

**JEFFERSON COUNTY COMMUNITY ACTION COUNCIL, INC.**  
**BOARD OF TRUSTEES – REGULAR MEETING**  
**September 16, 2020**

**OFFICERS PRESENT**

Pam Bolton, President  
Jack Gaylord, Vice President  
Kerry DiDomenico, Treasurer  
Cynthia Lytle, Secretary

**REPRESENTING**

Southeastern Ohio Legal Services  
Mayor of Steubenville  
Public Library of Steub & Jeff Co  
Urban Mission Ministries

**MEMBERS PRESENT**

T.J. Balint  
Jack Gaylord  
Dennis Gorlock  
Karla Martin  
Clint Powell  
Anthony Sheposh  
Captain Mike Smith  
Natalie Ulasiewicz

Northeast Jeff Co Food Pantry  
Mayor of Steubenville  
Commissioner Tom Gentile  
Eastern Gateway Community College  
Laborers Local Union No. 809  
Jefferson Behavioral Health  
The Salvation Army  
Commissioner Dave Maple

**MEMBERS EXCUSED**

Roberta Burnstein  
Edward Littlejohn  
Delores Wiggins

Michael Myers Terrace Resident Council  
Jefferson County Sheriff  
Commissioner Tom Graham

**STAFF PRESENT**

Mike McGlumphy, CEO  
Patricia Minto, CFO  
Elaine Petrozzi, Secretary/ROMA Coordinator

Due to the COVID-19 pandemic, the Jefferson County CAC Board of Trustees' September 16, 2020 meeting was held via teleconference; however, some members chose to attend in person (Pam Bolton, Jack Gaylord and Dennis Gorlock). Roll call was taken; a quorum was present. The meeting was called to order at 11:31 a.m.

**APPROVAL OF MINUTES OF PRECEDING MEETING:** Jack Gaylord moved to accept the minutes of the August 19, 2020 meeting. Karla Martin seconded the motion. Dennis Gorlock abstained. Motion passed.

**REPORT OF CEO:**

**CALENDAR OF EVENTS:** This month, Clint Powell's term expires. We will be in contact with the IBEW Training Center to name his replacement. There is nothing due in October or November.

**PERSONNEL REPORT:** The Board received the Personnel Report for August. Since the report, BRN Business Outreach Account Executive started September 1, IT Desktop Support Tech started September 14, and a HEAP Intake Worker starts September 17. We closed the Flood Crew Member and Crew Leader job postings, as the grant ends December 31.

**PROGRAM REPORT:** Members received a copy of the August Program Report, which shows participants served for the month and year-to-date. HEAP, Emergency Services and WIOA continue to operate by appointment only. However, the One Stop is open for walk-in customers. To date, we had 186 people come into the Job Center; last year, we had over 1,000. We are seeing an influx in rental assistance. However, the only housing funds remaining in Jefferson County are HCRP funds. These funds assist households currently in shelters or on the street. No eviction prevention funding remains. For COVID, Jefferson County funds are expended; no more assistance available unless reallocation occurs. Harrison County still has over \$13,000 to help with eviction prevention. Mr. McGlumphy said a moratorium from the CDC states if COVID-19 affected the tenant's ability to pay rent due to layoff, they cannot be evicted. The Chair shared more information on the CDC moratorium: "On September 1, the CDC issued rules regarding the moratorium that went into effect on September 4. That moratorium is good through the end of the year. There are very specific requirements that the tenant has to meet in order to be eligible for that moratorium." The tenant has to have suffered a change in income because of COVID-19; the tenant has to show they have availed themselves of all resources in an attempt to either find alternate housing or find someone to pay rent on their behalf (e.g., visit JMHA to apply for public or subsidized housing, visit the CAC for rental assistance, visit Catholic Charities, etc.). In addition, the tenant is required to present a declaration to the landlord stating s/he cannot pay rent due to COVID-19, and the steps the tenant has taken in an attempt to pay the rent or find alternate housing. At that point, it is incumbent upon the landlord to honor that. If you have a federally backed mortgage, the mortgage company is not able to either file foreclosure against you through the end of the year, or evict you if the sale of the house has gone through.

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

**MOTION:** Dennis Gorlock moved to approve the Report of the CEO, which included: Calendar of Events, Personnel Report – August 2020; Program Report – August 2020; and CAC September Newsletter. Jack Gaylord seconded the motion. Motion passed unanimously.

## **REPORT OF COMMITTEES:**

**FINANCE COMMITTEE:** The Combined Analysis Report, Balance Sheet and Corporate Fund Report were reviewed, as well as Credit Card and Gas Spreadsheets for the period August 1 through August 31, 2020.

**SERVICE AGREEMENT BETWEEN HARRISON COUNTY DJFS and JCCAC - CCMEP:** The Comprehensive Case Management Employment Program is a Title IV-A and workforce development activity that provides employment, training services and other supportive services to mandatory and voluntary participants based upon a comprehensive assessment of an individual's employment and training needs. Targeting youth aged 14 to 24, CCMEP integrates elements of

TANF and the WIOA Youth program. The goal is a seamless program that strategically assists youth and young adults to overcome barriers and prepare for work so they may achieve self-sufficiency through meaningful, long-term employment. The Service Agreement between Harrison County DJFS and JCCAC is entered into for the purpose of providing Comprehensive Case Management Employment Program services. The contract period will be effective October 1, 2020 through September 30, 2021 in the amount of \$207,672.

