

JEFFERSON COUNTY COMMUNITY ACTION COUNCIL, INC.
BOARD OF TRUSTEES – REGULAR MEETING
August 17, 2022

OFFICERS PRESENT

Pam Bolton, President
Jack Gaylord, Vice President
Kerry DiDomenico, Treasurer
Cynthia Lytle, Secretary

REPRESENTING

Southeastern Ohio Legal Services
Mayor of Steubenville
Public Library of Steubenville & Jeff Co
Urban Mission Ministries

MEMBERS PRESENT

Delores Wiggins
Beth Rupert Warren
T.J. Balint
Karla Martin

Commissioner Tom Graham
Commissioner Morelli
Northeast Jeff Co Food Pantry
Eastern Gateway Community College

MEMBERS EXCUSED

Anthony Sheposh
Commissioner Dave Maple
Captain Joe Lamantia
Captain Mike Smith
Roberta Burnstein
Scott Lockhart
Bill Davis

Chrysalis Health
Commissioner Dave Maple
Jefferson County Sheriff
The Salvation Army
Michael Myers Terrace Resident Council
Jefferson County Chamber of Commerce
IBEW Local Union No. 246

STAFF PRESENT

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

The Jefferson County CAC Board of Trustees met for their regular meeting on Wednesday, August 17, 2022. The meeting was called to order at 11:36 a.m. Roll call was taken, and a quorum was present. Jack Gaylord read the Mission Statement.

APPROVAL OF MINUTES OF PRECEDING MEETING: Beth Rupert Warren moved to accept the minutes of the July 20, 2022. Jack Gaylord seconded the motion. Karla Martin, Cynthia Lytle, and Kerry DiDomenico abstained. Motion passed.

APPROVAL OF MINUTES OF JUNE 15, 2022: Jack Gaylord moved to accept the minutes of the June 15, 2022. TJ Balint seconded the motion. Cynthia Lytle, Kerry DiDoemnico, Karla Martin, and Delores Wiggins abstained. Motion passed.

REPORT OF THE CEO

STANDARD 4.4 MOTION: Jack Gaylord motioned to approve Standard 4.4 (*The governing board received an annual update on the success of specific strategies included in the Community Action Plan*). The board is updated monthly, and the agency has continuously provided funding and participant data for all programs at each board meeting. We have also provided continuous data for all standards at every meeting. The Calendar of Events, program report, and quarterly ROMA report are provided monthly. Karla Martin seconded the motion. Motion passed unanimously.

IRS 990 MOTION: Kerry Didomenico motioned to approve Standard 8.6 (*The IRS Form 990 is completed annually and made available to the governing board for review*) The board was provided with copies of the 2021 IRS Form 990. Jack Gaylord seconded the motion. Motion passed unanimously.

STANDARD 8.1 MOTION: Jack Gaylord motioned to approve CFO; Patty Minto's progress with Standard 8.5 (*The organization has solicited bids for its audit within the past 5 years*). TJ Balint seconded the motion. Motion passed unanimously.

PERSONNEL REPORT: The Board received the Personnel Report for June and July 2022. Since the report the agency had one resignation. Ebony Wise resigned from WIOA CCMEP/ Youth. The position has been opened.

PROGRAM REPORT: Members received copies of the June and July 2022 program report, which shows participants served for the month and year-to-date.

CAC NEWSLETTER: The CAC's July and August Newsletter was provided for the board members to read. The newsletter displayed pictures of the new decals the agency has placed on the vehicles.

MOTION: Kerry DiDomenico moved to approve the Report of the CEO, which included: Calendar of Events, Personnel Report – June and July 2022; Program Report – June and July 2022; and CAC July and August Newsletter. TJ Balint seconded the motion. Motion passed unanimously.

REPORT OF COMMITTEES:

FINANCE COMMITTEE:

AGREEMENTS:

The finance committee met June 15th, 2022 prior to the board meeting and approved the General Services Agreement between JCCAC and the Computer Data Services LLC., Home Energy Assistance Program Grant Application for September 1, 2022 – August 31, 2023 in the amount of \$268,124.00, and the HEAP Summer Crisis Program Grant Agreement for July 1, 2022 through September 30, 2022 in the amount of \$97,000. The LIHVAP First amendment for the period October 1, 2022 through September 30, 2023 in the amount of 274,421.00 was approved by the finance committee prior to today's meeting. The board did not have any questions regarding the contracts and agreements presented. The board received copies of all contracts and agreements.

MOTION: TJ Balint motioned to approve the recommended slate of Officers. Delores Wiggins seconded the motion. Motion passed unanimously.

UNFINISHED BUSINESS:

NEW BUSINESS:

COAD Scholarship: The Corporation of Appalachian Development awarded \$500 from the David V. Strivison Community Action Scholarship Fund to Kailey McMillion resident of Jefferson County. The agency has matched COAD adding another \$500 to the scholarship award.

CYBER INSURANCE: The agency received a letter that the Agency's Cyber insurance will not be renewed. Michael McGlumphy informed the board the agency has sought out 4 bids to replace the Cyber Insurance. VICTOR our current Cyber Insurance provider has decided to no longer provide this type of insurance. We pay \$1498 with VICTOR, the lowest bid received for a new provider was \$3120. Mr. McGlumphy asked the board if they preferred the agency have no Cyber insurance or keep Cyber Insurance.

MOTION: TJ Balint motioned to allow CEO Michael McGlumphy find a new and suitable company for the Agency's Cyber Insurance. Delores Wiggins seconded the motion. Motion passed unanimously.

Jack Gaylord motioned to adjourn the meeting at 12:13, Cynthia Lytle seconded the motion.

Respectfully submitted,


Chairman


Secretary

Attached Hereto and Made a Part Hereof:

Meeting Minutes – June 15, 2022
Meeting Minutes – July 20, 2022
Calendar of Events
Personnel Report – June and July
Program Report - June and July
JCCAC July and August– Newsletter
Finance Committee Minutes – July 20, 2022
HEAP Summer Crisis Program Grant Agreement
HEAP IVR Agreement
Summer Crisis Program (July 1, 2022 – September 2022)
LIHWAP First Amendment
IRS 990
Combined Analysis Report – June and July 2022
Balance Sheet/Grants Receivable – June and July 2022
Corporate Fund – June and July 2022