

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

**OFFICERS PRESENT**

Pam Bolton  
Jack Gaylord  
Kerry DiDomenico  
Edward Littlejohn

**REPRESENTING**

Southeastern Ohio Legal Services  
Mayor of Steubenville  
Public Library of Steub & Jeff Co  
Sheriff Fred Abdalla

**MEMBERS PRESENT**

Roberta Burnstein  
Lieutenant Erik Muhs  
Clint Powell  
Anthony Sheposh  
Natalie Ulasiewicz

Michael Myers Terrace Resident Council  
The Salvation Army  
Laborers Local Union No. 809  
Jefferson Behavioral Health  
Commissioner Dave Maple

**MEMBERS EXCUSED**

Dennis Gorlock  
Cynthia Lytle  
Karla Martin  
Ronnie Shockley  
Delores Wiggins

Commissioner Tom Gentile  
Urban Mission Ministries  
Eastern Gateway Community College  
Northeast Jeff Co Food Pantry  
Commissioner Tom Graham

**STAFF PRESENT**

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

Due to the COVID-19 pandemic, the Jefferson County CAC Board of Trustees' July 15, 2020 meeting was held via teleconference. Roll call was taken; a quorum was present. The meeting was called to order at 11:32 a.m.

**APPROVAL OF MINUTES OF PRECEDING MEETING:** Jack Gaylord moved to accept the minutes of the June 17, 2020 meeting as presented. Anthony Sheposh seconded the motion. Pam Bolton and Roberta Burnstein abstained. Motion passed.

**REPORT OF CEO:**

The CEO welcomed the new officers to the Board:

President	Pam Bolton
Vice-President	Jack Gaylord
Treasurer	Kerry DiDomenico
Secretary	Cynthia Lytle

Then the CEO welcomed our new Board member, Scott Lockhart, who represents Jefferson County Chamber of Commerce.

**RENEWAL OF HAP CONTRACT NOS. 1 AND 2 (Cathedral Apartments):** The term of the contract renewals is August 1, 2020 through July 31, 2020. The contracts remain the same except for an increase of \$7/month per unit. The current rent is \$327; increasing to \$334. There are still four vacant apartments due to the leaking roof. One more unit is ready to be cleaned and re-rented due to a voluntary move.

**HWAP GARAGE LEASE AGREEMENT:** The term of the lease for the HWAP garage is August 1, 2020 through July 31, 2021. Rent remains the same at \$600/month. Weatherization stores its trucks and supplies in the garage.

**CALENDAR OF EVENTS:** New officers begin their 1-year term in July, as well as Standing Committees appointed by the Chair; and Ronnie Shockley's term expires. In August, Standards 8.2, 8.3, 8.4 and 8.6 are due. These Standards deal with the single agency audit and IRS Form 990. The CFO is talking to Mike Zeno (auditor) to see how to best present the audit to the Finance Committee/Board.

**PERSONNEL REPORT:** The Board received the Personnel Report for June. Since the report, the IT Support Tech resigned effective July 6, WIOA Adult & D/W Case Manager started July 6; and job positions were posted through July 23 for the following: HEAP Intake Worker, AEP CAP/EPP Energy Auditor and IT Desktop Support Tech.

**PROGRAM REPORT:** Members received a copy of the June 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.

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

**MOTION:** Jack Gaylord moved to approve the Report of the CEO, which included: Renewal of HAP Contract Nos. 1 and 2, HWAP Garage Lease Agreement, Calendar of Events, Personnel Report – June 2020; Program Report – June 2020; and CAC July Newsletter. Roberta Burnstein 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 Spreadsheets for the period June 1 through June 30, 2020. The balance in the Corporate Fund is \$213,932.71.

**GENERAL SERVICES AGREEMENT:** The General Services Agreement between Jefferson County CAC and Computer Data Services continues our agreement for HEAP IVR services from September 1, 2020 to August 31, 2021. The monthly fee is \$915. IVR Service will advise the caller of program requirements regarding household income eligibility and verify earned and unearned income, determine if the caller is likely to be eligible for any program assistance according to household members and income, provide information to callers to ensure they bring proper verification as specified, advise clients of their appointment date, time and location from available intake sites, schedule appointments, and advise callers of all closings for legal holidays and emergency closings for inclement weather, etc.

**SUMMER CRISIS PROGRAM GRANT AGREEMENT:** The Summer Crisis Program runs July 1, 2020 through September 30, 2020. The grant is in the amount of \$97,000. This is an increase in the funds due to COVID-19, and the end date of the program was extended one month. The funds pay for air conditioners and/or fans for persons 60+ years of age, those with a documented medical condition, and individuals with a diagnosis of COVID-19. We may also service households whose electric has been shut off or are in disconnect status, or new service being established; also, customers who are enrolling in PIPP for the first time or who have a PIPP default. Eligibility is 175% of Federal Poverty Guidelines.