MOTION: Jack Gaylord moved to approve the Service Agreement between Harrison County DJFS and JCCAC – CCMEP for the period October 1, 2020 through September 30, 2021 in the amount of \$207,672. Anthony Sheposh seconded the motion. Motion passed unanimously.

**SERVICE AGREEMENT BETWEEN JEFFERSON COUNTY DJFS and JCCAC - CCMEP:**

The Comprehensive Case Management Employment Program is a Title IV-A and workforce development activity that provides employment, training services and other supportive services to mandatory and voluntary participants based upon a comprehensive assessment of an individual's employment and training needs. Targeting youth aged 14 to 24, CCMEP integrates elements of TANF and the WIOA Youth program. The goal is a seamless program that strategically assists youth and young adults to overcome barriers and prepare for work so they may achieve self-sufficiency through meaningful, long-term employment. The Service Agreement between Jefferson County DJFS and JCCAC is entered into for the purpose of providing Comprehensive Case Management Employment Program services. The contract period will be effective October 1, 2020 through September 30, 2021 in the amount of \$591,154.

MOTION: Jack Gaylord moved to approve the Service Agreement between Jefferson County DJFS and JCCAC – CCMEP for the period October 1, 2020 through September 30, 2021 in the amount of \$591,154. Dennis Gorlock 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 August 1 through August 31, 2020, along with the Finance Committee meeting minutes from August 19, 2020 were reviewed. Outstanding Grants Receivable as of August 31 is \$542,929.16. Cash in the Bank is \$230,990.23, less Workers' Comp refund of \$49,851.29 to be repaid to programs, plus Certificate of Deposit in the amount of \$32,997.05, leaving a balance in the Corporate Fund of \$214,025.99. PNC, Kroger and BP vouchers were verified against the spreadsheets. Ms. Minto told the Finance Committee members she is still working on the ODSA audit. The auditors are reviewing 21 programs for the period August 1, 2018 through July 31, 2020.

MOTION: Anthony Sheposh moved to approve and submit to the Board for ratification the financial reports (Combined Analysis Report – August 2020, Balance Sheet – August 2020, Corporate Fund Report – August 2020 and Credit Card and Gas Expenditures for the period August 1 through August 31, 2020), along with the minutes of the August 19, 2020 Finance Committee meeting. Clint Powell seconded the motion. Motion passed unanimously.

**NEW BUSINESS**

**REPORTING ILLEGAL ACTIVITY OR CONDUCT (WHISTLEBLOWER):** The changes recommended by the attorney were incorporated into the whistleblower policy that was sent to the

Personnel Committee on August 20. Mr. McGlumphy said there were no comments received from the Personnel Committee, so it was sent to the Board via email on September 10 for review prior to today's meeting.

**MOTION:** Natalie Ulasiewicz moved to approve the Personnel Policies & Procedures Handbook - Reporting Illegal Activity or Conduct (Whistleblower) as written. Jack Gaylord seconded the motion. Motion unanimously passed.

**AFLAC:** A few weeks ago, Mr. McGlumphy sent out a survey asking for employees' interest in a presentation from Aflac regarding Supplemental Benefits. Due to popular demand, a representative from Aflac will be visiting our agency to give us a better understanding of the program. There is no cost to the agency.

**PATHWAYS HOME:** Mr. McGlumphy told members the State of Ohio applied for a \$4M grant called Pathways Home. The State asked him to run the grant, as there is a hiring freeze for the State. The amount of the grant is \$2.7M for a three year period. A director, a supervisor (housed outside the agency) and six navigators (housed outside our agency) will be hired to work at 11 penitentiaries identified by the State to administer the prisoner re-entry program. The start date will be on or about November 1. The CAC will receive 14.18% indirect costs, which equates to approximately \$150,000/year. The navigators will be stationed in the OMJ Center closest to the penitentiaries, and spend one/two days in the OMJ Center. The rest of the time will be spent building a One Stop in each of the penitentiaries so they can work with the prisoners who are within 6 months of their release date. Once the prisoner is released, s/he will work with the same OMJ Center and navigator. We may work with the released prisoner for up to two years if they are pursuing an associate degree. Supportive services will also be offered by the community action agencies in the State. "It's a very difficult population to serve because you have to identify the barriers right off the bat."

**MOTION:** Jack Gaylord moved to allow the CEO to enter into an agreement with the State of Ohio for the Pathways Home grant commencing on or about November 1, 2020 and run for a period of three years in the amount of \$2.7M. T.J. Balint seconded the motion. Motion unanimously passed.

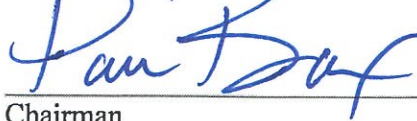
Ms. Bolton stated Jack Gaylord has been attending the Finance Committee meetings, and has taken a real interest in the workings of the Finance Committee.

**MOTION:** Dennis Gorlock moved to appoint Jack Gaylord to the Finance Committee. Clint Powell seconded the motion. Motion passed unanimously.

Ms. Bolton thanked Clint Powell for his wonderful service to the Board of Trustees the last five years. "Your contributions have been invaluable ... You will be missed on the Board."

A motion to adjourn was made at 12:03 p.m. by Dennis Gorlock. The motion was seconded by Jack Gaylord.

Respectfully submitted,



Chairman



Secretary

Attached Hereto and Made a Part Hereof:

Calendar of Events  
Personnel Report – August 2020  
Program Report – August 2020  
CAC September 2020 Newsletter  
Personnel Policies & Procedures Handbook - Reporting Illegal Activity or Conduct (Whistleblower)  
Finance Committee Meeting Packet – September 16, 2020