved the goals by adapting and providing programs that are accessible, affordable and culturally-sensitive to meet the needs of the community. He stressed that 2020 was very challenging and feels that 2021 is going to be also.

Pam commented that Jefferson County Community Action Council was one of the few CAC's in the state that remained opened during 2020. Majority CAC's closed in March (2020) and have still remained closed. Pam gave the Jefferson County CAC a well-deserved round of applause.

MOTION: Kerry DiDomenico moved to approve the Report of the CEO, which included: Calendar of Events; Personnel Report – December 2020; Program Report – December 2020; and CAC January 2021 Newsletter. T.J. Balint seconded the motion. Motion passed unanimously.

REPORT OF COMMITTEES:

FINANCE COMMITTEE:

FINANCIAL REPORTS: The Finance Committee did not hold finance meeting prior to this meeting, so they will review now the full board present. WarmChoice 2021 Grant, funded from January 1, 2021 thru December 31, 2021 for \$96,649.00. CSBG Agreement Amendment 1, the state draws so much money at a time and currently the grant is for \$490,332.00 Amendment 2 will be coming out around June 2021.

MOTION: Jack Gaylord moved to approve the 2021 WarmChoice Columbia Gas Grant. Kerry DiDomenico seconded the motion. Motion passed unanimously. Cynthia Lytle moved to approve the CSBG Amendment 1. Jack Gaylord seconded the motion. Motion passed unanimously.

REPORT of CFO: Patty Minto reviewed for the new board members what all the Combined Analysis Report gives us (Fund Number, Program Number, Program Year, Program Approved Budget, Monthly Expenses, YTD and Unexpended Budget and YTD Percent). Balance Sheet pays the liabilities thru January 1, 2021 and our last payroll was December 31, 2020. There will be an audit the first week of April for 2020. Corporate Fund Report is currently at \$449,224.56. There is showing a Liability Refund Workers Comp. Account #1100 for \$49,851.29. This will be credited to our Workers Comp line item and we will not take any workers comp money out of the program until this amount is spent. The prior year's balance is Workers Comp, \$310,002.77, there has been discussion if you are able to keep in the corporate fund or pay it back to the program? Patty checked with the auditor, Mike Zeno, and was guided to keep it in the corporate fund. Account #5502 was reimbursed \$20,750.56 for indirect costs. Spread Sheet shows cumulative total for the vouchers we have paid put of PNC, Kroger, Walmart and BP Credit Card. Staff members were given the check voucher receipts from September through December to review.

MOTION: Anthony Sheposh moved to approve the Report of the CFO. Jack Gaylord seconded the motion. Motion passed unanimously.

PERSONNEL COMMITTEE: Pam Bolton asked to go into an Executive Session to review CEO's Compensation Review. Scott Lockhart called to order the Executive Session at 11:45a.m. and Jack Gaylord called back into regular session at 11:54 a.m.

MOTION: Jack Gaylord moved to approve an increase to Mike McGlumphy's yearly compensation. Joe Lamantia seconded the motion. Motion passed unanimously.

Unfinished Business: There is no unfinished business.

NEW BUSINESS:

Purchased a 2004 GMC Sierra 4 Wheel Drive Truck for \$12,800.00

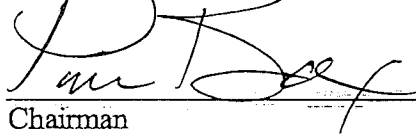
Cathedral Apartments annual report was submitted. In that report, the CEO explained the 7 rooms that are not able to be rented out because of water damage. Mike explains that he is expecting a lot of push back from OHFA because of this annual report and it will lead to some interesting results.

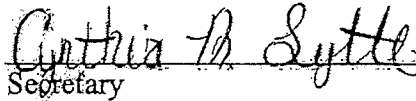
letter to the Diocese from this annual report, but not sure if anything will come out of it. Mike is personally expecting them to not renew Jefferson County Community Action Council's lease. Mike has Pam reviewing our new lease contract, confirming all clauses are keeping the agency out of harm's way, when we cancel due to not being able to fulfill our requirements due to our funding stream.

On final comments, Pam wanted to remind everyone, "that your duty as a board member is you only have one employee to oversee, and that is Mike. If there are issues or concerns about other operations within the CAC, I would ask if everyone would funnel those questions/concerns and or needs through Mike and Mike will make certain that those concerns will be taken care of through his staff.

A motion to adjourn was made at 12:03 p.m. by Jack Gaylord; seconded by Delores Wiggins.

Respectfully submitted,


Chairman


Secretary

Attached Hereto and Made a Part Hereof:

Calendar of Events
Personnel Report – December 2020
Program Report – December 2020
CAC Newsletter – News You Can Use (January 2020)
Finance Committee Meeting Packet- January 15, 2020
Board of County Commissioners- December 2020
First Amendment CSBG Agreement- January 1, 2020
Columbia Gas WarmChoice Agreement- January 1, 2021