

**JEFFERSON COUNTY COMMUNITY ACTION COUNCIL, INC.**  
**BOARD OF TRUSTEES – EXECUTIVE MEETING**  
**October 18, 2023**

**EXECUTIVE MEMBERS PRESENT**

Scott Lockhart, Chairman  
Jack Gaylord, Vice Chairman  
TJ Balint, Secretary

**REPRESENTING**

Jefferson County Chamber of Commerce  
Mayor of Steubenville  
Northeast Jeff Co Food Pantry

**MEMBERS EXCUSED**

Kerry DiDomenico, Treasurer  
Pam Bolton

Public Library of Steub & Jeff Co  
Southeastern Ohio Legal Services

**OTHERS PRESENT**

Ashley Steele  
Beth Rupert Warren  
Rich Cesta

Urban Mission  
Commissioner Tony Morelli  
IBEW Local 46

**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, October 18, 2023. The meeting was called to order at 11:36a.m. Roll call was taken, and a quorum was not present. A quorum for the executive committee was present therefore, the board conducted an executive meeting. The executive board (E.B.) stood for the Pledge of Allegiance. Jack Gaylord 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 abstained. Motion passed.

**REPORT OF CEO:**

**CALENDAR OF EVENTS:** Nothing is due in October or November. Standard 8.10, 8.11, and 5.4 are all due to be approved in 2023. The (E.B.) 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 (E.B.) 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 (E.B.) 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*). TJ Balint seconded the motion. Motion passed unanimously.

**MOTION:** TJ Balint 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*). Jack Gaylord seconded the motion. Motion passed unanimously.

**MOTION:** TJ Balint 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.

**PERSONNEL REPORT:** The (E.B.) received the Personnel Report for September 2023. Since the reports the agency had one termination.

**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 October Newsletter was included for (E.B.) members to read.

**MOTION:** Jack Gaylord moved to approve the Report of the CEO, which included: Calendar of Events; Personnel Report – September 2023; Program Report – September 2023 and CAC October 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 (E.B.): The Home Weatherization Assistance Program Grant Agreement for the period July 1, 2023, through June 30, 2024, in the amount of \$411,650.00 (HHS - \$294,177.00 DOE - \$117,473.00). The Weatherization Readiness fund for the period July 1, 2023, through June 30, 2024, in the amount of \$13,286.00. The LIHWAP Second Amendment for the period October 1, 2021 - March 30, 2024, in the amount of \$274,421.00. The Electric Partnership Program Grant Agreement for the period July 1, 2023 - June 30, 2024, in the amount of \$300,500.00. Also, the Combined Analysis Report, Balance Sheet and Corporate Fund Report were reviewed, as well as Credit Card and Gas Expenditures for the period September 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 Home Weatherization Assistance Program Grant Agreement for the period July 1, 2023, through June 30, 2024, in the amount of \$411,650.00 (HHS - \$294,177.00 DOE - \$117,473.00). The Weatherization Readiness fund for the period July 1, 2023, through June 30, 2024, in the amount of \$13,286.00. The LIHWAP Second Amendment for the period October 1, 2021 - March 30, 2024, in the amount of \$274,421.00. The Electric Partnership Program Grant Agreement for the period July 1, 2023 - June 30, 2024, in the amount of \$300,500.00. Also, the Combined Analysis Report, Balance Sheet and

Corporate Fund Report were reviewed, as well as Credit Card and Gas Expenditures for the period August 2023. Kroger, Walmart, PNC, and BP vouchers were verified against the spreadsheets by the Finance Committee. Jack Gaylord seconded the motion. Motion passed unanimously.

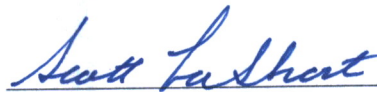
**UNFINISHED BUSINESS:**

**BOARD VACANCIES:** Joe Lamantia representative of the Jefferson County Sheriff has resigned from his position on the board. Administrative Assistant Hannah Titi has sent a letter to the Sheriff informing him that a new representative is needed.

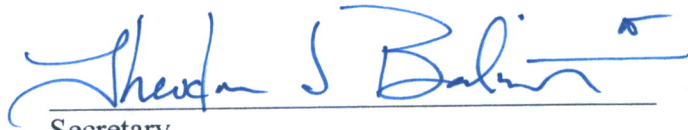
**CAC HAPPENINGS:** On October 31<sup>st</sup> the agency will be closed to the public for Staff Active shooter training in the morning hours and Trick or Treat for the staff's children in the afternoon.

A motion to adjourn was made at 11:47 p.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  
Report of the CEO  
Finance Committee Minutes – September 20, 2023  
HEAP Grant Agreement  
HWAP Agreement  
Weatherization Readiness Fund  
LIHWAP Second Amendment  
Electric Partnership Program Grant Agreement  
Financial Reports – September 2023