

JEFFERSON COUNTY COMMUNITY ACTION COUNCIL, INC.
BOARD OF TRUSTEES – REGULAR MEETING
July 17, 2019

OFFICERS PRESENT

Edward Littlejohn, Vice Chairman
Clint Powell, Treasurer
Cynthia Lytle, Secretary

REPRESENTING

Sheriff Fred Abdalla
Laborers Local Union No. 809
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
Robert Naylor
Ronnie Shockley

Michael Myers Terrace Resident Council
Commissioner Tom Gentile
Eastern Gateway Community College
The Salvation Army
Jefferson County Chamber
Northeast Jeff Co Food Pantry

STAFF PRESENT

Mike McGlumphy, CEO
Robyn Gillette, HEAP/Emer Svcs Director
Rich Gualtiere, WIOA Assistant Director
Patricia Minto, CFO
Elaine Petrozzi, Secretary/ROMA Coordinator
Kelly Wilson, Fiscal Director

OTHERS PRESENT

Mike Zeno (Zeno, Pockl, Lilly and Copeland, A.C.)

The Jefferson County CAC Board of Trustees met for their regular meeting on Wednesday, July 17 2019. The meeting was called to order at 11:35 a.m. Roll call was taken and a quorum was present. Mr. Littlejohn read the CAC Mission Statement.

APPROVAL OF MINUTES OF PRECEDING MEETING: Pam Bolton moved to accept the minutes of the June 17, 2019 meeting as presented. Jack Gaylord seconded the motion. Motion passed unanimously.

CORRESPONDENCE: Elaine Petrozzi read a letter received from Dr. Jimmie Bruce, Eastern Gateway Community College dated July 10, 2019:

Karla Martin has been selected as the Eastern Gateway Community College representative to the Jefferson County Community Action Council Board of Trustees. Her term commences on July 1, 2019 and expires on June 30, 2024.

2018 AUDIT REPORT: Mike Zeno (Zeno, Pockl, Lilly and Copeland, A.C.) presented the results of the 2018 Audit Report to the Governing Board. Members were provided with a copy of the audit (CSBG Standard 8.4) via email on July 2, 2018 so it could be reviewed prior to today's meeting. Per Mike Zeno, the CSBG Organizational Standards require the auditor to meet with either the full Board or a committee of the Board that is charged with the responsibility for financial oversight. This meeting will fulfill that responsibility. The audit was performed in accordance with Financial Compliance Requirements of the Office of Management and Budget's Uniform Guidance, generally accepted auditing standards, and the Government Auditing Standards. All those standards combined require the auditor to issue three reports: an opinion on the financial statements, a report on internal control over financial reporting and a report on compliance of major program requirements.

Independent Auditor's Report (pp. 3-4). In the Opinion section (bottom of page 3), it states: In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Jefferson County Community Action Council, Inc. as of December 31, 2018, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Schedule of Findings and Questioned Costs (pp. 20-23) and Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards (pp. 22-23). Mr. Zeno reported, "I'm pleased to report there were no questioned costs. As I mentioned, the auditor's report was unmodified ... there are two other reports, Internal Control Over Financial Reporting – you can see there that we identified no material weaknesses or no significant deficiencies – so that report appears on pages 22 and 23." They also found no instances of noncompliance that are required to be reported in accordance with the government auditing standards. "Again, that's a clean report."

Independent Auditor's report on Compliance for Each Major Program and on Internal Control Over Compliance Required by the Uniform Guidance (pp. 24-25). "There were no material weaknesses or significant deficiencies identified on the internal control over that major program. So that report, which is on pages 24 and 25 is also a clean report. It states that management is responsible for compliance with federal statutes, and we determined that there are no areas of non-compliance that would have a direct or material impact on your federal programs.

"The three opinions, three reports: they were all clean."

MOTION: Delores Wiggins moved to approve the 2018 Audit Report and Report to the Board of Trustees presented by Mike Zeno (Zeno, Pockl, Lilly and Copeland, A.C.). Jack Gaylord seconded the motion. Motion passed unanimously.

REPORT OF CEO:

CALENDAR OF EVENTS: In July, new officers begin their one-year term (Robert Naylor, President; Edward Littlejohn, Vice Chairman; Clint Powell, Treasurer; and Cynthia Lytle, Secretary), and Standing Committees are appointed by the Board Chairman. In August, the following standards are due: Standard 8.2 (*All findings from the prior year's annual audit have been assessed by the organization and addressed where the government board has deemed it appropriate*), Standard 8.3 (*The organization's auditor presents the audit to the governing board*), and Standard 8.4 (*The governing board formally receives and accepts the audit.*).

PERSONNEL REPORT: The Board received the Personnel Report for June 2019, which shows new hires, resignations, terminations and positions posted for the month. Since the report, a WIOA Adult/Dislocated Worker Case Manager was terminated effective July 3, Emergency Services Community Service Aide and HEAP Intake Worker started July 8, WIOA Adult/Dislocated Worker Case Manager job posting through July 24, AEP/CAP Auditor resigned effective July 31 and Deputy Director/Planner position was re-opened through July 30.

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

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

MOTION: Anthony Sheposh moved to approve the Report of the CEO, which included: Calendar of Events, Personnel Report – June 2019, Program Report – June 2019, and CAC July Newsletter. Natalie Ulasiewicz seconded the motion. Motion passed unanimously.

REPORT OF COMMITTEES:

FINANCE COMMITTEE: The Finance Committee met this morning; and since there was no quorum, they were only able to recommend the documents on the agenda be approved by the Board of Trustees.

