

**JEFFERSON COUNTY COMMUNITY ACTION COUNCIL, INC.**  
**BOARD OF TRUSTEES – REGULAR MEETING**  
**October 19, 2022**

**OFFICERS PRESENT**

Pam Bolton, President  
Jack Gaylord, Vice President  
Kerry DiDomenico, Treasurer

**REPRESENTING**

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

**MEMBERS PRESENT**

T.J. Balint  
Beth Rupert Warren  
Captain Mike Smith  
Karla Martin

Northeast Jeff Co Food Pantry  
Commissioner Tony Morelli  
The Salvation Army  
Eastern Gateway Community College

**MEMBERS EXCUSED**

Lt. Joe Lamantia  
Roberta Burnstein  
Bill Davis  
Commissioner Dave Maple  
Delores Wiggins  
Scott Lockhart

Jefferson County Sheriff  
Michael Myers Terrace Resident Council  
IBEW Local Union No. 246  
Commissioner Dave Maple  
Commissioner Tom Graham  
Jefferson County Chamber of Commerce

**STAFF PRESENT**

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

The Jefferson County CAC Board of Trustees' met for their regular meeting on Wednesday, October 20, 2022. The meeting was called to order at 11:34 a.m. Roll call was taken and a quorum was present. The CAC Mission Statement was read by Rich Gualtiere.

**APPROVAL OF MINUTES OF PRECEDING MEETING:** Jack Gaylord moved to accept the minutes of the September 21, 2022 meeting. Karla Martin seconded the motion. Pam Bolton, Kerry DiDomenico, and Karla Martin Abstained. Motion passed.

**APPROVAL OF AUGUST MEETING MINUTES:** TJ Balint moved to accept the minutes of the August 17, 2022 meeting. Jack Gaylord seconded the motion. Captain Mike Smith Abstained. Motion passed.

**COORESPONDENCE:** Administrative Assistant, Hannah Titi read the following letter received on September 29<sup>th</sup>, 2022 from Prior trustee Anthony Sheposh:

Dear Mr. McGlumphy,

It is with distinct pleasure that Chrysalis Health Ohio would like to nominate Natalie Baird to the CAC Board of Directors. Natalie is our Director of Case Management Services and would bring a wealth of community experience in working with the Mental Health and homeless populations....

**MOTION:** Jack Gaylord motioned to accept Natalie Baird's appointment to the Board of Trustees. TJ Balint seconded the motion. Motion passed unanimously.

### **REPORT OF THE CEO:**

**CALENDAR OF EVENTS:** In September Cynthia Lytle's term expired, the board will need to appoint a new secretary. Urban mission is working on nominating an individual to fill her spot. Also, in September Standard 8.4 (*The governing board formally accepts and receives the audit*) and Standard 8.3 (*The organization's auditor presents the audit to the governing board*). The board has received copies of the audit within their packets and via email. The auditors presented to the Audit/Finance Committee on September 21, 2022. Nothing is due in October.

**PERSONNEL REPORT:** The Board received the Personnel Report for August and September 2022, which shows new hires, resignations, terminations, and positions posted for the month. Since the report, the Agency has had 3 new hires, and 4 resignations. John Shaw from Pathway Home, Jennifer Zitko; Adult and Dislocated Case Manager, Michael Thomas; Adult and Dislocated Case Manager, and Kimberly Snyder; HEAP. Most of the resignations were a result of leaving for higher pay. The HEAP Intake position has been filled and we are working on filling the Adult and Dislocated Worker Positions.

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

**CAC NEWSLETTER:** The CAC's September and October Newsletter was included for Board members to read. The Agency continues to highlight one program per month on the back page of the newsletter. Highlighting a program serves the purpose of keeping employees and staff informed on new and existing programs.

**SECRETARY:** Pam Bolton proposed filling Cynthia Lytle's secretarial position by TJ Balint due to Cynthia's term ending in September. She asked the board if anyone had interest in assuming the position. No members expressed interest.

**MOTION:** Jack Gaylord motioned to appoint TJ Balint to the secretarial position on the board. Kerry DiDomenico seconded the motion. Motion passed unanimously.

