

JEFFERSON COUNTY COMMUNITY ACTION COUNCIL, INC.
BOARD OF TRUSTEES – REGULAR MEETING
May 20, 2020

OFFICERS PRESENT

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

REPRESENTING

Jefferson County Chamber
Sheriff Fred Abdalla
Urban Mission
Laborers Local Union No. 809

MEMBERS PRESENT

Pam Bolton
Kerry DiDomenico
Jack Gaylord
Karla Martin
Lieutenant Erik Muhs
Anthony Sheposh
Ronnie Shockley
Natalie Ulasiewicz

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

MEMBERS EXCUSED

Dennis Gorlock
Roberta Burnstein
Delores Wiggins

Commissioner Tom Gentile
Michael Myers Terrace Resident Council
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' May 20, 2020 meeting was held via teleconference. Roll call was taken; a quorum was present. The meeting was called to order at 11:35 a.m.

APPROVAL OF MINUTES OF PRECEDING MEETING: Anthony Sheposh moved to accept the minutes of the April 15, 2020 meeting as presented. Jack Gaylord seconded the motion. Motion passed unanimously.

CORRESPONDENCE: Elaine Petrozzi read a letter received from Jefferson County Chamber of Commerce President Tricia Maple-Damewood:

On behalf of the Jefferson County Chamber of Commerce, I write you to nominate Scott Lockhart to the Board of Trustees of the Jefferson Community Action Council, Inc. (the "Agency") commencing July 1, 2020, on or after the expiration of Robert Naylor's term in accordance with the Agency's By-Laws.

At a meeting dated March 24, 2020 the Board of Directors of the Jefferson County Chamber of Commerce unanimously voted on a resolution nominating Scott Lockhart to fill the open board seat on the Agency's Board of Trustees. The remainder of this correspondence will discuss Scott Lockhart's biography and qualifications.

Scott holds a BS in Organizational Leadership and a MS in Strategic Leadership from Mountain State University. He is employed as the Compliance and CRA Officer for Hancock County Savings Bank, holds a CRCM certification from the American Bankers Association, and is a member of the West Virginia Bankers Association Disaster Recovery Task Force. Prior to joining Hancock County Savings Bank, Scott worked for Equifax Settlement Services. Scott also serves as a member of the Edison Local School Board of Education, the Jefferson County Chamber of Commerce Board of Directors, the East Liverpool Rotary Club, the WVO Basketball Association, and the Columbiana County Umpires Association. Previously, he served as Vice Chairperson for Jefferson County Chamber of Commerce Ambassadors, Vice President of Edison Central League Baseball and Softball Association and a Councilman for the Village of Empire.

Scott and his wife Cindy have a daughter Kelsie, a son Tyler and a grandson Owen. In his spare time, Scott enjoys being a movie extra, golfing, playing softball, officiating basketball, and umpiring baseball and softball.

Based on Scott's education, employment experience, and community involvement, the Jefferson County Chamber of Commerce Board of Directors nominates Scott Lockhart to serve as a member of the Board of Trustees of the Jefferson County Community Action Council, Inc.

Should you need any additional information, feel free to contact me.

The Board also received the following letter from Northeast Jefferson County Food Pantry:

TJ Balint has been selected as this organization's Representative to the Jefferson County Community Action Council Board of Trustees. His term commences on August 2020 and expires on August 2025.

MOTION: Jack Gaylord moved to accept the correspondence from Jefferson County Chamber of Commerce, and appoint Scott Lockhart as the Chamber's representative to the Jefferson County CAC Board of Trustees, and to accept the correspondence from Northeast Jefferson County Food Pantry selecting TJ Balint as their representative, and to appoint TJ Balint as Northeast Jefferson County Food Pantry's representative. Anthony Sheposh seconded the motion. Motion passed unanimously.

REPORT OF CEO:

CALENDAR OF EVENTS: In May, the recommended slate is scheduled to be announced by the Nominating Committee, and Robert Naylor's term expires. Mr. McGlumphy told the Board, "Mr. Naylor has been an asset like I could never have asked for. He's helped me through a lot of difficult

times; I'm truly sorry to see him leave, and we'll welcome him back any time." Ms. Minto said, "I also agree 100% with Mike. Robert's been really an asset to me, and is a good person. And I want to thank him for his dedication to our agency." Scheduled for June: the election of new officers, employee insurance renewal, 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*).

PERSONNEL REPORT: The Board received the Personnel Report for April. Since the report, the Flood Coordinator and Crew Leader started May 4, Flood Crew Members were recalled from lay-off May 5 and 6, HWAP Crew Member resigned May 8 to return to school, HWAP employees were recalled from lay-off May 11, HWAP Crew Member was terminated May 11, and the Fiscal Assistant started May 18.

PROGRAM REPORT: Members received copies of the April Program Report, which shows participants served for the month and year-to-date. HEAP, Emergency Services and WIOA are operating by appointment only. However, the One Stop is open for walk-in customers.

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

MOTION: Ronnie Shockley moved to approve the Report of the CEO, which included: Calendar of Events; Personnel Report – April 2020; Program Report – April 2020; and CAC May Newsletter. Jack Gaylord seconded the motion. Motion passed unanimously.

REPORT OF COMMITTEES:

FINANCE COMMITTEE: The Combined Analysis, Balance Sheet and Corporate Fund Reports were reviewed, as well as Credit Card and Gas Spreadsheets for the period April 1 through April 30, 2020. The balance in the Corporate Fund is \$201,772.77. Revenue Account 2276 in the amount of \$63,413.38 was a dividend received from BWC. According to our auditor, this money does not have to go back to the programs; it is corporate money. Also, Mr. McGlumphy applied for and received a \$10,000 EIDL grant from FEMA, which will be reflected in the Corporate Fund next month.

