

**JEFFERSON COUNTY COMMUNITY ACTION COUNCIL, INC.
BOARD OF TRUSTEES – REGULAR MEETING
December 20, 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

Beth Rupert Warren
Rich Cesta
Toni Moreland
Kaylin Parks
Karla Martin
Brittany Simon
Nicholas Demitras
Pam Bolton
Michael Vok

Commissioner Tony Morelli
IBEW Local 246
Commissioner Timmons
Chrysalis Health
Eastern Gateway Community College
Jefferson Metropolitan Housing
Jefferson DJFS
Southeastern Ohio Legal Services
Commissioner Dave Maple

MEMBERS EXCUSED

Tommy Koehnlein

Sheriff's Department

MEMBERS UNEXCUSED

Ashley Steele

Urban Mission

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 11:31a.m. Roll call was taken, a quorum was present. The board stood for the Pledge of Allegiance. Michael Vok read the CAC Mission Statement.

APPROVAL OF MINUTES OF PROCEEDING MEETINGS: Karla Martin motioned to approve the November 15, 2023, meeting minutes. Nicholas Demitras seconded the motion. Pam Bolton, and Michael Vok abstained. Motion passed.

REPORT OF CEO:

CORRESPONDENCE: A letter was received from Jefferson County Board of Commissioners stating:

During the meeting of the Board of Commissioners held on November 16, 2023:

That Mr. Michael Vok, be appointed as Commissioner David C. Maple, Jr's, Representative on the Jefferson County Community Action Council Board, said appointment to be effective December 4, 2023 through January 1, 2025.

A letter was also received from the Office of The Jefferson County Sherrif:

Captain Tommy Koehnlein has been appointed to serve as my representative to the Jefferson County Community Action Council Board of Trustees. His term commences on November 29, 2023 and expires December 31, 2024.

MOTION: Nick Demitras motioned to approve Michael Vok and Tommy Koehnlein to the Jefferson County Community Action Council Board of Trustees. Brittany Simon seconded the motion.

BOARD INTRODUCTION: The board went around the room introducing themselves to welcome the new members.

CEO, Michael McGlumphy informed the board that we also received a letter and a \$15,055 check from the Helping hands Foundation which will be used to install two new lift gates on our two box trucks.

A letter from Department of Development was also received stating:

The Audit has been accepted and our review closed for the period covered. Our completion of the audit review does not change the status of any open grants. The appropriate program office will notify you of program closure once all conditions of the grant have been completed.

CALENDAR OF EVENTS: In December the Directors and Officers Auto and Rental Insurance is due, along with standards 7.4,7.5, and 6.5. The board received a copy of the Directors and Officers Auto and Rental insurance proposal prior to the meeting and within their board packets. The insurance proposal shows a \$2,123 increase which is mainly due to the two new vans purchased.

MOTION: Toni Moreland motioned to approve the Directors and Officers Auto and Rental Insurance through Selective Insurance. Jack Gaylord seconded the motion. Motion passed unanimously.

The board received updates on the agency's Strategic Plan. Updates included:

The agency held Active Shooter Training for all staff provided by the Jefferson County Sheriff. Stop the Bleed training is being set up for the first quarter of 2024. During the second quarter we will hold Bridges out of Poverty training provided by OACAA. In the strategic plan it states that the agency will hold quarterly training courses on a variety of topics. The board receives frequent updates on Strategic Plan Progress.

MOTION: Karla Martin motioned to approve standard 6.5 (the governing board has received an update(s) on progress meeting the goals of the strategic plan within the past 12 months) which has been met. Pam Bolton seconded the motion.

Standards 7.4 and 7.5 were agreed to be discussed in executive session at the end of the meeting. Michael McGlumphy did inform the board that normal payroll employees are allowed to carryover 104 vacation hours and have them paid out if they are to leave the agency. Two employees are exempt from taking these their carryover hours, which includes the CEO and CFO. CEO, Michael McGlumphy asked the board to consider allowing these positions to cash out their vacation time when retiring. Due to seniority these key positions give back vacation time every year due to the constant accumulation. Michael McGlumphy asked the board to consider allowing the CEO and CFO to be paid out the 224 hours they are allowed to carry over when retiring. The agency has looked into escrow accounts but has not felt comfortable with it at the time.

