

JEFFERSON COUNTY COMMUNITY ACTION COUNCIL, INC.
BOARD OF TRUSTEES – REGULAR MEETING
February 15, 2023

OFFICERS PRESENT

Pam Bolton, Chairman
Jack Gaylord, Vice Chairman
TJ Balint, Secretary

REPRESENTING

Southeastern Ohio Legal Services
Mayor of Steubenville
Northeast Jeff Co Food Pantry

MEMBERS PRESENT

Scott Lockhart
Beth Rupert Warren
Karla Martin
Captain Michael Smith
Major Joe Lamantia
Jodi Feezle

Jefferson County Chamber of Commerce
Commissioner Tony Morelli
Eastern Gateway Community College
The Salvation Army
Sheriff's Department
Urban Mission

MEMBERS EXCUSED

Natalie Baird
Toni Moreland

Chrysalis Health Ohio
Commissioner Timmons

MEMBERS UNEXCUSED

Roberta Burnstein
Bill Davis
Commissioner Dave Maple
Kerry DiDomenico, Treasurer

Michael Myers Terrace Resident Council
IBEW Local 246
Commissioner Dave Maple
Public Library of Steub & Jeff Co

STAFF PRESENT

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

The Jefferson County CAC Board of Trustees met for their regular meeting on Wednesday, February 15, 2023. The meeting was called to order at 11:31 a.m. Roll call was taken and a quorum was present. Beth Rupert Warren read the CAC Mission Statement.

APPROVAL OF MINUTES OF PROCEEDING MEETINGS: Scott Lockhart motioned to approve the January 18, 2023 meeting minutes. Jack Gaylord seconded the motion. Jodi Feezle and Major Joe Lamantia abstained. Motion Passed.

CORRESPONDENCE: A letter was received from the Jefferson County Commissioners on January 17th, 2023 stating:

Dear Mr. McGlumphy:

During the meeting of the board of Commissioners held on January 12th, 2023:

That Ms Toni Moreland, 249 Scenic Heights, Bloomingdale, Ohio 43910, be appointed as Commissioner Eric Timmons, Representative on the Jefferson County Community Action Board, said appointment to be effective January 1, 2023 through January 1, 2027.

MOTION: Scott Lockhart motioned to approve Toni Moreland to the Jefferson County Community Action Board of Trustees. Major Joe Lamantia seconded the motion. Motion passed unanimously.

A letter was also received from Urban Mission Ministries on January 23, 2023 stating:

Dear Mr. McGlumphy,

This letter is to serve as the official notification that Urban Mission Ministries of 311 North 6th Street, Steubenville, OH, 43952, appoints Jodie Feezle to the Jefferson County Community Action Board.....

MOTION: Jack Gaylord motioned to approve Jodi Feezle to the Jefferson County Community Action Board of Trustees. Major Joe Lamantia seconded the motion. Motion passed unanimously.

Board of Trustee Natalie Baird sent an email to CEO; Michael McGlumphy on February 12th, 2023 stating:

I was hoping to speak to you about excusing myself from this committee. I do not feel I have the time to put forth my best effort for you all due to both professional and personal obligations at this time. I feel you could find a better board member than myself. Please let me know if I need do to anything to excuse myself from the CAC board. I appreciate all of you and the work that you do.

REPORT OF CEO:

CALENDAR OF EVENTS: No standards are due for February 2023. In March, the election of the nominating committee is due to take place. Board Chair, Pam Bolton's term is also scheduled to end of March 21st, 2023.

PERSONNEL REPORT: The Board received the Personnel Report for January 2023, which shows new hires, resignations, terminations, and positions posted for the month. Since the report, we have had two new hires; HWAP Crew member and a Fresh Start Case Manager. A community service aid was laid off due to COVID funding ending and the agency being unable to keep three aids on payroll. The employee was offered a position in another department but declined the offer.

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

CAC NEWSLETTER: The CAC's February Newsletter was included for Board members to read.

MOTION: Jack Gaylord moved to approve the Report of the CEO, which included: Calendar of Events; Personnel Report – January 2023; Program Report – January 2023 and CAC February Newsletter. Karla Martin seconded the motion. Motion passed unanimously.

REPORT OF COMMITTEES:

FINANCE COMMITTEE: The Finance Committee has already approved and recommended for consent approval and/or ratification by the full Board: The CSBG Grant Agreement – First Amendment in the amount of \$483,487.00 for the period January 1, 2022 through December 31, 2023. The Combined Analysis Report, Balance Sheet and Corporate Fund Report were reviewed, as well as Credit Card and Gas Expenditures for the period January 2023. Kroger, Walmart, PNC, and BP vouchers were verified against the spreadsheets by the Finance Committee.

