

JEFFERSON COUNTY COMMUNITY ACTION COUNCIL, INC.
BOARD OF TRUSTEES – REGULAR MEETING
June 19, 2019

OFFICERS PRESENT

Robert Naylor, Chairman
Clint Powell, Treasurer
Natalie Ulasiewicz, Secretary

REPRESENTING

Jefferson County Chamber
Laborers Local Union No. 809
Commissioner Dave Maple

MEMBERS PRESENT

Dr. James Baber
Pam Bolton
Kerry DiDomenico
Jack Gaylord
Dennis Gorlock
Cynthia Lytle
Lieutenant Erik Muhs
Anthony Sheposh
Ronnie Shockley

Eastern Gateway Community College
Southeastern Ohio Legal Services
Public Library of Steub & Jeff Co
Mayor of Steubenville
Commissioner Tom Gentile
Urban Mission
The Salvation Army
Jefferson Behavioral Health
Northeast Jeff Co Food Pantry

MEMBERS EXCUSED

Roberta Burnstein
Edward Littlejohn
Delores Wiggins

Michael Myers Terrace Resident Council
Sheriff Fred Abdalla
Commissioner Tom Graham

STAFF PRESENT

Mike McGlumphy, CEO
Jamie Blanchard, Housing Director
Robyn Gillette, HEAP/Emer Svcs Director
Rich Gualtiere, WIOA Assistant Director
Tod Miller, HWAP Coordinator
Patricia Minto, CFO
Elaine Petrozzi, Secretary/ROMA Coordinator
Brittany Scurry, Flood Coordinator
Kelly Wilson, Fiscal Director

The Jefferson County CAC Board of Trustees met for their regular meeting on Wednesday, June 19, 2019. The meeting was called to order at 11:44 a.m. Roll call was taken and a quorum was present. Mr. Naylor read the CAC Mission Statement.

APPROVAL OF MINUTES OF PRECEDING MEETING: Jack Gaylord moved to accept the minutes of the May 15, 2019 meeting as presented. Dr. Baber seconded the motion. Motion passed unanimously.

CORRESPONDENCE: Elaine Petrozzi read a letter received from Dr. Baber dated June 10, 2019:

Greetings! It is with regret, that I am taking this opportunity to inform you that my tenure or term limit on the Board of Directors has expired. Effective July 1, 2019, I will leave the Board and I am recommending Mrs. Karla Martin, Workforce Director to replace me per Dr. Jimmie Bruce, our President. It has been a pleasure serving on the Board for the past 10 years. I appreciate the mission and vision of the CAC and the people that it serves.

MOTION: Dennis Gorlock moved to accept the resignation of Dr. Baber, and contact Mrs. Karla Martin to replace him on Jefferson County CAC's Board of Trustees. Clint Powell seconded the motion. Motion passed unanimously.

REPORT OF CEO:

MEMORANDUM OF AGREEMENT BETWEEN COAD AND JEFFERSON COUNTY CAC (HWAP): The Memorandum of Agreement between COAD and Jefferson County CAC is for the period July 1, 2019 through June 30, 2020 to provide weatherization services from the following programs: Home Weatherization Assistance Program, Columbia WarmCoice, EPP, AEP CAP, Furnace Replacement Program and Housing Trust Fund Program, and coincides with the grant period. Services provided include insulation of sidewalls, crawl spaces, attics and foundations; heating system tune-up; water heater repair/replacement; air sealing and electric baseload reduction.

MOTION: Dr. Baber moved to approve the Memorandum of Agreement between COAD and Jefferson County CAC (HWAP) for the period July 1, 2019 through June 30, 2020 to provide weatherization services; seconded by Jack Gaylord. Motion approved unanimously.

MEMORANDUM OF AGREEMENT BETWEEN COAD AND JEFFERSON COUNTY CAC (HWAP ENHANCEMENT): The Memorandum of Agreement between COAD and Jefferson County CAC is for the period July 1, 2019 through June 30, 2020 to provide weatherization enhancement services: furnace repair/replacement; knob and tube wiring replacement; ventilation measures and minor roof repairs.

