

JEFFERSON COUNTY COMMUNITY ACTION COUNCIL, INC.
BOARD OF TRUSTEES – REGULAR MEETING
June 21, 2023

OFFICERS PRESENT

Jack Gaylord, Vice/Interim Chairman
TJ Balint, Secretary
Kerry DiDomenico, Treasurer

REPRESENTING

Mayor of Steubenville
Northeast Jeff Co Food Pantry
Public Library of Steub & Jeff Co

MEMBERS PRESENT

Beth Rupert Warren
Karla Martin
Rich Cesta
Scott Lockhart
Major. Joe Lamantia
Captain Michael Smith

Commissioner Tony Morelli
Eastern Gateway Community College
IBEW Local 46
Jefferson County Chamber of Commerce
Sheriff's Department
The Salvation Army

MEMBERS EXCUSED

Pam Bolton
Toni Moreland

Southeastern Ohio Legal Services
Commissioner Timmons

MEMBERS UNEXCUSED

Commissioner Dave Maple
Kaylin Parks

Commissioner Dave Maple
Chrysalis Health

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, June 21, 2023. The meeting was called to order at 11:30a.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 May 17, 2023, meeting minutes. Beth Rupert Warren seconded the motion. Motion passed unanimously.

Salvation Army of Steubenville Update: Captain Mike Smith of Salvation Army of Steubenville, OH was in attendance for his last meeting on the JCCAC Board of Trustees. CEO, Michael McGlumphy asked Captain Mike to speak on what has been happening with Salvation Army of Steubenville. Captain Mike briefed the board that Major Karen Garrett will be coming into Steubenville Salvation Army and will be staying for 4-6 months. The Salvation Army in general is short on officers. The JCCAC will reach out to Major Karen to replace Captain Mike.

REPORT OF CEO:

CALENDAR OF EVENTS: In June, the Election of New Officers is due and the Employee Insurance Renewal which has been completed in the May meeting. The nominating committee recommended a slate of officers in the May meeting.

Recommended Slate of Officers by the Nominating Committee:

Scott Lockhart, Board Chair
Jack Gaylord; Vice Chair
Kerry DiDomenico; Treasurer
TJ Balint; Secretary

MOTION: Jack Gaylord motioned to approve the slate of officers as presented by the Nominating Committee. Joe Lamantia seconded the motion. Motion passed unanimously.

The new officers will begin their term effective in July. The standing committees will be appointed in the July meeting.

PERSONNEL REPORT: The Board received the Personnel Report for May 2023, which shows new hires, resignations, terminations, and positions posted for the month. In addition to the personnel report the agency has hired two new HEAP intake workers.

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 June Newsletter was included for Board members to read.

MOTION: Scott moved to approve the Report of the CEO, which included: Calendar of Events; Personnel Report – May 2023; Program Report – May 2023 and CAC June Newsletter. TJ Balint 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: Business Resource Network Agreement \$120,455 for the period June 1, 2023 – June 30, 2024, RESEA \$80,000 for the period July 1, 2023 - June 30, 2024, CCMEP WIOA Adult Special Grant \$79,000 for the period July 1, 2022 – June 30, 2023, Continuum of Care (SHP) \$153,402 for the period July 1, 2023 – June 30, 2024, United Way Grant Agreement \$13,000 for January 1, 2024 – December 31, 2024, Jefferson WIOA Youth \$256,117 for the period July 1, 2023 – June 30, 2024, Jefferson Adult(\$226,0150)/Dislocated (\$172,414) worker for the period July 1, 2023 – June 30, 2024, Harrison WIOA Youth \$59,864 for the period July 1, 2023 – June 30, 2024, Harrison Adult(\$53,603)/Dislocated(\$45,566) worker for the period July 1, 2023 – June 30, 2024, and the Summer Crisis Grant Agreement \$118,000 for the period July 1, 2023 – September 30, 2023.

MOTION: Karla Martin motioned to consent approval and/or ratification the following: Business Resource Network Agreement \$120,455 for the period June 1, 2023 – June 30, 2024, RESEA \$80,000 for the period July 1, 2023 - June 30, 2024, CCMEP WIOA Adult Special Grant \$79,000 for the period July 1, 2022 – June 30, 2023, Continuum of Care (SHP) \$153,402 for the period July 1, 2023 – June 30, 2024, United Way Grant Agreement \$13,000 for January 1, 2024 – December 31, 2024, Jefferson WIOA Youth \$256,117 for the period July 1, 2023 – June 30, 2024, Jefferson Adult(\$226,0150)/Dislocated (\$172,414) worker for the period July 1, 2023 – June 30, 2024, Harrison WIOA Youth \$59,864 for the period July 1, 2023 – June 30, 2024, Harrison Adult(\$53,603)/Dislocated(\$45,566) worker for the period July 1, 2023 – June 30, 2024, and the Summer Crisis Grant Agreement \$118,000 for the period July 1, 2023 – September 30, 2023. Kerry DiDomenico seconded the motion. Motion passed unanimously.

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 May 2023. Kroger, Walmart, PNC, and BP vouchers were verified against the spreadsheets by the Finance Committee.

MOTION: TJ Balint motioned to consent approval and/or ratification of the Combined Analysis Report, Balance Sheet and Corporate Fund Report were reviewed, as well as Credit Card and Gas Expenditures for the period May 2023. Kroger, Walmart, PNC, and BP vouchers were verified against the spreadsheets by the Finance Committee. Joe Lamantia seconded the motion. Motion passed unanimously.

UNFINISHED BUSINESS:

TROY MANOR: There is no funding for transitional veteran housing. The whole idea fell through, and CAC has decided to not partake in this anymore. The owner of Troy Manor has purchased Bridgeview apartments recently and we will keep in contact with him as the residents may need services we provide.

NEW BUSINESS:

JULY MEETING: CEO; Michael McGlumphy, CFO; Patty Minto, and Deputy Director Rich Gualtiere will all be away at a OACAA (Ohio Association of Community Action Agencies) Conference at the time of the July Board meeting. It was proposed that this meeting be canceled.

MOTION: Jack Gaylord motioned to approve the cancelation of the July 2023 meeting. Joe Lamantia seconded the motion. Motion passed unanimously.

HOUSING – BOARD MEMBER: We need to have a democratic election to appoint an individual from housing to the board. Beth Rupert Warren and CEO; Michael McGlumphy have both been working on finding a member.

SUMMER PICNIC: The summer picnic is scheduled to take place July 8th at Aracoma park. The agency extended a welcome to all board members to join the staff at this function.

A motion to adjourn was made at 12:00 p.m. by Scott Lockhart and seconded by Jack Gaylord.

Respectfully submitted,



Chairman



Secretary

Attached Hereto and Made a Part Hereof:

May 17, 2023 Meeting Minutes
BRN Agreement
RESEA Agreement
CCMEP/WIOA Adult Special Grant
SHP Agreement
United Way Grant Agreement
WIOA Youth Harrison Agreement
Adult/Dislocated Harrison Agreement
WIOA Youth Jefferson Agreement
Adult/Dislocated Grant Agreement
Report of CEO, – May 2023
Financial Reports – May 2023