

JEFFERSON COUNTY COMMUNITY ACTION COUNCIL, INC.
BOARD OF TRUSTEES – REGULAR MEETING
June 8, 2016

OFFICERS PRESENT

Delores Wiggins, Chairperson
Dennis Gorlock, Treasurer

REPRESENTING

Commissioner Tom Graham
Commissioner Tom Gentile

MEMBERS PRESENT

Asantewa Anyabwile
Dr. James Baber
Betty Ferron
Captain Steven Griffin
Edward Littlejohn
Robert Naylor
Ronnie Shockley
Carolyn Swearngen
Natalie Ulasiewicz

LaBelle Neighbors Who Care
Eastern Gateway Community College
Jefferson County Dept of Job & Fam Svcs
The Salvation Army
Sheriff Fred Abdalla
Jefferson County Chamber
Northeast Jeff Co Food Pantry
Housing & Homeless Coalition of Jeff Co
Commissioner Dave Maple

MEMBERS EXCUSED

Mayor Domenick Mucci
Clint Powell
Reverend Ashley Steele

City of Steubenville
Laborers Local Union No. 809
Urban Mission Ministries

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

The Jefferson County CAC Board of Trustees met for their regular meeting on Wednesday, June 8, 2016. A quorum was present and Chairperson Delores Wiggins presided. The meeting started at 11:30 a.m.

APPROVAL OF MINUTES OF PRECEDING MEETING: Dr. Jim Baber moved to approve the minutes of the May 11, 2016 meeting as written; Dennis Gorlock seconded the motion. Motion passed unanimously.

REPORT OF CEO:

HWAP MONITOR VISIT (March 16, 2016) RESPONSE and COAD's TRANSMITTAL TO

OCA: The HWAP Administrative Review Report was based on observations made during a March 16, 2016 visit by Patrick Stuart. Our response was mailed to Tom Calhoun (COAD) for transmittal to OCA. A letter dated June 2, 2016 from COAD to Tim Petrides was also in Board packets, which shows our response being forwarded to Office of Community Assistance. Additional information was requested; the documentation has been forwarded to Tom Calhoun.

HWAP MONITOR VISIT (April 4, 2016) REPORT, RESPONSE and COAD's TRANSMITTAL TO OCA:

A Technical Monitor Report for an April 4, 2016 visit by Eric Sandys was included in packets. Our response, along with COAD's transmittal to OCA was provided to Board members.

HWAP MONITOR VISIT (April 26-27, 2016) REPORT and RESPONSE:

David Evans visited the agency on April 26 and 27, 2016. Copies of the report and our response were included in Board packets.

HEAP MONITOR VISIT (April 26, 2016) REPORT and RESPONSE:

Celeste Krolak, Office of Community Assistance visited the Jefferson County CAC to monitor the Home Energy Assistance Program. The evaluation focused primarily on the agency's 2016 HEAP Administration/Operation grant, 2016 Winter Emergency Crisis Program and the 2015 Summer Crisis Program. The agency's response to the monitor visit was given to Board members.

SHELTER PLUS CARE ANNUAL PERFORMANCE REPORT (March 1, 2015 – February 29,

2016): The CoC Annual Performance Report for Shelter Plus Care grant (March 1, 2015 through February 29, 2016) was included in Board packets. Mr. McGlumphy reminded Board members the Program was transferred to Coleman Professional Services.

PERSONNEL REPORT:

The Board received the Personnel Report for May 2016, which shows new hires, resignations, terminations and positions posted for the month. A HEAP Data Entry Intake/Outreach Aid was hired May 4; WIOA Case Manager/Job Center Facilitator hired May 5; HEAP Receptionist, May 9 and six Summer Youth Mentors were hired between May 2 and June 1. Resignations for the month include: Receptionist and HWAP Crew Member. A HEAP Data Entry/Intake Worker was terminated May 2 for attendance. Postings for the month: Receptionist, Fiscal Director and HWAP Crew Member. Since the report was printed, the Receptionist position was filled internally by a WIOA Case Manager, and an AEP CAP Auditor will start June 20. Also, the WIOA Case Manager/Job Center Facilitator job is posted through June 17.

