

JEFFERSON COUNTY COMMUNITY ACTION COUNCIL, INC.
BOARD OF TRUSTEES – REGULAR MEETING
February 21, 2024

OFFICERS 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 PRESENT

Rich Cesta
Toni Moreland
Kaylin Parks
Brittany Simon
Nicholas Demitras
Michael Vok
Tommy Koehnlein
Ashley Steele

IBEW Local 246
Commissioner Timmons
Chrysalis Health
Jefferson Metropolitan Housing
Jefferson DJFS
Commissioner Dave Maple
Sheriff's Department
Urban Mission

MEMBERS EXCUSED

Kerry DiDomenico, Treasurer
Pam Bolton
Beth Rupert Warren
Karla Martin

Public Library of Steub & Jeff Co
Southeastern Ohio Legal Services
Commissioner Tony Morelli
Eastern Gateway Community College

MEMBERS UNEXCUSED

STAFF PRESENT

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

The Jefferson County CAC Board of Trustees met for their regular meeting on Wednesday, February 21, 2024. 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. Ashley Steele read the CAC Mission Statement.

APPROVAL OF MINUTES OF PROCEEDING MEETINGS: Jack Gaylord motioned to approve the January 17, 2024, meeting minutes. Michael Vok seconded the motion. Brittany Simon, and Kaylin Parks abstained. Motion passed.

REPORT OF CEO:

CORRESPONDENCE: A letter was received from the Harrison County Department of Job and Family services. The letter informed us that they have chosen to no longer contract for workforce services and will be bringing all workforce programs back into their own agency effective July 1, 2024.

PROGRAM PRESENTATION: WIOA Director Hope McAfee presented the CCMEP Youth program to the board of directors. These presentations serve the purpose of informing the board on how our programs operate.

CALENDAR OF EVENTS: This month standard 5.8 (*The governing board members have been provided with training on their duties and responsibilities within the past 2 years*) is due. This standard has been completed. Julia Wise conducted board training on February 7th. A recording of the training has been provided to everyone who was unable to attend.

MOTION: Toni Moreland motioned to approve standard 5.8, which was completed on February 7th by Julia Wise. TJ Balint seconded the motion. Motion passed unanimously.

In March a nominating committee is due to be selected and conflict of interest forms are due to be renewed in compliance with standard 5.6. Administrative Assistant Hannah Titi sent out conflict of interest disclosure forms and standing committee preference forms to the board prior to the meeting. Also, Standard 4.1 review of the agency mission statement is due. Scott Lockhart will be looking into revisions of the current mission.

PERSONNEL REPORT: The Board received the Personnel Report for January 2024. Since the reports the agency has hired a payroll officer and posted an Office Manager Position.

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

CAC NEWSLETTER: The CAC's February 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 – January 2024; Program Report – January 2024 and CAC February Newsletter. Brittany Simon 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 Bipartisan Law HWAP Grant agreement is for the period July 1, 2023 through June 30, 2027 for the amount \$868,612.48, The Quarter 8 CSBG ROMA Report was provided to the board for review and approval, and The Combined Analysis Report, Balance Sheet and Corporate Fund Report were reviewed, as well as Credit Card and Gas Expenditures for the period January 2024.

MOTION: Jack Gaylord motioned to approve the Bipartisan Law HWAP Grant agreement is for the period July 1, 2023, through June 30, 2027, for the amount \$868,612.48, The Quarter 8 CSBG ROMA Report was provided to the board for review and approval, and The Combined Analysis

Report, Balance Sheet and Corporate Fund Report were reviewed, as well as Credit Card and Gas Expenditures for the period January 2024. Michael Vok seconded the motion. Motion passed unanimously.

UNFINISHED BUSINESS:

CSBG Grant: The agency was notified that the CSBG Grant application was approved in the minutes for the incorrect amount. The CSBG Grant application is for the period January 1, 2024, through December 31, 2025, for the amount of \$550,625.

NEW BUSINESS:

REBRANDING: The state is currently rebranding the Ohio Means Jobs Logo.

SUCCESSION PLAN: Scott Lockhart, Board Chair proposed changes to the agency succession plan. The last paragraph now reads “In the event of a permanent vacancy of Chief Executive Officer, the agency may advertise for the new hire electronically through Ohio Means Jobs, print in the local newspaper, or advertise nationally. The board may also choose to promote within if a qualified employee is identified.”

MOTION: Brittany Simon motioned to approve the proposed changes to the agency succession plan. Rich Cesta seconded the motion. Motion passed unanimously.

FRESH START: The agency has been working with the state to get an extension on the Fresh Start Grant. As of now the grant must be closed out on Friday, February 23, 2024. Two of the current Fresh Start employees will be moved to WIOA and one has been issued a layoff letter due to no part-time positions being available.

BOX TRUCK: A box truck is available within the COAD network. The agency is looking to go after this truck even though it is not a guarantee. With an additional box truck the agency would be able to successfully run 3 crews within HWAP and BIL.

MOTION: Jack Gaylord motioned for the agency to pursue the Box truck if it is offered. Kaylin Parks seconded the motion. Motion passed unanimously.

EXECUTIVE SESSION: Jack Gaylord made the motion to enter executive session. TJ Balint seconded the motion.

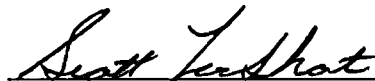
MOTION: Toni Moreland motioned to exit the executive session. Nick Demitras seconded the motion.

The board informed the staff that they have made the decision to appoint Rich Gualtiere as Executive Director effective July 1, 2024. They also decided to keep Michael McGlumphy on board for 6 months as a consultant for the agency.

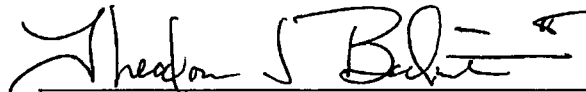
MOTION: Jack Gaylord motioned to approve Rich Gualtiere as Executive Director effective July 1, 2024, and Michael McGlumphy as a consultant for the agency for 6 months upon retirement. Kaylin Parks seconded the motion. Motion passed unanimously.

A motion to adjourn was made at 12:24 a.m. by Nick Demitras. Jack Gaylord seconded the motion.

Respectfully submitted,



Chairman



Secretary

Attached Hereto and Made a Part Hereof:

Board Meeting Packet/ Agenda
Meeting Minutes – January 17, 2024
Letter from HCDJFS
Report of CEO
Finance Committee Meeting Packet
Finance Committee Minutes – January 17, 2024
BIL Agreement
ROMA 8th Quarter
Financial Reports – January 2024