

**JEFFERSON COUNTY COMMUNITY ACTION COUNCIL, INC.
BOARD OF TRUSTEES – REGULAR MEETING
October 16, 2019**

OFFICERS PRESENT

Cynthia Lytle, Secretary
Robert Naylor, Chairman
Clint Powell, Treasurer

REPRESENTING

Urban Mission
Jefferson County Chamber
Laborers Local Union No. 809

MEMBERS PRESENT

Pam Bolton
Roberta Burnstein
Kerry DiDomenico
Dennis Gorlock
Karla Martin
Lieutenant Erik Muhs
Anthony Sheposh
Delores Wiggans

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

MEMBERS EXCUSED

Jack Gaylord
Edward Littlejohn
Ronnie Shockley
Natalie Ulasiewicz

Mayor of Steubenville
Sheriff Fred Abdalla
Northeast Jeff Co Food Pantry
Commissioner Dave Maple

STAFF PRESENT

Mike McGlumphy, CEO
Robyn Gillette, HEAP/ES Program Director
Lori Hawthorne, WIOA Program Director
Patricia Minto, CFO
Elaine Petrozzi, Secretary/ROMA Coordinator
John Shaw, Deputy Director/Planner

OTHERS PRESENT

Julia Wise (OACAA)

The Jefferson County CAC Board of Trustees met for their regular meeting on Wednesday, October 16, 2019. The meeting was called to order at 11:35 a.m. Roll call was taken and a quorum was present. The Chairman read the CAC Mission Statement.

APPROVAL OF MINUTES OF PRECEDING MEETING: Dennis Gorlock moved to accept the minutes of the September 18, 2019 meeting as presented. Cynthia Lytle seconded the motion. Anthony Sheposh abstained. Motion passed.

REPORT OF CEO:

CALENDAR OF EVENTS: Nothing is due in October. Standards 3.1 through 3.5 are due in November. All pertain to the Community Needs Assessment, which is currently being written.

PERSONNEL REPORT: The Board received the Personnel Report for September 2019, which shows new hires, resignations, terminations and positions posted for the month. Since the report, the WIOA Youth Case Manager (Harrison County) resigned effective October 4; WIOA Youth CCMEP Part-Time Case Manager for Harrison/Carroll County started October 7; and WIOA Adult & Dislocated Worker Case Manager was terminated on October 15.

PROGRAM REPORT: Members received copies of the September Program Report, which shows participants served for the month and year-to-date. According to the report, HWAP is working on their ninth house for the program year; four are pending final inspection. There are four vacant units at the SRO due to the roof damage. Mr. McGlumphy contacted the Diocese about our Board contacting their attorney. We are still waiting on a call back; once we hear from the Diocese, we will move forward with the discussion we had at our last meeting.

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

MOTION: Kerry DiDomenico moved to approve the Report of the CEO, which included: Calendar of Events, Personnel Report – September 2019, Program Report – September 2019, and CAC October Newsletter. Cynthia Lytle seconded the motion. Motion passed unanimously.

REPORT OF COMMITTEES:

FINANCE COMMITTEE: The Finance Committee met this morning. Approved and recommended for approval and/or ratification by the full Board:

July 17, 2019 and September 18, 2019 Finance Committee Meeting Minutes

MOTION: Pam Bolton moved to approve the financial reports (Combined Analysis Report – September 2019, Balance Sheet – September 2019, Corporate Fund Report – September 2019 and Credit Card and Gas Expenditures for the period September 1 through September 30, 2019), along with the minutes from the July 17, 2019 and September 18, 2019 Finance Committee Meetings. Roberta Burnstein seconded the motion. Motion passed unanimously.

NEW BUSINESS:

All BOT members are invited to attend the CAC Christmas Party (December 18), which will start at 12:30. The Opioid 3 Grant has been approved by the Jefferson County Commissioners and the State of Ohio. The amount is \$425,424 for the period October 10, 2019 through May 31, 2021. We are in the process of hiring people for the Opioid 3 Grant. Mr. McGlumphy is meeting with Urban Mission today to discuss their Jobs for Life Program. He has also talked to Anthony Sheposh about meeting with his director to review the program requirements. Mr. McGlumphy is traveling to The

RIDGE Project to discuss the process. The Opioid 3 Grant is for individuals who are dislocated by definition of the Workforce Innovation & Opportunity Act or long-term unemployed. If they meet the criteria, we will do job readiness for them upon graduation from recovery.

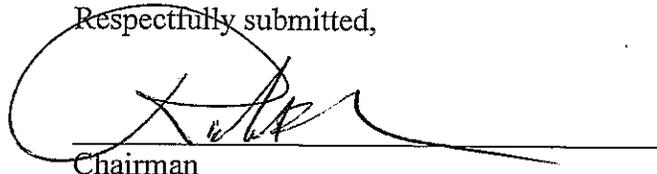
Standard 5.8 states:

Governing board members have been provided with training on their duties and responsibilities within the past 2 years.

Julia Wise (OACAA) is here for Board Training today.

A motion to adjourn was made at 11:47 a.m. by Lt. Erik Muhs.

Respectfully submitted,

A handwritten signature in black ink, appearing to be "L. A. P.", written over a horizontal line.

Chairman

A handwritten signature in black ink, appearing to be "Cynthia M. Sytle", written over a horizontal line.

Secretary

Attached Hereto and Made a Part Hereof:

Calendar of Events
Personnel Report – September 2019
Program Report – September 2019
CAC October 2019 Newsletter
Finance Committee Meeting Packet – October 16, 2019