

JEFFERSON COUNTY COMMUNITY ACTION COUNCIL, INC.
BOARD OF TRUSTEES – REGULAR MEETING
December 21, 2022

OFFICERS PRESENT

Jack Gaylord, Vice Chairman
TJ Balint, Secretary
Kerry DiDomehico, Treasurer

REPRESENTING

Mayor of Steubenville
Northeast Jeff Co Food Pantry
Public Library of Steub & Jeff Co

MEMBERS PRESENT

Major. Joe Lamantia
Natalie Baird
Scott Lockhart
Beth Rupert Warren
Commissioner Thomas Graham

Sheriff's Department
Chrysalis Health Ohio
Jefferson County Chamber of Commerce
Commissioner Tony Morelli
Commissioner Thomas Graham

MEMBERS EXCUSED

Pam Bolton, Chairman
Captain Michael Smith

Southeastern Ohio Legal Services
The Salvation Army

MEMBERS UNEXCUSED

Karla Martin
Roberta Burnstein
Bill Davis
DeJores Wiggins
Commissioner Dave Maple

Eastern Gateway Community College
Michael Myers Terrace Resident Council
IBEW Local 246
Commissioner Thomas Graham
Commissioner Dave Maple

STAFF PRESENT

Michael McGlumphy, Chief Executive Officer
Rich Gualtiere, Deputy Director
Patricia Minto, CFO
Hannah Titi, Administrative Assistance/ROMA Coordinator

The Jefferson County CAC Board of Trustees met for their regular meeting on Wednesday, December 21, 2022. The meeting was called to order at 11:41 a.m. Roll call was taken and a quorum was present. Major Joe Lamantia read the CAC Mission Statement:

APPROVAL OF MINUTES OF OCTOBER MEETING: Scott Lockhart motioned to approve the October 19, 2022, meeting minutes. Jack Gaylord seconded the motion. Commissioner Graham Abstained. Motion Passed. In November no quorum was present.

REPORT OF CEO:

CALENDAR OF EVENTS: No quorum was present at the November meeting. The 2022 Community Needs Assessment was completed but tabled for the December meeting. Standard 2.2

(The organization utilizes information gathered from key sectors of the community in assessing needs and resources, during the community assessment process or other times. These sectors would include at a minimum: community-based organizations, faith-based organizations, private sector, public sector, and educational institutions) has been met when completing the 2022 Community Needs Assessment. Surveys were provided to clients, and emailed to sectors including, community-based organizations, faith-based organizations, private sector, public sector, and educational institutions.

MOTION: TJ Balint moved to approve the CSBG Standard 2.2 *(The organization utilizes information gathered from key sectors of the community in assessing needs and resources, during the community assessment process or other times. These sectors would include at a minimum: community-based organizations, faith-based organizations, private sector, public sector, and educational institutions)*. Beth Rupert Warren seconded the motion. Motion passed unanimously.

Standard 3.1 *(The organization conducted a community assessment and issued a report within the past 3 years)* has been met. The Community Needs assessment was provided to board members via email prior to the board meeting for review. Board members also received a copy in their December board packet.

MOTION: Jack Gaylord moved to approve the CSBG Standard 3.1 *(The organization conducted a community assessment and issued a report within the past 3 years)*. Major Joe Lamantia seconded the motion. Motion passed unanimously.

Standard 3.2 *(As part of the community assessment, the organization collects and includes current data specific to poverty and its prevalence related to gender, age and race/ethnicity for their service areas)* has been met. The needs assessment contains latest information from the United States Census Bureau analyzing gender, age, race, and ethnicity.

MOTION: Kerry DiDomenico moved to approve the CSBG Standard 3.2 *(As part of the community assessment, the organization collects and includes current data specific to poverty and its prevalence related to gender, age, and race/ethnicity for their service areas)*. Jack Gaylord seconded the motion. Motion passed unanimously.

Standard 3.3 *(The organization collects and analyzes both qualitative and quantitative data on its geographic service areas in the community assessment)*. Qualitative and quantitative data is present in the community assessment.

MOTION: TJ Balint moved to approve the CSBG 3.3 *(The organization collects and analyzes both qualitative and quantitative data on its geographic service areas in the community assessment)*. Major Joe Lamantia seconded the motion. Motion passed unanimously.

Standard 3.4 *(The community assessment includes key findings on the causes and conditions of poverty, and the needs of the community assessed)* has been met. The assessment includes key findings on the needs of the community.

MOTION: Major Joe Lamantia moved to approve the CSBG Standard 3.4 *(The community assessment includes key findings on the causes and conditions of poverty, and the needs of the community assessed)*. Scott Lockhart seconded the motion. Motion passed unanimously.

Standard 3.5 (*The governing board formally accepts the completed community assessment*) will need approved by the Board of Trustees. Board members were provided a copy of the 2022 Community assessment prior to the meeting via email and provided a hard copy in their December board packet.

MOTION: TJ Balint moved to approve the CSBG Standard 3.5 (*The governing board formally accepts the completed community assessment*). Jack Gaylord seconded the motion. Motion passed unanimously.

Due in December the Directors, Officers, Auto and Rental Insurance is due. Board members were provided with a copy of the renewed insurance. Also, in December Commissioner Thomas Graham's term expires; therefore, Delores Wiggins, the representative's term has also ended with the board. Administrative Assistant Hannah Titi will reach out to find a replacement.

Last year, the Directors, Officers, Auto and Rental Insurance was \$21,771. This year the insurance has increased to \$23,608. The insurance has increased due to our two brand new vehicles. Last year, the officer's insurance was \$3,319. This year this rate has decreased to \$2,095. CEO, Michael McGlumphy asked the board to accept the Insurance Proposal through Selective Insurance and our Broker Wichert.

