

JEFFERSON COUNTY COMMUNITY ACTION COUNCIL, INC.
BOARD OF TRUSTEES – REGULAR MEETING
September 15, 2021

OFFICERS PRESENT

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

REPRESENTING

Southeastern Ohio Legal Services
Mayor of Steubenville
Urban Mission Ministries
Public Library of Steubenville and Jeff Co.

MEMBERS PRESENT

T.J. Balint
Karla Martin
Captain Mike Smith
Scott Lockhart

Northeast Jeff Co Food Pantry
Eastern Gateway Community College
The Salvation Army
Jefferson County Chamber

MEMBERS EXCUSED

Roberta Burnstein
Delores Wiggins
Bill Davis
Lt. Joe Lamantia
Anthony Sheposh
Natalie Ulasiewicz
Commissioner Tony Morelli

Michael Myers Terrace Resident Council
Commissioner Tom Graham
IBEW Local 246
Sheriff's Department
Jefferson Behavioral Health
Commissioner Dave Maple
Commissioner Tony Morelli

STAFF PRESENT

Mike McGlumphy, CEO
Patricia Minto, CFO
Rich Gualtiere, Deputy Director
Hannah Titi, Administrative Assistant/ROMA Coordinator
Jamie Blanchard, Housing Director

The Jefferson County CAC Board of Trustees' met for their regular meeting held on September 15, 2021. A quorum was present; the meeting was called to order at 11:54pm. The CAC Mission Statement was read by Hannah Titi.

APPROVAL OF MINUTES OF PRECEDING MEETING: Jack Gaylord moved to accept the minutes of the August 18th, 2021 meeting as presented. Kerry DiDomenico seconded the motion. Cynthia Lytle, Scott Lockart, and T.J. Balint abstained. Motion passed.

REAPPROVAL OF MINUTES FROM JULY 21st, 2021: Jack Gaylord moved to accept the reapproval of the July 21st, 2021 minutes with corrections. Scott Lockhart seconded the motion. Mike Smith, and Karla Martin abstained. Motion passed.

CORRESPONDENCE: An Agreement to terminate the lease between Jeffery M. Monforton, Bishop of the Diocese of Steubenville and Jefferson County Community Action Council, INC was received and presented to the board. Mike McGlumphy explained to the board that the lease gives us until the end of October, possibly November if needed to move tenants out of the building. The building still occupies 5 tenants which have each received a 30 day notice.

MOTION: Jack Gaylord moved to ratify the Agreement to terminate lease for Cathedral Apartments. Scott Lockhart seconded the motion. Motion passed unanimously.

REPORT OF CEO:

CALENDAR OF EVENTS: This month, there are no standards due. Next month, Standard 5.8 (*The governing board members have been provided training on their duties and responsibilities within the past 2 years*) is due. Mike McGlumphy is working with OACCA to set up training with the board in upcoming months.

PERSONNEL REPORT: The Board received the Personnel Report for August. Since the report, a youth experience worker; Chavoi Brooks has been hired as Administrative Assistant for HWAP. Scott Lockhart questioned if we are having difficulty hiring due to our lower wages compared to competitive wages in the area. Mike McGlumphy replied that we will confront this circumstance in the future if needed.

PROGRAM REPORT: Members received a copy of the August Program Report, which shows participants served for the month and year-to-date. We did not notice a significant decrease in participants served.

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

MOTION: Jack Gaylord moved to accept the Report of the CEO, which included: Calendar of Events, Personnel Report – August 2021; Program Report – August 2021; and CAC September Newsletter. Scott Lockhart seconded the motion. Motion passed unanimously.

REPORT OF COMMITTEES:

FINANCE COMMITTEE:

HEAP ADMIN/OPERATING GRANT APPLICATION: The HEAP Admin/Operating Grant Application is for the period September 1, 2021 through August 31, 2022 in the amount of \$268,124.

HEAP ADMIN/OPERATING GRANT AGREEMENT: The HEAP Admin/Operating Grant Agreement is for the period September 1, 2021 through August 31, 2022 in the amount of \$268,124.

MOTION: Kerry Didomenico motioned to ratify the Heap Admin/Operating Grant Application and Agreement for the period September 1, 2021 through August 31, 2022 in the amount of \$268,124. Jack Gaylord seconded the motion. Motion passed unanimously.

CAA/HRG APPLICATION: The Home Relief Grant runs March 13th, 2020 through September 30, 2022. The grant is in the amount of \$3,041,356.00. The funds will be used for clients with COVID-19 related issues.

MOTION: TJ Balint motioned to ratify the CAA/HRG grant application for the period March 13th, 2020 through September 30, 2022 in the amount of \$3,041,356.00. Cynthia Lytle seconded the motion. Motion passed unanimously.

