

**JEFFERSON COUNTY COMMUNITY ACTION COUNCIL, INC.
BOARD OF TRUSTEES – REGULAR MEETING
April 20, 2022**

OFFICERS PRESENT

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

REPRESENTING

Southeastern Ohio Legal Services
Mayor of Steubenville
Urban Mission Ministries

MEMBERS PRESENT

Captain Mike Smith
Captain Joe Lamantia
Delores Wiggins
Scott Lockhart
Beth Rupert Warren

The Salvation Army
Jefferson County Sheriff
Commissioner Tom Graham
Jefferson County Chamber of Commerce
Commissioner Morelli

MEMBERS EXCUSED

T.J. Balint
Anthony Sheposh
Bill Davis
Roberta Burnstein
Karla Martin
Kerry DiDomenico, Treasurer
Commissioner Dave Maple

Northeast Jeff Co Food Pantry
Chrysalis Health
IBEW Local Union No. 246
Michael Myers Terrace Resident Council
Eastern Gateway Community College
Public Library of Steubenville & Jeff Co
Commissioner Dave Maple

STAFF PRESENT

Mike McGlumphly, 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, April 20, 2022. The meeting was called to order at 11:33 a.m. Roll call was taken, and a quorum was present. Captain Joe Lamantia read the Mission Statement.

APPROVAL OF MINUTES OF PRECEDING MEETING: Jack Gaylord moved to accept the minutes of the March 16, 2022 meeting. Captain Mike Smith seconded the motion. Scott Lockhart, and Captain Joe Lamantia abstained. Motion passed.

CORRESPONDENCE: A letter of appointment from Sheriff Fred Abdalla Jr. was provided to the board to read. Administrative Assistant Hannah Titi read:

Captain Joseph Lamantia has been appointed to serve as my representative to the Jefferson County Community Action Council Board of Trustees. His term commences on April 4th, 2022 and expires December 31st, 2024.

MOTION: Scott Lockhart moved to accept Captain Joseph Lamantia's appointment letter. Jack Gaylord seconded the motion. Motion passed unanimously.

REPORT OF THE CEO

CALENDAR OF EVENTS: Standard 8.9 (*The governing board approved the Organization Wide Budget*), Standard 9.4 (*The organization submits its annual CSBG Information Survey data report and it reflects client demographics and organization-wide outcomes*), and 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 as necessary*). In may the nominating committee will elect

The 2021 CSBG, and CSBG CARES Annual reports have been provided for the board in accordance with CSBG Standard 9.4 (*The organization submits its annual CSBG Information Survey data report and it reflects client demographics and organization-wide outcomes*). The board also received a copy of the agency wide Annual Report created by Administrative Assistant Hannah Titi. The report highlights clients served in each program, success stories, and other outcomes. The agency plans to have the report professionally printed to have on hand to show our 2021 agency outcomes. The board previously approved this action.

MOTION: Cynthia Lytle motioned to approve that the 2021 Agency-Wide, CSBG, and CSBG CARES Annual reports have been provided for the board in accordance with CSBG Standard 9.4 (*The organization submits its annual CSBG Information Survey data report and it reflects client demographics and organization-wide outcomes*). Jack Gaylord seconded the motion. Motion passed unanimously.

The board is provided with a Program Report, Personnel Report, Monthly newsletter, and Calendar of Events monthly in accordance with CSBG 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 as necessary*). The board also received the 2021 Annual Reports and receives a quarterly standard due date spreadsheet showing the progress on completing agency standards. A strategic plan update is also provided quarterly.

MOTION: Scott Lockhart motioned to approve that the board is provided with a Program Report, Personnel Report, Monthly newsletter, and Calendar of Events monthly in accordance with CSBG 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 as necessary*). Captain Mike Smith seconded the motion. Motion passed unanimously.

PERSONNEL REPORT: The Board received the Personnel Report for March. Since the report, the agency has hired one new employee, Willie Hilson, Fresh Start Case Manager. One employee, Chavoi Brooks, EPP Administrative Assistant has resigned to return to school.

PROGRAM REPORT: Members received copies of the March Program Report, which shows participants served for the month and year-to-date.

CAC NEWSLETTER: The CAC's March Newsletter was included for Board members to read. The CAC's newsletter continues to highlight one program each month to help board and staff members to be more knowledgeable on the programs offered and to help with our Strategic Plan Work plan. In March the newsletter highlighted the Pathway Home program.

MOTION: Jack Gaylord moved to approve the Report of the CEO, which included: Calendar of Events, Personnel Report – March 2022; Program Report – March 2022; and CAC April Newsletter. Captain Joe Lamantia seconded the motion. Motion passed unanimously.

REPORT OF COMMITTEES:

FINANCE COMMITTEE:

2023 UNITED WAY GRANT APPLICATION: The United Way Grant Application has been submitted for the period January 1st, 2023 through December 31st, 2023. The Agency requested \$15,000, the same amount as 2022. The funding received is dependent on how well the United Ways Campaigns go. The agency uses this money to pay shelter. A formal presentation of the application will be given on April 28th at 1:30 to the United Way Board.

MOTION: Jack Gaylord motioned to approve the United Way Grant Application has been submitted for the period January 1st, 2023 through December 31st, 2023 with the requested amount of \$15,000. Mike Smith seconded the motion. Motion passed unanimously.

