

**JEFFERSON COUNTY COMMUNITY ACTION COUNCIL, INC.**  
**BOARD OF TRUSTEES – REGULAR MEETING**  
**May 17, 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 Rupeft Warren  
Karla Martin  
Toni Moreland  
Kaylin Parks  
Rich Cesta

Commissioner Tony Morelli  
Eastern Gateway Community College  
Commissioner Timmons  
Chrysalis Health  
IBEW Local 46

**MEMBERS EXCUSED**

Scott Lockhart  
Captain Michael Smith  
Major. Joe Lamantia  
Pam Bolton

Jefferson County Chamber of Commerce  
The Salvation Army  
Sheriff's Department  
Southeastern Ohio Legal Services

**MEMBERS UNEXCUSED**

Commissioner Dave Maple

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, May 17, 2023. The meeting was called to order at 11:32a.m. Roll call was taken and a quorum was present. Toni Moreland read the CAC Mission Statement.

**APPROVAL OF MINUTES OF PROCEEDING MEETINGS:** Jack Gaylord motioned to approve the April 19, 2023, meeting minutes. Toni Moreland seconded the motion. Rich Cesta and Kaylin Parks abstained. Motion Passed.

**CORRESPONDENCE:** A letter was received from Jodie Feezle on April 11, 2023, stating:

Dear Mr. McGlumphy:

Please accept my apologies that this letter was not sent to you sooner. I know that you have already spoken with Rev. Ashley, so I knew that you were already aware. As of May 15, 2023, I will no longer be serving with the Urban Mission Ministries, and therefore will have to resign from the Board of Directors since the agency represents the low-income population. Please know that I have

enjoyed being a part of the board, and hope that in the future I can serve again. If there is anything that is needed from me, please don't hesitate to reach out to me. Thank you.

*Jodie Feezle, LSW*

A letter was also received from The Salvation Army on May 17, 2023, stating:

It has been a pleasure serving on the CAC board for the last three years. It has been nice to work with the CAC and get to know the members of the board. It is with a sad heart; I write that as of June I must step down. We, Captain Angie, and I have received farewell orders from Steubenville, OH. There will be a new officer in charge. His name will be Major Robert Carney. The officers in East Liverpool will be helping in Steubenville as well. Their names are Majors Mark and Stephanie Larrick.

Please know that I will miss seeing you at board meetings and around the community. The Salvation Army – Steubenville will continue to serve the community. We are still in need of a permanent location, but we are here to love and serve the people of Steubenville and Jefferson County. If you have any questions and/or concerns, please reach out to me.

Sincerely,

*Captain Michael Smith*

**MOTION:** TJ Balint motioned to approve Jodie Feezle and Captain Michael Smith's resignations from the Jefferson County Community Action Board of Trustees. Jack Gaylord seconded the motion. Motion passed unanimously.

## **REPORT OF CEO:**

**CALENDAR OF EVENTS:** In May, the recommended slate is due to be announced by the Nominating Committee. Also, Roberta Burnstein's term expired on May 1<sup>st</sup>, 2023. CEO: Michael McGlumphy is working on finding a replacement in this sector. In June, the election of new officers will take place and Employee Insurance Renewal is due.

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 recommended slate of officers as presented by the Nominating Committee. Beth Rupert Warren seconded the motion. Motion passed unanimously.

CEO; Michael McGlumphy mentioned to the board that we have 11 staff members that requested insurance. The Agency has the dental and vision insurance from last year locked in at the same rate, it is recommended that we keep this insurance with no increase. As far as medical, it will be a

17.8% increase to keep the current medical insurance giving staff members 100% coverage once the deductible is met. The other option is 80% in network 50% out of network. CEO; Michael McGlumphy recommended keeping the current insurance with the 17.8% increase for full coverage.

**MOTION:** Toni Moreland motioned to approve CEO; Michael McGlumphy's recommendation to move forward and keep the insurance as presented. Jack Gaylord seconded the motion. Motion passed unanimously.

**PERSONNEL REPORT:** The Board received the Personnel Report for April 2023, which shows new hires, resignations, terminations, and positions posted for the month. In addition to the personnel report the agency had one new Maintenance Hire.

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

**CAC NEWSLETTER:** The CAC's April 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 – April 2023; Program Report – April 2023 and CAC May 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: The Summer Youth/TANF Jefferson Agreement in the amount of \$58,225.00 for the period May 11, 2023, through September 30, 2023; the Summer Youth/TANF Harrison Agreement in the amount of \$22,520.00 for the period May 10, 2023, through September 30, 2023; and the United Way Grant Application for the amount of \$15,000 for the period January 1, 2024 through December 31, 2024. Also, the Combined Analysis Report, Balance Sheet and Corporate Fund Report were reviewed, as well as Credit Card and Gas Expenditures for the period April 2023. Kroger, Walmart, PNC, and BP vouchers were verified against the spreadsheets by the Finance Committee.

**MOTION:** Jack Gaylord motioned to consent approval and/or ratification the following: The Summer Youth/TANF Jefferson Agreement in the amount of \$58,225.00 for the period May 11, 2023, through September 30, 2023; the Summer Youth/TANF Harrison Agreement in the amount of \$22,520.00 for the period May 10, 2023, through September 30, 2023; and the United Way Grant Application for the amount of \$15,000 for the period January 1, 2024 through December 31, 2024. Also, the Combined Analysis Report, Balance Sheet and Corporate Fund Report were reviewed, as well as Credit Card and Gas Expenditures for the period April 2023. Kroger, Walmart, PNC, and BP vouchers were verified against the spreadsheets by the Finance Committee. Toni Moreland seconded the motion. Motion passed unanimously.

## **UNFINISHED BUSINESS:**

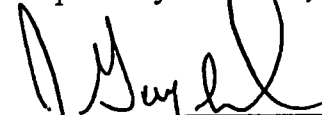
## **NEW BUSINESS:**

**ARPAHRG:** CFO; Patty Minto informed the board that additional funding from ARPAHRG was requested by the agency. We were approved for \$700,000 additional dollars to use for rent and utilities. This is additional funding from the 3-million-dollar COVID-19 grant. Patty asked the board for ratification on accepting funding and moving forward with a budget revision.

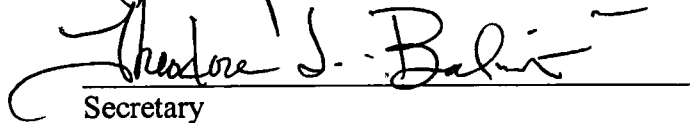
**MOTION:** TJ Balint motioned to approve CFO; Patty Minto to accept funding and move forward with a budget revision. Jack Gaylord seconded the motion. Motion passed unanimously.  
**MONITORING:** The agency recently completed three different state monitors including HEAP, HWAP, and a Data Validation monitoring of the WIOA program.

A motion to adjourn was made at 11:57 p.m. by Beth Rupert Warren and seconded by Toni Moreland.

Respectfully submitted,



Chairman



Secretary

Attached Hereto and Made a Part Hereof;

February 15, 2023 Meeting Minutes  
Letter from Jodi Feezle  
Letter from Salvation Army  
Summer Youth/TANF Harrison Agreement  
Summer Youth/TANF Jefferson Agreement  
United Way Grant Application  
Report of CEO – April 2023  
Financial Reports – April 2023