

JEFFERSON COUNTY COMMUNITY ACTION COUNCIL, INC.
BOARD OF TRUSTEES – REGULAR MEETING
May 11, 2016

OFFICERS PRESENT

Delores Wiggins, Chairperson
Dennis Gorlock, Treasurer
Reverend Ashley Steele, Secretary

REPRESENTING

Commissioner Tom Graham
Commissioner Tom Gentile
Urban Mission Ministries

MEMBERS PRESENT

Asantewa Anyabwile
Betty Ferron
Captain Steven Griffin
Edward Littlejohn
Mayor Domenick Mucci
Robert Naylor
Clint Powell
Carolyn Swearingen

LaBelle Neighbors Who Care
Jefferson County Dept of Job & Fam Svcs
The Salvation Army
Sheriff Fred Abdalla
City of Steubenville
Jefferson County Chamber
Laborers Local Union No. 809
Housing & Homeless Coalition of Jeff Co

MEMBERS EXCUSED

Dr. James Baber
Ronnie Shockley
Natalie Ulasiewicz

Eastern Gateway Community College
Northeast Jeff Co Food Pantry
Commissioner Dave Maple

STAFF PRESENT

Michael McGlumphy, Interim CEO
John Fayak, Deputy Director/Planner
Tammie Lewis, Human Resources/Payroll
Patricia Minto, CFO
Elaine Petrozzi, Secretary/ROMA Coordinator

OTHERS PRESENT

William M. Isaac
Oree Gilliam

The Jefferson County CAC Board of Trustees met for their regular meeting on Wednesday, May 11, 2016. A quorum was present and Chairperson Delores Wiggins presided. The meeting started at 11:37 a.m. Ms. Wiggins welcomed our newest member of the Board -- Ms. Betty Ferron, representing Jefferson County Department of Job & Family Services.

APPROVAL OF MINUTES OF PRECEDING MEETING: Mayor Domenick Mucci moved to approve the minutes of the April 13, 2016 meeting as written; Edward Littlejohn seconded the motion. Motion passed unanimously.

REPORT OF CEO:

SERVICE AGREEMENT BETWEEN JEFFERSON COUNTY DJFS AND JEFFERSON COUNTY CAC – Rapid Response Emergency Assistance Funds for Dislocated Workers: The Service Agreement between Jefferson County DJFS and JCCAC – Rapid Response Emergency Assistance Funds for Dislocated Workers is for the period May 18 through June 30, 2016 in the amount of \$112,912. The funds will serve 20 dislocated workers for short-term training.

CSBG 1st QUARTER 2016 ROMA REPORT: The CSBG ROMA Report for 1st Quarter 2016 shows where we are meeting goals or falling short. Quarterly meetings held in all programs are reported as well. For CSBG this quarter, we spent \$62,924.36 in CSBG funds, and \$3,432 in United Way dollars to assist a total of 109 customers. Eighteen households received assistance with food; 44 with water bills; 44, temporary shelter; and 3, prescription assistance.

PERSONNEL REPORT: The Board received the Personnel Report for April 2016, which shows new hires, resignations, terminations and positions posted for the month. Since the report was printed, a HEAP Data Entry/Intake Worker was terminated May 2 for attendance; HEAP Data Entry/Intake Worker started May 4; WIOA Case Manager started May 5; HEAP Receptionist, May 9; and 7 Summer Youth Mentors will begin between May 2 and June 1.

CONTINUUM OF CARE ON-SITE MONITORING REPORT (SPC 1 AND SPC 2) - April 21, 2016: An On-Site Monitor Visit was conducted on April 21, 2016 for Shelter Plus Care 1 and Shelter Plus Care 2, which we no longer have. In Paragraph 3, it reads:

The main deficiency found during our visit was regarding the Jefferson County Community Action Council Policies and Procedures. The current Policies and Procedures are not program specific and do not meet the CoC general recordkeeping requirements. Revision of policies and procedures is advised.

