

**JEFFERSON COUNTY COMMUNITY ACTION COUNCIL, INC.**  
**BOARD OF TRUSTEES – REGULAR MEETING**  
**June 15, 2022**

**OFFICERS PRESENT**

Pam Bolton, President  
Jack Gaylord, Vice President

**REPRESENTING**

Southeastern Ohio Legal Services  
Mayor of Steubenville

**MEMBERS PRESENT**

Captain Mike Smith  
Roberta Burnstein  
Delores Wiggins  
Scott Lockhart  
Beth Rupert Warren  
T.J. Balint  
Bill Davis

The Salvation Army  
Michael Myers Terrace Resident Council  
Commissioner Tom Graham  
Jefferson County Chamber of Commerce  
Commissioner Morelli  
Northeast Jeff Co Food Pantry  
IBEW Local Union No. 246

**MEMBERS EXCUSED**

Anthony Shepoşh  
Karla Martin  
Kerry DiDomenico, Treasurer  
Commissioner Dave Maple  
Captain Joe Lamantia  
Cynthia Lytle, Secretary

Chrysalis Health  
Eastern Gateway Community College  
Public Library of Steubenville & Jeff Co  
Commissioner Dave Maple  
Jefferson County Sheriff  
Urban Mission Ministries

**STAFF PRESENT**

Mike McGlumphy, CEO  
Patty Minto, CFO  
Hannah Titi, Administrative Assistant/ROMA Coordinator

The Jefferson County CAC Board of Trustees met for their regular meeting on Wednesday, June 15, 2022. The meeting was called to order at 11:35 a.m. Roll call was taken, and a quorum was present. Bill Davis read the Mission Statement.

**APPROVAL OF MINUTES OF PRECEDING MEETING:** Scott Lockhart moved to accept the minutes of the April 20, 2022, meeting. Roberta Burnstein seconded the motion. Motion passed.

**REPORT OF THE CEO**

**CALENDAR OF EVENTS** Due this month is the Standard 4.6 (*An organization-wide, comprehensive risk assessment has been completed within the past 2 years and reported to the governing board*). All board members have received a copy of the organization-wide risk assessment for 2022. The agency is in the process of working on some risks in the assessment. Also, due this month is the election of new officers which Pam Bolton will complete later in the meeting. In July, the standing committees will be appointed. Standard 8.5 (*The organization has solicited bids for its audit within the past 5 years*) is due next month. Patty is working on this standard.

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 May. The agency has terminated one employee in the HEAP department. The position for Intake Worker has been posted.

**PROGRAM REPORT:** Members received copies of the May Program Report, which shows participants served for the month and year-to-date. Board member Scott Lockhart pitched the idea of using the data to create graphs showing a better visual of participants served at the May meeting. Administrative Assistant, Hannah Titi created graphs to present to the board showing each program comparing year 2021 vs 2022. The board received copies of the graphs and CEO; Michael McGlumphy presented the power points detailing important information on each graph. It was explained that these graphs are difficult to compare due to COVID grant spending being a priority in some programs. Mr. McGlumphy also explained that WIOA numbers had a large difference due to the Job center seeing less walk in's due to the low demand to work. The board stated that they liked the graph's presented and seeing the comparisons.

**CAC NEWSLETTER:** The CAC's May Newsletter. The newsletter displayed pictures of the new HWAP Vans. Mr. McGlumphy stated he plans to look into buying box trucks for the program if funding is available.

**MOTION:** Scott Lockhart moved to approve the Report of the CEO, which included: Calendar of Events, Personnel Report – May 2022; Program Report – May 2022; and CAC June Newsletter. Captain Mike Smith seconded the motion. Motion passed unanimously.

**MOTION:** TJ Balint motioned to approve CSBG Standard 4.6 6 (*An organization-wide, comprehensive risk assessment has been completed within the past 2 years and reported to the governing board*). Board members were provided with copies of the Organization-Wide Risk Assessment. Roberta Burrstein seconded the motion. Motion passed unanimously.

**CONSENT MOTION:** In the June meeting, Scott Lockhart suggested to the board that consent motions are used in board meetings to avoid duplication of information. The board agreed that the finance committee will receive full information on all grants and financial reports, and the full board will motion a consent for approval on the contracts, requesting information as needed. This is agreed to lower the time spent explaining grants twice. The board was informed that any members of the board can attend at 11 to the finance committee meeting to hear more in-depth information.