HEAP ADMIN/OPERATING 2019-2020 GRANT APPLICATION: The HEAP Admin/Operating 2019-2020 Grant Application in the amount of \$268,124 is due August 9. The period of the grant is September 1, 2019 through August 31, 2020. Ms. Minto told the Finance Committee there are no major changes to the grant.

SUMMER CRISIS PROGRAM GRANT AGREEMENT: The Summer Crisis Program runs July 1, 2019 through August 31, 2019. The grant is in the amount of \$50,000. The funds pay for air conditioners, fans or electric bills for persons 60+ years of age or those with a doctor's note. This year, we will be going to food banks in different areas of the county to reach more customers. Ms. Minto said if we spend our money, they will give us more. Air conditioners and/or fans can only be applied for once every four years.

FINANCIAL REPORTS: The Combined Analysis Report, Balance Sheet, Corporate Fund Report, and Credit Card and Gas Expenditures for the period June 1 through June 30 were

reviewed. The balance in the Corporate Fund is \$133,535.91. PNC, Kroger, Walmart and BP vouchers were verified against the spreadsheets by the Finance Committee.

MOTION: Anthony Sheposh moved to accept the minutes of the June 19, 2019 Finance Committee Meeting. Jack Gaylord seconded the motion. Motion passed unanimously.

MOTION: Kerry DiDomenico moved to approve the HEAP Admin/Operating 2019-2020 Grant Application in the amount of \$268,124 for the period September 1, 2019 through August 31, 2020. Jack Gaylord seconded the motion. Motion passed unanimously.

MOTION: Pam Bolton moved to approve the Summer Crisis Program Grant Agreement in the amount of \$50,000 for the period July 1, 2019 through August 31, 2019. The funds pay for air conditioners, fans or electric bills for persons 60+ years of age or those with a doctor's note. Cynthia Lytle seconded the motion. Motion passed unanimously.

MOTION: Cynthia Lytle moved to approve the financial reports (Combined Analysis Report – June 2019, Balance Sheet – June 2019, Corporate Fund Report – June 2019 and Credit Card and Gas Expenditures for the period June 1 through June 30, 2019). Kerry DiDomenico seconded the motion. Motion passed unanimously.

NEW BUSINESS:

Standing Committees recommended by the Vice Chairman are:

<u>Personnel</u>	<u>Finance</u>	<u>ByLaws</u>	<u>Prefer No Committee</u>
Lytle	Burnstein	Bolton	Gaylord
Muhs	DiDomenico	Littlejohn	Shockley
Naylor	Gorlock	Naylor	
Ulasiewicz	Naylor	Wiggins	
	Powell		
	Sheposh		

MOTION: Pam Bolton moved to approve the Standing Committees. Jack Gaylord seconded the motion. Motion passed unanimously.

Mr. McGlumphy told the Board the SRO lease expires October 9. A new lease was delivered to the Diocese for the Bishop's signature. We pay \$1/year for the lease.

MOTION: Anthony Sheposh moved to approve the CAC enter into a lease with the Diocese of Steubenville for the SRO at a cost of \$1/year. Jack Gaylord seconded the motion. Motion unanimously passed. Mr. McGlumphy told the Board there are four vacant rooms at the SRO because the roof leaks. Estimates to repair the roof are \$150-180,000. This may be a low estimate, because we think once exposed, there may be more problems with the beams and rafters. It may be

more like \$210,000 to repair the roof. We are looking at other grants, and Mr. McGlumphy and Patty Minto will be meeting with a grant writer in the near future.

SNAP E&T GRANT: The SNAP E&T grant will be for individuals on food stamps. Right now, there is a large working population that receives food stamps. We intend to offer skill upgrades, if needed; help with resumés, remove barriers, and help individuals attain self-sufficient employment so they will no longer be dependent on food stamps. We also have a lot of individuals who receive food stamps and do not know how to remove the barriers. We will identify all the services available to the individuals and help them move forward. Jerry Kellman of NCRC – National Community Reinvestment Coalition – could not make the meeting today; but Mr. McGlumphy will be meeting with him tomorrow. Clint Powell will also be meeting with Mr. Kellman regarding the apprenticeship program. We are anticipating the grant to begin in early 2020. The grant and budget are basically written, except for a few items Mr. McGlumphy needs from partners. There is a 50% in-kind match; however, there is some disparity on how the in-kind will work. If details are not worked out for the in-kind match, he said he will back away from the grant to avoid putting his partner agencies at risk (presently, the in-kind match has to be from a federal agency). Southeastern Ohio Legal Services Eastern Gateway Community College, Jefferson County Joint Vocational School, as well as the CAC have all met with Jerry Kellman.

HEAD START: The agency received a letter from Administration for Children & Families/Office of Head Start, along with the reviewers' assessments. The compilation of the grant review team's evaluation of our application strengths and weaknesses was attached. For the seven criteria, the comments indicate, "The Panel team's deliberations resulted in more discussions on the application strengths for the criterion than the weaknesses." Mr. McGlumphy has contacted the ACF/OHS for more detail on why the CAC was not selected for funding. Mr. McGlumphy would like to pursue Early Head Start grant opportunities when they become available; our consultant will offer her services for \$500.

A motion to adjourn was made at 12:28 p.m. by Anthony Sheposh; seconded by Jack Gaylord.

Respectfully submitted,

EDWARD L. MURPHY, JR.
Vice Chairman *By (Pn)*

Cynthia M. Seyth
Secretary

Attached Hereto and Made a Part Hereof:

Letter from EGCC dated July 10, 2019
Calendar of Events
Personnel Report – June 2019
Program Report – June 2019
CAC July 2019 Newsletter
Finance Committee Meeting Packet – July 17, 2019
Letter from ACF/OHS dated July 12, 2019