

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

OFFICERS PRESENT

Pam Bolton, Chairman
Cynthia Lytle, Secretary
Jack Gaylord, Vice Chairman

REPRESENTING

Southeastern Ohio Legal Services
Urban Mission
Mayor of Steubenville

MEMBERS PRESENT

Karla Martin
Captain Michael Smith
Delores Wiggins
Anthony Sheposh
Roberta Burnstein
TJ Balint
Beth Rupert Warren

Eastern Gateway Community College
The Salvation Army
Commissioner Tom Graham
Jefferson Behavioral Health
Michael Myers Terrace Resident Council
Northeast Jeff Co Food Pantry
Commissioner Tony Morelli

MEMBERS EXCUSED

Kerry DiDomenico, Treasurer
Joe Lamantia
Bill Davis
Scott Lockhart

Public Library of Steub & Jeff Co
Sheriff's Department
IBEW Local 246
Jefferson County Chamber of Commerce

STAFF PRESENT

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

The Jefferson County CAC Board of Trustees met for their regular meeting on Wednesday, March 16, 2022. The meeting was called to order at 11:34 a.m. Roll call was taken and a quorum was present. Captain Michael Smith read the CAC Mission Statement.

APPROVAL OF MINUTES OF PRECEDING MEETING: TJ Balint moved to accept the minutes of the February 16, 2022 meeting as presented. Captain Michael Smith seconded the motion. Anthony Sheposh, Karla Martin, and Roberta Burnstein abstained. Motion Passed.

REPORT OF CEO:

CALENDAR OF EVENTS: Conflict of Interest Disclosure Statements are due (*CSBG Standard 5.6: Each governing board member has signed a conflict-of-interest policy within the past 2 years.*) Copies of the Conflict-of-Interest Disclosure Statement have been mailed and emailed prior to the meeting to members in effort to get signed and returned. All Conflict-of-Interest Disclosure Statement Forms were completed and returned by all but two of the Board of Trustee Members.

Standing Committee preference forms were also mailed and emailed prior to the meeting. Michael McGlumphy reminded members to turn in forms as soon as possible.

In April, Standard 8.9 (*The governing board annually approves the organizational-wide budget*). The Board of Trustee Members will be emailed a copy of the organizational-wide budget prior to the next meeting for review. Standard 9.3 (*The organization has presented to the governing board for review or action, at least within the past 12 months, an analysis of the agency's outcomes and any operational or strategic program adjustments and improvements identified as necessary*), will be discussed in the upcoming meeting. Standard 9.4 (*The organization submits its annual CSBG informational survey data report and it reflects client demographics and organizational-wide outcomes*). Board members will be given hard copies of the Agencies CSBG and CSBG Cares annual report at the upcoming meeting. Administrative Assistant: Hannah Titi is also working on a personal agency annual report to provide to members and the public.

STRATEGIC PLAN UPDATE: Standard 6.5 (*The governing board has received an update(s) on progress meeting the goals of the strategic plan within the past 12 months*). Administrative Staff decided to provide quarterly updates on the progress the agency has made on the Strategic Plan. A sheet of progress made was provided to all board members. Michael McGlumphy highlighted a few strategies that the agency has acted on.

STRATEGY: The Agency will hold quarterly trainings on a variety of topics including CPR/First Aide, ALICE, Bridges out of Poverty, Generational Poverty, Customer Service, Cross Training between Programs and others.

ACTION: 16 CAC Staff members were provided CPR/First Aide training on March 7th, 2022. The WIOA staff is cross training the department between all programs including Adult and Dislocated Worker, CCMEP Youth, and RESEA to ensure all members are familiar with neighboring programs. We are in progress of setting up Ethic's training.

STRATEGY: The Governing Board, along with administrative staff will research opportunities to provide contributions to an agency retirement plan.

ACTION: CEO; Michael McGlumphy met with Mutual of Omaha to discuss agency retirement plans in January. Michael McGlumphy is reaching out to other agencies for ideas.

The Agency is also working to set up for Aflac to present to new and existing staff members.

MOTION: Jack Gaylord motioned to approve the Strategic Plan update in accordance with Standard 6.5 (*The governing board has received an update(s) on progress meeting the goals of the strategic plan within the past 12 months*). Robertā Burnstein seconded the motion. Motion passed unanimously.

PERSONNEL REPORT: The Board received the Personnel Report for February 2022, which shows new hires, resignations, terminations and positions posted for the month. In February the agency had four new hires and one employee return from medical leave. Brittany Bliss; Payroll Officer, Nicola Pruneski; HEAP Intake worker, Nicole James; HEAP Intake Worker, and John Risdon; HWAP Crew Member.