MOTION: Ronnie Shockley moved to ratify the financial reports (Combined Analysis Report – April 2020, Balance Sheet, Corporate Fund Report and Credit Card and Gas Expenditures for the period April 1 through April 30, 2020), along with the minutes from the April 15, 2020. The Finance Committee passed a motion to table consideration of the Credit Card and Gas Vouchers until the June 2020 Finance Committee meeting. Motion was seconded by Natalie Ulasiewicz. Motion passed unanimously.

JEFFERSON SECURITY SERVICES, INC. AGREEMENT: The Agreement between Jefferson Security Services, Inc. and Jefferson County CAC is for the period May 12, 2020 to November 12, 2020. The Agreement was discussed in great detail by the Finance Committee, who approved and is submitting the Agreement to the Board for ratification and approval. Security

services will be provided by an unarmed, uniformed security officer performing access control to the CAC from Monday through Friday, 8:00 a.m. to 4:00 p.m. The CAC will pay \$23/hour.

MOTION: Cynthia Lytle moved to approve and ratify the Jefferson Security Services, Inc. Agreement for the period May 12, 2020 through November 12, 2020. Jack Gaylord seconded the motion. Motion passed unanimously.

NOMINATING COMMITTEE: In accordance with the ByLaws (page 11):

Nominating Committee ... shall be responsible for nominating a slate of officers to be voted on at the Annual Meeting of the Board [May].

Nominating Committee members Roberta Burnstein, Edward Littlejohn and Anthony Sheposh met Monday, May 18 via tele-conference. Edward Littlejohn read the slate of officers recommended by the Nominating Committee:

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

MOTION: Natalie Ulasiewicz moved to accept, as presented, the slate of officers recommended by the Nominating Committee. Clint Powell seconded the motion. Nominations will also be accepted from the floor at next month's meeting. Motion passed unanimously.

NEW BUSINESS: **Employee health insurance** is due for renewal July 1, 2020. Anthem was the only company to bid. Coverage will remain the same, but increased 12.5% above last year. Employee share increased by \$24.77 per month for health; dental, vision and life stayed the same. The agency difference is \$99.06. The agency will continue to pay 80% of the premium; employee, 20%. The CEO talked about exploring a consortium with contiguous agencies (Community Action Commission of Belmont County CAC, HARCATUS Tri-County Community Action Organization and G-M-N Tri-County Community Action Committee). There are only 12 employees on agency health insurance.

MOTION: Pam Bolton moved to approve, as presented, the employee insurance recommendation received by the CEO for the period July 1, 2020 to June 30, 2021. Jack Gaylord seconded the motion. Motion unanimously passed.

MOTION: Ronnie Shockley moved to approve the CEO explore obtaining coverage through a consortium with surrounding agencies to see if there were any benefit improvements for our employees and cost savings related to health care premiums with purchasing power. Motion was seconded by Cynthia Lytle. Motion passed unanimously.

Cathedral Apartments audit was performed on January 7, 2020. A letter dated May 13, 2020 from Ohio Housing Finance Agency stated, "The Certifications were found to be in compliance with the Gap Financing Program requirements."

Cathedral Apartments update: The CAC obtained funding through CDBG for the Cathedral Apartments roof replacement; however, we did not receive a letter from the Diocese extending our lease for the life of the roof. So, unfortunately, we lost the funding.

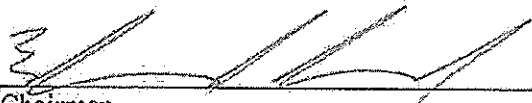
WIOA Contracts for July 1, 2020 – June 30, 2021 were also discussed. Harrison contracts will be on the commissioners' agenda June 10. Adult & Dislocated Worker contract is in the amount of \$101,316; Youth, \$57,800. Jefferson contracts will be on the commissioners' agenda June 11. Adult & Dislocated Worker contract is in the amount of \$838,727; CCMEP WIOA Youth, \$523,427. We anticipate hiring a total of 100 Summer Youth participants in Jefferson County (there are currently 80 on the program; we will recruit 20 more). The CEO will talk to Harrison County in the near future to discuss the Summer Youth Program. We will also be receiving One Stop Improvement Grants in the amount of \$39,482 (Jefferson County); \$16,692 (Harrison County).

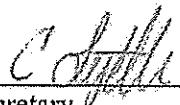
MOTION: Jack Gaylord moved to give the CEO permission to proceed with the following WIOA Contracts for the period July 1, 2020 – June 30, 2021: Harrison County Adult & Dislocated Worker, \$101,316; Youth, \$57,800. Jefferson County Adult & Dislocated Worker, \$838,727; CCMEP WIOA Youth, \$523,427. Anthony Sheposh seconded the motion. Motion unanimously passed.

A copy of the 2019 draft audit was emailed to members on May 1, 2020. We should receive the final copy next week and will forward it to the Board. 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 or questionable costs.

A motion to adjourn was made at 12:27 p.m. by Natalie Ulasiewicz.

Respectfully submitted,


Vice-Chairman


Secretary

Attached Hereto and Made a Part Hereof:

Calendar of Events
Personnel Report – April 2020
Program Report – April 2020
CAC May 2020 Newsletter
Finance Committee Meeting Packet – May 20, 2020
Insurance Renewal Spreadsheet
Cathedral Apartments Monitor Report – January 7, 2020