

JEFFERSON COUNTY COMMUNITY ACTION COUNCIL, INC.
BOARD OF TRUSTEES – REGULAR MEETING
May 19, 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
Roberta Burnstein
Karla Martin
Delores Wiggins
Scott Lockhart
Beth Rupert Warren
T.J. Balint
Anthony Sheposh

The Salvation Army
Michael Myers Terrace Resident Council
Eastern Gateway Community College
Commissioner Tom Graham
Jefferson County Chamber of Commerce
Commissioner Morelli
Northeast Jeff Co Food Pantry
Chrysalis Health

MEMBERS EXCUSED

Bill Davis
Kerry DiDomenico, Treasurer
Commissioner Dave Maple
Captain Joe Lamantia

IBEW Local Union No. 246
Public Library of Steubenville & Jeff Co
Commissioner Dave Maple
Jefferson County Sheriff

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, April May 18, 2022. The meeting was called to order at 11:40 a.m. Roll call was taken, and a quorum was present. Roberta Bernstein read the Mission Statement.

APPROVAL OF MINUTES OF PRECEDING MEETING: Jack Gaylord moved to accept the minutes of the April 20, 2022, meeting. Scott Lockhart seconded the motion. TJ Balint, Anthony Sheposh, and Roberta Burnstein abstained. Motion passed.

REPORT OF THE CEO

CALENDAR OF EVENTS Due this month the recommended slate is to be announced by the nominating committee. In June, Standard 4.6 (*An organization-wide, comprehensive risk assessment has been completed within the past 2 years and reported to the governing board.*) Administrative Assistant, Hannah Titi and CEO, Michael McGlumphy are working on the risk assessment which will be provided to the board in June. Next month the election of new officers

and committees will also take place. Employee Insurance Renewal has been completed and will be discussed later in the meeting.

PERSONNEL REPORT: The Board received the Personnel Report for April. Since the report, the agency has terminated one employee in the HEAP department. The position for heap intake worker has been posted.

PROGRAM REPORT: Members received copies of the April Program Report, which shows participants served for the month and year-to-date. CEO, Michael McGlumphy asked the board if they are happy with the format of the program report they receive each month. Board member Scott Lockhart pitched the idea of using the data to create graphs showing a better visual of participants served. Administrative Assistant, Hannah Titi and Deputy Director, Rich Gualtiere agreed to look into creating graphs for the board to provide each month.

CAC NEWSLETTER: The CAC's April 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 April the newsletter highlighted the Fresh Start Program. Mr. McGlumphy informed the board he was open to any suggestions of data they may like to see in the agency newsletter.

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

REPORT OF COMMITTEES:

FINANCE COMMITTEE:

HOME WEATHERIZATION ASSISTANCE PROGRAM MOU: The Home Weatherization Assistance Program Memorandum of Agreement is a not the agreement but instead shows operating procedures for the contract we will receive in the next couple weeks. The Memorandum is for the period July 1, 2022 through June 30, 2023.

MOTION: Scott Lockhart motioned to ratify the Home Weatherization Assistance Program Memorandum of Agreement for the period July 1, 2022 through June 30, 2023. Roberta Burnstein seconded the motion. Motion passed unanimously.

HOME WEATHERIZATION ASSISTANCE PROGRAM ENHANCEMENT MOU: The Home Weatherization Assistance Program Enhancement Memorandum of Agreement is a not the agreement but instead shows operating procedures for the contract we will receive in the next couple weeks. The Memorandum is for the period July 1, 2022 through June 30, 2023.

MOTION: Jack Gaylord motioned to ratify the Home Weatherization Assistance Enhancement Program Memorandum of Agreement for the period July 1, 2022 through June 30, 2023. TJ Balint seconded the motion. Motion passed unanimously.

JEFFERSON SUMMER YOUTH/TANF: The Jefferson Summer Youth contract is for the period May 19th, 2022 through September 30, 2022 in the amount of \$57,632.00. The agency plans on serving 18 individuals ages 16-18. Cynthia Lytle asked when agencies will be aware of details regarding summer youth for worksite purposes. Mr. McGlumphy informed the board we are still waiting on WIOA Contracts but, we are planning everything in advance and hope to have a game plan by the first week of June. Roberta Burnstein asks how kids find out about the program. Rich Gualtiere explained all schools and Jefferson County announce information on the program. The agency works very closely with the schools in Jefferson County.

MOTION: Scott Lockhart motioned to approve the Jefferson Summer Youth contract for the period May 19th, 2022 through September 30, 2022 in the amount of \$57,632.00. TJ Balint seconded the motion. Motion passed unanimously.

