

**JEFFERSON COUNTY COMMUNITY ACTION COUNCIL, INC.**  
**BOARD OF TRUSTEES – REGULAR MEETING**  
**October 21, 2020**

**OFFICERS PRESENT**

Jack Gaylord, Vice President

**REPRESENTING**

Mayor of Steubenville

**MEMBERS PRESENT**

T.J. Balint

Roberta Burnstein

Jack Gaylord

Dennis Gorlock

Captain Mike Smith

Natalie Ulasiewicz

Northeast Jeff Co Food Pantry

Michael Myers Terrace Resident Council

Mayor of Steubenville

Commissioner Tom Gentile

The Salvation Army

Commissioner Dave Maple

**MEMBERS EXCUSED**

Pam Bolton

Kerry DiDomenico

Edward Littlejohn

Cynthia Lytle

Karla Martin

Anthony Sheposh

Delores Wiggins

Southeastern Ohio Legal Services

Public Library of Steubenville & Jeff Co

Jefferson County Sheriff

Urban Mission Ministries

Eastern Gateway Community College

Jefferson Behavioral Health

Commissioner Tom Graham

**OTHERS PRESENT**

Bill Davis

IBEW Local Union No. 246

**STAFF PRESENT**

Mike McGlumphy, CEO

Elaine Petrozzi, Secretary/ROMA Coordinator

Due to the COVID-19 pandemic, the Jefferson County CAC Board of Trustees' October 21, 2020 meeting was held via teleconference; however, some members chose to attend in person (Roberta Burnstein, Jack Gaylord and Dennis Gorlock). Roll call was taken; a quorum was not present. At 11:50, after waiting 20 minutes for a quorum, the CEO canceled the meeting. While those who attended the meeting in person were still in the Board Room, Mr. McGlumphy went over some issues that need to be addressed before next month's meeting.

**CATHEDRAL APTS HOME CORRECTIVE ACTION LETTER, CAC RESPONSE TO OHFA – Cathedral Apts, and CATHEDRAL APTS HOME RENT APPROVAL LETTER:**

The CAC received a letter from Robin Dotson, OHFA Compliance Auditor listing issues that were found in our 2020 HOME Rent Approval Application:

- Missing on page 2: Unit #, High/Low, # of Household Members, Household annual income
- HOME Rent and Income limits are missing
- You have noted 5 units with water damage – what is your plan to get these units back on line. Do you have reserve money to accomplish this? How long have the units been down due to the water damage?

On September 29, we sent our response to Ms. Dotson, sending the HOME Rent and Income limits and the completed Page 2 of the HOME Rent Approval Form. We also indicated the 5 units with water damage were not rent ready, as we are not able to secure funding until the Diocese of Steubenville extends our lease for the life of the roof repair.

In a letter dated September 29, 2020, Ms. Dotson wrote: The form has been reviewed and the following 2020 rents are approved.

**LETTER TO SCOTT YARMAN (DIOCESE OF STEUBENVILLE):** Mr. McGlumphy drafted a letter to Scott Yarman, Director of Facility & Property for the Diocese of Steubenville. The letter reminds the Diocese that in order to secure funding for roof repairs, a mortgage needs to be placed on the property to secure the grant funding as long as Jefferson County CAC continues to use the facility as apartments for low-income individuals for the life of the CDBG-funded improvement. He asked if the Diocese will be renewing the lease; if not, we will have to relocate the remaining residents of Cathedral Apt who will again be homeless. Pam Bolton, Chair, will sign the letter.

**CAC LEASE RENEWAL:** The CAC lease for the property located at 114 North Fourth Street, Steubenville expires February 28, 2021. According to the original lease, “Tenant shall exercise a renewal option, if at all, by giving landlord written notice at least one hundred twenty (120) days before the expiration of the primary term or the then current renewal term (whichever is applicable).” Mr. McGlumphy would like to sign the Exercise of Lease Option to continue our rental agreement with RCVV, Inc. for an additional five years, ending February 28, 2026 in the amount of \$11,050 monthly. The rental amount remains the same as the original lease.

**JEFFERSON SECURITY SERVICES:** The Security Agreement between Jefferson County CAC and Jefferson Security Services, Inc. expires November 12, 2020. Mr. McGlumphy would like to extend the Agreement since HEAP Winter Crisis Program starts November 1. Although the customers visiting the agency since COVID-19 began have been civil, Winter Crisis Program is when we will most likely have hostile clients. We currently pay \$23 per hour for a uniformed security officer.

**PATHWAY HOME GRANT:** The State has asked Mr. McGlumphy to oversee the Pathway Home Grant. The adult-focused grant will fund organizations to provide workforce services to incarcerated individuals prior to release from a correctional facility. The grant continues services after release by transitioning the participants into reentry programs in the communities to which they will return. The grants will serve adults ages 18 or older who will be released from a state correctional facility or county or local jail within 20 to 180 days of enrollment into the program. The CAC will hire a Director; the CEO and Director will hire a Supervisor. The Director and Supervisor will then hire six ReEntry Navigators who will work out of Cuyahoga, Franklin, Jefferson (Directory only), Hamilton & Montgomery, Marian, Stark and Summit Counties.

Mr. McGlumphy will talk to Pam Bolton, Chair to discuss these issues and request her permission to move forward on the above matters.

Attached Hereto and Made a Part Hereof:

Cathedral Apts HOME Corrective Action Needed  
CAC Response to OHFA -- Cathedral Apts  
Cathedral Apts HOME Rent Approval Letter  
Draft Letter to Scott Yarman (Diocese) re: Cathedral Apts