MOTION: Pam Bolton moved to approve the Memorandum of Agreement between COAD and Jefferson County CAC (HWAP Enhancement) for the period July 1, 2019 through June 30, 2020 to provide weatherization enhancement services; seconded by Dennis Gorlock. Motion approved unanimously.

HEAP MONITOR VISIT REPORT: The HEAP Monitor visited the agency on May 16. Board members were given a copy of his report. No response is required.

PURPOSE/FUNCTIONS OF STANDING COMMITTEES PREFERENCE FORM: Board Members were asked to complete the Standing Preference Form so that the Board Chairman could name the Standing Committees at next month's meeting.

CALENDAR OF EVENTS: Due in June, the election of new officers will be done at today's meeting; and employee insurance renewals are due this month. In July, new officers begin their one-year term; Standing Committees are appointed by the Board Chairman, and Standard 4.4 (*The*

governing board receives an annual update on the success of specific strategies included in the Community Action plan) is due. HWAP Budget Revision is on today's agenda; we also anticipate a budget revision for CSBG in the next several months.

PERSONNEL REPORTS: The Board received the Personnel Report for May 2019, which shows new hires, resignations, terminations and positions posted for the month. Since the report, three Summer Youth Program mentors started June 3 (the program runs June 10 – August 16), HWAP Crew Member posting was extended to June 21, Flood Crew Leader (3 positions) posted through June 25, and Flood Crew Member (3 4-man crews) posting will be posted until filled.

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

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

MOTION: Anthony Sheposh moved to accept the report of the CEO, which included: Memorandum of Agreement between COAD and Jefferson County CAC (HWAP), Memorandum of Agreement between COAD and Jefferson County CAC (HWAP Enhancement), HEAP Monitor Visit Report, Purpose/Functions of Standing Committees Preference Form, Calendar of Events, Personnel Report – May 2019, Program Report – May 2019, and CAC June Newsletter. Jack Gaylord seconded the motion. Motion passed unanimously.

REPORT OF COMMITTEES:

FINANCE COMMITTEE: The Finance Committee met this morning, and approved the May 15, 2019 minutes as written.

HWAP 2018-19 BUDGET AMENDMENT: The HWAP 2018-19 Budget Amendment reflects the actual costs expended by the agency for the grant period. DOE budget is \$106,244; HHS is \$182,757. Total budget is still \$289,001.

MOTION: Dr. Baber moved to accept the HWAP 2018-19 Budget Amendment for the period July 1, 2018 to June 30, 2019. Jack Gaylord seconded the motion. Motion passed unanimously.

HWAP 2019-20 BUDGET: The HWAP Budget for 2019-20 is \$116,121 DOE; \$184,468 HHS, for a total of \$300,589. We estimate completing 30 units during the grant period at an average cost of \$7,541 per unit.

MOTION: Dennis Gorlock moved to accept the HWAP 2019-20 Budget for the period July 1, 2019 to June 30, 2020. Jack Gaylord seconded the motion. Motion passed unanimously.

SERVICE AGREEMENT BETWEEN HARRISON COUNTY DJFS and JEFFERSON COUNTY CAC – Adult and Dislocated Worker – Modification No. 2: Modification No. 2 modifies the Service Agreement to increase the original grant amount of \$162,045 by \$78,324 of carryover funds to \$240,369 (\$106,830 Adult; \$133,539 Dislocated Worker).

MOTION: Dr. Baber moved to accept the Service Agreement between Harrison County DJFS and Jefferson County CAC – Adult and Dislocated Worker – Modification No. 2 to increase the total grant by \$78,324 to \$240,369. The period of the grant is July 1, 2018 to June 30, 2019. Anthony Sheposh seconded the motion. Motion passed unanimously.

SERVICE AGREEMENT BETWEEN HARRISON COUNTY DJFS and JEFFERSON COUNTY CAC – WIOA Youth – Modification No. 1: Modification No. 1 modifies the Service Agreement to increase the contract amount of \$61,041 by \$7,532 carryover funds to \$68,573. The period of the grant is July 1, 2018 to June 30, 2019.