CSBG ROMA QUARTER 1: The CSBG 2021-2022 ROMA 1st QUARTER packet was given to everyone at the meeting to review. Administrative Assistant, Hannah Titi spoke to the board about the CSBG Results Oriented Management and Accountability report. It was explained to the board that most clients are being served though our CAA-HRG grant which is why numbers are lower in rental assistance. This is the 3-million-dollar covid relief grant we received that ends in September. Clients are also being referred to the HEAP department for water assistance with the new LIHWAP Grant

| Domain | Total Spent | Program | #of Households Served |
|------------------------------------|-------------|---------------|-----------------------|
| Health & Social/ Behavioral Dev | \$2,870 | Food Vouchers | 19 |
| | | Prescriptions | 0 |
| | | Hygiene Kits | 20 |
| | | Cleaning Kits | 23 |
| Housing | | Rent | 8 |
| | | Water | 1 |

CSBG CARES ROMA QUARTER 9: The CSBG CARES 2020-2021 ROMA 9TH QUARTER packet was given to everyone at the meeting to review. Administrative Assistant, Hannah Titi spoke to the board about the CSBG Results Oriented Management and Accountability report.

MOTION: Roberta Burnstein motioned to approve The CSBG 2021-2022 ROMA 1st QUARTER and The CSBG CARES 2020-2021 ROMA 9TH QUARTER. Anthony Sheposh seconded the motion. Motion passed unanimously.

EMPLOYEE INSURANCE RENEWAL: The board was provided with a packet displaying the Market Study for Health, Life, Dental, and Vision employee insurance. Mr. McGlumphy met with several staff, and the insurance broker to discuss proposals received. After thorough review, it is recommended that the Agency remains with Anthem Blue Cross Blue Shield for Health Coverage.

It is a total increase of \$108.06 per participant 86% paid by agency and 21% individual. It provided 100% full coverage after deductibles are met. 10 staff members are currently on agency health insurance.

Group life insurance is offered to all employees. There is no increase if we stay with our current provider. It is recommended that the board stays with Mutual of Omaha for life insurance. Roberta Burstein why we have a small amount of staff that take health insurance. Mr. McGlumphy explained many staff members have spousal insurance, Medicaid, or Medicare.

For Dental insurance, Humana came in with a lower bid then our current provider. It is recommended that we stay with Delta Dental our current provider due to the list of providers accepting the insurance being much larger than Humana.

It is recommended that we switch from Blue View Vision Anthem to Humana. The providers were equal for both companies but there is a 24% decrease with Humana. The network is nearly identical. 20 staff members have dental and vision insurance.

MOTION: Jack Gaylord motioned to approve the recommendations of the CEO regarding the employee insurance renewal plans. Anthony Sheposh 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 April 1, 2022 through April 30, 2022. CFO, Patty Minto also informed the board that the agency was in the middle of their Single Agency Audit. For the first time in two years the agency has Auditors in the building.

MOTION: Scott Lockhart motioned to approve The Combined Analysis Report, Balance Sheet, Corporate Fund Report, and Credit Card and Gas Spreadsheets for the period April 1, 2022, through April 30, 2022. Mike Smith seconded the motion. Motion passed unanimously.

NOMINATING COMMITTEE: The nominating committee recommended to the board that we keep the current slate of officers. Scott Lockhart stated if anyone has any interest in a position or offering another slate, please reach out prior to the May meeting when we elect officers and committees.

MOTION: Captain Mike Smith motioned to approve the recommended slate of officers by the Nominating Committee. Roberta Burnstein seconded the motion. Motion passed unanimously.

UNFINISHED BUSINESS

HWAP VANS: The Agency received approved funding from the HWAP Enhancement grant in the amount of \$112,000 to purchase new vehicles. The two new ford Econoline vans were recently delivered from Whiteside in Cambridge. The vans amounted to \$30,292, the remainder of funding was returned to COAD. The original vans were traded in for \$8,000. The agency is still looking for box trucks for the program.

Request for Proposal: Rich Gualtiere informed the board we received notice by email that the agency is being funded in all bided out WIOA programs.

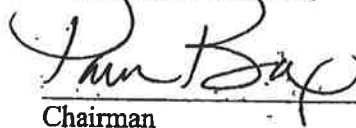
OTHER

FIRST FRIDAY ON 4TH STREET: Scott Lockhart asked if the agency has ever participated in First Fridays on fourth street by setting up a booth to bring awareness to the agency. The agency has had a booth at the event in previous years but not recently. Multiple board members added that they would be happy to help if the agency decides to participate in the event again. Michael McGlumphy stated he would consider setting up a booth again.

CONSENT MOTION: Scott Lockhart asked about considering consent motions in the board meetings. Documentation is explained thoroughly in both meetings and the board feels it is repeated from the finance committee into the board meeting. It was suggested that instead of repeating information twice, information can be explained upon request in the full board meeting. The board agreed this would be beneficial for future meetings. All board members are welcome to attend the finance committee meeting to listen to discussions prior to the board meeting.

The meeting was adjourned at 12:21.

Respectfully submitted,



Chairman



Secretary

Attached Hereto and Made a Part Hereof:

Meeting Minutes – April 20, 2022
Calendar of Events
April Personnel Report
April Program Report
May Newsletter
Finance Committee Agenda
Finance Committee Meeting Minutes – April 20, 2022
HWAP MOU
HWAPE MOU
Jefferson Summer Youth Agreement
CSBG ROMA Quarter 1
CSBG ROMA QUARTER 9
Schwendeman Agency Insurance Renewal
Combined Analysis Report – April 2022
Balance Sheet – April 2022
Corporate Fund Report – April 2022
Credit Card and Gas Expenditures Spreadsheet