MOTION: Scott Lockhart motioned to accept the Directors, Officers, Auto and Rental Insurance Proposal. TJ Balint seconded the motion. Motion carried unanimously.

Standard 7.4 (*The governing board conducts a performance appraisal of the CEO/Executive director within each calendar year*) has been tabled until the January meeting, Board Chair Pam Bolton is not present at the meeting to fulfil this standard.

Standard 7.5 (*The governing board reviews and approves CEO/executive director compensation within each calendar year*) was completed in October. The CEO/executive director's compensation was approved to be increased by 5.9% effective October 20, 2022.

MOTION: Scott Lockhart motioned to approve Standard 7.5 (*The governing board reviews and approves CEO/executive director compensation within each calendar year*). Jack Gaylord seconded the motion. Motion passed unanimously.

Standard 6.5 (*The governing board has received an update on progress meeting the goals of the strategic plan within the past 12 months*) has been met. The board was provided with a sheet highlighting progress on the strategic plan. Michael McGlumphy highlighted the progress that has been made.

MOTION: TJ Balint moved to approve the Standard 6.5 (*The governing board has received an update on progress meeting the goals of the strategic plan within the past 12 months*). Major Joe Lamantia seconded the motion. Motion passed unanimously.

Past due is standard 4.6 (*The organization-wide, comprehensive risk assessment has been completed within the past 2 years and reported to the governing board.*) The board was provided with the 2022 Risk Assessment for review and approval.

MOTION: Jack Gaylord moved to approve the CSBG Standard 4.6 (*The organization-wide, comprehensive risk assessment has been completed within the past 2 years and reported to the governing board.*) Major Joe Lamantia seconded the motion. Motion passed unanimously.

PERSONNEL REPORT: The Board received the Personnel Report for October and November 2022, which shows new hires, resignations, terminations, and positions posted for the month. Since the report Fresh Start case manager Jennifer Zitko has resigned from her position. Destinee Brown, HEAP Intake worker has also been terminated.

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

CAC NEWSLETTER: The CAC's November and December Newsletter was included for Board members to read. In 2022, the Agency served 5,929 clients not including the month of December. Commissioner Graham expressed his congratulations to the board and agency for their service to the community and impressive numbers.

MOTION: Beth Rupert Warren moved to approve the Report of the CEO, which included: Calendar of Events; Personnel Report – October and November 2022; Program Report – October and November 2022 and CAC November and December Newsletter. Scott Lockhart seconded the motion. Motion passed unanimously.

REPORT OF COMMITTEES:

FINANCE COMMITTEE: The Finance Committee has already approved and recommended for approval and/or ratification by the full Board: HEAP Winter Crisis Grant Agreement (November 1, 2022 – March 31, 2023) in the amount of \$687,500; ARPAHRG Grant Application (August 1, 2022 – September 30, 2025) in the amount of \$345,035; Weatherization Readiness Funds (July 1, 2022 – June 30, 2023) in the amount of \$268,124; PIPP Grant Application (January 1, 2023 – December 31, 2023) in the amount of \$15,082; CSBG Quarter 3 ROMA Report and CSBG Cares Quarter 11 ROMA Report.

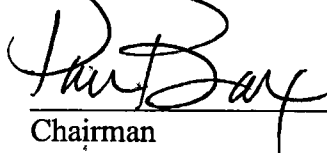
MOTION: Commissioner Graham motioned to ratify the following: HEAP Winter Crisis Grant Agreement (November 1, 2022 – March 31, 2023) in the amount of \$687,500; ARPAHRG Grant Application (August 1, 2022 – September 30, 2025) in the amount of \$345,035; Weatherization Readiness Funds (July 1, 2022 – June 30, 2023) in the amount of \$268,124; PIPP Grant Application (January 1, 2023 – December 31, 2023) in the amount of \$15,082; CSBG Quarter 3 ROMA Report and CSBG Cares Quarter 11 ROMA Report. Kerry DiDomenico seconded the motion. Motion passed unanimously.

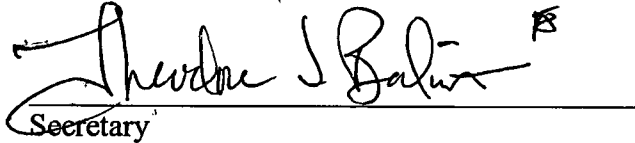
The Combined Analysis Report, Balance Sheet and Corporate Fund Report were reviewed, as well as Credit Card and Gas Expenditures for the period October 2022 and November 2022. Kroger, Walmart, PNC, and BP vouchers were verified against the spreadsheets by the Finance Committee.

MOTION: Kerry DiDomenico moved to approve and submit to the Board for ratification the financial reports Combined Analysis Report, Balance Sheet, Corporate Fund Report, Credit Card and Gas Expenditures, along with the minutes for the October and November 2022, Finance Committee meeting. Scott Lockhart seconded the motion. Motion passed unanimously.

A motion to adjourn was made at 12:22 p.m. by Scott Lockhart

Respectfully submitted,


Chairman


Secretary

Attached Hereto and Made a Part Hereof:

October 19, 2022, Meeting Minutes
November 16, 2022, Meeting Minutes
Report of CEO
2022 Community Needs Assessment
2022 Risk Assessment
HEAP Winter Crisis Grant Agreement
ARPAHRG Grant Application
Weatherization Readiness Funds
PIPP Grant Application
Quarter 3 CSBG ROMA Report
Quarter 11 CSBG Cares ROMA Report
Financial Reports