

**JEFFERSON COUNTY COMMUNITY ACTION COUNCIL, INC.**  
**BOARD OF TRUSTEES – REGULAR MEETING**  
**August 21, 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  
Toni Moreland  
Michael Vok  
Brittany Simon  
Beth Rupert Warren  
Nicholas Demitras

Legal Aid of Southeast and Central Ohio  
IBEW Local 246  
Commissioner Eric Timmons  
Commissioner Dave Maple  
Jefferson Metropolitan Housing  
Commissioner Tony Morelli  
Job and Family Services

**MEMBERS EXCUSED**

Tommy Koehnlein

Sheriff's Department

**MEMBERS UNEXCUSED**

Ashley Steele  
Kaylin Parks

Urban Mission  
Chrysalis Health

**STAFF PRESENT**

Rich Gualtiere, Chief Executive Officer  
Tammie Lewis, Fiscal Director  
Hannah Titi, Deputy Director  
Alexandra Shuble, Administrative Assistant/ROMA Coordinator  
Hope McAfee; WIOA Director

The Jefferson County CAC Board of Trustees met for their regular meeting on Wednesday, August 21, 2024. The meeting was called to order at 11:52 a.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:** Michael Vok motioned to approve the July 17, 2024 meeting minutes. Richard Cesta seconded the motion. Beth Rupert Warren and Nicholas Demitras abstained from the motion. Motion passed.

**CORRESPONDENCE:** No correspondence.

**GRIT Program Presentation:** Hope McAfee presented the GRIT program to the Board of Trustees.

## **REPORT OF CEO:**

**CALENDAR OF EVENTS:** Standards 8.1, 8.2, 8.3, 8.4, 8.6 and 4.4 were due this month. Zach Davis and Mary Pockl presented the 2023 Audit by SR Snodgrass over ZOOM to the Finance Committee. All board members were provided with a copy of the audit via board packets and email so it could be reviewed prior to today's meeting. A summary of the auditor's report was presented to the board and the board was asked if they had any questions. The board had no questions. Standards 8.1, 8.2, 8.3, 8.4, 8.6 were completed this month. Standard 4.4 was due this month, but will be completed next month.

**MOTION:** TJ Balint motioned to approve Standard 8.1 (*The Organization's annual audit is completed by a Certified Public Accountant on time in accordance with Title 2 of the Code of Federal Regulations, Uniform Administration Requirements, Cost Principles and Audit Requirements and/or State audit threshold requirements.*) the audit was provided to board members for review and completed by SR Snodgrass. Jack Gaylord seconded the motion. Motion passed unanimously.

**MOTION:** Kerry DiDomenico motioned to approve Standard 8.2 (*All findings from the prior year's annual audit have been assessed by the organization and addressed where the governing board has deemed appropriate.*) The audit opinion indicates "In our opinion, the financial statements present fairly, in all material respects, the financial position of Jefferson County Community Action Council, Inc. as of December 31, 2023, and the changes in its net assets and cash flows for the year then ended, in accordance with accounting principles generally accepted in the United States of America." A summary of the auditor's report was presented to the board finance committee. Toni Moreland seconded the motion. Motion passed unanimously.

**MOTION:** Jack Gaylord motioned to approve Standard 8.3 (*The organization's auditor presents the audit to the governing board*) . Zach Davis and Mary Pockl presented the 2023 Audit by SR Snodgrass over ZOOM to the Finance Committee. Michael Vok seconded the motion. Motion passed unanimously.

**MOTION:** Jack Gaylord motioned to approve Standard 8.4 (*The governing board formally receives and accepts the audit.*) The board received the audit via board packets and email so it could be reviewed prior to today's meetings. The audit was accepted and approved by the board. Brittany Simon seconded the motion. Motion passed unanimously.

**MOTION:** Michael Vok motioned to approve Standard 8.6 (*The IRS Form 990 is completed annually and made available to the governing board for review.*) The completed IRS Form 990 was provided for the board in their board packets and via email prior to the board meeting so it could be reviewed by the board. Richard Cesta seconded the motion. Motion passed unanimously.