PROGRAM REPORTS:

A copy of reports from all programs was included in packets. Since there was a full agenda this month, a program presentation was not scheduled.

CALENDAR OF EVENTS:

A Calendar of Events was requested at the last meeting. We will add to it as events come up, and it will be included in all packets. For June, the election of new officers is later on today's agenda; employee insurance was renewed. Jeff Criss (Oklok-Criss & Associates) spoke at the June 2nd staff meeting and briefed staff on the insurance renewal beginning July 1. The insurance is the same as last year, with a few minor adjustments. Dr. Baber asked if staff contribute to the insurance. CAC pays 80% for staff; employees pay 20% (employees pay 100% for dependents). Mr. McGlumphy will continue to meet with insurance companies to find better rates;

and he will start meeting with insurance companies in November for the following year's employee insurance plan.

SUMMER YOUTH PROGRAM: Summer Youth Program starts June 13, and runs through August 19. There are 130 youth on the program; we may increase the number to 150. Currently, we have 54 worksites identified, but we are looking for more. Sites are located in Steubenville and at various locations throughout Jefferson County.

HOME WEATHERIZATION ASSISTANCE PROGRAM: We are in the process of moving HWAP. The Program needs a garage to store material. Mr. McGlumphy has received bids for several locations:

248 North Fourth Street (no garage entrance)	\$2,000 per month
University Boulevard (more space than needed -- 12,500 sq ft)	\$3,500 per month (\$3.36/sq ft)
Smitty's -- Fifth Street (60' x 30' -- no semi parking)	\$ 850 per month (\$5.66/sq ft)
Behind DiNovo's (69' x 37' -- parking avail for semi-trailers space for insulation + parking for HWAP vehicles -- Teramana)	\$ 600 per month (\$2.82/sq ft)
Space next to CAC (still waiting for a price -- owned by current landlord)	

Mr. McGlumphy told the Board the space behind DiNovo is the best price and includes utilities, allows for needed parking next to the building, and is in an ideal location. We currently pay \$920/month, and we are on a month-by-month lease. With the Board's permission, he would like to cancel the lease and move forward with the garage behind DiNovo's. The HWAP crew will be housed in the CAC building. The CEO had a person resign from HWAP due to a medical condition (bad knees). Another HWAP crew member is on medical leave. "Right now, I don't have a Weatherization crew." He met with COAD (Tom Calhoun and Ron Rees) to discuss negotiating with Belmont and Columbiana Counties to bring Weatherization crews into Jefferson County to help us until we get a full crew working again. Mr. McGlumphy is adding an AEP CAP/EPP Auditor to generate revenue to increase Weatherization crew. The AEP CAP/EPP Auditors will also be attending COAD classes to become pre- and post-Inspectors for HWAP. COAD has endorsed the approach the CEO is taking, and is supporting his course of action. This is a lead-in to getting Head Start back as well. Ron Rees will support our endeavors to bring Head Start back to Jefferson County. A question was asked about the HWAP waiting list. The waiting list is generated by COAD. We are required to do 25% on the top of the waiting list. Mr. McGlumphy said he learned the names on the waiting list are not removed, and he will be working with COAD to clean up the waiting list. He said he is meeting with Lewis Thompson, Tom Calhoun and

Columbiana County HWAP on June 15 to discuss HWAP, and to clean up the waiting list. Even after being cleaned up, the HWAP waiting list is long.

SUMMER CRISIS PROGRAM: HEAP Summer Crisis Program will begin July 1, and run through August 31. We have no official guidelines yet, but were told there was no change to the guidelines; nor have we received a dollar amount for the program. We will pay \$300 towards regulated utilities; \$500 towards unregulated (only towards electric portion of the bill). Residents aged 60+ are eligible to receive services or those with a medical condition (with a doctor's note for an air conditioner, fan or electric payment). PIPP customers are not eligible for any electric payments, but are eligible to receive an air conditioner or fan.

