

JEFFERSON COUNTY COMMUNITY ACTION COUNCIL, INC.

**Finance Committee Meeting
November 17, 2022**

PRESENT: Jack Gaylord, TJ Balint, Pam Bolton, and Scott Lockhart

STAFF PRESENT: Deputy Director Rich Gualtiere; Patty Minto, CFO; Hannah Titi, Administrative Assistant/ROMA Coordinator.

The Jefferson County CAC Finance Committee met for their regular meeting held on November 17, 2022. A quorum was present; the meeting was called to order at 11:06 a.m.

MOTION: TJ Balint motioned to accept the minutes of the October 19, 2022 Finance Committee Meeting. Jack Gaylord seconded the motion. Scott Lockhart Abstained. Motion passed.

LIHEAP (WINTER CRISIS) GRANT AGREEMENT: The Agreement is entered into for the purpose of providing: It can help you if you are facing utility disconnection, have been disconnected, or have less than a 25 percent supply of bulk fuel in your tank. This agreement is for the period November 1, 2022 through March 31st, 2023 in the amount of \$687,500.

MOTION: Scott Lockhart motioned to ratify the HEAP Winter Crisis Grant Agreement for the period November 1, 2022 through March 31st, 2023 in the amount of \$687,500. Jack Gaylord seconded the motion. Motion passed unanimously.

ARPAHRG GRANT APPLICATION: The grant is entered into for the purpose of providing: Rental and Utility assistance provided by the emergency services department. The grant can pay up to 18 months max coupled with other grants. We expect to spend majority of the money in rental assistance due to running other grants that help with utility assistance. This application is for the period August 1, 2022, through September 30, 2025 in the amount of \$345,035.

MOTION: TJ Balint motioned to approve the ARPAHRG grant application is for the period August 1, 2022, through September 30, 2025, in the amount of \$345,035. Jack Gaylord seconded the motion. Motion passed unanimously.

WEATHERIZATION READINESS FUND AGREEMENT: The agreement is entered into for the purpose of providing: This is extra money distributed for the Home Weatherization Assistance Program. This money will be used to complete an additional unit. The agreement is for the period July 1, 2022 through June 30, 2023 in the amount of \$6102.

MOTION: Scott Lockhart motioned to ratify the Weatherization Readiness Fund grant agreement is for the period July 1, 2022, through June 30, 2023, in the amount of \$6102. Jack Gaylord seconded the motion. Motion passed unanimously.

ROMA – CSBG – QUARTER 3: The board was provided with the Quarter 3 CSBG ROMA Report. Administrative Assistant Hannah Titi explained to the board that there are little clients being served through CSBG due to other grants that are being prioritized. The CAAHRG grant ended in September, majority of services were being paid out of this grant. Emergency Services is now prioritizing Emergency Food and Shelter Program funding as the deadline is coming up.

ROMA – CSBG CARES – QUARTER 11: The board was provided with the Quarter 11 CSBG Cares ROMA Report. Administrative Assistant Hannah Titi explained that this was the final report from CSBG Cares as the grant agreement has ended as of September 2022. We are unsure if this grant will renew.

MOTION: Jack Gaylord motioned to approve the CSBG Quarter 3 ROMA Report and CSBG Cares Quarter 11 ROMA Report. TJ Balint seconded the motion. Motioned passed unanimously.

FINANCIAL REPORTS:

The Combined Analysis Report, Balance Sheet, Corporate Fund Report, and Credit Card and Gas Expenditures for October, 2022 were reviewed. Check vouchers were distributed to the committee members for review as well.

MOTION: Jack Gaylord motioned to accept the Combined Analysis Report, Balance Sheet, Corporate Fund Report and Credit Card and Gas Expenditures for October, 2022. Scott Lockhart seconded the motion. Motion passed unanimously.

CFO: Patty Minto informed the agency is in the process of the Ohio Department of Development Audit. She is finishing up sending in documents requested by the Auditor. She also informed the board that Directors, Accounting, and Administration attended Uniform Guidance Training on November 4th provided by Terry Edwards from Zeno Pockl Lilly and Copeland Accounting. This training covered what is allowable and unallowable within the Community Action Realm.

A motion to adjourn was made at 11:21 a.m. by Scott Lockhart. Jack Gaylord seconded the motion.



Pam Bolton
Finance Committee Chairman

Attached Hereto and Made a Part Hereof:
Finance Committee Meeting Packet – November 16, 2022
Finance Committee Minutes – October 19, 2022
HEAP Winter Crisis Grant Agreement – 11/2/22-3/21/23
2022 ARPA/HRG Grant Application
Weatherization Readiness Fund – 7/1/22 – 6/30/23
CSBG QUARTER 3 ROMA
CSBG CARES QUARTER 11 ROMA
Corporate Funds Report – October 2022
Agency Balance Sheet – October 2022
Combined Analysis Report- October 2022
Credit Card and Gasoline Spreadsheet – October 2022