

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

Pam Bolton
Richard Cesta
Tommy Koehnlein
Ashley Steele
Toni Moreland
Michael Vok
Brittany Simon

Legal Aid of Southeast and Central Ohio
IBEW Local 246
Sheriff's Department
Urban Mission
Commissioner Eric Timmons
Commissioner Dave Maple
Jefferson Metropolitan Housing

MEMBERS EXCUSED

Karla Martin
Kaylin Parks
Beth Rupert Warren

Eastern Gateway Community College
Chrysalis Health
Commissioner Tony Morelli

MEMBERS UNEXCUSED

Nicholas Demitras

Job and Family Services

STAFF PRESENT

Rich Gualtiere, Chief Executive Officer
Patricia Minto, Chief Financial Officer
Tammie Lewis, Fiscal Director
Hannah Titi, Deputy Director
Alexandra Shuble, Administrative Assistant/ROMA Coordinator
Robyn Gillette, HEAP Director

The Jefferson County CAC Board of Trustees met for their regular meeting on Wednesday, July 17, 2024. The meeting was called to order at 11:32a.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 June 26, 2024 meeting minutes. Brittany Simon seconded the motion. Pam Bolton, Richard Cesta, Tommy Koehnlein, Ashley Steel and Michael Vok abstained from the motion. Motion passed.

REPORT OF CEO:

CORRESPONDENCE: A letter was received from Public Library of Steubenville and Jefferson County regarding the appointment of Kerry DiDomenico as the organization's representative to the Jefferson County Community Action Council Board of Trustees for the period of March 20, 2024 through March 20, 2029. Hannah Titi, Deputy Director read the entire letter to the Board of Trustees.

MOTION: TJ Balint motioned to approve the appointment of Kerry DiDomenico as the Public Library of Steubenville and Jefferson County representative to the Jefferson County Community Action Council Board of Trustees. Pam Bolton seconded the motion. Motion passed unanimously.

MOTION: Toni Moreland motioned to add the correspondence from Anthony Sheposh regarding the transition of Lighthouse Haven to the CAC to the agenda. Jack Gaylord seconded the motion. Motion passed unanimously.

An email correspondence was received from Anthony Sheposh regarding the transition of Lighthouse Haven to the Jefferson County Community Action Council. The correspondence indicated that in order to proceed with the transition, the CAC would be required to adopt a resolution stating that the CAC will assume the Department of Mental Health Mortgage and its agreements. Pam Bolton recommended that the resolution should not be adopted at this time and should be tabled pending further review by a private attorney on a pro bono basis through Legal Aid of Southeast and Central Ohio.

MOTION: Scott Lockhart motioned to table the Lighthouse Haven resolution. Jack Gaylord seconded the motion. Kerry DiDomenico abstained. Motion passed.

MOTION: Toni Moreland motioned to enlist a private attorney on a pro bono basis through Legal Aid of Southeast and Central Ohio to review the Lighthouse Haven resolution. Michael Vok seconded the motion. Motion passed unanimously.

HEAP SUMMER CRISIS PRESENTATION: Robyn Gillette presented the HEAP Summer Crisis program to the Board of Trustees.

CALENDAR OF EVENTS: In July, new officers begin 1-year term. No changes in officers from previous term.

Standing committees were appointed and confirmed as indicated by the 2024 results from the Standing Committee Preference forms in the following chart:

Personnel	Finance	Executive Committee
Karla Martin	Kerry DiDomenico	Karla Martin
Beth Rupert-Warren	T.J. Balint	T.J. Balint
Jack Gaylord	Jack Gaylord	Scott Lockhart
Scott Lockhart	Scott Lockhart	
Ashley Steele	Toni Moreland	
Michael Vok	Pam Bolton	

MOTION: Jack Gaylord motioned to approve the standing committees. Toni Moreland seconded the motion. Motion passed unanimously.

PERSONNEL REPORT: The Board received the Personnel Report for June 2024. Since the report we have filled the Administrative Assistant position with Alexandra Shuble effective July 15, 2024, and the WIOA coordinator position was filled internally by Laurie Roth.

PROGRAM REPORT: Members received copies of the June Program Report, which shows participants served for the month and year-to-date. Rich Gualtiere pointed out some accomplishments and statistics.

CAC NEWSLETTER: The CAC's July 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 – June 2024; Program Report – June 2024 and CAC July Newsletter. TJ Balint 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: Funds in Certificate of Deposit moved to Money Market Account due to increase of interest rate from 0.01% to 4.5% fixed interest rate; CSBG Budget Revision for the budget period January 1, 2024 through December 31, 2024, revising the budget from \$550,625 to \$632,962, with \$19,225 coming from additional funding and \$63,118 coming from carryover; HEAP Budget Revision for the budget period September 1, 2023 through August 31, 2024, with no change in funding and cost category changes were made, decreasing the Fring category, and increasing Consultations/Contracts, Consumable Supplies and Equipment categories; HEAP Summer Crisis Agreement for the period July 1, 2024 through September 30, 2024 in the amount of \$118,000; RESEA Contract for the period July 1, 2024 through June 30, 2025 in the amount of \$80,000; SHP Grant Agreement for the period July 1, 2024 through June 30, 2025 in the amount of \$165,042. The Combined Analysis Report, Balance Sheet and Corporate Fund Report were reviewed, as well as Credit Card and Gas Expenditures for the period June 2024.

MOTION: Jack Gaylord motioned to approve the Certificate of Deposit to Money Market Account with a fixed interest rate of 4.5%, CSBG Budget Revision for the budget period January 1, 2024 through December 31, 2024, revising the budget from \$550,625 to \$632,962, HEAP Budget

Revision for the budget period September 1, 2023 through August 31, 2024, with no change in funding and cost category changes, HEAP Summer Crisis Agreement for the period July 1, 2024 through September 30, 2024 in the amount of \$118,000, RESEA Contract for the period July 1, 2024 through June 30, 2025 in the amount of \$80,000, SHP Grant Agreement for the period July 1, 2024 through June 30, 2025 in the amount of \$165,042, the Combined Analysis Report, Balance Sheet and Corporate Fund Report were reviewed, as well as Credit Card and Gas Expenditures for the period June 2024. Toni Moreland seconded the motion.

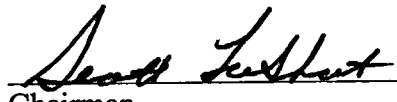
UNFINISHED BUSINESS: No unfinished business.

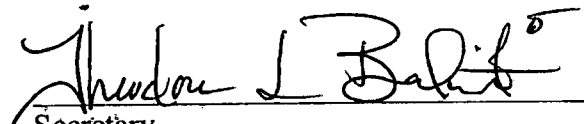
NEW BUSINESS: No new business.

OTHER BUSINESS: Chief Financial Officer Patricia Minto announced to the board that she is retiring, with her last day being August 13, 2024.

A motion to adjourn was made at 12:13 P.M. by Jack Gaylord. Seconded by Brittany Simon.

Respectfully submitted,


Chairman


Secretary

Attached Hereto and Made a Part Hereof:

Board Meeting Packet/ Agenda
Meeting Minutes – May 15, 2024
Report of CEO
Finance Committee Meeting Packet
GRIT MOU
Harrison CCMEP Youth Contract
Jefferson WIOA CCMEP Youth Contract
Jefferson WIOA Adult/Dislocated Contract
Finance Committee Minutes – May 15, 2024
Financial Reports – May 2024