MOTION: Cynthia Lytle moved to accept the Service Agreement between Harrison County DJFS and Jefferson County CAC – WIOA Youth – Modification No. 1 to increase the total grant by \$7,532 to \$68,573. Jack Gaylord seconded the motion. Ronnie Shockley seconded the motion. Motion passed unanimously.

SERVICE AGREEMENT BETWEEN HARRISON COUNTY DJFS and JEFFERSON COUNTY CAC – NDWG FLOOD GRANT OH-30 – Modification No. 1: Modification No. 1 modifies the Service Agreement to extend the contract period from May 31, 2019 to December 31, 2019 with no change to funding.

MOTION: Dr. Baber moved to accept the Service Agreement between Harrison County DJFS and Jefferson County CAC – NDWG Flood Grant OH-30 – Modification No. 1 to extend the contract period from May 31, 2019 to December 31, 2019 with no change in funding. Jack Gaylord seconded the motion. Motion passed unanimously.

SERVICE AGREEMENT BETWEEN JEFFERSON COUNTY DJFS and JEFFERSON COUNTY CAC – Adult and Dislocated Worker – Modification No. 1: Modification No. 1 modifies the Service Agreement to increase the original grant amount of \$637,225 by \$128,739 of carryover funds to \$765,964 (\$355,950 Adult; \$410,014 Dislocated Worker). The period of the grant is July 1, 2018 to June 30, 2019.

MOTION: Ronnie Shockley moved to accept the Service Agreement between Jefferson County DJFS and Jefferson County CAC – Adult and Dislocated Worker – Modification No. 1 to increase the total grant by \$128,739 to \$765,964. Dennis Gorlock seconded the motion. Motion passed unanimously.

SERVICE AGREEMENT BETWEEN JEFFERSON COUNTY DJFS and JEFFERSON COUNTY CAC – WIOA Youth – Modification No. 1: Modification No. 1 modifies the Service Agreement to increase the contract amount of \$329,692 by \$185,095.26 carryover funds to \$514,787.26. The period of the grant is July 1, 2018 to June 30, 2019.

MOTION: Dr. Baber moved to accept the Service Agreement between Jefferson County DJFS and Jefferson County CAC – WIOA Youth – Modification No. 1 to increase the total grant by \$185,095.26 to \$514,787.26. Jack Gaylord seconded the motion. Motion passed unanimously.

SERVICE AGREEMENT BETWEEN JEFFERSON COUNTY DJFS and JEFFERSON COUNTY CAC – NDWG FLOOD GRANT OH-30 – Modification No. 1: Modification No. 1

modifies the Service Agreement to extend the contract period from May 31, 2019 to December 31, 2019 with no change to funding.

MOTION: Pam Bolton moved to accept the Service Agreement between Jefferson County DJFS and Jefferson County CAC – NDWG Flood Grant OH-30 – Modification No. 1 to extend the contract period from May 31, 2019 to December 31, 2019 with no change in funding. Ronnie Shockley seconded the motion. Motion passed unanimously.

SERVICE AGREEMENT BETWEEN JEFFERSON COUNTY DJFS and JEFFERSON COUNTY CAC (Disaster National Dislocated Worker Grant Funds for Flood CleanUp) –

OH-32: The grant is in the amount of \$615,921 for the period June 6, 2019 through March 31, 2020. Flood crews and crew leaders will be hired to remove debris from streams in Jefferson County for flooding that occurred in February 2019. Individuals eligible to participate in the program are those dislocated workers who have experienced a job loss due to the disaster, all eligible dislocated workers and those individuals who are long-term unemployed.

MOTION: Natalie Ulasiewicz moved to accept the Service Agreement between Jefferson County DJFS and Jefferson County CAC – NDWG Flood Grant OH-32 for the period June 6, 2019 to March 31, 2020 in the amount of \$615,921. Jack Gaylord seconded the motion. Motion passed unanimously.

SRO – RENEWAL OF HAP CONTRACT NOS. 1 and 2: U.S. Department of Housing and Urban Development/Office of Community Planning and Development/ Section 8 Moderate Rehabilitation/ SRO Renewal of HAP Contract Nos. 1 and 2 are for the term August 1, 2019 through July 31, 2020. There are 15 units per contract. The contracts were signed and returned so they would be in place by the commencement date. The new rent is \$327 per month per unit.