Since the programs were transferred to Coleman Professional Service, there is no need for us to update the policy when we no longer have the program. Mr. McGlumphy conveyed this to the monitor; they were fine with this response. However, we are in the process of revising our Housing Policies and Procedures.

HWAP ADMINISTRATIVE REVIEW REPORT (March 16, 2016): Patrick Stuart visited our agency on March 16 to conduct an HWAP Administrative Review. A draft response is due from Lewis Thompson, HWAP Coordinator, by May 18 so that we can respond in a timely manner to the report. The report is due to ODSA by May 26, which is 30 days from the date we received the report via email. (Tom Calhoun [COAD] would like the report sent to him by May 18 for review before he sends it to ODSA).

INSURANCE: Mr. McGlumphy has been in negotiations with our current insurance company (our broker of record is Oklok-Cris), and he has met with other insurance companies regarding employee health insurance. Our current insurance company gave us a bid, which was rejected – “they sharpened their pencil and came back with another bid.” The next bid was about \$1,975.43 more per month for the agency; the highest employee increase was \$43/month (increase is based on age); the coverage and deductibles are the same as last year. There is a cancellation clause in the

insurance policies so we are able to cancel at any time we find something better. Our insurance expires on June 30; he wants to make sure the staff gets the best insurance, and employees have coverage as of July 1. He asked the Board how they would like him to proceed. Currently, employees have \$1,000 deductible, 0% co-insurance, \$4,000 maximum out-of-pocket, office co-pays, etc. stay the same (there is a little difference on the prescriptions). Prescriptions change from \$3 to \$10 on first tier, \$35 to \$50 on second tier, and \$60 to \$90 on the non-preferred third tier. Specialty drugs are 30% up to \$250. Ms. Lewis said we did have other offers from Anthem and Medical Mutual of Ohio, but the plans were ridiculously high. A meeting is scheduled with staff at the end of the month to discuss insurance. Staff members who Ms. Lewis talked to indicated they would rather pay a few dollars more a month now than pay a higher deductible, plus co-insurance. If we move to another plan, we will pay 20% co-insurance on every plan, plus the deductible, along with an increase. Life/Dental/Vision costs are rising a few pennies. At the present time, Mr. McGlumphy has appointments with two insurance companies. Ms. Lewis told the Board when a company gives us a quote, the plan information has to be the same with every broker. Ms. Anyabwile wanted to wait until June to make a decision in order to talk to a few other agencies. There was a discussion about OPOC (Frank Harmon), whose company the City of Steubenville is with. A statement about OMERESA was also made – OMERESA is self-insured and a consortium. By joining the consortium, the agency could be a part of that. Because we are grant funded, we cannot be self-insured or enter into a consortium. Ms. Minto said, “It has something to do with the nonprofits’ 403(b). We’re not a county employee because we get the money from State, local, Feds; and they put us in a different pot.” When we were joined with OMERESA a few years ago by Mike Fredericks, it resulted in a lawsuit. The Mayor suggested next year the Finance Committee look at healthcare information and put together an RFP or RFQ; send out the RFP/RFQ to the insurance companies and do an analysis of it with the past claims. Mayor Mucci said the insurance provider/carrier/broker will go on past claims and experience on which to base the rate. Mr. McGlumphy asked if we were going to table insurance until the next meeting. Ms. Anyabwile said, “We’ll not only table, but look at alternatives.”

PROGRAM REPORTS: In addition to the information Board members received in their packets, the CEO told members that HEAP moved upstairs. Mr. Fayak and Maintenance got everyone moved in two days; we never missed a phone call or had to shut down the program. We are now in the process of moving HWAP. One employee has already been moved. Mr. McGlumphy is getting quotes on a garage for the heavy equipment; and he is looking for a space for the semi-trailer that holds insulation. He will present what he finds at the next meeting.

HWAP TECHNICAL VISIT (April 14, 2016): Mr. McGlumphy, Eric Sandys, Tom Calhoun, Lewis Thompson and Will Hannah met for the exit interview. No report has been issued yet.