PERSONNEL REPORT: The Board received the Personnel Report for November 2023. Since the reports the agency has hired a WIOA CCMEP Case Manager and WIOA Adult and Dislocated Case Manager. We have also posted the payroll position due to making some changes within the accounting department.

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: TJ Balint moved to approve the Report of the CEO, which included: Calendar of Events; Personnel Report – November 2023; Program Report – November 2023 and CAC December Newsletter. Kaylin Parks seconded the motion. Motion passed unanimously.

REPORT OF COMMITTEES:

LIHWAP SECOND AMENDMENT: The Low-Income Home Water Assistance Program Second Amendment for the period October 1, 2021, through March 30, 2024. We received \$30,000.00 of additional funding.

MOTION: Jack Gaylord motioned to approve the Low-Income Home Water Assistance Program Second Amendment for the period October 1, 2021, through March 30, 2024, with \$30,000.00 of additional funding. Brittany Simon seconded the motion. Motion passed unanimously.

Request for Proposals: CFO, Patty Minto informed the board that on November 28th board members met to discuss the received proposals for an auditing firm. It was decided to go with SR Snodgrass and Company.

MOTION: Kaylin Parks motioned to accept SR Snodgrass as the agencies Audit Firm for the period of 1 year with the option of 4 one-year extensions in compliance with standard 8.5 (*The organization has solicited bids for its audit within the past 5 years*). Rich Cesta 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 November 2023. Kroger, Walmart, PNC, and BP vouchers will be verified against the spreadsheets next month by the Finance Committee.

MOTION: Karla Martin 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:

BOARD TRAINING: The agency has contacted OACAA to perform board training this upcoming year. The board was asked to determine a day of the week and time frame that would work best for everyone. It was decided to schedule training between 10-12pm on a Wednesday. Administrative Assistant, Hannah Titi will work with OACAA to set up a date for training.

NEW BUSINESS:

BIL MONEY: Bil money is a standalone HWAP Program which should be around \$648,000. The agency has submitted an application for the grant. We will work with COAD to determine how our crews will be shifted between the HWAP and Bil grants. We are hoping to purchase a new vehicle with Bil money to create more production and effectively have three crews.

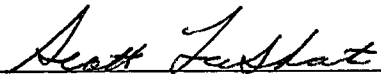
EXECUTIVE SESSION: Jack Gaylord made the motion to enter executive session to discuss Standard 7.4 and Standard 7.5. Karla Martin seconded the motion.

MOTION: Karla Martin motioned to exit the executive session. Brittany Simon seconded the motion.

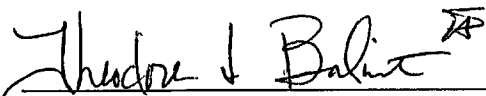
The board informed the staff of board that it was decided to table both Standard 7.4 and Standard 7.5 until the January meeting. Karla Martin will chair a subcommittee including Beth Rupert Warren, Jack Gaylord, and Scott Lockhart to discuss the standards and the request to have vacation time paid out to the CFO and CEO.

A motion to adjourn was made at 12:10 a.m. by Nick Demitras. Jack Gaylord seconded the motion.

Respectfully submitted,



Chairman



Secretary

Secretary

Attached Hereto and Made a Part Hereof:

**Board Meeting Packet/ Agenda
Meeting Minutes – November 15, 2023
Letter from Commissioner
Letter from Sheriff
Audit Letter from Department of Development
Helping Hands Foundation Minutes
Report of CEO
Selective Insurance Proposal
Finance Committee Meeting Packet
Finance Committee Minutes – November 15, 2023
LIHWAP Second Amendment
Financial Reports – November 2023**