MOTION: TJ Balint motioned to consent approve and/or ratification the following: The CSBG Grant Agreement – First Amendment in the amount of \$483,487.00 for the period January 1, 2022 through December 31, 2023. The financial reports Combined Analysis Report, Balance Sheet, Corporate Fund Report, Credit Card, and Gas Expenditures for the period January 2023. Jack Gaylord seconded the motion. Motion passed unanimously.

UNFINISHED BUSINESS:

RETIREMENT: Mr. McGlumphy informed the board that we have been keeping in touch with the retirement representative. Our representative requested more information which the agency declined and stated that they can obtain this information with staff's consent when they enroll. The representative will be coming in to meet with staff at the end of the month.

Bylaw Changes: On January 25th, 2023 the Board was emailed a copy of the proposed revisions to the Bylaws for review. Board Chair Pam Bolton identified two possible proposed changes to the bylaws:

The first change proposed addresses a revision to Article 4, Section 5, Paragraph A. Paragraph A addresses public officials and how long they sit on the board or possibly be removed from the board. The change proposed is the removal of the representative of a public official as noted below.

- a. Public Officials, or their representatives, serve at the pleasure of the County Commissioners and as long as the Public Official is currently holding office. Public Officials, or their representatives shall be removed from the Board in the event that (i) the Public Official ceases to hold office, (ii) the Public Official or his/her representative is removed from the Board by the County Commissioners, or (iii) the representative of the Public Official has unexcused absences from more than three (3) meetings during the past fiscal year. In the event a representative of a Public Official has more than three (3) unexcused absences in the past fiscal year a., the Public Official shall be notified in writing by the CEO of the CAC and the Public Official will have ten (10) days to appoint a new representative.

Board Chair Pam Bolton proposed the change of deleting Article 4, Section 5, Paragraph C. By deleting this paragraph it changes how long a person can sit on the board. Our current bylaws require a representative of the low income individuals or the private sector to take one year off the board before returning after a 5 consecutive year term. By deleting this section we will eliminate the one year period spent off the board.

~~e. After serving five (5) consecutive years, a Representative of the low income individuals or the Private Sector may not serve on the Board in any capacity for at least one (1) year.~~

After a thorough discussion between Board Members it was decided to move forward on deleting Article 4, Section 5, Paragraph C. Pam Bolton will continue to look at the Bylaws to address any additional changes that may be appropriate.

MOTION: Scott Lockhart motioned to table the suggested revision of Article 4, Section 5, Paragraph A. Major Joe Lamantia seconded the motion. Motion passed unanimously.

MOTION: Scott Lockhart motioned to approve the suggested change to the Bylaws by Board Chair Pam Bolton: the removal of Article 4, Section 5, Paragraph C. Jack Gaylord seconded the motion. Motion passed unanimously.

NEW BUSINESS:

TROY MANOR: CEO; Michael McGlumphy updated the board on the Troy Manor situation. The first hearing took place for Troy Manor in regards to proper zoning. The agency has been working with the owner of Troy Manor to create transitional housing for veterans. The zoning meeting went very well. The next meeting will take place in April. Until the property is rezoned the CAC will wait on seeking grants to proceed with the project.

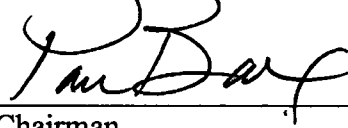
SAMMIS PLANT: The agency is doing Rapid Response as the Sammis Plant is in the process of closing. A virtual Job Fair will take place to help with layoffs.

CEO EVAL: The CEO Evaluation was due December 2022 and will be tabled for the upcoming meetings in April 2023.

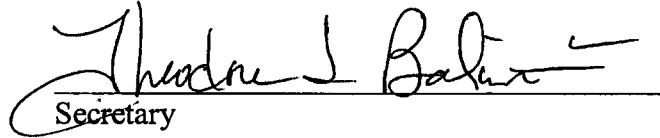
REMOTE MEETINGS: CEO; Michael McGlumphy proposed the option of adding zoom or teams as an option for board members to join meetings. After a discussion amongst the board, it was decided to add a zoom option in addition to the phone line and in person meetings.

A motion to adjourn was made at 12:16 p.m. by Scott Lockhart and seconded by TJ Balint.

Respectfully submitted,



Chairman



Secretary

Attached Hereto and Made a Part Hereof:

January 18, 2023, Meeting Minutes
Letter from Commissioners
Letter from Urban Mission Ministries
CSBG Agreement Amendment #1
Report of CEO – January 2023
Financial Reports – January 2023