

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

OFFICERS PRESENT

Pam Bolton, Chairman
Jack Gaylord, Vice Chairman
TJ Balint, Secretary
Kerry DiDomenico, Treasurer

REPRESENTING

Southeastern Ohio Legal Services
Mayor of Steubenville
Northeast Jeff Co Food Pantry
Public Library of Steub & Jeff Co

MEMBERS PRESENT

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

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

MEMBERS EXCUSED

Toni Moreland
Major. Joe Lamantia

Commissioner Timmons
Sheriff's Department

MEMBERS UNEXCUSED

Roberta Burnstein
Bill Davis
Commissioner Dave Maple

Michael Myers Terrace Resident Council
IBEW Local 246
Commissioner Dave Maple

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, March 15, 2023. The meeting was called to order at 11:29 a.m. Roll call was taken and a quorum was present. Captain Michael Smith read the CAC Mission Statement.

APPROVAL OF MINUTES OF PROCEEDING MEETINGS: Jack Gaylord motioned to approve the February 15, 2023 meeting minutes. Captain Michael Smith seconded the motion. Kerry DiDomenico abstained. Motion Passed.

CORRESPONDENCE: A letter was received from Southeastern Ohio Legal Services on March 13th, 2023 stating:

Dear Mike:

With the expiration of my term on the Board of Directors for the Jefferson County Community Action Council, I tender my resignation as President of the Board, effective March 21, 2023.

Sincerely,
Pam Bolton

MOTION: Scott Lockhart motioned to approve Pam Bolton's resignation as President of the Jefferson County Community Action Board of Trustees. TJ Balint seconded the motion. Motion passed unanimously.

REPORT OF CEO:

CALENDAR OF EVENTS: 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. In April, recommendations are due to the nominating committee. Conflict of interest forms will be sent out to Administrative Assistant Hannah Titi to be approved in the April meeting. Standard 9.4 (*The organization submits its annual CSBG Information Survey data report and it reflects client demographics and organization-wide outcomes*) and Standard 8.9 (*The governing board annually approves an organization-wide budget*) are also due in April.

PERSONNEL REPORT: The Board received the Personnel Report for February 2023, which shows new hires, resignations, terminations, and positions posted for the month.

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 March 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 – February 2023; Program Report – February 2023 and CAC March Newsletter. Captain Mike Smith 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 Combined Analysis Report, Balance Sheet and Corporate Fund Report were reviewed, as well as Credit Card and Gas Expenditures for the period February 2023. Kroger, Walmart, PNC, and BP vouchers were verified against the spreadsheets by the Finance Committee.

MOTION: Jack Gaylord motioned to consent approve and/or ratification the following: The financial reports Combined Analysis Report, Balance Sheet, Corporate Fund Report, Credit Card, and Gas Expenditures for the period February 2023. Kerry DiDomenico seconded the motion. Motion passed unanimously.

PERSONNEL COMMITTEE: A motion was made at to go into Executive Session to discuss the CEO evaluation and review his compensation package in accordance with CSBG Standard 7.4. A motion was made to return to Regular Session.

MOTION: Captain Mike Smith moved to approve the CEO Evaluation to remain in compliance with CSBG Standard 7.4 (*The governing board conducts a performance appraisal of the CEO/executive director within each calendar year*). Jodi Feezle seconded the motion. Motion passed unanimously.

NOMINATING COMMITTEE: Due this month the board must elect a nominating committee.

MOTION: Jack Gaylord moved to accept the nominating committee consisting of Karla Martin, Jodi Feezle, Pam Bolton, Jack Gaylord and Scott Lockhart. Captain Mike Smith seconded the motion. Motion passed unanimously.

UNFINISHED BUSINESS:

BYLAWS (Standard 5.4): On March 15, 2023 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. After a thorough discussion between Board Members it was decided to move forward on deleting Article 4, Section 5, Paragraph C. The board received a copy of the revised Bylaws in their board packets along with a PDF copy emailed prior to the meeting in accordance with standard 5.4 (*the organization documents that each governing board member has received a copy of the bylaws within the past 2 years*).

MOTION: TJ Balint motioned to approve standard 5.4 (*the organization documents that each governing board member has received a copy of the bylaws within the past 2 years*). Board members were provided copies of the bylaws prior to the meeting and during the meeting. Captain Michael Smith seconded the motion. Motion passed unanimously.

BOARD CHAIR: Board Chair, Pam Bolton's term is also scheduled to end of March 21st, 2023. It was decided that Vice Chair, Jack Gaylord will move to acting board chair until the election of officers July 2023.

MOTION: TJ Balint motioned to approve Jack Gaylord as acting board chair. Captain Mike Smith seconded the motion. Motion passed unanimously.

TROY MANOR: CEO; Michael McGlumphy updated the board on the Troy Manor situation. On April 3rd there will be a hearing regarding the rezoning of Troy Manor. Jodi Feezle and Pam Bolton both expressed interest in attending the meeting along with CEO; Michael McGlumphy.

NEW BUSINESS:

MILEAGE RATE: The mileage rate was approved previously to .655 to match the federal regulations. We need to change the mileage to .65 due to our system not being able to accept the additional decimal. We are unable to round the mileage up because it will exceed the federal regulations amount.

MOTION: Scott Lockhart motioned to approve the mileage rate from .655 to .65. Captain Mike Smith seconded the motion. Motion passed unanimously.

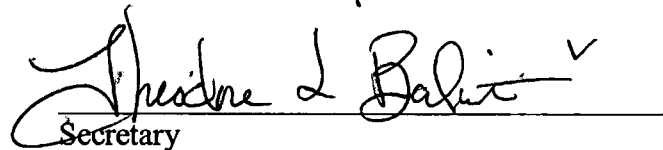
PATHWAY HOME 4: CEO; Michael McGlumphy informed the board of a grant released by the Department of Labor. Pathway Home 4 is a prisoner reentry grant that Mr. McGlumphy plans on utilizing 7 facilities and serving 400 participants. The counties include Cuyahoga, Jefferson, Montgomery, Stark, Summit, Hamilton, and Franklin. The agency is in the process of writing a grant to submit for Pathway Home 4. The State of Ohio received a Pathway Home grant which we run. The roles will flip if granted Pathway Home 4, JCACC will have the lead on it.

A motion to adjourn was made at 12:17 p.m. by Jack Gaylord and seconded by Jodi Feezle.

Respectfully submitted,



Chairman



Secretary

Attached Hereto and Made a Part Hereof:

February 15, 2023 Meeting Minutes
Letter from SEOLs
Report of CEO – February 2023
Financial Reports – February 2023
2023 Bylaws