FRESH START GRANT AGREEMENT: The Service agreement for Fresh Start between Jefferson County Department of Job and Family Services and Jefferson County Community Action Council Inc. is for the period March 1st, 2022 through March 31, 2024 in the amount of \$653,848.00. CEO, Michael McGlumphy explained that the Fresh Start Grant is replacing the OPIOID-3 Grant that ended March 30th, 2022. We ask participants interested in the program "Have you, a family member, or close friend been affected by the OPIOID Crisis" which determines how the participant is trained. Eligibility is determined by long term unemployment or, dislocated worker/adult criteria. We will be serving 8 counties, 4 counties in Area 16, including Jefferson, Harrison, Belmont, and Carroll. We will also be serving Area 15, including Washington, Morgan, Monroe, and Noble County. We hope to expand larger in the future.

MOTION: Jack Gaylord motioned to ratify the Service agreement for Fresh Start between Jefferson County Department of Job and Family Services and Jefferson County Community Action Council Inc. is for the period March 1st, 2022, through March 31, 2024, in the amount of \$653,848.00. Jack Gaylord seconded the motion. Motion passed unanimously.

ORGANIZATION WIDE BUDGET: The Trustees were provided with The 2022 Organization Wide Budget in compliance with CSBG Standard 8.9 (*The governing board approved the Organization Wide Budget*). Patty Minto explained details on what the Organization Wide Budget is. She expressed that she feels we will do good for the 2022 year.

MOTION: Delores Wiggins motioned to approve The 2022 Organization Wide Budget in compliance with CSBG Standard 8.9 (*The governing board approved the Organization Wide Budget*). Captain Joe Lamantia 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 March 1, 2022 through March 31, 2022.

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

NOMINATING COMMITTEE: The election of the Nominating Committee was overlooked at the March Meeting. Board Chair, Pam Bolton sent an email to the Board Of Trustees prior to the meeting asking for volunteers for the Nominating Committee. Anthony Sheposh, Karla Martin, and Scott Lockhart volunteered to sit on the committee. Nobody else expressed interest in the committee. Pam Bolton expressed that the Nominating Committee will need to seek members they feel are suitable for executive positions on the board. A slate will be announced to the board in the upcoming meeting.

MOTION: Captain Mike Smith motioned to approve Anthony Sheposh, Karla Martin, and Scott Lockhart to sit on the Nominating Committee. Jack Gaylord seconded the motion. Motion passed unanimously.

UNFINISHED BUSINESS

EMAIL UPDATE: CEO; Michael McGlumphy informed the board that all staff members have successfully received new secure emails.

WEBSITE: The new Jefferson County CAC, Inc. website is officially live. We have been collecting success stories from our programs and plan to add them to the Agency Website as discussed in the previous meeting. Board members can check out the new website at WWW.JEFFERSONCOUNTYCAC.ORG or WWW.JEFFERSONCOUNTYCAC.COM

HWAP VANS: Discussed in a previous meeting, the agency received approved funding from the HWAP Enhancement grant in the amount of \$112,000 to purchase new vehicles. We are in the process of purchasing two vans at Whiteside. Whiteside is purchasing both old vans for \$8,000 each. The Vans should be received at the end of this week or by the beginning of next week.

FRESH START SUV: The agency is leasing a 2021 Nissan Rouge Sport for the Fresh Start Program. We received many bids from local car lots but, due to the lease being 20 months opposed to 24 months many car lots backed out.

WIOA REQUEST FOR PROPOSAL: We have completed and submitted the WIOA RFP's. Goodwill has bid in on all WIOA Youth Programs. We are confident we will win the bid and continue to operate the programming but, there is always the possibility of losing the program.

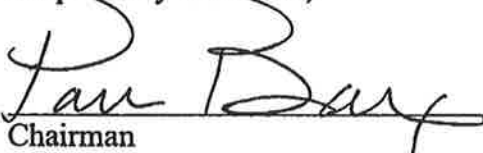
NEW BUSINESS:

HERITAGE PLACE: We will need to revisit Heritage Place documentation as discussed and approved earlier in the year. The paperwork has been sent back to review as the previous documents have expired before submitted. Pam Bolton has reviewed the documentation and we are waiting to

receive final copies for signatures. The slate of officers will need to sign again. As a refresher CEO Michael McGlumphy informed the board, Heritage Place is being renovated and needed two Community Actions involved in the process. The agency will receive money for the corporate fund per unit in exchange for being involved.

A motion to adjourn was made at 12:08 p.m. by Scott Lockhart. The motion was seconded by Jack Gaylord.

Respectfully submitted,


Chairman


Secretary

Attached Hereto and Made a Part Hereof:

Captain Joe Lamantia letter of Appointment
Meeting Minutes – March 16, 2022
Calendar of Events
2021 CSBG Annual Report
2021 CSBG Cares Annual Report
2021 Agency Annual Report
March Personnel Report
March Program Report
April Newsletter
Finance Committee Agenda
Finance Committee Meeting Minutes – March 16, 2022
2023 United Way Grant Application
Fresh Start Grant Agreement
2022 Organization Wide Budget
Combined Analysis Report – March 2022
Balance Sheet – March 2022
Corporate Fund Report – March 2022
Credit Card and Gas Expenditures Spreadsheets

