

JEFFERSON COUNTY COMMUNITY ACTION COUNCIL, INC.
BOARD OF TRUSTEES – REGULAR MEETING
May 15, 2019

OFFICERS PRESENT

Robert Naylor, Chairman
Edward Littlejohn, Vice Chairman
Clint Powell, Treasurer

REPRESENTING

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

MEMBERS PRESENT

Dr. James Baber
Pam Bolton
Roberta Burnstein
Kerry DiDomenico
Jack Gaylord
Lieutenant Erik Muhs
Anthony Sheposh
Delores Wiggins

Eastern Gateway Community College
Southeastern Ohio Legal Services
Michael Myers Terrace Resident Council
Public Library of Steub & Jeff Co
Mayor of Steubenville
The Salvation Army
Jefferson Behavioral Health
Commissioner Tom Graham

MEMBERS EXCUSED

Dennis Gorlock
Cynthia Lytle
Ronnie Shockley
Natalie Ulasiewicz

Commissioner Tom Gentile
Urban Mission
Northeast Jeff Co Food Pantry
Commissioner Dave Maple

STAFF PRESENT

Mike McGlumphy, CEO
Jamie Blanchard, Housing Director
Robyn Gillette, HEAP/Emer Svcs Director
Tod Miller, HWAP Coordinator
Patricia Minto, CFO
Elaine Petrozzi, Secretary/ROMA Coordinator

The Jefferson County CAC Board of Trustees met for their regular meeting on Wednesday, May 15, 2019. The meeting was called to order at 11:38 a.m. Roll call was taken and a quorum was present. Mr. Naylor introduced and welcomed Kerry DiDomenico to the Board, representing Public Library of Steubenville and Jefferson County. Kerry DiDomenico read the CAC Mission Statement.

APPROVAL OF MINUTES OF PRECEDING MEETING: Edward Littlejohn moved to accept the minutes of the April 17, 2019 meeting as presented. Dr. James Baber seconded the motion. Pam Bolton and Kerry DiDomenico abstained. Motion passed.

REPORT OF CEO:

CATHEDRAL APARTMENTS 2018 AUDIT RESULTS: An audit of the 2018 Gap Financing Owner/Sponsor Certification was submitted to the agency, and Tenant Data was finalized, which was stated in a letter we received from the Ohio Housing Finance Agency dated April 10, 2019. “The Certifications were found to be in compliance with the Gap Financing Program requirements.”

HWAP MONITOR VISIT (February 26 and 27, 2019): In response to the required action listed on the monitor visit report, the HWAP crew returned to the home and installed 10 bags of cellulose in the second story sidewalls.

CALENDAR OF EVENTS: This month, the recommended slate is due from the Nominating Committee. The Nominating Committee members are: Edward Littlejohn, Lieutenant Erik Muhs, Anthony Sheposh and Delores Wiggins. Elections for new officers will be done in June; also, employee insurance renewal is due July 1. Census data was completed and returned to the insurance company. They then got bids for the insurance. We will be meeting with Schwendeman, our insurance agent, on May 21 to review bids.

PERSONNEL REPORTS: The Board received the Personnel Report for April 2019, which shows new hires, resignations, terminations and positions posted for the month. A full-time temporary WIOA Youth Case Manager was hired for Harrison County, effective April 29. Since the report, a HEAP Intake Worker resigned effective May 2, a WIOA Youth Case Manager moved from part-time to full-time and serves Harrison and Carroll Counties, and the Deputy Director/Planner resigned effective May 31. Mr. McGlumphy will re-evaluate the position to see what duties and responsibilities need to be filled.

PROGRAM REPORT: Members received copies of the April Program Report, which shows participants served for the month and year-to-date. HWAP will start working on the 30th unit on Monday, May 13; COAD expects us to complete 30 units with the year’s funding. “We are meeting the goal; as a matter of fact, we are going to exceed the goal – we have 25 units finalized and 4 pending. HWAP has done just a great job again this year.” There are four vacant units due to the Cathedral Apartments’ roof leaking. With the Diocese, John and Jamie have applied for several foundation grants. Summer Youth will start on June 10 and end August 16. As of May 9, there were 45 confirmed worksites, with more coming in. Our target number of youth is 125.