**2021 AUDIT:** Mary Pockl and Greg Armstrong (Zeno, Pockl, Lilly and Copeland, A.C.) presented the results of the 2021 Audit Report to the Finance Committee during the September meeting. All Board members were provided with a copy of the audit via Board packets and email on June 27<sup>th</sup> so it could be reviewed prior to the meeting.

MOTION: Jack Gaylord motioned to approve Standard 8.4 (*The governing board formally accepts and receives the audit*). Kerry DiDomenico seconded the motion. Motioned passed unanimously.

MOTION: TJ Balint motioned to approve Standard 8.3 (*The organization's auditor presents the audit to the governing board board*). Mary Pockl and Greg Armstrong (Zeno, Pockl, Lilly and Copeland, A.C.) presented the results of the 2021 Audit Report to the Finance Committee during the September meeting. Jack Gaylord seconded the motion. Motion passed unanimously.

MOTION: Jack Gaylord moved to approve the Report of the CEO, which included: Calendar of Events; Personnel Report – August and September 2022; Program Report – August and September 2022; and CAC September and October Newsletter. TJ Balint seconded the motion. Motion passed unanimously.

## **REPORT OF COMMITTEES:**

### **AGREEMENTS:**

The finance committee met in the August, September, or October 2022 prior to the board meeting and approved the Electric Partnership Program Grant Agreement for the period July 1, 2022, through June 30, 2023 in the amount of \$295,000; The American Rescue Plan Act Home Relief Grant for the period August 1, 2022 through September 30, 2025 in the amount of \$345,035; The Home Energy Assistance Grant Agreement for the period September 1, 2022 through August 31, 2023 in the amount of \$268,124; The Home Weatherization Enhancement Grant Agreement for the period July 1, 2022 through June 30, 2023 in the amount of 121,306; The Home Weatherization Grant Agreement for the period July 1, 2022 through June 30, 2023 in the amount of \$293,263; The ARPA Home Energy Assistance Program Grant Agreement for the period September 1, 2022 through September 30, 2023 in the amount of \$38,000; Harrison County TANF Youth Grant Agreement for the period October 1, 2022 through September 30, 2023 in the amount of \$263,431; Jefferson County TANF Youth Agreement for the period October 1, 2022 through September 30, 2023 in the amount of \$686,231; and lastly the budget revisions for CAA-HRG-2021-31, HEAP 2022-128, and CSBG Cares 2020-31. The board did not have any questions regarding the contracts, revisions and agreements presented. The board received copies of all contracts, revisions, and agreements.

MOTION: Beth Rupert Warren motioned to ratify the Electric Partnership Program Grant Agreement for the period July 1, 2022, through June 30, 2023 in the amount of \$295,000; The American Rescue Plan Act Home Relief Grant for the period August 1, 2022 through September 30, 2025 in the amount of \$345,035; The Home Energy Assistance Grant Agreement for the period September 1, 2022 through August 31, 2023 in the amount of \$268,124; The Home Weatherization Enhancement Grant Agreement for the period July 1, 2022 through June 30, 2023 in the amount of 121,306; The Home Weatherization Grant Agreement for the period July 1, 2022 through June 30, 2023 in the amount of \$293,263; The ARPA Home Energy Assistance Program Grant Agreement for the period September 1, 2022 through September 30, 2023 in the amount of \$38,000; Harrison County TANF Youth Grant Agreement for the period October 1, 2022 through September 30, 2023 in the amount of \$263,431; Jefferson County TANF Youth Agreement for the period October 1, 2022 through September 30, 2023 in the amount of \$686,231; and lastly the budget revisions for

CAA-HRG-2021-31, HEAP 2022-128, and CSBG Cares 2020-31. Jack Gaylord seconded the motion. Motion passed unanimously.

**FINANCE REPORT:** The Combined Analysis Report, Balance Sheet and Corporate Fund Report which reimburses indirect cost to programs that cannot pay their fair share, Credit Card and Gas Spreadsheets, as well as Check Vouchers were provided for review for the period August and September 2022.

**MOTION:** Jack Gaylord motioned to ratify The Combined Analysis Report, Balance Sheet, Corporate Fund Report, and Credit Card and Gas Spreadsheets for the period August and September 2022. Pam Bolton seconded the motion. Motion passed unanimously.

