

JEFFERSON COUNTY COMMUNITY ACTION COUNCIL, INC.
BOARD OF TRUSTEES – REGULAR MEETING
August 16, 2023

OFFICERS PRESENT

Scott Lockhart, Chairman
Jack Gaylord, Vice Chairman
TJ Balint, Secretary
Kerry DiDomenico, Treasurer

REPRESENTING

Jefferson County Chamber of Commerce
Mayor of Steubenville
Northeast Jeff Co Food Pantry
Public Library of Steub & Jeff Co

MEMBERS PRESENT

Beth Rupert Warren
Karla Martin
Rich Cesta
Pam Bolton
Toni Moreland
Kaylin Parks

Commissioner Tony Morelli
Eastern Gateway Community College
IBEW Local 46
Southeastern Ohio Legal Services
Commissioner Timmons
Chrysalis Health

MEMBERS EXCUSED

Major. Joe Lamantia
Ashley Steele

Sheriff's Department
Urban Mission

MEMBERS UNEXCUSED

Commissioner Dave Maple

Commissioner Dave Maple

STAFF PRESENT

Michael McGlumphy, Chief Executive Officer
Hannah Titi, Administrative Assistant/ROMA Coordinator

The Jefferson County CAC Board of Trustees met for their regular meeting on Wednesday, August 16, 2023. The meeting was called to order at 11:24a.m. Roll call was taken, and a quorum was present. Jack Gaylord read the CAC Mission Statement.

APPROVAL OF MINUTES OF PROCEEDING MEETINGS: Jack Gaylord motioned to approve the June 21, 2023, meeting minutes. Pam Bolton seconded the motion. Motion passed unanimously.

REPORT OF CEO:

CALENDAR OF EVENTS: The new officers began their term effective in July. Also, the standing committees were due to be appointed. Administrative Assistant Hannah Titi collected standing committee preference forms early on from board members to gauge interest in committees. Due to their being no meeting in July Board Chair Scott Lockhart presented the recommended standing committees to the board.

<u>Personnel Committee</u>	<u>Finance Committee</u>	<u>Executive Committee</u>
Toni Moreland	TJ Balint	TJ Balint
Joe Lamantia	Scott Lockhart	Scott Lockhart
Karla Martin	Pam Bolton	Pam Bolton
Beth Rupert Warren	Kerry DiDomenico	Kerry DiDomenico
Scott Lockhart	Jack Gaylord	Jack Gaylord

MOTION: Pam Bolton motioned to approve the standing committees as presented by the Board Chair. Toni Moreland seconded the motion. Motion passed unanimously.

In August Standard 4.4 is due. In accordance with standard 4.4 Copies of the 2022 annual report were provided to the board. We also have continuously provided funding and participant data for all programs at each board meeting. We also have provided continuous data for all standards at each meeting. The calendar of events, program report, and quarterly ROMA report has been provided to the board for review.

MOTION: TJ Balint motioned to approve standard 4.4 Copies of the 2022 annual report were provided to the board. They also have received continuous funding and participant data for all programs at each board meeting. Also, the board has received data for all standards at each meeting. The calendar of events, program report, and quarterly ROMA report has been provided to the board for review. Jack Gaylord seconded the motion. Motion passed unanimously.

Standards 8.1, 8.2, 8.3, 8.4, 8.6 are also due this month but will all be completed next month when CFO, Patricia Minto and Auditors are able to be present.

PERSONNEL REPORT: The Board received the Personnel Report for June and July 2023, which shows new hires, resignations, terminations, and positions posted for the month. We accepted 2 Goodwill workers from the Senior Program. One will be helping with catching up the Emergency Services Department on phone calls and the other will be helping in the One Stop. Goodwill is a MOU partner, and we will be using these employees as INKIND for the MOU.

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

CAC NEWSLETTER: The CAC's July and August Newsletter was included for Board members to read.

MOTION: Pam Bolton moved to approve the Report of the CEO, which included: Calendar of Events; Personnel Report – June and July 2023; Program Report – June and July 2023 and CAC July and August Newsletter. Beth Rupert Warren seconded the motion. Motion passed unanimously.

REPORT OF COMMITTEES:

HEAP GRANT APPLICATION: The HEAP Grant application was submitted for the amount \$391,277.00 for the period September 1, 2023, to August 31, 2024.

FINANCIAL REPORTS: The Combined Analysis Report, Balance Sheet and Corporate Fund Report were reviewed, as well as Credit Card and Gas Expenditures for the period June and July 2023.

MOTION: Jack Gaylord motioned to consent approval and/or ratification of the HEAP Grant application for the amount \$391,277.00 for the period September 1, 2023, to August 31, 2024, and the Combined Analysis Report, Balance Sheet and Corporate Fund Report were reviewed, as well as Credit Card and Gas Expenditures for the period June and July 2023. Karla Martin seconded the motion. Motion passed unanimously.

UNFINISHED BUSINESS:

BOARD VACANCIES: Ashley Steele has recently filled the vacancy with Urban Misson. The Agency has 2 current openings. We have reached out to the Salvation Army who respectfully declined due to only being in the area for a small period. Due to Salvation Army being unsure of their future in Steubenville the agency reached out to the Friendship Room to see if there was interest on serving the board. Victoria Fallon from Friendship Room declined due to moving out of state next year but will search for another individual that may be interested. We are waiting to hear back. Michael Myers Terrace must be replaced using a democratic selection process. CEO: Michael McGlumphy has reached out to Melody McClurg at JMHA to see if there is interest in replacing Michael Myers Terrace.

PAY RAISES: Beginning July 1, 2023, we have increased all wages to \$15.33 across the board. All employees not yet making this wage were increased. The starting wage is \$14.00 for all open positions and the wage will increase to \$15.33 after successful completion of the probation period. All other wages were adjusted accordingly. Pay raises have shown to boost employee moral and also met the goal of raising employees to a livable wage in the 2022 Strategic Plan.

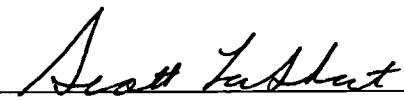
NEW BUSINESS:

CYBER INSURANCE: Cyber Insurance is getting ready to expire. It is \$3,335 and increased by \$185. Michael McGlumphy asked the board for permission to renew the Agencies Cyber Insurance.

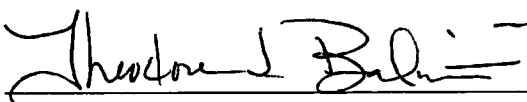
MOTION: Toni Moreland motioned to permit Michael McGlumphy to renew the Agency Cyber Insurance. Karla Martin seconded the motion. Motion passed unanimously.

A motion to adjourn was made at 11:53 p.m. by Jack Gaylord and seconded by Karla Martin.

Respectfully submitted,



Chairman



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Secretary

Attached Hereto and Made a Part Hereof:

June 21, 2023 Meeting Minutes
Report of CEO – June and July
HEAP Grant Application
Financial Reports – June and July 2023