HEAP MONITOR VISIT (April 26, 2016): Celeste Krolak, our Field Representative, met with Patty, John Fayak, Robyn Gillette and Mike. We do not have a report yet, but there were no serious issues. In fact, Celeste Krolak was here during the move. Ms. Minto said Celeste reported, “The files were in real good shape; and everything she saw was good.” When we get the report, it will be shared with the Board.

SUPPORTIVE HOUSING PROGRAM: We have been in contact with COHHIO. A conference call is scheduled for May 17 to discuss the program.

AUSTRIAN RADIO AND TV: Mr. McGlumphy told the Board he was contacted by an Austrian Radio and TV company from Washington, D.C. They will be in the area on June 10 to do a story on how Ohio was involved in the election; they will also take approximately 15 minutes to talk about coal, and how coal and the upcoming large layoffs are going to affect the area. We have the only coal initiative power grant in the State of Ohio. Mr. McGlumphy will try to set up interviews with truck drivers who are going through training.

VACANCY: The private sector is now filled by Betty Ferron, Department of Job & Family Services. We still have a low income vacancy. We sent letters to United Way partners who were outside of Steubenville. A total of six letters were mailed out. Of the six, we received only one “No” response (from God’s Outreach) and one “Yes” response (from St. Joseph Church – WEBA Food Pantry [Amsterdam]). Ronnie Shockley told Administration he was going to have a meeting and ask for people interested in serving on the Board. We will contact him since he is sick today.

LANCIA NURSING HOME: Lancia Nursing Home called and thanked Mr. McGlumphy for his time; but they have found another home. The space is now slated for Summer Youth mentors.

JOB FAIR: The Job Fair was canceled due to a bomb threat at the mall. At 10:30 a.m., the CEO was told it would be approximately two more hours before re-entry was permitted into the mall; the decision was made to cancel the Job Fair rather than have a failed Job Fair. The companies involved gave the CEO a good deal on chairs, tables and advertising.

MOTION: Clint Powell moved to use the insurance provider we have now due to the time constraints; and follow Mayor Mucci’s recommendation to meet with other providers throughout the year so that next year we have a better option. Robert Naylor seconded the motion. Asantewa Anyabwile voted Nay. Motion passed.

MOTION: Captain Steve Griffin moved to approve the Report of the CEO, to include: Service Agreement between Jefferson County DJFS and Jefferson County CAC – Rapid Response Emergency Assistance Funds for Dislocated Workers; CSBG 1st Quarter 2016 ROMA Report; Personnel Report, SPC 1 and SPC 2 On-Site Monitoring Report (April 21, 2016); HWAP Administrative Review Report (March 16, 2016); Program Reports; HWAP Technical Visit (April 14, 2016); HEAP Monitor Visit (April 26, 2016); Supportive Housing Program; Austrian Radio and TV; Low Income Vacancy; Lancia Nursing Home; and Job Fair. Edward Littlejohn seconded the motion. Betty Ferron abstained from voting on the Service Agreement between Jefferson County DJFS and Jefferson County CAC – Rapid Response Emergency Assistance Funds for Dislocated Workers. Motion passed.

REPORT OF CFO:

COMBINED ANALYSIS REPORT, CREDIT CARD AND GAS EXPENDITURES were mailed to members. At the Finance Committee meeting on May 6, 2016, Ms. Minto reviewed a letter received from Ohio Development Services Agency regarding the CSBG Grant Carryover Confirmation/Budget Amendment in the amount of \$72,820.01. Ms. Minto will be working on a budget revision. She looks at what was expended last year and actual costs this year. We always

put money into Emergency Services for prescriptions, water, shelter and food vouchers. She will send a spreadsheet for members to review showing the old budget, revisions and the new budget.

MOTION: Dennis Gorlock moved to accept the Report of the CFO (Combined Analysis Report, Corporate Fund Report, and Credit Card and Gas Expenditures [April 1 – 30, 2016]). Mayor Mucci seconded the motion. Motion passed unanimously.

The Finance Committee meeting minutes were distributed to members. Ms. Minto said members of the Finance Committee were present if there were any questions.

MOTION: Captain Griffin moved to accept the Finance Committee report. Robert Naylor seconded the motion. Motion passed unanimously.

