

JEFFERSON COUNTY COMMUNITY ACTION COUNCIL, INC.
BOARD OF TRUSTEES – REGULAR MEETING
September 18, 2019

OFFICERS PRESENT

Edward Littlejohn, Vice Chairman
Cynthia Lytle, Secretary
Robert Naylor, Chairman

REPRESENTING

Sheriff Fred Abdalla
Urban Mission
Jefferson County Chamber

MEMBERS PRESENT

Pam Bolton
Kerry DiDomenico
Jack Gaylord
Dennis Gorlock
Lieutenant Erik Muhs
Delores Wiggins

Southeastern Ohio Legal Services
Public Library of Steub & Jeff Co
Mayor of Steubenville
Commissioner Tom Gentile
The Salvation Army
Commissioner Tom Graham

MEMBERS EXCUSED

Roberta Burnstein
Karla Martin
Clint Powell
Anthony Sheposh
Ronnie Shockley
Natalie Ulasiewicz

Michael Myers Terrace Resident Council
Eastern Gateway Community College
Laborers Local Union No. 809
Jefferson Behavioral Health
Northeast Jeff Co Food Pantry
Commissioner Dave Maple

STAFF PRESENT

Mike McGlumphy, CEO
Patricia Minto, CFO
Elaine Petrozzi, Secretary/ROMA Coordinator
John Shaw, Deputy Director/Planner

The Jefferson County CAC Board of Trustees met for their regular meeting on Wednesday, September 18, 2019. The meeting was called to order at 11:47 a.m. Roll call was taken and a quorum was present. The Chairman read the CAC Mission Statement.

APPROVAL OF MINUTES OF PRECEDING MEETING: Pam Bolton moved to accept the minutes of the August 21, 2019 meeting as presented. Dennis Gorlock seconded the motion. Edward Littlejohn abstained. Motion passed.

REPORT OF CEO:

OMJ JEFFERSON COUNTY JOB FAIR: A job fair is scheduled for today from 11am – 3pm at St. Florian Hall. To date, there are 61 employers and 6 schools registered. Mr. McGlumphy invited Board Members to visit the job fair after today's meeting.

BOT MEMBER LIST: Members received a copy of the Board of Trustees Member list. We now have a full Board. A list of Standing Committee members was attached to the list.

CALENDAR OF EVENTS: Nothing is due in September or October.

PERSONNEL REPORT: The Board received the Personnel Report for August 2019, which shows new hires, resignations, terminations and positions posted for the month. Since the report, the Community Service Aide Job Posting was extended to September 11; HEAP Intake Worker Job Posting closes September 17; Flood Crew Leader Job Posting closes September 24; WIOA Adult & D/W Case Manager/Job Center Facilitator (6 positions; 5 will be assigned to the Opioid 3 Grant and one will be assigned to work the One Stop) was extended to September 25; and a WIOA Youth Case Manager resigned effective September 27.

PROGRAM REPORT: Members received copies of the August Program Report, which shows participants served for the month and year-to-date. There are four vacant units at the SRO due to the roof damage. According to the report, HWAP is working on their seventh house for the program year; four are pending final inspection.

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

Mr. McGlumphy reported to the Board he had a conference call with Head Start. Administration was also there when he made the call. We learned nothing from the phone call. They avoided his questions and would not openly explain the deficiencies.

MOTION: Jack Gaylord moved to approve the Report of the CEO, which included: OMJ Jefferson County Job Fair, BOT Member List, Calendar of Events, Personnel Report – August 2019, Program Report – August 2019, and CAC September Newsletter. Edward Littlejohn 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:

The July 17, 2019 Finance Committee Meeting minutes were tabled since only one member who attended the meeting was present at today's meeting. The minutes will be presented at the next Finance Committee meeting. The August 21, 2019 Finance Committee Meeting minutes were passed.

HWAP 2019-2020 GRANT AGREEMENT: The HWAP 2019-2020 Grant Agreement is for the period July 1, 2019 through June 30, 2020 in the amount of \$300,589.

MOTION: Dennis Gorlock moved to ratify the HWAP 2019-2010 Grant Agreement for the period July 1, 2019 through June 30, 2010 in the amount of \$300,589. Pam Bolton seconded the motion. Motion passed unanimously.

HWAP ENHANCEMENT 2019-2020 GRANT AGREEMENT: The HWAP Enhancement 2019-2020 Grant Agreement is for the period July 1, 2019 through June 30, 2020 in the amount of \$64,253.

MOTION: Kerry DiDomenico moved to ratify the HWAP Enhancement 2019-2020 Grant Agreement for the period July 1, 2019 through June 30, 2020 in the amount of \$64,253. Jack Gaylord seconded the motion. Motion passed unanimously.

