

JEFFERSON COUNTY COMMUNITY ACTION COUNCIL, INC.
BOARD OF TRUSTEES – REGULAR MEETING
June 17, 2020

OFFICERS PRESENT

Edward Littlejohn, Vice-Chairman

REPRESENTING

Sheriff Fred Abdalla

MEMBERS PRESENT

Kerry DiDomenico

Jack Gaylord

Karla Martin

Lieutenant Erik Muhs

Anthony Sheposh

Natalie Ulasiewicz

Public Library of Steub & Jeff Co

Mayor of Steubenville

Eastern Gateway Community College

The Salvation Army

Jefferson Behavioral Health

Commissioner Dave Maple

MEMBERS EXCUSED

Pam Bolton

Roberta Burnstein

Dennis Gorlock

Cynthia Lytle

Ronnie Shockley

Clint Powell

Delores Wiggins

Southeastern Ohio Legal Services

Michael Myers Terrace Resident Council

Commissioner Tom Gentile

Urban Mission

Northeast Jeff Co Food Pantry

Laborers Local Union No. 809

Commissioner Tom Graham

STAFF PRESENT

Mike McGlumphy, CEO

Eva Balzano, Fiscal Assistant

Tammie Lewis, Human Resources/Payroll

Patricia Minto, CFO

Elaine Petrozzi, Secretary/ROMA Coordinator

John Shaw, Deputy Director/Planner

Due to the COVID-19 pandemic, the Jefferson County CAC Board of Trustees' June 17, 2020 meeting was held via teleconference. Roll call was taken; a quorum was present. The meeting was called to order at 11:40 a.m.

APPROVAL OF MINUTES OF PRECEDING MEETING: Jack Gaylord moved to accept the minutes of the May 20, 2020 meeting as presented. Anthony Sheposh seconded the motion. Motion passed unanimously.

CORRESPONDENCE: Elaine Petrozzi read a letter received from Lt. Erik Muhs, The Salvation Army:

I write to you today to submit my resignation from the CAC Board of Trustees as of August 1, 2020. My wife and I will be transferring to The Salvation Army in Toledo. I have enjoyed my time on the board, and I will be recommending one of the Captains' Smith to

take my spot. Thank you for all the work that you do in the community, and all that will be done in the future.

MOTION: Anthony Sheposh moved to accept the correspondence from The Salvation Army. Jack Gaylord seconded the motion. Motion passed unanimously.

REPORT OF CEO:

RISK ASSESSMENT REPORT (June 2020): Standard 4.6 states, “*An organization-wide, comprehensive risk assessment has been completed within the past 2 years and reported to the governing board.*” Board members received a copy of the Risk Assessment Report in this month’s packet.

MOTION: Kerry DiDomenico moved to approve the Risk Assessment Report (June 2020). Jack Gaylord seconded the motion. Motion passed unanimously.

NEWS ARTICLE: “City to put building demolition on hold”: The article “City to put building demolition on hold” appeared in The Herald Star on June 2, 2020. The agency requested \$412,000 in CDBG funds to rehabilitate/install a new roof on the 30-unit Cathedral Apartments, which is owned by the Diocese and operated by the CAC. CAC has another three years on its lease agreement. In the article, Christ Petrossi (Urban Projects Director) said “additional dialogue is needed between [the] owner and operator to reach a long-term agreement regarding the future of Cathedral Apartments and whether or not it will continue as affordable housing. The life expectancy of the roof project is 20 years, for some other repairs it’s even longer. The diocese wasn’t ready to extend the lease beyond the three year period [CAC remains under contract]. The future of that facility is not certain so we couldn’t fund it.”

CALENDAR OF EVENTS: In June: the election of new officers will take place, renewal of employee insurance, and Standards 4.4 (*The governing board receives an annual update on the success of specific strategies included in the Community Action plan*) and 4.6 (*An organization-wide, comprehensive risk assessment has been completed within the past 2 years and reported to the governing board*) are due. New officers begin their 1-year term in July, as well as Standing Committees are to be appointed by the Chair and Ronnie Shockley’s term expires. Standard 4.4 will be met when the CSBG carry-over budget revision is available in OCEAN.