REPORT OF COMMITTEES:

NOMINATING COMMITTEE: Ms. Anyabwile distributed copies of the Nominating Committee's minutes from their April 25, 2016 meeting. At the April meeting, she said there was an alternate on the Executive Committee; that is why the Board of Trustees had a fifth person. Ms. Anyabwile said if we did not get four officers at a meeting, the alternate was called to act as part of the Executive Committee. It would be the Board's decision if we are to have an alternate, based on their interpretation of the paragraph. (*Page 11, 6.*):

- a. Executive Committee – The Board shall appoint an Executive Committee composed of officers of the Council and other members of the Board to transact routine and ordinary business of the Council between meetings of the full board...

Messrs. Littlejohn and Naylor did not interpret the paragraph to read there is an alternate on the Executive Committee. Ms. Anyabwile read from the paragraph "and other members of the Board;" she understood "other members" to be the alternate. Ms. Anyabwile said it was not necessary to appoint an alternate at this time. If the Board decides to add an alternate at a later time, the ByLaws can be amended. Mayor Mucci reminded members there is a process for amendments (*Page 14, Article XII Amendments*). The Board agreed to hear the nominations recommended by the Nominating Committee; officers will be elected in June and start serving in their office at the July meeting. The Officers are elected for a one year term. The slate of officers recommended by the Nominating Committee is:

Chairperson	Robert Naylor
Vice-Chairperson	Edward Littlejohn
Secretary	Asantewa Anyabwile
Treasurer	Captain Steven Griffin

Ms. Anyabwile told members the recommendations do not stop anyone from nominating someone from the floor at the next meeting. Mayor Mucci said next month the agenda should call for the election of officers; and prior to voting for each of the offices, "we should open it up to the floor for other nominations."

MOTION: Mayor Domenick Mucci moved to accept the Nominating Committee's recommendation for the Officers listed above. Nominations will be open to the Board for any nominations by office: Chairperson, Vice-Chairperson, Secretary and Treasurer. Captain Steve Griffin seconded the motion. Motion passed unanimously.

NEW BUSINESS:

CEO:

MOTION: Edward Littlejohn moved that we start advertising for the CEO. Mr. Littlejohn: "I think he's [Mike McGlumphy] done a great job with everything this far. He's kept the Board well informed." Mr. Gorlock seconded the motion. Motion passed unanimously. Mike McGlumphy has been acting as the Interim CEO since January 8, 2016.

A discussion followed about advertising for the position of Chief Executive Officer. The Job Description will be posted on the CAC website and placed in the local newspaper (*Herald Star*), directing interested parties to the CAC website. This will keep the cost of the newspaper ad down – the cost of a newspaper ad is very costly. Mayor Mucci stated a "very short blurb" one time in the newspaper, directing them to the website is satisfactory. A job posting would also be put on OhioMeansJobs. OhioMeansJobs advertises the position nationally in accordance with the CAC's Succession Plan and CSBG Standard 4.5. The Mayor recommended the applications be received at the CAC by Human Resources. A 10-day period was agreed for the postings on the website and OhioMeansJobs.

MOTION: Edward Littlejohn moved that Mike McGlumphy continue as Interim CEO while we accept applications until a new CEO is hired. Dennis Gorlock seconded the motion. Motion passed unanimously.

It was recommended that the job not be posted until a Job Description was reviewed by Board members. Ms. Lewis told members a new CEO Job Description was revised February 2015 but was not given to the Board for approval. It was mentioned that a committee be appointed to review the Job Description then circulate to the Board for review/approval before the next meeting. Mayor Mucci said it was important the full Board approve the Job Description, or a change in the Job Description. "As a private non-profit corporation, this agency deals with taxpayers' money -- we need to be as transparent as possible. Everything should be out on the table so there are no questions on our decisions later on down the road. Something as simple as a job description isn't major, but when you start with a job description and having a committee approve it for the agency, what's the next thing that's going to be approved by a committee?" A member asked if the new Job Description could be distributed to the Board – members were given copies of the old Job Description (dated 11/02) and the new Job Description (dated 02/2015) to review.