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

MOTION: Jack Gaylord moved to accept the report of the CEO, which included: Cathedral Apartments 2018 Audit Results, HWAP Monitor Visit (February 26-27, 2019) Response, Calendar of Events, Personnel Report – April 2019, Program Report – April 2019, and CAC May Newsletter. Anthony Sheposh seconded the motion. Motion passed unanimously.

REPORT OF COMMITTEES:

FINANCE COMMITTEE: The Finance Committee met this morning. The committee approved the April 17, 2019 minutes as written. Approved and recommended for approval and/or ratification by the full Board: CSBG Annual Report 2018 and CSBG 5th Quarter 2019 ROMA Report.

MOTION: Pam Bolton moved to accept the CSBG Annual Report 2018. Roberta Burnstein seconded the motion. Motion passed unanimously.

MOTION: Dr. Baber moved to accept the CSBG Quarter 5 2019 ROMA Report. Roberta Burnstein 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 April 1 through April 30 were reviewed and approved by the Finance Committee. The balance in the Corporate Fund is \$128,926.73. PNC, Kroger, Walmart and BP vouchers were verified against the spreadsheets. Ms. Minto reviewed a new spreadsheet she included with the Balance Sheet: Grants Receivable. It shows the date we submitted our report to the funding agency and the date funds were received. Some monies for the period January 1 through March 31, 2019 were not received until April 25. On the Combined Analysis Report, she will change the total of United Way funding to \$10,010 to reflect the 23% decrease in funding.

MOTION: Jack Gaylord moved to accept the financial reports (Combined Analysis Report – April 2019, Balance Sheet – April 2019, Corporate Fund Report – April 2019 and Credit Card and Gas Expenditures for the period April 1 through April 30, 2019), and minutes from the April 17, 2019 Finance Committee meeting. Anthony Sheposh seconded the motion. Motion passed unanimously.

NOMINATING COMMITTEE: At the March 20 Board of Trustees meeting, the following Board members were named to the Nominating Committee: Edward Littlejohn, Lt. Erik Muhs, Anthony Sheposh and Delores Wiggins. The Committee met on May 8 to discuss the nominations received at the April Board meeting.

Edward Littlejohn read the slate of officers recommended by the Nominating Committee:

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

MOTION: Dr. Baber moved to accept, as presented, the slate of officers recommended by the Nominating Committee. Jack Gaylord seconded the motion. Motion passed unanimously.

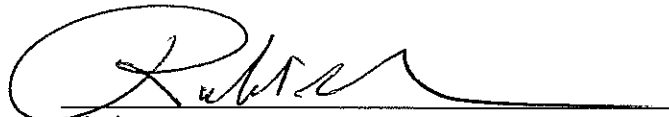
NEW BUSINESS:

An HWAP monitor was here May 14; everything went well. The HEAP monitor will be here May 16.

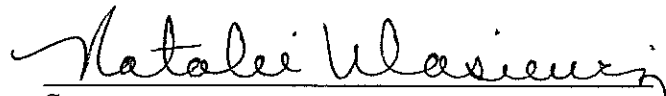
We were notified by the State of another National Emergency Flood Grant beginning July 1. The State has also requested an extension of our current flood grant to December 31. The new grant will be approximately \$500-600,000 for Jefferson County and have two flood crews. The grant will employ dislocated or long-term unemployed workers (unemployed for 15 of the last 26 weeks). Like past flood grants, we will work with township trustees, EMA and county commissioners to identify flood sites.

A motion to adjourn was made at 12:17 p.m. by Edward Littlejohn; seconded by Dr. Baber.

Respectfully submitted,



Chairman



Secretary

Attached Hereto and Made a Part Hereof:

Cathedral Apartments 2018 Audit Results
HWAP Monitor Visit (February 26-27, 2019) Response
Calendar of Events
Personnel Report – April 2019
Program Report – April 2019
CAC May 2019 Newsletter
Finance Committee Meeting Packet – May 15, 2019