PERSONNEL REPORT: The Board received the Personnel Report for April. Since the report, a Community Service Aide started June 1; three WIOA Youth Mentors started June 3; WIOA Youth/CCMEP Case Manager (Harrison) was part time -- effective June 8, she will temporarily be full time for Harrison and Carroll Counties as a Youth/CCMEP Case Manager; Custodian starts June 22; WIOA Adult & Dislocated Worker Case Manager starts July 6; and we reopened the job posting for a WIOA Adult & Dislocated Worker Case Manager, as the other candidate who was offered the position declined.

PROGRAM REPORT: Members received copies of the May 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 June Newsletter was included for Board members to read.

MOTION: Jack Gaylord moved to approve the Report of the CEO, which included: Herald Star June 2, 2020 News Article: *City to put building demolition on hold*; Calendar of Events; Personnel Report – May 2020; Program Report – May 2020; and CAC June Newsletter. Natalie Ulasiewicz seconded the motion. Motion passed unanimously.

REPORT OF COMMITTEES:

FINANCE COMMITTEE: We did not have a quorum for the Finance Committee, but the Combined Analysis, Balance Sheet and Corporate Fund Reports were reviewed by members present, as well as Credit Card and Gas Spreadsheets for the period May 1 through May 31, 2020.

SERVICE AGREEMENT BETWEEN JEFFERSON COUNTY DJFS and JEFFERSON COUNTY CAC (Adult & Dislocated Worker): The Agreement is entered into for the purpose of providing: Workforce Innovation Opportunity Act Adult and Dislocated Worker Career and Training Services, for the period July 1, 2020 through June 30, 2021 in the amount of \$838,727 (\$495,336, Adult; \$343,391, Dislocated Worker). The Agreement can be extended for a one year period, not to exceed June 30, 2022.

SERVICE AGREEMENT BETWEEN JEFFERSON COUNTY DJFS and JEFFERSON COUNTY CAC (CCMEP): Comprehensive Case Management and Employment Program is a Title IV-A and workforce development activity that provides employment, training services and other supportive services to mandatory and voluntary participants based upon a comprehensive assessment of an individual's employment and training needs, targeting youth ages 14 to 24. The Agreement is for the period July 1, 2020 through June 30, 2021 in the amount of \$523,427. The Agreement can be extended for a one year period, not to exceed June 30, 2022.

SERVICE AGREEMENT BETWEEN HARRISON COUNTY DJFS and JEFFERSON COUNTY CAC (Adult & Dislocated Worker): The Agreement is entered into for the purpose of providing: Workforce Innovation Opportunity Act Adult and Dislocated Worker Career and Training Services, for the period July 1, 2020 through June 30, 2021 in the amount of \$101,316 (\$57,481, Adult; \$43,835, Dislocated Worker). The Agreement can be extended for a one year period, not to exceed June 30, 2022.

SERVICE AGREEMENT BETWEEN JEFFERSON COUNTY DJFS and JEFFERSON COUNTY CAC (CCMEP): Comprehensive Case Management and Employment Program is a Title IV-A and workforce development activity that provides employment, training services and other supportive services to mandatory and voluntary participants based upon a comprehensive assessment of an individual's employment and training needs, targeting youth ages 14 to 24. The Agreement is for the period July 1, 2020 through June 30, 2021 in the amount of \$57,800. The Agreement can be extended for a one year period, not to exceed June 30, 2022.

MOTION: Anthony Sheposh moved to approve and ratify the conduct taken by the CEO on the Service Agreement between Jefferson County DJFS and Jefferson County CAC (Adult & Dislocated Worker) in the amount of \$838,727; Service Agreement between Jefferson County DJFS and Jefferson County CAC (CCMEP) in the amount of \$523,427; Service Agreement between Harrison County DJFS and Jefferson County CAC (Adult & Dislocated Worker) in the amount of \$101,316; and Service Agreement between Harrison County DJFS and Jefferson County CAC (CCMEP) in the amount of \$57,800. All WIOA agreements are for the period July 1, 2020 through June 30, 2021. Motion was seconded by Jack Gaylord. Motion passed unanimously.

CSBG CARES ACT: The Grant Agreement for \$335,312 is for the period March 27, 2020 through September 30, 2022. Services will be extended under the CARES Act to include car repairs and mortgages, along with the other services we currently provide through Emergency Services: rent assistance, water assistance, food vouchers, prescriptions, hygiene/cleaning vouchers, birth certificates, gas cards and bus passes. Rent/Mortgage assistance and car repairs will be limited to those affected by the COVID-19 pandemic.