**CSBG ROMA 1<sup>st</sup> QUARTER 2020 REPORT:** The 2020-2021 Results Oriented Management and Accountability (ROMA) 1<sup>st</sup> Quarter 2020 Report was presented to the Finance Committee. We use Employment (WIOA Adult, Dislocated Worker and Youth), Health and Social/Behavioral Development (Emergency Services Food Assistance, Prescription Assistance, Hygiene Kits and Cleaning Kits), Housing (HEAP, PIPP Plus, Supportive Housing Program, HWAP, Emergency Services Shelter Assistance, Emergency Services Water Assistance,), and Services Supporting Multiple Domains (Emergency Services Bus Passes, Gas Cards and Birth Certificates).

Domain	Total Spent	Program	#of Households Served
Health & Social/ Behavioral Dev	\$20,720.21	Food Vouchers	65
		Prescriptions	1
		Hygiene Kits	74
		Cleaning Kits	65
Housing	68,405.32	Rent	54
		Water	38
Multiple	3,251.66	Bus Passes	32
		Birth Certificates	4
		Gas Cards	16

MOTION: Edward Littlejohn moved to ratify the General Services Agreement, Summer Crisis Program Grant Agreement and CSBG ROMA 1<sup>st</sup> Quarter 2020 Report. Jack Gaylord seconded the motion. Motion passed unanimously.

MOTION: Roberta Burnstein moved to approve the financial reports (Combined Analysis Report, Balance Sheet, Corporate Fund Report and Credit Card and Gas Spreadsheets for the period June 1 through June 30, 2020), and the minutes from the May 20 and June 17, 2020 meetings. Natalie Ulasiewicz seconded the motion. Motion passed unanimously. The Finance Committee passed a motion to file the March, April, May and June Credit Card and Gas Vouchers, with the understanding that if they want to review them at a later time, the CFO will make them available.

**NEW BUSINESS:**

Ms. Bolton appointed the following Standing Committee members:

Personnel	Finance	ByLaws
P. Bolton	P. Bolton	P. Bolton
R. Burnstein	R. Burnstein	R. Burnstein
E. Littlejohn	K. DiDomenico	E. Littlejohn
C. Lytle	D. Gorlock	K. Martin
K. Martin	S. Lockhart	
N. Ulasiewicz	A. Sheposh	
D. Wiggins		

MOTION: Anthony Sheposh moved to approve the Standing Committee appointments listed above. Motion seconded by Edward Littlejohn. Motion passed unanimously.

**HOUSING TRUST FUND AGREEMENT:** The Agreement is for the period March 1, 2020 through February 28, 2022 between COAD and Jefferson County CAC. The Trust Fund pays for building structural repairs: roof, ceiling, walls and foundations; gutter and downspout repair/replacement; heating system repair/replacement; hot water system repair/replacement; septic system repair/replacement; other severe plumbing-related problems; bathroom and electric repairs; ramps/handrails/grab bars, etc.; and interior/exterior repairs and alterations to allow handicapped mobility, including kitchen and bathroom modifications. The maximum dollar amount per house is \$7,500.

MOTION: Scott Lockhart moved to approve the Housing Trust Fund Agreement for the period March 1, 2020 through February 28, 2022 to be used for building structural repairs. Motion seconded by Roberta Burnstein. Motion unanimously passed.


**HEAP ADMIN/OPERATING GRANT APPLICATION:** The HEAP Admin/Operating Grant Application is for the period September 1, 2020 through August 31, 2021 in the amount of \$268,124. The application is due July 31, 2020.

MOTION: Jack Gaylord moved to give the CEO permission to submit the HEAP Admin/Operating Grant Application for the period September 1, 2020 through August 31, 2021 in the amount of \$268,124. The motion was seconded by Anthony Sheposh. Motion passed unanimously.

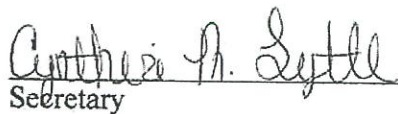
The CEO thanked Lt. Erik Muhs and Ronnie Shockley for their time and dedication to the Board.

A motion to adjourn was made at 11:52 a.m. by Lt. Erik Muhs.

Respectfully submitted,



Chairman



Secretary

Attached Hereto and Made a Part Hereof:

Renewal of HAP Contract Nos. 1 and 2  
Calendar of Events  
Personnel Report – June 2020  
Program Report – June 2020  
CAC July 2020 Newsletter  
Finance Committee Meeting Packet – July 15, 2020