**LIVEABLE WAGE:** CFO; Patricia Minto explained to the board that effective January 1<sup>st</sup>, 2021, the minimum wage amount will increase to \$10.10. She also expressed that the agency is aware of the increase in livable wage. The agency is working diligently to increase wages where there is room to do so within the grants. The strategic plan states the agency will work towards moving staff towards livable wages. In many of the recent grant revisions it was written in to give wages a 5.9% increase or more. Ms. Minto asked the board for approval to increase the Executive Directors wage by 5.9% as well.

**MOTION:** Jack Gaylord motioned to ratify a 5.9% increase of Executive Director Michael McGlumphy's wage effective October 10, 2022. TJ Balint seconded the motion. Motioned passed unanimously.

**MILEAGE RATE:** The federal mileage rate increased in July 2022 from 58.5 to 62.5. CEO; Michael McGlumphy and CFO; Patricia Minto asked the board for approval on raising the agency mileage rate effective November 1<sup>st</sup> to match the federal rate of 62.5.

**MOTION:** Jack Gaylord motioned to ratify the agency mileage rate effective November 1<sup>st</sup> to match the federal rate of 62.5. Kerry DiDomenico seconded the motion. Motioned passed unanimously.

## **NEW BUSINESS:**

**UPCOMING HOLIDAYS:** The agency will be closing at 3:30 on October 31<sup>st</sup> for trick or treat for staff members children. The agency will also close at 12:30 on December 21<sup>st</sup> for the Christmas party which will take place after the board meeting and all members are welcome to attend.

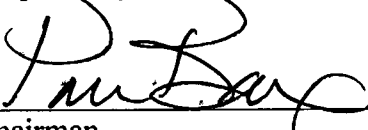
**EVALUATIONS:** CEO Evaluations are due in December. The staff will continue to evaluate the CEO and those results will be provided to the board. The staff members will also be doing self-evaluations on themselves which will be compared to the evaluations done by supervisors.

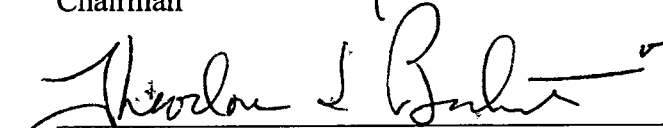
**RETIREMENT:** CEO Michael McGlumphy explained to the board that he has been continuing to look for better retirement plans for the Agency. Mr. McGlumphy spoke with Mutual of America who proposed a multi-employer plan that offers a cheaper rate of .45 – 1.0% paid by the staff to invest. The agency will be responsible to pay the portion of the audit for the CO-OHIO retirement

program. The more Agencies that commit to this plan through CO-OHIO, the lower the cost will become.

A motion to adjourn was made at 12:09 a.m. by Scott Lockhart. Seconded by Jack Gaylord.

Respectfully submitted,

  
\_\_\_\_\_  
Chairman

  
\_\_\_\_\_  
Secretary

**Attached Hereto and Made a Part Hereof:**

August 17, 2022 Minutes  
September 21, 2022 Minutes  
Calendar of Events  
2021 Audit Report  
Personnel Report– August and September 2022  
Program Report – August and September 2022  
CAC September and August 2022 Newsletters  
Finance Agenda  
EPP Grant Agreement 2022-2023  
ARPAHRG Grant Agreement 2022-2025  
HWAP Enhancement Grant Agreement 2022-2023  
HWAP Grant Agreement 2022-2023  
ARPAHEAP Grant Agreement 2022-2022  
Harrison TANF Youth Grant Agreement 2022-2023  
Jefferson TANF Youth Grant Agreement 2022-2023  
CAA-HRG-2021-31 Budget Revision  
HEAP 2022-128 Budget Revision  
CSBG Cares 2020-31 Budget Revision  
Combined Analysis Report – August and September 2022  
Balance Sheet/ Grants Receivable – August and September 2022  
Corporate Fund – August and September 2022  
Credit Card & Gas Expenditures – August and September 2022  
Federal Mileage Rate Sheet