USF EPP GRANT AGREEMENT: The USF EPP Grant Agreement is for the period July 1, 2019 through June 30, 2020 in the amount of \$271,890.83.

MOTION: Jack Gaylord moved to ratify the USF EPP Grant Agreement for the period July 1, 2019 through June 30, 2010 in the amount of \$271,890.83. Cynthia Lytle seconded the motion. Motion passed unanimously.

SERVICE AGREEMENT BETWEEN HARRISON COUNTY DJFS AND JCCAC – CCMEP (TANF Youth) – Modification No. 2: The Service Agreement between Harrison County DJFS and JCCAC – CCMEP (TANF Youth) – Modification No. 2 increases the funding for the program by \$49,323. The amount of the contract will increase to \$256,995 (from \$207,672). The grant ends September 30; the increase gives us the funds we need to finish out the contract period.

MOTION: Dennis Gorlock moved to ratify the Service Agreement between Harrison County DJFS and JCCAC – CCMEP (TANF Youth) – Modification No. 2 in the amount of \$256,995, an increase of \$49,323. Jack Gaylord seconded the motion. Motion passed unanimously.

The Combined Analysis Report, Balance Sheet, Corporate Fund Report, and Credit Card and Gas Expenditures for the period August 1 through August 31 were reviewed. Outstanding Grants Receivables as of August 31: \$311,061.03. Ms. Minto told members we did receive some money the first part of September. The balance in the Corporate Fund is \$138,158.21. PNC, Walmart and BP vouchers were verified against the spreadsheets by the Finance Committee. There was no activity for the Kroger this month.

MOTION: Edward Littlejohn moved to approve the financial reports (Combined Analysis Report – August 2019, Balance Sheet – August 2019, Corporate Fund Report – August 2019 and Credit Card and Gas Expenditures for the period August 1 through August 30, 2019). Jack Gaylord seconded the motion. Motion passed unanimously.

The Single Moms to Successful Moms Grant is still pending. The Opioid 3 Grant: Mr. McGlumphy has a meeting with the Prevention and Recovery Board tomorrow; September 20, a meeting with the Workforce Development Board (WDB) and Council of Governments (COG) to get contract approval for all four counties. A contract will then be submitted to Jefferson County to handle the Opioid 3 Grant for the four counties.

NEW BUSINESS: The Board Meeting scheduled for October 16 will be Board Training by Julia Wise. The Finance Committee will meet prior to the BOT Meeting. All BOT members are invited to attend the CAC Christmas Party (December 18), which will start at 12:30.

An HWAP Administrative monitor was here yesterday. A few findings were discovered, but they were corrected on sight. We had a "clean" report.

The Bureau of Workman's Compensation audit will be October 21.

We still have a roof problem at Cathedral Apartments. The Diocese of Steubenville has put Mr. McGlumpy in contact with a grant writer – Jennifer Parker. The CEO and Deputy Director met with Ms. Parker. They then asked the Executive Committee for permission to engage in a contract with her. Her rate was dropped to \$50/hour, and she estimates 25 hours to do 5 grants. She anticipates the ability to receive enough money to do the roof, and she sees no issue with the Diocese owning the building.

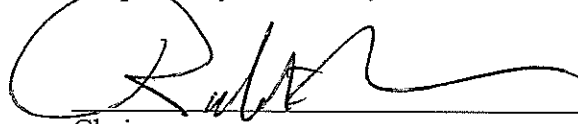
MOTION: Edward Littlejohn moved to ratify the CEO continue to move forward with the grant applications to repair the Cathedral Apartments roof. Jack Gaylord seconded the motion. Motion approved unanimously.

MOTION: Dennis Gorlock moved to authorize the CEO to approach the Diocese about either getting the deed to the Cathedral Apartments building "in fee simple absolute," "right of first refusal" or "in fee simple determinable," where it would revert back to the Diocese in the event we decided not to use it according to the terms as we use it now. Pam Bolton seconded the motion. Motion unanimously approved.

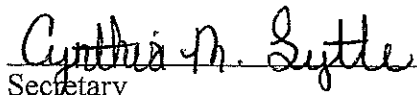
Community Partner Surveys are due back from the Board members. The results will be used in the 2019 Community Needs Assessment.

A motion to adjourn was made at 12:14 p.m. by Pam Bolton; seconded by Dennis Gorlock.

Respectfully submitted,



Chairman



Secretary

Attached Hereto and Made a Part Hereof:

OMJ Jefferson County Job Fair Flyer
Board of Trustees Member List
Calendar of Events
Personnel Report – August 2019
Program Report – August 2019
CAC September 2019 Newsletter
Finance Committee Meeting Packet – September 18, 2019