

JEFFERSON COUNTY COMMUNITY ACTION COUNCIL, INC.
BOARD OF TRUSTEES – REGULAR MEETING
November 20, 2019

OFFICERS PRESENT

Cynthia Lytle, Secretary
Robert Naylor, Chairman

REPRESENTING

Urban Mission
Jefferson County Chamber

MEMBERS PRESENT

Pam Bolton
Roberta Burnstein
Jack Gaylord
Dennis Gorlock
Karla Martin
Anthony Sheposh
Ronnie Shockley
Natalie Ulasiewicz

Southeastern Ohio Legal Services
Michael Myers Terrace Resident Council
Mayor of Steubenville
Commissioner Tom Gentile
Eastern Gateway Community College
Jefferson Behavioral Health
Northeast Jeff Co Food Pantry
Commissioner Dave Maple

MEMBERS EXCUSED

Kerry DiDomenico
Edward Littlejohn
Lieutenant Erik Muhs
Clint Powell
Delores Wiggins

Public Library of Steub & Jeff Co
Sheriff Fred Abdalla
The Salvation Army
Laborers Local Union No. 809
Commissioner Tom Graham

STAFF PRESENT

Mike McGlumphy, CEO
Robyn Gillette, HEAP/ES Program Director
Lori Hawthorne, WIOA Program 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, November 20, 2019. The meeting was called to order at 11:42 a.m. Roll call was taken and a quorum was present. The Chairman read the CAC Mission Statement.

APPROVAL OF MINUTES OF PRECEDING MEETING: Roberta Burnstein moved to accept the minutes of the October 16, 2019 meeting as presented. Cynthia Lytle seconded the motion. Motion passed unanimously.

REPORT OF CEO:

HWAP ADMINISTRATIVE REVIEW (September 17, 2019) REPORT: Members received a copy of the report from the September 17, 2019 Administrative Review in a letter dated October 15, 2019 from Jennifer Mares, Energy Efficiency Programs Manager, ODSA Office of Community Assistance. The letter states, “The agency was able to resolve all required actions through correction and proof of that correction prior to the completion of the administrative report. No further actions are required at this time.”

2019 COMMUNITY NEEDS ASSESSMENT: In accordance with CSBG Standard 3.5 (*The governing board formally accepts the completed community assessment*), a copy of the 2019 Community Needs Assessment was emailed/mailed to each member for review.

MOTION: Pam Bolton moved to approve the 2019 Community Needs Assessment. Jack Gaylord seconded the motion. Motion unanimously passed.

SRO GRANT UPDATE: The CAC contracted with Jennifer Parker, J.M. Parker Consulting to secure funding for the SRO Roof Repair/Replacement. She provided us with a spreadsheet detailing which grants she applied for and the status of each. She applied for extra grants with no additional charge to us. She will send supporting documentation for our files.

Mr. Naylor would like the CAC to pursue conversations with the Diocese of Steubenville regarding transfer of the deed to us with a fee simple defeasible interest, meaning “if we no longer use it for the stated purpose of the grant that the property would automatically revert back to the Diocese.” He suggested including language that it has to be governed by the grant. He suggested a meeting with Father Dunfee at the Diocese.

Mr. McGlumphy discussed making Cathedral Apartments transitional housing. There would be a time limit to a resident’s stay at the SRO. During that time frame, staff members would try using other grants to get the individual permanent housing.

MOTION: Dennis Gorlock moved that we contact officials at the Diocese of Steubenville to move forward with having the property deeded to us with a fee simple defeasible interest. Roberta Burnstein seconded the motion. Motion unanimously passed.

CALENDAR OF EVENTS: Standard 3.5 (*The governing board formally accepts the completed community assessment*), is due in November, and has been presented to the Board for approval. In December, Directors & Officers, Auto and Rental Insurance is due. All applications have been completed and returned to the insurance company for renewal. Also, Standards 7.4 (*The governing board conducts a performance appraisal of the CEO/executive director within each calendar year*) and 7.5 (*The governing board reviews and approves CEO/executive director compensation within every calendar year*) are due. Members were given a copy of The CEO Evaluation to complete and return today so it could be finalized and presented to the CEO at the December Board meeting.

PERSONNEL REPORT: The Board received the Personnel Report for October 2019, which shows new hires, resignations, terminations and positions posted for the month. Nothing has transpired since the report.

PROGRAM REPORT: Members received copies of the October Program Report, which shows participants served for the month and year-to-date. We have five sites set up for HEAP and CSBG

Outreach: Toronto, Rayland, Amsterdam, Smithfield and Steubenville where we do on-site applications. We will continue to expand and/or change these sites to get full coverage in the county. "If you can't come to us, we'll come to you." According to Tod Miller (HWAP Coordinator), HWAP has reported 6 completed units. The twelfth unit was finished yesterday, and they will start the thirteenth tomorrow morning. The annual goal is 30 units. We are looking for one more WIOA Work Experience individual. When found, the department will be split into 2 crews to double the capacity in the field. AEP CAP/EPP: We just hired a second Energy Auditor. Training is scheduled for December 5 and December 16-19. HCRP Housing Program is running great! Looking at the report, PY18 shows 40 customers served; PY19 shows 132 customers. Case Management for customers in the Housing Programs: 186; Rental Assistance, 120. WIOA: A different approach came about with the Opioid 3 grant: "No wrong door approach." A participant does not care how we fund their training. It may be funded through Adult, Dislocated Worker, or it may be funded through Opioid 3. To date, we have 9 participants in the Noble County prison (4 Belmont County residents, 3 Harrison, 1 Jefferson). Fifty-five people in the Belmont County prison are from our area. The initial count we received from Belmont County prison is 15 participants. The CEO met with Urban Mission Jobs for Life, who had 8. Several of those were at the CAC yesterday to apply for the program. Also, there are 8 people in the Great Lakes TDS area that we may be able to serve as "enter employments."