PROGRAM REPORT: Members received copies of the February Program Report, which shows participants served for the month and year-to-date. Michael McGlumphy, CEO, spoke about Emergency Services, we have completely maxed out CDBG with 100% spent. Winter Crisis will be ending at the end of the month. The department was very short staffed and struggling to meet the need. In February we hired two Intake Workers who have been working out great and helping us catch up. Another Intake worker returned recently from medical leave. HWAP has recently been split into two crews allowing us to finish units quicker. EPP is 100% spent. Michael McGlumphy spoke highly of EPP Auditor James Fuit who has been running a smooth operation. As far as funding goes, the youth program has been thriving. Michael stated, "This is the best youth program we have had in ages". Board Chair: Pam Bolton asked, "Do you expect to see an uptick with the closing of Mountain Carbon in Follansbee". Mike responded "We do not expect an uptick; we have been in touch with workforce in West Virginia who has kept us posted on rapid response. Most employees will be relocated or will retire. The agency has funding to handle any influx." As far as the Sammis plant, if it was to close, we will seek national emergency grants to handle the layoff."

CAC NEWSLETTER: The CAC's March Newsletter was included for Board members to read. Energy Partnership Program served as this month's spotlight program to keep staff and board members informed on programs.

MOTION: Anthony Sheposh moved to approve the Report of the CEO, which included: Calendar of Events; Personnel Report – February 2022; Program Report – February 2022; and CAC March Newsletter. Roberta Burnstein seconded the motion. Motion passed unanimously.

REPORT OF COMMITTEES:

FINANCE COMMITTEE: The Finance Committee met this morning.

The Combined Analysis Report, Balance Sheet and Corporate Fund Report were reviewed, as well as Credit Card and Gas Expenditures for the period February 1 through February 28, 2022. The Combined Analysis Report shows COVID-19 grants that will be ending in September. CFO; Patty Minto spoke highly of the Emergency Services department and their dedication to using this funding. Around \$1,000,283 has been spent out of our \$3,000,000 CAA-HRG grant. Kroger, Walmart, PNC and BP vouchers were verified against the spreadsheets by the Finance Committee.

MOTION: Roberta Burnstein moved to approve the financial reports (Combined Analysis Report, Balance Sheet, Corporate Fund Report, Credit Card and Gas Expenditures for the period February 1 through February 28, 2022). TJ Balint seconded the motion. Motion passed unanimously.

UNFINISHED BUSINESS:

CSBG MONITORING: CEO; Michael McGlumphy informed the Board that we recently received a response from the State on our CSBG Monitoring; we have received a 100% no findings.

WEBSITE PREVIEW: Administrative Assistant; Hannah Titi presented the Preview of the Agencies Website. The new website has many new features than the previous website. Customer

Satisfaction is something the agency is working to report year-round. The Website features a Customer Satisfaction Survey for Clients to complete. The Community Needs Assessment is also included to collect input from the community on what they feel is most needed in our county. The website also features a contact us button which prompts users to fill in basic information and a message which will be directed to our Agency email address. New to the website we have included copies of our Strategic Plan, Annual Report, Bylaws, and the Monthly Newsletter. Share your story is also a new section which allows clients to share how we have helped them in the past. We are aiming to collect more success stories.

After thorough discussion the board has decided to remove the IRS Form 990 and set up a Venmo account for donations to add additionally to our current donation methods including PayPal and cash or check. The board also decided it would be best to move the donate button from the middle of the homepage to the right-hand corner. Memorial donations were also discussed. Board Member: Beth Rupert Warren discussed the benefits of videoing success stories and happenings at the Agency to engage the community more. The board also felt it would be beneficial to link a community resource directory onto the website. All suggestions are being taken very seriously and the agency will continue to work on these suggestions.

NEW BUSINESS:

WAGE INCREASES: CFO; Patty Minto is looking at all departments to move employees to a living wage. Michael McGlumphy explained that it may take time as modifications will need to be made. The Agency is working towards \$12.56 for all employees. Patty stated that only a handful of employees are not yet at the \$12.56 wage.

PRINTER AGREEMENT: Michael McGlumphy signed a printer agreement with AMCOM today. The contract covers all printers, supplies, and toner.

A motion to adjourn was made at 12:24 p.m. by Cynthia Lytle; seconded by Jack Gaylord.

Respectfully submitted,



Chairman



Secretary

Attached Hereto and Made a Part Hereof:
Regular Board Meeting Minutes - February 16, 2022
Calendar of Events
Strategic Plan Updates
Personnel Report – February 2022
Program Report – February 2022
CAC March 2022 Newsletter
Finance Committee Meeting Packet – March 16, 2022