HCRP AGREEMENT: The Homeless Crisis Reponse Program Agreement runs from January 1st, 2021 through December 31, 2021. The grant is in the amount of \$67,000.00.

MOTION: Jack Gaylord motioned to ratify the HCRP Agreement for the period January 1st, 2021 through December 31, 2021 in the amount of \$67,000.00. Scott Lockhart seconded the motion. Motion passed unanimously.

2020 AUDIT REPORT: Julie Kerns (Zeno, Pockl, Lilly and Copeland, A.C.) presented the results of the 2020 Audit Report to the Finance Committee. All Board members were provided with a copy of the audit (CSBG Standard 8.4: *The governing board formally receives and accepts the audit*) via Board packets on September 14th so it could be reviewed prior to today's meeting. Per Ms. Kerns, there were no management comments this year. "We've got a clean audit report. The Best you can get" There were no findings. Patty Minto discussed with the board that due to the Audit being completed she will now begin to prepare The IRS Form 990 to present to the board for review at the upcoming board meeting in compliance with standard 8.6 (*The IRS Form 990 is completed annually and made available to the governing board for review*). She also discussed she will be beginning the bid process in compliance with standard 8.5 (*The organization has solicited bids for its audit within the past 5 years*). Standards 8.5 and 8.6 will be tabled until completion.

MOTION: Kerry Didomenico moved to approve the 2020 Audit Report presented to the Finance Committee for the period ending December 31, 2020 in accordance with Standards 8.1 (*The organization's annual audit [or audited financial statements] is completed by a Certified Public Accountant on time in accordance with Title 2 of the Code of Federal Regulations, Uniform Administration Requirements, Cost Principles, and Audit Requirement (if applicable) and/or State audit threshold requirements*); 8.2 (*All findings from the prior year's annual audit have been assessed by the organization and addressed where the governing board has deemed it appropriate*) No findings were found as stated in the 2020 Audit report; 8.3 (*The organization's auditor presents the audit to the governing board*); and 8.4 (*The governing board formally receives and accepts the audit*) which was emailed in this month's Board packet. Cynthia Lytle seconded the motion. Motion unanimously passed.

FINANCE REPORT: The Combined Analysis Report, Balance Sheet and Corporate Fund Report were reviewed, as well as Credit Card and Gas Spreadsheets for the period August 1st through August 31st, 2021.

MOTION: Scott Lockhart motioned to approve The Combined Analysis Report, Balance Sheet, Corporate Fund Report, and Credit Card and Gas Spreadsheets for the period August 1st through August 31st, 2021. Cynthia Lytle seconded the motion. Motion passed unanimously.

NOMINATING COMMITTEE: Roberta Burnstein desires to be placed on the Finance Committee.

MOTION: Jack Gaylord motions to approve Roberta Burnstein to be placed on the Finance Committee. Kerry Didomenico seconded the motion. Motion passed unanimously.

NEW BUSINESS:

PARTNERSHIP AGREEMENT WITH JEFFERSON METROPOLITAN HOUSING:

Mike McGlumphy explained that in order for Jefferson Metropolitan housing to receive funding from a grant agreement with HUD (*Ross Grant*) they must be overseen by another agency. They are considered high risk. There are no financial obligations and we cannot be held liable. The CAC feels due to the enormous help JMHA has offered with Cathedral Apartments we should return the favor.

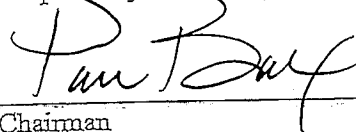
MOTION: Cynthia Lytle motions to approve Mike McGlumphys engagement with JMHA as a contract administrator. TJ Balint seconded the motion. Motion passes unanimously.

COMMUNITY ASSESSMENT: The Agency has issued our 2021 Community Assessment survey which is used to determine where our CSBG grant money will be distributed best. The survey has been distributed previously to the board with a response collection of less than 50%. The paper survey will be distributed after the board meeting by Hannah Titi to board members who have not yet completed the survey.

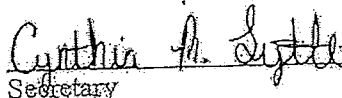
CUSTOMER SERVICE TRAINING: The agency will be providing mandatory customer service training to staff members on October 8th, 2021.

A motion to adjourn was made at 12:23 p.m. by Scott Lockhart. Seconded by Jack Gaylord. Motion passed unanimously.

Respectfully submitted,



Chairman



Secretary

Attached Hereto and Made a Part Hereof:
August 18th, 2021 meeting minutes
July 21st, 2021 meeting minutes

Lease Termination
Calendar of Events
Personnel Report – August 2021
Program Report – August 2021
JCCAC September 2021 Newsletter
Finance Committee Meeting Packet – September 15, 2021
2020 Draft Audit Report
2020 Final Audit Report