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

MOTION: Anthony Sheposh moved to approve the Report of the CEO, which included: HWAP Administrative Review (September 17, 2019) Report, SRO Grant Update, Calendar of Events, Personnel Report – October 2019, Program Report – October 2019, and CAC November Newsletter. Jack Gaylord seconded the motion. Motion passed unanimously.

REPORT OF COMMITTEES:

FINANCE COMMITTEE: There was no quorum for the Finance Committee this morning; therefore, the minutes of the October 16, 2019 Finance Committee Meeting were tabled.

Ms. Minto reviewed the Combined Analysis Report, Balance Sheet and Grants Receivable, Corporate Fund and Credit Card Spreadsheets. Balance Sheet and Grants Receivable: Total Grants Receivable as of October 31, 2019 is \$232,485.91. The Certificate of Deposit (\$32,455.81) can be used as a line of credit if need be. Corporate Fund: Right now, we show \$103,995.84 for 1100 Liability Refund W/Comp. The CFO will complete a journal entry before the end of the year for the first refund (\$56,000.55) from Workers Compensation. We just received a second refund check for \$47,995.29. That amount will show in 2020. The actual total in the Corporate Fund is \$123,980.45. Credit Card and Gas Expenditures Spreadsheets show funds spent with PNC, Kroger, Walmart and BP agency credit cards. Vouchers will be reviewed at next month's Finance Committee meeting.

The CFO reported the Home Energy Assistance Program Grant Agreement for the period November 1, 2019 through March 31, 2020 in the amount of \$700,000 is to provide Winter Crisis Program assistance to eligible households.

CSBG Application for the period January 1, 2020 through December 31, 2021 in the amount of \$555,891 is due December 11. Ms. Minto is working on a budget revision for the CSBG grant ending December 31, 2019 to reflect actual costs spent during the 2018-2019 grant period.

MOTION: Roberta Burnstein moved to table the approval of minutes from the October 16, 2019 Finance Committee Meeting and the Credit Card and Gas Expenditure Vouchers, since today's meeting had to be canceled due to no quorum. Jack Gaylord seconded the motion. Motion passed unanimously.

MOTION: Dennis Gorlock moved to approve the Home Energy Assistance Program Grant Agreement for the period November 1, 2019 through March 31, 2020 in the amount of \$700,000 to provide Winter Crisis Program assistance to eligible households. Roberta Burnstein seconded the motion. Motion passed unanimously.

MOTION: Cynthia Lytle moved to approve the CSBG Application for the period January 1, 2020 through December 31, 2021 in the amount of \$555,891.

MOTION: Pam Bolton moved to approve the financial reports (Combined Analysis Report – October 2019, Balance Sheet – October 2019, Corporate Fund Report – October 2019 and Credit Card and Gas Expenditures for the period October 1 through October 31, 2019), along with the CSBG 2019 7th Quarter ROMA Reports. Roberta Burnstein seconded the motion. Motion passed unanimously.


NEW BUSINESS:

Mr. Naylor reminded Board members who did not return The CEO Evaluation to do so as soon as possible.

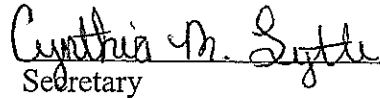
BOT members are invited to attend the All Staff Meeting on December 12 at 9 a.m. CAC employees will ring the bell for The Salvation Army on December 12 from 10 a.m. to 3 p.m. at Rural King. After the Board meeting on December 18, all are invited to the CAC Christmas Party starting at 12:30. Donations to "Friends of the CAC" are still being accepted for 2019; donations are also being taken for 2020. Ronnie Shockley graciously donated \$500 "in memory of Carol Shockley." We have set up a GoFundMe page for the repair/replacement of Cathedral Apartments roof. The link for donations was emailed to employees and Board members.

A motion to adjourn was made at 12:18 p.m. by Roberta Burnstein; seconded by Dennis Gorlock.

Respectfully submitted,



Chairman



Secretary

Attached Hereto and Made a Part Hereof:

HWAP Administrative Review (September 17, 2019) Report
2019 Community Needs Assessment
SRO Grant Update
Calendar of Events
Personnel Report – October 2019
Program Report – October 2019
CAC November 2019 Newsletter
Finance Committee Meeting Packet – November 20, 2019
HEAP Winter Crisis Program Grant Agreement
CSBG 2020-2021 Grant Application
The CEO Evaluation