

**JEFFERSON COUNTY COMMUNITY ACTION COUNCIL, INC.**  
**BOARD OF TRUSTEES – REGULAR MEETING**  
**January 17, 2024**

**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**

Rich Cesta  
Toni Moreland  
Karla Martin  
Nicholas Demitras  
Pam Bolton  
Michael Vok  
Tommy Koehnlein  
Ashley Steele

IBEW Local 246  
Commissioner Timmons  
Eastern Gateway Community College  
Jefferson DJFS  
Southeastern Ohio Legal Services  
Commissioner Dave Maple  
Sheriff's Department  
Urban Mission

**MEMBERS EXCUSED**

Beth Rupert Warren

Commissioner Tony Morelli

**MEMBERS UNEXCUSED**

Kaylin Parks  
Brittany Simon

Chrysalis Health  
Jefferson Metropolitan Housing

**STAFF PRESENT**

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

The Jefferson County CAC Board of Trustees met for their regular meeting on Wednesday, January 17, 2024. 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. Toni Moreland read the CAC Mission Statement.

**APPROVAL OF MINUTES OF PROCEEDING MEETINGS:** Jack Gaylord motioned to approve the December 20, 2023, meeting minutes. Nicholas Demitras seconded the motion. Tommy Koehnlein and Ashley Steele abstained from the motion. Motion passed.

**REPORT OF CEO:**

**CORRESPONDENCE:** No Correspondence

**HEAP PRESENTATION:** HEAP Director, Robyn Gillette presented on the programs PIPP, LIHWAP and HEAP. Robyn shared eligibility information along with how the programs run.

**BOARD INTRODUCTION:** Board Chair Scott Lockhart introduced Tommy Koehnlein one of our new board members representing the Jefferson County Sherriff.

**CALENDAR OF EVENTS:** In January no standards were due. In February board training is due in compliance with Standard 5.8. The board will complete standards 7.4 and 7.5 in executive session at the end of the meeting, these standards were due in December and tabled to be completed today.

**PERSONNEL REPORT:** The Board received the Personnel Report for December 2023.

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

**CAC NEWSLETTER:** The CAC's January 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 – December 2023; Program Report – December 2023 and CAC January Newsletter. Richard Cesta seconded the motion. Motion passed unanimously.

### **REPORT OF COMMITTEES:**

**BIL GRANT APPLICATION:** The BIL Grant Application is for the period July 1, 2023 through June 30, 2027 for the amount of \$868,612.48. Bil money is a standalone HWAP Program.

**MOTION:** TJ Balint motioned to ratify the BIL Grant Application for the period July 1, 2023 through June 30, 2027 for the amount of \$868,612.48. Jack Gaylord seconded the motion.

**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 December 2023. Kroger, Walmart, PNC, and BP vouchers will be verified against the spreadsheets next month by the Finance Committee.

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

### **UNFINISHED BUSINESS:**

**BOARD TRAINING:** The agency has contacted OACAA to perform board training and it is scheduled for February 7<sup>th</sup> at 11am.

### **NEW BUSINESS:**

**MILEAGE RATE:** The federal mileage rate has increased from .65 to .67.

MOTION: Toni Moreland motioned to approve the mileage rate increase to .67 effective January 17<sup>th</sup>, 2024. Jack Gaylord seconded the motion. Motion passed unanimously.

COUNT OF HOMELESSNESS: Reverend Ashley Steele shared information on the count of homelessness which will take place next Tuesday from 8:00pm to 6:00am. Volunteers are welcome to attend and help collect a count of homelessness for our county.

JUNE MEETING: The June board meeting will be rescheduled due to it falling on the Holiday Juneteenth. Administrative Assistant, Hannah Titi will email the new date to board members.

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

MOTION: Toni Moreland motioned to exit the executive session. Rich Cesta seconded the motion. Motion passed unanimously.

In compliance with standard 7.5 the board discussed the CEO compensation and decided to give the CEO a 1.3% increase along with the 3.2% increase already given. The board also discussed what an excellent job Mike has done for the agency and completed an evaluation. They also discussed allowing the CEO and CFO to cash out 224 hours of vacation time when retiring.

MOTION: Jack Gaylord motioned to approve the additional 1.3% increase to the CEO's compensation in compliance with standard 7.5 (*The governing board reviews and approves CEO/executive director compensation within every calendar year*) and Standard 7.4 (*The governing board conducts a performance appraisal of the CEO/executive director within each calendar year*) which was completed by the board. Rich Cesta seconded the motion. Motion passed unanimously.

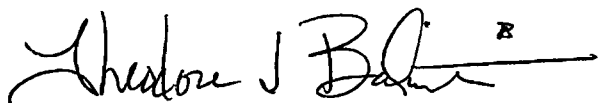
MOTION: TJ Balint motioned to approve the CEO and CFO to cash out their vacation balance, up to the maximum carryover of 224 hours upon retirement. Jack Gaylord seconded the motion.

Pam Bolton motioned to approve the notice of Resignation from the CEO; Michael McGlumphy which will take effect June 28<sup>th</sup>, 2024. TJ Balint seconded the motion. Motion passed unanimously.

A motion to adjourn was made at 12:32 a.m. by Jack Gaylord.

Respectfully submitted,

  
Chairman

  
Secretary

**Attached Hereto and Made a Part Hereof:**

**Board Meeting Packet/ Agenda  
Meeting Minutes – December 20, 2023  
Report of CEO  
Finance Committee Meeting Packet  
Finance Committee Minutes – December 20, 2023  
Financial Reports – December 2023**