**PERSONNEL REPORT:** The Board received the Personnel Report for July 2024 which shows new hires, resignations, transfers, terminations, and positions posted for the month. We have filled

the Administrative Assistant position with Alexandra Shuble effective July 15, 2024. The WIOA coordinator position was filled internally by Laurie Roth. The Deputy Director Position was filled internally by Hannah Titi.

**PROGRAM REPORT:** Members received copies of the July 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 August Newsletter was included for Board members to read.

**MOTION:** Brittany Simon moved to approve the Report of the CEO, which included: Calendar of Events; Personnel Report – July 2024; Program Report – July 2024 and CAC August Newsletter. Nicholas Demitras 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 Belmont County RESEA Contract for the period of July 1, 2024 through June 30, 2025 in the amount of \$80,000.00. The first amendment to the ARPA Relief Contract for the period of August 1, 2022 through December 31, 2025. With this first amendment, the expiration date is moved to December 31, 2024. The ITFrontDesk contract for the period September 1, 2024 through August 31, 2025, with a cost for the service being a one-time \$100.00 fee and \$280.00 per month. The submittal of the HEAP Grant application for the period of September 1, 2024 through August 31, 2025 in the amount of \$352,734.00. The Combined Analysis Report, Balance Sheet and Corporate Fund Report were reviewed, as well as Credit Card and Gas Expenditures for the period July 2024.

**MOTION:** Scott Lockhart motioned to approve the Belmont County RESEA Contract for the period of July 1, 2024 through June 30, 2025 in the amount of \$80,000.00; the first amendment to the ARPA Relief Contract for the period of August 1, 2022 through December 31, 2025, moving the expiration date to December 31, 2024; the ITFrontDesk contract for the period September 1, 2024 through August 31, 2025, with a cost for the service being a one-time \$100.00 fee and \$280.00 per month; the submittal of the HEAP Grant application for the period of September 1, 2024 through August 31, 2025 in the amount of \$352,734.00; the Combined Analysis Report, Balance Sheet and Corporate Fund Report, as well as Credit Card and Gas Expenditures for the period July 2024. TJ Balint seconded the motion. Motion passed unanimously.

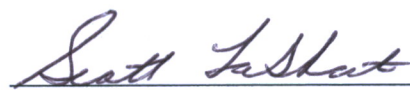
**UNFINISHED BUSINESS:** The Lighthouse Haven resolution is still pending review.

**NEW BUSINESS:** A grant application was submitted to the Hancock County Savings Bank Charitable Foundation requesting \$10,000.00 for new accounting computers.

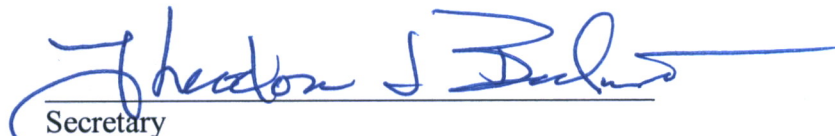
**OTHER BUSINESS:** A motion was made to cancel the October 16<sup>th</sup>, 2024 Board of Trustees and Finance Committee meetings due to the CEO and Deputy Director traveling for the Weatherize Ohio conference at that time.

A motion to adjourn was made at 12:46 P.M. by Beth Rupert Warren. Seconded by Jack Gaylord.

Respectfully submitted,



Chairman



Secretary

Attached Hereto and Made a Part Hereof:

Board Meeting Packet/ Agenda  
Meeting Minutes – July 17<sup>th</sup>, 2024  
Report of CEO  
Finance Committee Meeting Packet  
2023 Audit Packet  
IRS 990- 2023  
Belmont RESEA Contract  
ARPA Home Relief Contract  
ITFront Desk Contract  
Finance Committee Minutes – July 17<sup>th</sup>, 2024  
Financial Reports – July 2024