

JEFFERSON COUNTY COMMUNITY ACTION COUNCIL, INC.
BOARD OF TRUSTEES – REGULAR MEETING
July 12, 2016

OFFICERS PRESENT

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

REPRESENTING

Jefferson County Chamber
Sheriff Fred Abdalla
The Salvation Army
LaBelle Neighbors Who Care

MEMBERS PRESENT

Dr. James Baber
Betty Ferron
Dennis Gorlock
Reverend Ashley Steele
Natalie Ulasiwicz

Eastern Gateway Community College
Jefferson County Dept of Job & Fam Svcs
Commissioner Tom Gentile
Urban Mission Ministries
Commissioner Dave Maple

MEMBERS EXCUSED

Mayor Domenick Mucci
Clint Powell
Ronnie Shockley
Carolyn Swearngen
Delores Wiggins

City of Steubenville
Laborers Local Union No. 809
Northeast Jeff Co Food Pantry
Housing & Homeless Coalition of Jeff Co
Commissioner Tom Graham

STAFF PRESENT

Michael McGlumphy, Interim CEO
John Fayak, Deputy Director/Planner
Patricia Minto, CFO
Elaine Petrozzi, Secretary/ROMA Coordinator

The Jefferson County CAC Board of Trustees met for their regular meeting on Tuesday, July 12, 2016. Roll call was taken; a quorum was present and Chairman Robert Naylor presided. The meeting started at 11:38 a.m. Dennis Gorlock read the Mission Statement of the CAC.

APPROVAL OF MINUTES OF PRECEDING MEETING: Captain Steve Griffin moved to approve the minutes of the June 8, 2016 meeting, with a revision to reflect the Approval of Minutes of Preceding Meeting's correct date was May 11, 2016, not June 8. Natalie Ulasiwicz seconded the motion. Roll call vote was taken – Yea: Baber, Ferron, Gorlock, Griffin, Littlejohn, Naylor, Steele, Ulasiwicz; Abstain: Anyabwile. Motion passed.

REPORT OF CEO: Mike McGlumphy requested permission at the last meeting to sign contracts as they came available, and was granted permission by the Board. The following contracts were signed by the CEO:

HEAP SUMMER CRISIS PROGRAM GRANT AGREEMENT: The HEAP Summer Crisis Program Grant Agreement is for the period July 1, 2016 through August 31, 2016 in the amount of \$79,500. The budget for the contract is:

125 A/Cs (@\$119)	\$14,875.00
50 Fans (@\$17.99)	\$899.50
75 Tower Fans @\$29.99	2,249.25
Utility Assistance	<u>61,476.25</u>
	\$79,500.00

It has been working well for us the past few years to contract with M & M Hardware to supply the air conditioners and fans. They store the inventory for us; and we send clients with a voucher to pick up the units. M & M Hardware is on the approved State vendor list.

The following contracts are Workforce Innovation and Opportunity Act: **SERVICE AGREEMENT BETWEEN JCDJFS and JCCAC – Adult and Dislocated Worker, SERVICE AGREEMENT BETWEEN JCDJFS and JCCAC -- CCMEP, SERVICE AGREEMENT BETWEEN HCDJFS and JCCAC – Adult and Dislocated Worker and SERVICE AGREEMENT BETWEEN JCDJFS and JCCAC – CCMEP.** All contracts are for the period July 1, 2016 through June 30, 2017 and include an option for a one year extension through June 30, 2018.

Jefferson County Adult & Disl Worker	\$444,980
Jefferson County CCMEP	888,419
Harrison County Adult & Disl Worker	70,613
Harrison County CCMEP	292,361

HEAP MONITORING REPORT RESPONSE: HEAP Monitoring Report Response for the HEAP monitor visit on April 26 was received. The response states, “OCA staff has reviewed the response and has found it to be acceptable.”

SCSEP PY 2015 COMPLIANCE REVIEW: The SCSEP PY 2015 Compliance Review was conducted June 9. We received a clean review; no response is required. There was a “Best Practice” noted in the report:

This PD, Bunswella Brown, has done an exceptional job with completing documents and maintaining records. It was also very evident that she is on top of the status of all of her participants and works toward their best interests. Her service to SCSEP is admirable.

OFFICE OF HEAD START – ADMINISTRATION FOR CHILDREN AND FAMILIES: The letter dated January 11, 2016 (received via certified mail by the CAC on June 27, 2016) closes out the audit for the period January 1, 2013 through December 31, 2013.

ODSA AUDIT: Ohio Development Services Agency will audit CSBG, HEAP and HWAP programs for the period August 1, 2014 through July 31, 2016. The letter notifies the agency that the auditor will be here September 13, 2016. Mr. McGlumphy told members there were auditors and monitors at the agency today – single agency auditors and WIOA monitors.

