

JEFFERSON COUNTY COMMUNITY ACTION COUNCIL, INC.
BOARD OF TRUSTEES – REGULAR MEETING
April 17, 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

Beth Rupert Warren
Rich Cesta
Toni Moreland
Kaylin Parks
Brittany Simon
Nicholas Demitras

Commissioner Tony Morelli
IBEW Local 246
Commissioner Timmons
Chrysalis Health
Jefferson Metropolitan Housing
Jefferson DJFS

MEMBERS EXCUSED

Tommy Koehnlein
Pam Bolton
Ashley Steele
Michael Vok

Sheriff's Department
Southeastern Ohio Legal Services
Urban Mission
Commissioner Dave Maple

MEMBERS UNEXCUSED

Kerry DiDomenico, Treasurer
Karla Martin

Public Library of Steub & Jeff Co
Eastern Gateway Community College

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, April 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. Jack Gaylord read the CAC Mission Statement.

APPROVAL OF MINUTES OF PROCEEDING MEETINGS: Toni Moreland motioned to approve the March 20, 2024, meeting minutes. Jack Gaylord seconded the motion. Nicholas Demitras abstained.

PROGRAM PRESENTATION: WIOA Director, Hope McAfee presented the WIOA Adult and Dislocated program as well as the OhioMeansJobs Job Center.

REPORT OF CEO:

CALENDAR OF EVENTS: In April the recommendations are due to the nominating committee. Also standards 5.6, 8.9, 9.4, and 9.3 are all due. Administrative Assistant, Hannah Titi sent the collected recommendations to the nominating committee. The recommended slate will be announced by the nominating committee in May.

Standard 5.6 (*Each governing board member has signed a conflict-of-interest policy within the past 2 years*) has been met. All forms have been collected by every board member.

Standard 8.9 (*The governing board annually approves an organization-wide budget*) has been met and was provided within the board packet for review.

Standard 9.4 (*The organization submits its annual CSBG Information Survey data report and it reflects client demographics and organization-wide outcomes*) has been met by Administrative Assistant, Hannah Titi. The 2025 annual report was provided to the board for review and approval reflecting client demographics and organizational-wide outcomes.

Standard 9.3 (*The organization has presented to the governing board for review or action, at least within the past 12 months, an analysis of the agency's outcomes and any operational or strategic program adjustments and improvements identified as necessary*) The board was provided with the 2023 annual report which highlights, outcomes, success stories, and clients served throughout the 2023 year.

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*) has been met. All forms have been collected by every board member. Standard 8.9 (*The governing board annually approves an organization-wide budget*) has been met and was provided within the board packet for review. Standard 9.4 (*The organization submits its annual CSBG Information Survey data report and it reflects client demographics and organization-wide outcomes*) has been met by Administrative Assistant, Hannah Titi. The 2025 annual report was provided to the board for review and approval reflecting client demographics and organizational-wide outcomes. Standard 9.3 (*The organization has presented to the governing board for review or action, at least within the past 12 months, an analysis of the agency's outcomes and any operational or strategic program adjustments and improvements identified as necessary*) The board was provided with the 2023 annual report which highlights, outcomes, success stories, and clients served throughout the 2023 year. Jack Gaylord seconded the motion. Motion passed unanimously.

PERSONNEL REPORT: The Board received the Personnel Report for March 2024.

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

CAC NEWSLETTER: The CAC's April 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 – March 2024; Program Report – March 2024 and CAC April Newsletter. Jack Gaylord seconded the motion. Motion passed unanimously.

REPORT OF COMMITTEES:

FINANCIAL REPORTS: TJ Balint motioned to accept the minutes of the March 20, 2024 Finance Committee Meeting. Jack Gaylord seconded the motion. Motion passed.

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

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

UNFINISHED BUSINESS:

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

NEW BUSINESS:

GRANT SUBMISSIONS: An update on the following grant submissions was provided:

Pathway Home 5 – SUBMITTED
WRIG Grant – Working on Budget
GRIT Grant – SUBMITTED
ROUTE 11 – Standstill

HERALD STAR: The CAC is looking to start negotiations to possibly rent the Herald Star loading docks for HWAP Equipment. The agency is currently paying \$650 a month for a building with no utilities. We are looking to start negotiations at \$600 a month. The current lease expired July 1, 2024.


MOTION: Beth Rupert Warren motioned to approve the CAC to negotiate a lease for the Herald Star loading docks. Jack Gaylord seconded the motion. Motion passed unanimously.

A motion to adjourn was made at 12:00 a.m. by Jack Gaylord. TJ Balint seconded the motion.

Respectfully submitted,



Chairman



Secretary

Attached Hereto and Made a Part Hereof:

Board Meeting Packet/ Agenda
Meeting Minutes – March 20, 2024
Report of CEO
Agency Wide Budget
2023 Annual Report
Finance Committee Meeting Packet
Finance Committee Minutes – March 20, 2024
Financial Reports – March 2024