

JEFFERSON COUNTY COMMUNITY ACTION COUNCIL, INC.
BOARD OF TRUSTEES – REGULAR MEETING
February 16, 2022

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 & Jeff Co

MEMBERS PRESENT

T.J. Balint
Delores Wiggins
Scott Lockhart
Beth Rupert Warren
Captain Mike Smith

Northeast Jeff Co Food Pantry
Commissioner Tom Graham
Jefferson County Chamber of Commerce
Commissioner Tony Morelli
The Salvation Army

MEMBERS EXCUSED

Lt. Joe Lamantia
Roberta Burnstein
Bill Davis
Karla Martin
Commissioner Dave Maple
Anthony Sheposh

Jefferson County Sheriff
Michael Myers Terrace Resident Council
IBEW Local Union No. 246
Eastern Gateway Community College
Commissioner Dave Maple
Chrysalis Health

STAFF PRESENT

Mike McGlumphy, CEO
Patty Minto, CFO
Rich Gualtiere, Deputy Director
Hannah Titi, Administrative Assistant/ROMA Coordinator

The Jefferson County CAC Board of Trustees' met for their regular meeting on Wednesday, February 16, 2022. The meeting was called to order at 11:34 a.m. Roll call was taken and a quorum was present. The CAC Mission Statement was read by Scott Lockhart.

APPROVAL OF MINUTES OF PRECEDING MEETING: TJ Balint moved to accept the minutes of the January 19, 2022 meeting. Jack Gaylord seconded the motion. Captain Mike Smith Abstained. Motion passed.

REPORT OF THE CEO:

CALENDAR OF EVENTS: There is nothing due in February. In the upcoming meeting on March 16th the board will elect a nominating committee and renew conflict of interest forms. Supporting documents will be mailed out with board packets prior to meeting.

PERSONNEL REPORT: The Board received the Personnel Report for January 2022, which shows new hires, resignations, terminations and positions posted for the month. Since the report, the Agency has hired a Full time and temporary position in HEAP. The HEAP department currently has a full time staff member out on medical leave. The agency has decided to use a temporary new hire to fill her place during this absence. At the end of March we will shift this new employee to Emergency Services or keep them in HEAP full time depending on circumstances with the employee on medical leave.

PROGRAM REPORT: Members received copies of the January Program Report, which shows participants served for the month and year-to-date. New Beginnings a newer program has not yet been added to the Program Report. CEO Michael McGlumphy gave a verbal report on the happenings of this program

CAC NEWSLETTER: The CAC's February Newsletter was included for Board members to read. The Agency continues to highlight one program per month on the back page of the newsletter. Highlighting a program serves the purpose of keeping employees and staff informed on new and existing programs.

MOTION: Scott Lockhart moved to approve the Report of the CEO, which included: Calendar of Events; Personnel Report – January 2022; Program Report – January 2022; and CAC February Newsletter. Delores Wiggins seconded the motion. Motion passed unanimously.

REPORT OF COMMITTEES:

COMMUNITY SERVICES BLOCK GRANT (CSBG) AGREEMENT: The Community Services Block Grant is for the period January 1st 2022 through December 31st, 2023. The agreement for the first 9 ½ months is in the amount of \$214,937.00. The total grant amount is for \$550,625.00. The Agency uses CSBG funding in the Emergency Services program.

MOTION: Jack Gaylord moved to approve the Community Services Block Grant agreement. Cynthia Lytle seconded the motion. Motion passed unanimously.

CSBG ROMA 8th Quarter: The CSBG Roma 8th Quarter was provided for board members to review. The 8th Quarter report is the final ROMA quarter for the 2020-2021 CSBG grant. Administrative Assistant; Hannah Titi explained that the CSBG annual report will be provided at the upcoming board meeting highlighting individuals served in all of 2021.

CSBG CARES ROMA 8th Quarter: The CSBG CARES Roma 8th Quarter was provided for board members to review. The 8th Quarter report is the final ROMA quarter for the 2020-2021 CSBG Cares grant. Administrative Assistant; Hannah Titi explained that the CSBG Cares annual report will be provided at the upcoming board meeting highlighting individuals served in all of 2021.

MOTION: Jack Gaylord moved to approve the CSBG Roma 8th Quarter report and CSBG CARES Roma 8th Quarter report. Captain Mike Smith seconded the motion. Motion passed unanimously.

FINANCE REPORT: The Combined Analysis Report, Balance Sheet and Corporate Fund Report, Credit Card and Gas Spreadsheets, as well as Check Vouchers were provided for review for the period January 1st through January 31st, 2022.

MOTION: Jack Gaylord motioned to approve The Combined Analysis Report, Balance Sheet, Corporate Fund Report, and Credit Card and Gas Spreadsheets for the period January 1st through January 31st, 2022. Captain Mike Smith seconded the motion. Motion passed unanimously.

UNFINISHED BUSINESS:

BOARD TRAINING: Michael McGlumphy informed the board that formal board training will take place the following Wednesday February 23rd. The training will be provided by Julia Wise from Highland County Community Action Council. Board members will have the option to come into the agency to watch the training or zoom in from home. The training will be recorded for members unable to attend.

EMAILS: 12 employees have been addressed new emails with our new provider. We are performing a pilot project to ensure everything checks out before switching over all employees.

NEW BUSINESS:

WEBSITE: CEO; Michael McGlumphy, Deputy Director; Rich Gualtiere, and Administrative Assistant; Hannah Titi met with two local companies whom submitted bids to build our Agency Website. The decision was made to use MOBILIZE360. The final bid was \$2,500 to design the website and \$50 per month to maintain the site.

MOTION: Cynthia Lytle motioned to approve giving CEO; Michael McGlumphy permission to sign an agreement with MOBILIZE360. Beth Rupert seconded the motion. Motion passed unanimously.

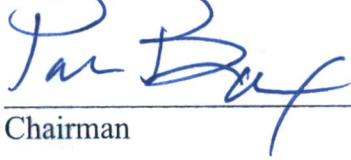
COPIER/PRINTER AGREEMENT: The agency is working with AMCOM to renew a copier and printer agreement. AMCOM will be doing a walk through tomorrow to look at copiers and printers.

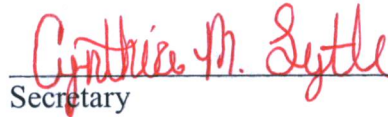
MOTION: Cynthia Lytle approve giving CEO; Michael McGlumphy permission to sign an agreement with AMCOM. Scott Lockhart seconded the motion. Motion passed unanimously.

ANNUAL REPORT: Administrative Assistant; Hannah Titi is completing the 2021 annual report. The report is being designed in a way not seen in previous years. The agency plans on professionally printing the report, publishing it on the new agency website, and providing copies to the Board. It is expected that the report will be completed in roughly two months.

A motion to adjourn was made at 11:58 a.m. by Scott Lockhart. Seconded by Jack Gaylord.

Respectfully submitted,


Chairman


Secretary

Attached Hereto and Made a Part Hereof:

- Calendar of Events
- Personnel Report- January 2022
- Program Report - January 2022
- CAC February 2022 Newsletters
- Finance Agenda
- Community Services Block Grant - 1/1/22-12/31/23
 - CSBG ROMA Quarter 8
 - CSBG CARES ROMA Quarter 8
- Combined Analysis Report - January 2022
- Balance Sheet/ Grants Receivable - January 2022
- Corporate Fund - January 2022
- Credit Card & Gas Expenditures - January 2022