

JEFFERSON COUNTY COMMUNITY ACTION COUNCIL, INC.
BOARD OF TRUSTEES – REGULAR MEETING
September 20, 2023

OFFICERS PRESENT

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

REPRESENTING

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

MEMBERS PRESENT

Karla Martin
Pam Bolton
Toni Moreland
Ashley Steele

Eastern Gateway Community College
Southeastern Ohio Legal Services
Commissioner Timmons
Urban Mission

MEMBERS EXCUSED

Major. Joe Lamantia
Scott Lockhart, Chairman
Beth Rupert Warren
Rich Cesta

Sheriff's Department
Jefferson County Chamber of Commerce
Commissioner Tony Morelli
IBEW Local 46

MEMBERS UNEXCUSED

Commissioner Dave Maple
Kaylin Parks

Commissioner Dave Maple
Chrysalis Health

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, September 20, 2023. The meeting was called to order at 11:44a.m. Roll call was taken, and a quorum was present. The board stood for the Pledge of Allegiance. Jack Gaylord read the CAC Mission Statement.

APPROVAL OF MINUTES OF PROCEEDING MEETINGS: Kerry DiDomenico motioned to approve the August 16, 2023, meeting minutes. Toni Moreland seconded the motion. Reverend Ashley Steele abstained. Motion passed unanimously.

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

George Houston has been selected as this Organization's Representative to the Jefferson County Community Action Board of Trustees. His term commences on August 29, 2023, and expires on August 29, 2028.

Administrative Assistant, Hannah Titi has reached out to Mr. Houston via email and has yet to hear back from him in order to proceed with his appointment.

REPORT OF CEO:

CALENDAR OF EVENTS: Nothing is due in September. Last month the Audit standards were due to be completed. Michael Zeno presented the 2022 Audit by SR Snodgrass over ZOOM to the Finance Committee. All board members were provided with a copy of the audit via board packets and email so it could be reviewed prior to today's meeting. Michael Zeno stated, "There were no official noncompliance findings". A summary of the auditor's report was presented to the board and the board was asked if they had any questions. The board had no questions. Standards 8.1,8.2, 8.3,8.4, and 8.6 were all completed this month.

MOTION: Toni Moreland motioned to approve Standard 8.1 (*The Organization's annual audit is completed by a Certified Public Accountant on time in accordance with Title 2 of the Code of Federal Regulations, Uniform Administration Requirements, Cost Principles and Audit Requirements and/or State audit threshold requirements.*) the audit was provided to board members for review and completed by SR Snodgrass. Standard 8.2 (*All findings from the prior year's annual audit have been assessed by the organization and addressed where the governing board has deemed appropriate.*) Michael Zeno stated, "There were no official noncompliance findings". A summary of the auditor's report was presented to the board finance committee. Standard 8.3 (*The organization's auditor presents the audit to the governing board*) Michael Zeno presented the 2022 Audit by SR Snodgrass over ZOOM to the Finance Committee. Standard 8.4 (*The governing board formally receives and accepts the audit.*) The board received the audit via board packets and email so it could be reviewed prior to today's meetings. The audit was accepted and approved by the board. Standard 8.6 (*The IRS Form 990 is completed annually and made available to the governing board for review*) The IRS 990 was provided for the board in their board packets and via email prior to the board meeting so it could be reviewed by the board. Jack Gaylord seconded the motion. Motion passed unanimously.

STANDARD 8.5: Standard 8.5 The organization has solicited bids for its audit within the past 5 years. This standard is overdue. Requests for proposals were sent out and due back on November 15th. When everything is received back from the different auditing firms, we will use volunteer board members to review the bids and select an auditing firm.

MOTION: T.J. Balint motioned to approve the agencies' actions as they proceed with sending out the RFP and collecting bids. Kerry DiDomenico seconded the motion. Motion passed unanimously.

STRATEGIC PLAN: CEO, Michael McGlumphy provided the board with an update on progress towards goals on the 2022-2025 Strategic Plan. Some highlighted accomplishments include:

In July of 2023 the agency did a living wage increase that surpassed many other agencies in Eastern Appalachia. These wages were discussed at the COAD executive directors meeting and this statement was confirmed.

The agency has set up Financial Training for the October 5th staff meeting and Active Shooter training which will take place on October 31st.

PERSONNEL REPORT: The Board received the Personnel Report for August 2023. Since the reports the agency hired an WIOA Adult/Dislocated case manager, Fresh Start case manager, full-time HEAP intake worker, part-time HEAP intake worker, and WIOA Administrative assistant in Harrison County.