MOTION: Natalie Ulasiewicz made a motion allowing the CEO to move forward with the CSBG CARES Act Grant Agreement in the amount of \$335,312 for the period March 27, 2020 through September 30, 2022. Kerry DiDomenico seconded the motion. Motion unanimously passed.

SUMMER CRISIS PROGRAM: The Home Energy Assistance Program Grant Agreement is for the period July 1, 2020 through September 30, 2020 in the amount of \$97,000.

MOTION: Karla Martin moved to approve the Summer Crisis Program for the period July 1, 2020 through September 30, 2020 in the amount of \$97,000. Lt. Erik Muhs seconded the motion. Motion passed unanimously.

FINANCIAL REPORTS: The Combined Analysis Report, Balance Sheet, Corporate Fund Report, and Credit Card and Gas Expenditures for the period May 1 through May 31, 2020 were reviewed. The balance in the Corporate Fund is \$210,012.77.

MOTION: Jack Gaylord moved to ratify the financial reports (Combined Analysis Report – May 2020, Balance Sheet, Corporate Fund Report and Credit Card and Gas Expenditures for the period May 1 through May 31, 2020). Motion was seconded by Anthony Sheposh. Motion passed unanimously. Finance Committee minutes from May 20, 2020 were tabled until July.

NOMINATING COMMITTEE: The Nominating Committee (Edward Littlejohn, Roberta Burnstein, Lt. Erik Muhs, Anthony Sheposh and Delores Wiggins) recommended the following slate of officers:

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

The floor was then opened for nominations from the floor. Since there were none, a motion was made to close and accept the recommended slate.

MOTION: I.t. Muhs moved to approve the slate recommended by the Nominating Committee. Mr. Sheposh seconded the motion. Motion unanimously passed. The newly elected officers' term will begin July 1, 2020.

A copy of the final 2019 audit will soon be sent out to members. When the auditor presents it to the Board, it may be via tele-conference, Zoom, etc. due to the COVID-19 pandemic. There were no findings, questionable costs or a management letter.

NEW BUSINESS: Revised Personnel Policies & Procedures were sent to the Personnel Committee for review. Committee members were in agreement with the proposed changes:

Sick Leave: #5 change to read, "Sick time can be taken in fifteen (15) minute increments."

Vacation: #8 change to read, "Vacation time can be taken in fifteen (15) minute increments."

Bereavement: Highlighted family members were added to the policy. The policy was changed to allow "up to 3 work days" for each family member's death. In the event a situation is not covered in the Handbook, we revert to p. 5, #7: *Any circumstance, situation or matter not covered within this Handbook should not be left to any employee's interpretation; instead, it will be at the discretion of the CEO.*

Suspension/Termination/Resignation: The words, "for no reason at all" were removed from the first sentence of Purpose/Policy. Voluntary termination was changed to include 2 unreported absences within a 12 month period. The *voluntary resignations or retirement* procedure was changed to request employees submit 2 weeks written notice; Program Directors, 3 weeks notice; and resignation/retirement notices must include the reason for leaving and effective date. Also, the following phrase was amended: *Suspension or Termination must be approved by the Chief Executive Officer or their designee, in accordance with the Agency Plan of Succession.*

Reporting Illegal Activity or Conduct (Whistleblower): Pam Bolton is having another attorney look at this policy; it was tabled until the review is complete.

MOTION: Jack Gaylord moved to approve the Employee Personnel Policies & Procedures Handbook revisions. The motion was seconded by Anthony Sheposh. Motion passed unanimously. *Reporting Illegal Activity or Conduct (Whistleblower)* was tabled until it is further reviewed by another attorney.

A motion to adjourn was made at 12:06 p.m. by Lt. Erik Muhs.

Respectfully submitted,



Acting Chairman



Secretary

Attached Hereto and Made a Part Hereof:

Letter from The Salvation Army
Risk Assessment Report (June 2020)
City to put building demolition on hold, Herald Star, June 2, 2020
Calendar of Events
Personnel Report – May 2020
Program Report – May 2020
CAC June 2020 Newsletter
Finance Committee Meeting Packet – June 17, 2020
Personnel Policies & Procedures: Sick Leave, Vacation, Bereavement, Suspension/Termination/Resignation