EXPIRING CONTRACTS: The CAC has 12 contracts expiring June 30, which were highlighted on the Combined Analysis Report. Mr. McGlumphy asked Board members how he is to proceed. The Executive Committee may be called in three or four different times to review and approve contracts for submission. Dr. Baber asked if we expect contracts to be different than previous years. Ms. Ferron said, using WIOA as an example, there are still a lot of unknowns. Mr. McGlumphy responded WIOA Youth may be different this year – the CCMEP portion (merging TANF with WIOA dollars into one contract). Services will remain the same – it is a WIOA program and TANF program, but the amount of money will be different.

STRATEGIC PLAN: We received a draft Strategic Plan, and sent it back with our recommendations. The recommendations were incorporated and a new Plan was sent. We are now waiting to hear back from Julia Wise to see what our next step will be. Once we learn, we will follow her advice.

SUPPORTIVE HOUSING PROGRAM: Mr. McGlumphy said, "I am happy to report that we do have a Supportive Housing Program for next year." We and COHHIO are in agreement on how we want to proceed. We are already talking about the 2017 agreement. We may modify the services we provide.

JULY BOT MEETING: The July BOT meeting is currently scheduled for July 13. The CEO, Patty Minto and John Fayak are attending the OACAA Summer Conference; the CEO would like to move the July meeting to July 12.

STAFF SHIRTS: Mike McGlumphy is researching the cost to purchase one or two staff shirts per person, estimated to be approximately \$3,000. He will be working with Patty Minto on the budget. Females will have the option to purchase a shrug instead of shirts. The staff shirts will be paid from the Corporate Fund.

NAME TAGS: When we moved HEAP upstairs, we noticed a lot of foot traffic walking through the building. We need to identify customers from employees. One of the methods discussed was to make visitor badges –we'd waste money making visitor badges that would end up in a trash can. ID badges are being made for all CAC staff.

BACK DOOR: The back door will be locked from 8:45 a.m. to 12:00 p.m. Noon to 1 p.m., it will be open; then locked again from 1:00 p.m. – 4:30 p.m. The CEO is also researching a key pad lock on the back door.

MOTION: Dennis Gorlock moved that the CAC enter into a lease agreement with Teramana for \$600/month (\$2.82/sq ft) to house HWAP material. Ronnie Shockley seconded the motion. Motion unanimously passed.

MOTION: Robert Naylor moved to give Mike McGlumphy approval to sign expiring contracts highlighted on the Combined Analysis Report that was distributed at the Board meeting. Dr. Jim Baber seconded the motion. Motion passed unanimously.

MOTION: Captain Steve Griffin moved that the Board of Trustees meeting scheduled for July 13 be moved to July 12 so that Mike McGlumphy, Patty Minto and John Fayak can attend OACAA's Summer Conference. Betty Ferron seconded the motion. Motion unanimously passed.

There was a lengthy discussion about the staff shirts (approximately 41 employees). Ms. Minto told members when we go to meetings outside the agency, it is nice to wear the shirts to identify the agency. An employee put the suggestion in our Suggestion Box. Mr. Naylor mentioned the shirts were recommended, too, by Phil Cole as a morale booster and included in the management review. A roll call vote was taken (Yea: Dr. James Baber, Dennis Gorlock, Robert Naylor and Carolyn Swearngen; Nay: Betty Ferron, Edward Littlejohn, Ronnie Shockley and Natalie Ulasiewicz; Captain Griffin said his vote depended on the cost of the shirts). Since the roll call vote was equally divided, Mr. McGlumphy recommended tabling the vote on staff shirts until an estimate could be given to Board members.

MOTION: Captain Steve Griffin moved to receive the CEO Report. Edward Littlejohn seconded the motion. Motion passed unanimously.

REPORT OF COMMITTEES:

EXECUTIVE and FINANCE COMMITTEES: The Executive and Finance Committees met on May 26, 2016. Minutes were included in Board members' packets. Discussed during the meeting: CSBG Grant Balance Carryover to CSBG 1617-31 Grant – Revised Budget Amendment in the amount of \$72,820; HWAP Grant Application – Notification Report; and Résumes for CEO.

