

JEFFERSON COUNTY COMMUNITY ACTION COUNCIL, INC.
BOARD OF TRUSTEES – REGULAR MEETING
November 15, 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

Ashley Steele
Beth Rupert Warren
Rich Cesta
Toni Moreland
Kaylin Parks
Karla Martin
Brittany Simon
Nicholas Demitras

Urban Mission
Commissioner Tony Morelli
IBEW Local 246
Commissioner Timmons
Chrysalis Health
Eastern Gateway Community College
Jefferson Metropolitan Housing
Jefferson DJFS

MEMBERS EXCUSED

Pam Bolton

Southeastern Ohio Legal Services

MEMBERS UNEXCUSED

Commissioner Dave Maple
Sheriff's Department

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Sheriff's Department

STAFF PRESENT

Michael McGlumphy, Chief Executive Officer
Patty Minto, Chief Financial Officer
Rich Gualtiere, Deputy Director
Hannah Titi, Administrative Assistant/ROMA Coordinator

The Jefferson County CAC Board of Trustees met for their regular meeting on Wednesday, November 15, 2023. The meeting was called to order at 11:30a.m. Roll call was taken, a quorum was present. The board stood for the Pledge of Allegiance. Brittany Simon read the CAC Mission Statement.

APPROVAL OF MINUTES OF PROCEEDING MEETINGS: Jack Gaylord motioned to approve the September 20, 2023, meeting minutes. TJ Balint seconded the motion. Scott Lockhart, Beth Rupert Warren, and Rich Cesta abstained. Motion passed.

Jack Gaylord motioned to approve the October 18, 2023, executive meeting minutes. TJ Balint seconded the motion. Kerry DiDomenico abstained due to him not being present at the executive meeting.

REPORT OF CEO:

CORRESPONDENCE: A letter was received from Jefferson Metropolitan Housing Authority stating:

Jefferson Metropolitan Housing Authority would like to appoint Brittany Simon, Housing Choice Voucher Director, as our organization's representative to the Jefferson County Community Action Board of Trustees. Ms. Simon's term will commence on November 1, 2023.

A letter was also received from Jefferson County Department of Job and Family Services stating:

Nicholas Demitras has been selected as this organization's representative to the Jefferson County Community Action Board of Trustees. His term commences on November 1, 2023, and expires on October 31, 2028.

MOTION: Jack Gaylord motioned to approve Brittany Simon and Nicholas Demitras to the Jefferson County Community Action Council Board of Trustees. Toni Moreland Seconded the motion.

BOARD INTRODUCTION: CEO Michael McGlumphy gave a quick rundown of how the Jefferson County Community Action Board of Trustees is composed. He also informed the board that board training is in the works of being set up at the beginning of the new year due to many new board members joining this year. The board also went around the room introducing themselves to welcome the new members.

CALENDAR OF EVENTS: Nothing is due on November. Standard 8.10, 8.11, and 5.4 are all due to be approved in 2023. They were approved by the executive committee in October. The board received a copy of the agency Accounting and Financial Policies and Procedures manual prior to the meeting via EMAIL and received a hard copy at the meeting. CFO: Patty Minto informed the board that accounting staff reviewed the Manual and found no need for any changes. This is in compliance with standard 8.10 (*The fiscal policies have been reviewed by staff within the past 2 years, updated as necessary, with changes approved by the board*). The agency procurement policy is located on page 31 of the Accounting and Financial Policies and Procedures Manual. This is in compliance with standard 8.11 (*A written procurement policy is in place and has been reviewed by the governing board within the last five years*). The board of trustees also received a copy of the Agency Bylaws that were updated and approved earlier in the year. This is in compliance with standard 5.4 (*The organization documents that each governing board member has received a copy of the bylaws within the past 2 years*).

MOTION: Jack Gaylord motioned to approve standard 8.10 (*The fiscal policies have been reviewed by staff within the past 2 years, updated as necessary, with changes approved by the board*). Rich Cesta seconded the motion. Motion passed unanimously.

MOTION: Toni Moreland motioned to approve standard 8.11 (*A written procurement policy is in place and has been reviewed by the governing board within the last five years*). Nick Demitras seconded the motion. Motion passed unanimously.

MOTION: Kerry DiDomenico motioned to approve standard 5.4 (*The organization documents that each governing board member has received a copy of the bylaws within the past 2 years*). Jack Gaylord seconded the motion. Motion passed unanimously.

In December the Directors & Officers Auto and Rental Insurance, Standard 7.4, 7.5, and 6.5 are all due to be approved by the board of trustees.

PERSONNEL REPORT: The Board received the Personnel Report for September 2023. Since the reports the agency had one new maintenance hire, and one resignation.