MOTION: Dennis Gorlock moved to renewal of HAP Contracts Nos. 1 and 2 for the term August 1, 2019 through July 31, 2020. The monthly rental per unit increased to \$327/month. Cynthia Lytle 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 were reviewed. The balance in the Corporate Fund is \$124,792.19. PNC, Kroger and BP vouchers were verified against the spreadsheets. There was no activity on the Walmart credit card in May.

Mr. McGlumphy asked the Finance Committee to look again at the Grants Receivable spreadsheet attached to the Balance Sheet; in particular, WIOA reimbursements take as long as 6 weeks before we receive payment. He has a meeting in Columbus to discuss timely reimbursements.

MOTION: Kerry DiDomenico moved to ratify the financial reports (Combined Analysis Report – May 2019, Balance Sheet – May 2019, Corporate Fund Report – May 2019 and Credit Card and Gas Expenditures for the period May 1 through May 31, 2019), and the minutes from the May 15, 2019 Finance Committee meeting. Jack Gaylord seconded the motion. Motion passed unanimously.

EMPLOYEE INSURANCE RENEWAL OPTIONS: Our renewal date for employee insurance is July 1. Finance Committee members received a copy of the employee insurance renewal rates. The CEO met with the 12 staff members on the agency health insurance plan on June 4 to discuss options and to vote on a plan. Employees unanimously chose Anthem BC/BS. Although the deductible is higher with the new plan (\$2,500), the co-insurance is eliminated and co-pays are less. Health insurance will cost \$986.25 - agency pays \$789; employee \$197.25 – a \$13.37 difference from last year (7.3% increase). Dental increased \$.53 for the agency; \$.14 for employee; and vision stayed the same as last year. Ten companies responded to the broker's (Schwendeman) request to bid on health insurance, and seven declined. Dental increased slightly (.53 for agency; .14 for employee). Vision rates stayed the same.

MOTION: Natalie Ulasiewicz moved to ratify the employee insurance renewal rates for the period July 1, 2019 to June 30, 2020 as presented. Pam Bolton seconded the motion. Motion passed unanimously.

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

Chairperson	Robert Naylor
Vice-Chairperson	Edward Littlejohn
Treasurer	Clint Powell
Secretary	Cynthia Lytle

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

MOTION: Dennis Gorlock moved to close the nominations, and to accept the slate recommended by the Nominating Committee. Dr. Baber seconded the motion. Motion unanimously passed.

OLD BUSINESS: We still have not received word on the Head Start grant.

NEW BUSINESS:

An HWAP Technical Monitor will be here on June 25.

There were two break-ins at the HWAP garage. The first loss occurred on May 28. Estimated loss was \$3,500. The second theft was June 6; estimated loss was \$4,500. We contacted our landlord, Jim Salzman. He has since put in brighter and more lights; and surveillance cameras were ordered and will be installed. Also, our lease for the HWAP garage is due for renewal on July 31. We are waiting for the lease from the landlord.

WIOA 2019-20 CONTRACTS: Mr. McGlumphy submitted the July 1, 2019 to June 30, 2020 WIOA contracts to the Commissioners.

	Harrison	Jefferson
Adult	\$53,876	\$387,316
Disl Worker	\$42,368	\$358,340
Youth	\$54,293	\$408,424
Commissioner Meeting	June 26	June 27

MOTION: Anthony Sheposh moved to approve the CEO proceed with the July 1, 2019 to June 30, 2020 WIOA Contracts for Adult, Dislocated Worker and Youth in Harrison and Jefferson Counties. Ronnie Shockley seconded the motion. Motion passed unanimously.

Mr. McGlumphy told Board members: “We have to change the way we’re doing business. We can’t deliver services, workforce services, emergency services, social services, in the same way that we used to. Society has changed. If we expect to deliver this the same way we did and get different results, we are mistaken. We’re going to have to change how we’re doing business ... We can teach soft skills, hard skills; we can’t teach attitude. We have to figure a way to change the attitude ...”