While copies were being distributed, Ms. Anyabwile asked about information sent to her as a member of the Personnel Committee. She asked if the recommended changes were already made. Mr. McGlumphy said the changes are what "we propose, but until the Personnel Committee gets back to me and we meet, they will not be presented to the Board."

MOTION: Mayor Mucci moved to accept the new Chief Executive Officer Job Description dated February 2015. Edward Littlejohn seconded the motion. Motion passed unanimously.

The Mayor suggested one of the top priorities of the new Director should be to put together a Calendar of Events; i.e., employee health insurance, ByLaws, Job Descriptions, etc. The new Chairperson can appoint the appropriate committees.

Julia Wise visited the agency May 9 and 10 to help with the agency's Strategic Plan. Board Members met with her to discuss results of the survey. Mr. McGlumphy told members a total of 191 surveys were completed by staff, Board members and community members. Ms. Wise is using the surveys to put together our Strategic Plan. We will use the survey results for our Needs Assessment, also due this year. The Mayor said, as with any organization, there are weaknesses and strong points. "The agency, without a doubt, provides a need for the community; not only in Steubenville, but in Jefferson County. One of the things I was stressing to her is that we probably have a lot of our programs that are the best kept secrets. We need to do outreaches, not just in Steubenville but throughout the County, on the services that we have."

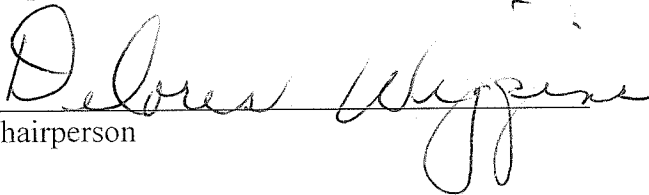
Ms. Wiggins asked if there was any other business before the Board:

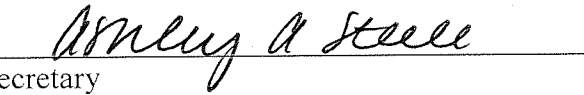
An extensive conversation took place between Robert Naylor and Delores Wiggins regarding an Executive Session listed on the April 21, 2016 Jefferson County Commissioners' Meeting Agenda. Mr. Naylor said he received a call from Commissioner Maple, asking about an Executive Session requested by Ms. Wiggins. The subject of the Executive Session was described on the agenda as "Dolores Wiggins, Jefferson County Community Action Council – Personnel Matters." (The Commissioners entered into Executive Session at 11:07 a.m., and returned to Regular Session 11:16 a.m.) Mr. Naylor asked Ms. Wiggins to report to the CAC Board what CAC personnel matters were discussed during the Session. He told her, "...I reviewed our minutes from our last meeting. There was no resolution or any authority given for any member of the Board to approach the Commissioners." Ms. Wiggins told Mr. Naylor the issue was "personal," not personnel, and that the Commissioners' minutes and agenda were incorrect. At 1:09 p.m., Mayor Mucci made a motion for adjournment; the matter was not resolved at that time. A transcript of the conversation is available upon request.

A motion to adjourn was made at 1:09 pm by Mayor Mucci.

The next meeting will be June 8, 2016.

Respectfully submitted,


Chairperson


Secretary

Attached Hereto and Made a Part Hereof:

Service Agreement between Jefferson County DJFS and JCCAC – Rapid Response Emergency
Assistance Funds for Dislocated Workers
CSBG 1st Quarter 2016 ROMA Report
Personnel Report – April 2016
Continuum of Care On-Site Monitoring Report (SPC 1 and SPC 2) – April 21, 2106
HWAP Administrative Review Report (March 16, 2016)
Program Reports
Packet from May 6, 2016 Finance Committee Meeting
Nominating Committee Minutes (April 25, 2016)
Job Description – Chief Executive Officer Dated 02/2015
Job Description – Chief Executive Officer Dated 11/02
Commissioners Meeting Agenda and Minutes – April 21, 2016