

JEFFERSON COUNTY COMMUNITY ACTION COUNCIL, INC.  
BOARD OF TRUSTEES – REGULAR MEETING  
May 19, 2021

**OFFICERS PRESENT**

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

**REPRESENTING**

Southeastern Ohio Legal Services  
Mayor of Steubenville  
Public Library of Steub & Jefferson County  
Urban Mission

**MEMBERS PRESENT**

T.J Balint  
Bill Davis  
Lt. Joe Lamantia  
Captain Michael Smith  
Anthony Sheposh  
Natalie Ulasiewicz

Northeast Jeff Co Food Pantry  
IBEW Local Union No. 246  
Sheriff's Department  
The Salvation Army  
Jefferson Behavioral Health  
Commissioner Dave Maple

**MEMBERS EXCUSED**

Roberta Burnstein  
Scott Lockhart  
Karla Martin  
Delores Wiggins

Michael Myers Terrace Resident Council  
Jefferson County Chamber  
Eastern Gateway Community College  
Commissioner Tom Graham

**STAFF PRESENT**

Rich Gualtiere  
Patricia Minto  
Julie Woodbury  
Hannah Titi

Deputy Director/Planner  
CFO  
Administrative Assistant/ROMA Coordinator  
Administrative Assistant/ROMA Coordinator

The Jefferson County CAC Board of Trustees' met for their regular meeting held on May 19, 2021. Roll call was taken; a quorum was present. The meeting was called to order at 11:37 a.m. The CAC Mission Statement was read by Jack Gaylord.

**APPROVAL OF MINUTES OF PRECEDING MEETING:** TJ Balint moved to accept the minutes of the April 21, 2021 meeting as presented. Jack Gaylord seconded the motion. Motion passed unanimously.

**CORRESPONDENCE:** No Correspondence

**REPORT OF CEO:**

**CALENDAR OF EVENTS:** Deputy Director Rich Gualtiere acknowledges Election of new officers which is due to take place at the proceeding meeting on June 16<sup>th</sup>, 2021. Pam Bolton brings to attention that a nominating committee must be selected before the election is held. Cynthia Lytle, Anthony Sheposh, and Lt. Joe Lamantia all volunteer to be appointed as the nominating committee.

Standard 9.3 (*The organization has presented to the governing board for review or action, at least within the past 12 months, an analysis of the agency's outcomes and any operational or strategic program adjustments and improvements identified as necessary*) is due for the month, the standard has been satisfied. (Surveys will be distributed to clients within the agency) Standard 9.4 (*The organization submits its annual CSBG Information Survey data report and it reflects client demographics and organization-wide outcomes*) coincides with 9.3 and has been satisfied.

MOTION: Tj Balient moved to accept the nominating committee consisting of Cynthia Lytle, Anthony Sheposh, and Lt. Joe Lamantia. Jack Gaylord seconded the motion. Motion passed unanimously.

PERSONNEL REPORT: The Board received the Personnel Report for May 2021 which displays new hires, terminations, resignations, and positions posted for the month. The positions posted for the month included Payroll, Administrative Assistant/Human Resources/ROMA Coordinator, CCMEP Youth (Cadiz and Carrolton) & CCMEP Case Manger (Jefferson) and HWAP Crew Member. Administrative Assistant/ROMA Coordinator Julie Woodbury will be resigning from her position due to relocation on May 20, 2021. Hannah Titi will be moving from the HEAP department into the Administrative Assistant/ROMA Coordinator position. Tammie Lewis HR/Payroll will be moving her position to Fiscal Director. New Hire Sidney Snyder started her first day in HR/Payroll on the date May 19<sup>th</sup>, 2021.

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 are operating by appointment only. HEAP is currently only able to perform HEAP and PIPP reverifications. Summer Crisis is set to begin starting July 1<sup>st</sup>. HWAP has projected 30 jobs to be completed currently, 6 jobs are pending, 2 are new, 4 in progress. Pam Bolton brought to attention a concern of HWAP funding decreasing due to the target number not being met. Patty Minto added that other agencies are in the same situation. The target number is set to decrease for the following year, therefor funding should not change. Cathedral Apartments have two new occupants, 11 units are empty, 8 being due to water damage, 1 ready for rent, and 2 will need turned over.

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

MOTION: Jack Gaylord moved to approve the Report of the CEO, which included: Calendar of Events; Personnel Report – May 2021; Program Report – May 2021; and CAC May Newsletter. Cynthia Lytle seconded the motion. Motion passed unanimously.

### REPORT OF COMMITTEES:

FINANCE COMMITTEE: The Combined Analysis, Balance Sheet and Corporate Fund Reports were reviewed by members, as well as Credit Card and Gas Spreadsheets, and the Agency Wide Budget. The finance committee approved reports and minutes of April 21<sup>st</sup>, 2021.

MOTION: Jack Gaylord moved to approve the report of CFO including Balance Sheet, Corporate Fund Report and Credit Card and Gas Expenditures, along with the minutes from the April 21st, 2021. Motion was seconded by Natalie Ulasiewicz. Motion passed unanimously.

NEW BUSINESS:

HWAP Grant has been submitted and is pending approval. Budget has been submitted by CFO Patricia Minto.

UNFINISHED BUSINESS: Standard 7.1 (*The organization has written personal policies that have been reviewed by an attorney and approved by the governing board within the past 5 years*) has been reviewed by Chairman Pam Bolton and is not in need of change.

MOTION: Jack Gaylord moved to approve, standard 7.1 the unmodified personal policies. Cynthia Lytle seconded the motion. Motion unanimously passed.

Standard 8.9 (*The governing board annually approves an organization-wide budget*) has been reviewed by Chairman Pam Bolton and is not in need of change.

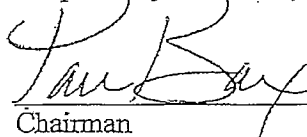
MOTION: Jack Gaylord moved to approve, standard 8.9 the unmodified personnel report. Lt. Joe Lamantia seconded the motion. Motion unanimously passed.

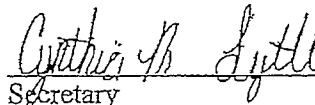
Natalie Ulasiewicz proposed a change to the Standard 5.3 (*the organizations bylaws have been reviewed by an attorney within the past 5 years*) of the phrase "Representatives of the Poor" to the phrase "Representatives of Low Income Individuals" of the updated bylaws.

MOTION: Jack Gaylord moved to approve the change of the phrase "Representatives of the Poor" to the phrase "Representatives of Low Income Individuals" of the updated bylaws. Natalie Ulasiewicz seconded the motion. Motion unanimously passed.

A motion to adjourn was made at 12:10 p.m. by Jack Gaylord.

Respectfully submitted,

  
Chairman

  
Secretary

5-19-21

Attached Hereto and Made a Part Hereof:

Calendar of Events  
Personnel Report – May 2021  
Program Report – May 2021  
CAC May 2021 Newsletter  
Finance Committee Meeting Packet – April, 2021  
Finance Committee Minutes – April, 2021  
Regular Minutes – April, 2021  
Agency Wide Budget – Jan-May, 2021  
Agency Balance Sheet – April 2021  
Combined Analysis Report- April 2021