SNAP E&T GRANT: Mr. McGlumphy is working with Jerry Kellman of NCRC – National Community Reinvestment Coalition. NCRC is a grassroots member organization formed in 1990. NCRC talked to COAD and OACAA, who sent Mr. Kellman to Jefferson County. We anticipate meeting with the Governor in September to get the SNAP E&T grant changed. There are two SNAP E&T grant programs: one is run by DJFS – an employment training program the DJFS runs that has no match. The other has a 50/50 match; however, Mr. McGlumphy has quite a few partners involved that we’ve been meeting with – Southeastern Ohio Legal Services; Eastern Gateway Community College, Jefferson Vocational School, Urban Mission, Jefferson County DJFS, Ohio DJFS. “The goal of this grant is to move families off of food stamps, social services; and move them into self-sufficiency ... If we have individuals come in for the SNAP E&T, most of them are going to be ABAWDs [Able Bodied Adults Without Dependents – 18-49 years old, no dependents, not disabled] -- single, on Food Stamps; working, working poor. Our target population, and this is our target population for workforce in general – working poor, long-term unemployed, generational poverty and offenders. Anyone that wants to work right now is working ... Our unemployment rate is the lowest it’s ever been since I’ve gotten out of the Navy. I never remember it being this low. We can’t spend our Dislocated Worker funds. I’m not worried about that because that’s not a bad thing to be in. If people are not getting laid off, this is money we can afford to give back to them. However, we are allowed to take that money and transfer it over to Adult. If they’re eligible for SNAP E&T and they’re on that project, their spouses would be eligible for WIOA Adult. We can dual-enroll people into that program and move forward that way. We’re already looking at interconnecting all these programs together.” Mr. McGlumphy asked the Board’s permission to have Jerry Kellman speak at the July Board meeting.

Ms. Bolton said that Mr. Kellman, in conjunction with her organization as well as the NCRC, wants to duplicate this program throughout southeastern Ohio. “Jefferson County has the best likelihood of success because of Mike.”

MOTION: Dennis Gorlock moved to authorize the CEO proceed with renewing the HWAP garage lease. Dr. Baber seconded the motion. Motion passed unanimously.

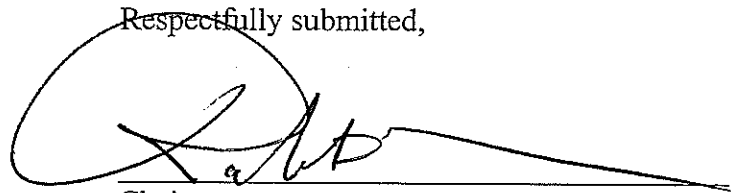
MOTION: Cynthia Lytle moved to give the CEO the authority to proceed with the SNAP E&T Grant. Jack Gaylord seconded the motion. Pam Bolton abstained. Motion passed.

At the December 19 meeting, a motion was made by Natalie Ulasiewicz, seconded by Dr. Baber to accept the CEO Evaluation as presented, with the understanding that the CEO compensation package would be revisited in June.

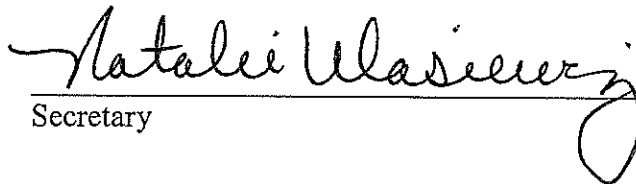
MOTION: Dennis Gorlock moved to table the CEO compensation package for the present time, with the understanding it will be considered again in the future. Jack Gaylord seconded the motion. Motion passed unanimously.

A motion to adjourn was made at 12:46 p.m. by Dennis Gorlock; seconded by Dr. Baber.

Respectfully submitted,



Chairman



Secretary

Attached Hereto and Made a Part Hereof:

Memorandum of Agreement between COAD and HWAP
Memorandum of Agreement between COAD and HWAP Enhancement
HEAP Monitor Visit Report – 5/16/19
Purpose/Functions of Standing Committees and Preference Form
Calendar of Events
Personnel Report – May 2019
Program Report – May 2019
CAC June 2019 Newsletter
Finance Committee Meeting Packet – June 19, 2019