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

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

MOTION: Toni Moreland moved to approve the Report of the CEO, which included: Calendar of Events; Personnel Report – August 2023; Program Report – August 2023 and CAC September Newsletter. Jack Gaylord 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 HEAP Grant agreement is for the period September 1, 2023, to August 31, 2024, in the amount of \$391,277.00, the HWAP Enhancement agreement is for the period July 1, 2023, through June 30, 2024, in the amount of \$199,315.83, the Jefferson WIOA TANF agreement is for the period October 1, 2023, through September 30, 2024, in the amount of \$686,231.00, the Harrison WIOA TANF agreement is for the period October 1, 2023, through September 30, 2024, in the amount of \$263,431.00, the Jefferson WIOA Adult/D.W. MOD #1 is for the period July 1, 2023, through June 30, 2024, in the amount of \$480,441.00 (\$226,015.00/Adult and \$172,414.00/D.W.), the Jefferson CCMEP WIOA Youth MOD #1 is for the period July 1, 2023, through June 30, 2024, in the amount of \$204,336.00, the Harrison WIOA Adult/D.W. MOD #1 is for the period July 1, 2023, through June 30, 2024, in the amount of \$136,435.00 (\$76,962.00/Adult and \$59,473.00/D.W.), and the Jefferson CCMEP WIOA Youth MOD #1 is for the period July 1, 2023, through June 30, 2024, in the amount of \$32,970.00. 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.

MOTION: Jack Gaylord motioned to consent approval and/or ratification of the HEAP Grant agreement is for the period September 1, 2023, to August 31, 2024, in the amount of \$391,277.00, the HWAP Enhancement agreement is for the period July 1, 2023, through June 30, 2024, in the amount of \$199,315.83, the Jefferson WIOA TANF agreement is for the period October 1, 2023, through September 30, 2024, in the amount of \$686,231.00, the Harrison WIOA TANF agreement is for the period October 1, 2023, through September 30, 2024, in the amount of \$263,431.00, the Jefferson WIOA Adult/D.W. MOD #1 is for the period July 1, 2023, through June 30, 2024, in the amount of \$480,441.00 (\$226,015.00/Adult and \$172,414.00/D.W.), the Jefferson CCMEP WIOA Youth MOD #1 is for the period July 1, 2023, through June 30, 2024, in the amount of \$204,336.00, the Harrison WIOA Adult/D.W. MOD #1 is for the period July 1, 2023, through June 30, 2024, in the amount of \$136,435.00 (\$76,962.00/Adult and \$59,473.00/D.W.), and the Jefferson CCMEP WIOA Youth MOD #1 is for the period July 1, 2023, through June 30, 2024, in the amount of \$32,970.00. 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. Karla Martin seconded the motion. Motion passed unanimously.

UNFINISHED BUSINESS:

BOARD VACANCIES: The Friendship Room has declined the offer for them to join our board due to being too busy. We are still actively looking for a replacement for The Salvation Army under the low-income sector.

Acronym List: Board Chair Scott Lockhart requested an Acronym list to be provided to the board members at a previous meeting. The list was provided the board members via email and within their board packets.

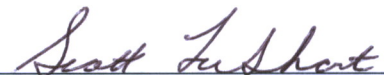
NEW BUSINESS:

HELPING HANDS: CEO, Michael McGlumphy and Deputy Director, Rich Gualtiere met with the Helping Hand Foundation and discussed helping us with some of the needs in Jefferson County. We discussed them helping us with water bills, and housing for families coming out of the homeless shelters. Mr. McGlumphy expressed interest in tiny houses, or possibly renovating a building. Ultimately the agency is looking to work with this foundation.

MOTION: Jack Gaylord motioned to permit Michael McGlumphy to work with the Helping Hands Foundation and accept funding opportunities if offered. Toni Moreland seconded the motion. Motion passed unanimously.

A motion to adjourn was made at 12:14 p.m. by Jack Gaylord and seconded by Toni Moreland.

Respectfully submitted,



Chairman



Secretary

Attached Hereto and Made a Part Hereof:

Board Meeting Packet/ Agenda
2022 AUDIT PACKET
IRS 990 – 2022
2023 RFP AUDIT PACKET
August 16, 2023 Board Minutes

Report of the CEO
Strategic Plan Updates
Finance Committee Minutes –August 16, 2023
HEAP Grant Agreement
HWAP Enhancement Agreement
WIOA TANF/ Jefferson Agreement
WIOA TANF/ Harrison Agreement
WIOA ADULT/D.W. MOD #1 – Jefferson
WIOA ADULT/D.W. MOD #1 – Harrison
CCMEP WIOA YOUTH MOD #1 – Jefferson
CCMEP WIOA YOUTH MOD #1 - HARRISON
Financial Reports – August 2023