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

CAC NEWSLETTER: The CAC's November Newsletter was included for Board members to read.

MOTION: Scott Lockhart moved to approve the Report of the CEO, which included: Calendar of Events; Personnel Report – October 2023; Program Report – October 2023 and CAC November Newsletter. Jack Gaylord seconded the motion. Motion passed unanimously.

REPORT OF COMMITTEES:

Homeless Crisis Response Program Agreement: The Homeless Crisis Response Program Agreement is for the Period January 1, 2023 – December 31, 2024, in the amount of \$77,069.00.

Continuum of Care Closeout: The Continuum of Care Agreement is for the amount \$153,402.00 and closed out on June 30, 2023, spent in full.

First Amendment – Summer Crisis: The Summer Crisis first amendment is for an increase in the agreement amount. The grant was for the amount \$118,000.00 and increase to 152,384.00 for the period July 1, 2023, through September 20, 2023.

Winter Crisis Program 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, 2023, through March 31st, 2024, in the amount of \$687,500.00.

CSBG Block Grant Application: The CSBG Block Grant application is for the period January 1, 2024, through December 31, 2025. The grant is in the amount of \$550,384.00.

CSBG Quarter 7 ROMA Report: The board was provided with the Quarter 7 CSBG ROMA Report. It was noted there were no significant changes to the report. The board was advised to ask questions if they had any regarding the report.

MOTION: Scott Lockhart motioned to ratify the Homeless Crisis Response Program Agreement for the Period January 1, 2023 – December 31, 2024, in the amount of \$77,069.00, the Continuum of Care Closeout Agreement for the amount \$153,402.00 and closed out on June 30, 2023, spent in

full, the Summer Crisis first amendment for an increase in the agreement amount, the Winter Crisis Program Agreement for the period November 1, 2023, through March 31st, 2024 in the amount of \$687,500.00, the CSBG Block Grant application for the period January 1, 2024, through December 31, 2025 in the amount of \$550,384,00, and the Quarter 7 CSBG ROMA Report. Jack Gaylord 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 October 2023. Kroger, Walmart, PNC, and BP vouchers will be verified against the spreadsheets next month by the Finance Committee.

MOTION: Toni Moreland moved to ratify the financial reports Combined Analysis Report, Balance Sheet, Corporate Fund Report, Credit Card, and Gas Expenditures. Jack Gaylord seconded the motion. Motion passed unanimously.

UNFINISHED BUSINESS:

ACTIVE SHOOTER TRAINING: Staff members received active shooter training on October 31st. The agency is planning on setting up additional training for staff in the upcoming year.

HELPING HANDS FOUNDATION: The Helping Hands foundation has agreed to fund liftgates for the HWAP vans. Michael McGlumphy asked the board for permission to move forward to work with Helping Hands and accept funding opportunities.

MOTION: Jack Gaylord motioned to give the agency permission to move forward to work with the Helping Hands Foundation and accept funding opportunities. TJ Balint seconded the motion. Motion passed unanimously.

NEW BUSINESS:

GIFT CARDS FOR STAFF: Scott Lockhart proposed the idea of using corporate funds to provide gift cards to each staff member for Christmas to show appreciation. CEO: Michael McGlumphy explained the risks of using corporate funds in that way. After thorough discussion the board decided to approve \$25 VISA gift cards for all staff members.

MOTION: Jack Gaylord motioned to approve the release of \$25 gift cards to each staff member out of the corporate fund for Christmas. Toni Moreland seconded the motion. Motion passed unanimously.

CHRISTMAS PARTY: The agency's Christmas party will follow the board members on December 20th, all board members are invited to attend. We will also need board members again this year to judge the door decorating contest between staff members on the week of the 18th. Jack Gaylord, Scott Lockhart, and Toni Moreland all offered to judge the doors.

RFP: CFO; Patty Minto informed the board that she would need volunteers to review the bids for the agency audit. The Request for Proposals ends at the end of the business day on November 15th, 2023. Several finance committee members will be coming on November 29th at 11:00am to review the bids.

A motion to adjourn was made at 12:16p.m. by Jack Gaylord and seconded by TJ Balint.

Respectfully submitted,



Chairman



Secretary

Attached Hereto and Made a Part Hereof:

Board Meeting Packet/ Agenda
September 20, 2023 Board Minutes
October 18, 2023 Executive Minutes
Report of the CEO
Finance Committee Minutes – October 18, 2023
Homeless Crisis Response Program Agreement
SHP Closeout Agreement
First Amendment Summer Crisis Agreement
Winter Crisis Program Agreement
CSBG Block Grant Application
CSBG ROMA Quarter 7
Financial Reports – October 2023