MOTION: Dr. Baber moved to receive the minutes of the Executive and Finance Committees for May 26, 2016. Dennis Gorlock seconded the motion. Motion passed unanimously.

FINANCE COMMITTEE: A meeting was held on June 6; there was no quorum. Ms. Minto told members the financial reports were included in packets. Credit Card and Gas Expenditures were reviewed by members present.

MOTION: Captain Griffin moved to receive the CFO Report: Balance Sheet – May 2016; Combined Analysis Report – May 2016; and Credit Card and Gas Expenditures. Edward Littlejohn seconded the motion. Motion unanimously passed.

At 12:18 p.m., Natalie Ulasiewicz moved to go into Executive Session to discuss personnel. Motion was seconded by Carolyn Swearngen. Motion passed unanimously.

Natalie Ulasiewicz moved to return to Regular Session at 1:33 p.m. Delores Wiggins, Chairperson, reported during the Executive Session Mike McGlumphy was nominated as Chief Executive Officer.

MOTION: Edward Littlejohn moved to name Michael K. McGlumphy as CEO effective July 1, 2016. Dr. Jim Baber seconded the motion. A roll call vote was taken – YEA: Asantewa Anyabwile, Dr. Jim Baber, Dennis Gorlock, Captain Griffin, Edward Littlejohn, Robert Naylor, Ronnie Shockley, Carolyn Swearingen, Natalie Ulasiewicz and Delores Wiggins. Betty Ferron abstained. Motion passed.

PERSONNEL COMMITTEE: The Personnel Committee met on May 31, 2016. Minutes were included in Board members' packets.

MOTION: Captain Griffin moved to approve the Personnel Committee report. Dennis Gorlock seconded the motion. Motion unanimously passed.

ELECTION OF OFFICERS: The Nominating Committee's slate of officers was recommended at the last meeting:

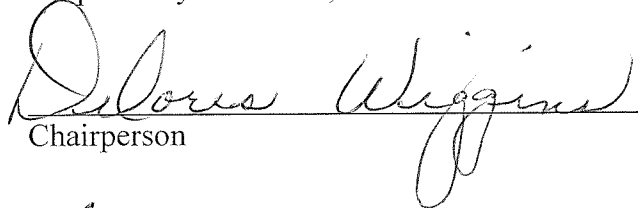
Robert Naylor	Chairperson
Edward Littlejohn	Vice-Chairperson
Asantewa Anyabwile	Secretary
Captain Steve Griffin	Treasurer

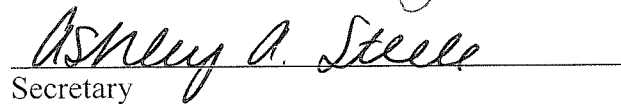
The floor was then opened for nominations from the floor. Dennis Gorlock nominated Delores Wiggins as Vice-Chairperson. Since no other nominations were made from the floor, a motion was made to close the nominations. Ballots were distributed for the election for Vice-Chairperson. After all members cast their ballot, a total of 3 ballots were cast for Delores Wiggins; 6 for Edward Littlejohn. One ballot was not marked. Edward Littlejohn was named Vice-Chairperson. The new Executive Committee will be effective July 1, 2016.

The next meeting will be held on July 12, 2016.

A motion to adjourn was made at 1:41 p.m. by Dr. Baber.

Respectfully submitted,


Chairperson


Secretary

Attached Hereto and Made a Part Hereof:

HWAP Monitor Visit (March 16, 2016) Response and COAD's Transmittal to OCA
HWAP Monitor Visit (April 4, 2016) Report, Response and COAD's Transmittal to OCA
HWAP Monitor Visit (April 26-27, 2016) Report and Response
HEAP Monitor Visit (April 26, 2016) Report and Response
Shelter Plus Care Annual Performance Report (3/1/15 – 2/29/16)
Personnel Report – May 2016
Program Reports
2016 Calendar of Events
List of Contracts Expiring June 30, 2016
Executive and Finance Committee Meeting Minutes (May 26, 2016)
Finance Committee Meeting Packet (June 6, 2016)
Personnel Committee Meeting Minutes (May 31, 2016)