

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

Beth Rupert Warren  
Rich Cesta  
Toni Moreland  
Kaylin Parks  
Brittany Simon  
Pam Bolton  
Michael Vok  
Ashley Steele

Commissioner Tony Morelli  
IBEW Local 246  
Commissioner Timmons  
Chrysalis Health  
Jefferson Metropolitan Housing  
Southeastern Ohio Legal Services  
Commissioner Dave Maple  
Urban Mission

**MEMBERS EXCUSED**

Tommy Koehnlein  
Karla Martin

Sheriff's Department  
Eastern Gateway Community College

**MEMBERS UNEXCUSED**

Nicholas Demitras

Jefferson DJFS

**STAFF PRESENT**

Michael McGlumphy, Chief Executive Officer  
Patty Minto, Chief Financial Officer  
Rich Gualtiere, Deputy Director  
Hannah Titi, Administrative Assistant/ROMA Coordinator  
Tod Miller, HWAP Director

The Jefferson County CAC Board of Trustees met for their regular meeting on Wednesday, March 20, 2024. The meeting was called to order at 11:33a.m. Roll call was taken, 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:** Jack Gaylord motioned to approve the February 21, 2024, meeting minutes. Toni Moreland seconded the motion. Pam Bolton, Kerry DiDomenico, and Beth Rupert Warren abstained. Motion passed.

**PROGRAM PRESENTATION:** Tod Miller, HWAP Director provided an in-depth presentation on the Home Weatherization Assistance Program.

**REPORT OF CEO:**

**CALENDAR OF EVENTS:** In March the Nominating Committee is due to be elected, and standards 4.1 and 5.6 are due. All board members have turned in their conflict of interest forms to Hannah in compliance with Standard 5.6 (*Each governing board member has signed a conflict of interest policy within the past 2 years*). Board Chair, Scott Lockhart made the decision to recommend the CAC Mission statement to remain the same for the time being and a mission statement committee will work over the next few months to make changes as necessary. Michael Vok, Toni Moreland, and Chairman Scott Lockhart will be reviewing the mission statement.

**MOTION:** TJ Balint motioned to approve Standard 5.6 (*Each governing board member has signed a conflict-of-interest policy within the past 2 years*). All board members have turned in their conflict-of-interest forms to Hannah. Jack Gaylord seconded the motion. Motion passed unanimously.

**MOTION:** Jack Gaylord motioned to approve standard 4.1 (*The governing board has reviewed the organization's mission statement within the past 5 years and assured that: 1) the mission statement addresses poverty; and 2) the organization's programs and services are in alignment with the mission*). Board Chair, Scott Lockhart made the decision to recommend the CAC Mission statement to remain the same for the time being and a mission statement committee will work over the next few months to make changes as necessary. Beth Rupert Warren seconded the motion. Motion passed unanimously.

**PERSONNEL REPORT:** The Board received the Personnel Report for February 2024. Since the reports the agency called back a Fresh Start case manager due to receiving a grant extension. The agency also had one termination.

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

**CAC NEWSLETTER:** The CAC's March 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 – February 2024; Program Report – February 2024 and CAC March Newsletter. Toni Moreland seconded the motion. Motion passed unanimously.

## **REPORT OF COMMITTEES:**

**BRN MOD #1:** The Business Resource Network Modification #1 is a deobligation for \$20,000. As we looked at our funding, we determined that we are not going to spend all the funding, therefore we are sending it back to the state so that they can reissue it to a county that is able to spend it.

**HCDJFS WIOA Adult/Dislocated MOD #2:** The Harrison WIOA Adult and Dislocated Modification #2 is a deobligation for \$20,000. Harrison county is not renewing their contract with us, therefore they asked for a deobligation of \$20,000 to hire a staff member.

**FRESH START – LETTER OF REVISION:** The Fresh Start letter of revision is an extension of the grant. The grant period will run from March 1, 2022 – March 31, 2025. There is no additional funding.

**UNITED WAY GRANT APPLICATION:** The United Way Grant Application is for the period January 1, 2025, through December 31, 2025. We submitted the application for the amount of \$15,000.

**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 February 2024. Kroger, Walmart, PNC, and BP vouchers will be verified against the spreadsheets next month by the Finance Committee.

**MOTION:** Jack Gaylord motioned for consent approval the Business Resource Network Modification #2 deobligation for \$20,000, the Harrison WIOA Adult and Dislocated Modification #2 deobligation for \$20,000, the Fresh Start letter of revision for the period March 1, 2022 – March 31, 2025, and the United Way Grant Application for the period January 1, 2025, through December 31, 2025, in the amount of \$15,000. The Combined Analysis Report, Balance Sheet, and Corporate Fund Report, as well as Credit Card and Gas Expenditures for the period February 2024. Toni Moreland seconded the motion. Motion passed unanimously.

**NOMINATING COMMITTEE:**

Kerry DiDomenico, Kaylin Parks, Ashley Steele, Rich Cesta, and Scott Lockhart all volunteered to be on the nominating committee.

**UNFINISHED BUSINESS:**

**BOX TRUCK:** The agency was able to obtain a box truck for the HWAP BIL program through the community action network at zero cost. This will allow us to run a third crew.

**NEW BUSINESS:**

**UNITED WAY ALLOCATIONS MEETING:** The United Way Allocations meeting will be held on April 18<sup>th</sup> at 1pm. Any board members interested in attending are welcome to come.

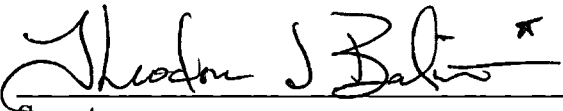
**NEW GRANTS:** CEO, Michael McGlumphy asked for permission to submit for the following grants, Pathway Home 5, Second Chace Act Community-Based Reentry Program, GRIT Grant, and the Route 11 Grant.

**MOTION:** Kaylin Parks motioned to approve CEO, Michael McGlumphy to submit for the Pathway Home 5, Second Chace Act Community-Based Reentry Program, GRIT Grant, and the Route 11 Grant. Kerry DiDomenico seconded the motion. Motion passed unanimously.

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

Respectfully submitted,

  
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Chairman

  
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Secretary

Attached Hereto and Made a Part Hereof:

Board Meeting Packet/ Agenda  
Meeting Minutes – February 21, 2024  
Report of CEO  
Finance Committee Meeting Packet  
Finance Committee Minutes – February 21, 2024  
BRN Mod #1  
HDJFS WIOA Adult/Dislocated Mod #2  
Fresh Start Letter of Revision  
United Way Grant Application  
Financial Reports – February 2024