## **REPORT OF COMMITTEES:**

### **FINANCE COMMITTEE:**

### **AGREEMENTS:**

The finance committee met prior to the board meeting and approved the HEAP Summer Crisis Program Grant Agreement for July 1, 2022 through September 30, 2022 in the amount of \$97,000, the RESEA Contract for July 1, 2022 through September 30, 2023 in the amount of \$69,921, the RESEA MOD #2 extending to September 2022, United Way Agreement for January 1, 2023

through December 31, 2023 in the amount of \$10,500, Harrison County WIOA Youth in the amount of \$55,716 and the Adult /Dislocated agreement for the amount of \$114,617 both for the period July 1, 2022 through September 30, 2023, and Jefferson County WIOA Youth in the amount of \$281,378 and the Adult /Dislocated agreement for the amount of \$180,429 both for the period July 1, 2022 through September 30, 2023. The board did not have any questions regarding the contracts and agreements presented. The board received copies of all contracts and agreements.

**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 May 1, 2022 through May 31, 2022. CFO, Patty Minto reported information regarding the contracts. The board did not have any questions regarding the reports.

**MOTION:** Beth Rupert Warren Motioned to consent the finance committees approval of The HEAP Summer Crisis Program Grant Agreement for July 1, 2022 through September 30, 2022 in the amount of \$97,000; the RESEA Contract for July 1, 2022 through September 30, 2023 in the amount of \$69,921, the RESEA MOD #2 extending to September 2022, United Way Agreement for January 1, 2023 through December 31, 2023 in the amount of \$10,500, Harrison County WIOA Youth in the amount of \$55,716 and the Adult /Dislocated agreement for the amount of \$114,617 both for the period July 1, 2022 through September 30, 2023, and Jefferson County WIOA Youth in the amount of \$281,378 and the Adult /Dislocated agreement for the amount of \$180,429 both for the period July 1, 2022 through September 30, 2023. Also, the financial report given to the finance committee including 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 May 1, 2022 through May 31, 2022. Roberta Burnstein seconded the motion. Motion passed unanimously.

**NOMINATING COMMITTEE:** According to the bylaws "The council shall have a Chairperson, Vice-Chairperson, a Secretary, and a Treasurer. All officers shall be elected at the meeting following the Annual Meeting of the Board and shall, unless otherwise provided by the board, hold office for one year." In June the nominating committee recommended to the board that we keep the current slate of officers. Chairmen Pam Bolton elected the current slate of officers to remain as the current slate of officers. The slate of officers will consist of:

Board Chair: Pam Bolton  
Vice Chair: Jack Gaylord  
Treasurer: Kerry DiDomenico  
Secretary: Cynthia Lytle

**MOTION:** Scott Lockhart motioned to approve the recommended slate of Officers. Mike Smith seconded the motion. Motion passed unanimously.

**MOTION:** Beth Rupert Warren motioned to approve the slate of officers. Mike Smith seconded the motion. Motion passed unanimously.

**QUARTERLY MEETINGS:** Chairmen Pam Bolton proposed the idea of the board meetings being moved to a quarterly occurrence. The finance and executive committee would continue to meet monthly. A discussion was made between the board regarding the pros and cons of moving

meetings to quarterly. Pam stated that according to the bylaws we essentially need to meet 5 times a year every 10 weeks. This topic will be voted on in an upcoming board meeting.

**UNFINISHED BUSINESS:**

**NEW BUSINESS:**

**MILEAGE REIMBURSEMENT RATES:** The current mileage rate for staff is 54 cents per mile. The current federal rate is 58.5. CEO, Michael McGlumphy recommended that the agency increase the mileage rate to 58.5, effective July 1<sup>st</sup>.

MOTION: TJ Balint approved the recommendation of increasing the agency mileage rate to 58.5. Scott Lockhart seconded the motion. Motion passed unanimously.

Scott Lockhart motioned to adjourn the meeting at 12:24, Jack Gaylord seconded the motion.

Respectfully submitted,

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Chairman

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Secretary

**Attached Hereto and Made a Part Hereof:**

- Meeting Minutes – May 18<sup>th</sup>, 2022
- Calendar of Events
- Personnel Report – May
- Program Report - May
- JCCAC June – Newsletter
- Finance Committee Minutes – May 18<sup>th</sup>, 2022
- HEAP Summer Crisis Program – (July 1, 2022 – September 30, 2022)
- RESEA Contract – (July 1, 2022 – September 30, 2022)
- RESEA MOD #2 – Extended to September 2022
- United Way Agreement – (January 1, 2022 – December 31, 2023)
- HCDJFS and JCCAC – WIOA Youth Agreement (July 1, 2022 – June 30, 2023)
- HCDJFS and JCCAC – Adult/Dislocated Agreement (July 1, 2022 – June 30, 2023)
- JCDJFS and JCCAC - WIOA Youth Agreement (July 1, 2022 – June 30, 2023)
- JCDJFS and JCCAC - WIOA Youth Agreement (July 1, 2022 – June 30, 2023)
- Combined Analysis Report – May 2022
- Balance Sheet/Grants Receivable – May 2022
- Corporate Fund – May 2022
- Credit Card and Gas Expenditures – May 2022
- Federal Mileage Sheet
- PowerPoint 2021 vs 2022 Clients served