PERSONNEL REPORT: The Board received the Personnel Report for June 2016, which shows new hires, resignations, terminations and positions posted for the month. Two Summer Youth Mentors started June 1; an AEP/CAP EPP Auditor was hired June 20. BRN Account Manager and two BRN Account Executives were laid off, as their program ended June 30. A Housing Case Manager was also laid off effective June 30. When our new Housing Grant was submitted, there was a question on staffing and the number of units served. Shelter Plus Care I and Shelter Plus Care II were transferred to Coleman, so the number of units we served was reduced. We had to lay off a Housing Case Manager; we then transferred funding to serve more participants. Postings: We are reviewing applications for two HWAP Crew Members, and will do interviews in the near future. Fiscal Director – the Position Description has been re-written. WIOA Case Manager/Job Center Facilitator applications have been reviewed and interviews are being set up for two vacant positions.

CALENDAR OF EVENTS: A Calendar of Events was included in packets. Due dates for CSBG Standards will be added to the calendar. In July, new officers begin their one-year term and Standing Committee appointees will be named today.

CSBG NEEDS/COMMUNITY ASSESSMENT: CSBG Standard 3.1 requires the CAC to complete a Needs/Community Assessment every 3 years. Surveys have been sent out to agencies, and employees are having clients complete surveys when they meet with them. Mr. McGlumphy also asked Board members to complete a survey so the Board's input is included in the final report.

CSBG STANDARDS: Celeste Krolak, HEAP/CSBG Field Representative, will be here July 25 to monitor our CSBG Standards. The 58 Standards are divided into 9 categories:

- Category 1 Consumer Input & Involvement
- Category 2 Community Engagement
- Category 3 Community Assessment
- Category 4 Organizational Leadership
- Category 5 Board Governance
- Category 6 Strategic Planning
- Category 7 Human Resource Management
- Category 8 Financial Operations and Oversight
- Category 9 Data and Analysis

A spreadsheet of due dates was included in packets and is sorted so that standards needing action are shown at the top of the spreadsheet. The Standards due in July are: Standard 4.6 (*An organization-wide, comprehensive risk assessment has been completed within the past 2 years and reported to the governing board*) – emailed to Board members July 6; Standard 6.1 (*The organization has an agency-wide strategic plan in place that has been approved by the governing board within the past 5 years*) – mailed to BOT members in July packets; Standard 8.9 (*The governing board annually approves an organization-wide budget*) – approved by the Finance Committee at their meeting July 7 and will be addressed by the CFO in her report; and Standard 5.2 (*The organization's governing board has written procedures that document a democratic selection process for low-income board members adequate to assure that they are representative of the low-income community*). IM 82 describes a democratic process of selecting a low-income representative for the Board. Mr. McGlumphy recommended an election at JFK Center or Cathedral Apartments. Ms. Anyabwile suggested posting a notice at Senior Centers (Mingo, Smithfield, Rayland and Toronto) to reach outlying areas. Ms. Ulasiewicz mentioned a Senior Center in Yorkville.

Currently on our board, there is one representative from Bergolz and two from Rayland; the remainder of Board members are from Steubenville. Mr. McGlumphy told members, “No matter what we decide, it needs to be done. We need to get this member appointed; we need to get somebody on board.” Mr. Naylor: “I have to agree with Mike. I think we have a pressing need to get the Board member appointed.” The CEO said when considering a representative from outlying areas, we may have a problem with transportation. “Someone being nominated and not being active is just like not having anybody. They have to be active in what we are trying to accomplish.” If a documented process for Standard 5.2 is not in place for the monitor visit, the agency will be required to respond within 30 days of the monitoring report indicating how the standard will be met and the timeframe for compliance with the standard. A discussion followed outlining a procedure for the CAC to post notices in Rayland, Toronto and JFK for a low-income representative, and that reliable transportation to monthly meetings is required.

A question was asked about the Succession Plan (Standard 4.5 – *The organization has a written succession plan in place for the CEO/ED, approved by the governing board, which contains procedures for covering an emergency/unplanned, short-term absence of 3 months or less, as well as outlines the process for filling a permanent vacancy.*). The agency does have an approved Succession Plan; however, the Board Chairman would like the Executive Committee to meet to review our Plan, review CAPLAW and look at other agencies’ Succession Plans.

CSBG STRATEGIC PLAN: A copy of the Strategic Plan was mailed to Board members in their packets. Some strategies/milestones already completed on the workplans:

- Page 1 Once permanent Director is announced distribute a press release to media.
- Page 2 Update Website.
- Page 3 Secure entrances/exits by installing securing systems or locking doors which only allow employees to enter the facility.
Back door is locked 8:45 – noon; and 1 – 4:30 p.m.
- Page 4 Develop and distribute employee IDs for staff.
We chose not to issue visitor badges, as we felt it would be wasteful since most would end up in the trash. Also during Winter Crisis Program and Summer Crisis Program, it would be hard to control sign in/sign out logs.

As we complete the strategies/milestones, the Board will be informed.

On Page 31 of the Strategic Plan, the poverty rate increased from 13.4% in 2000 to 20% in 2014. Mr. McGlumphy said, “Right now, the unemployment rate in Jefferson County is double digits. That’s not a true number because we also have a population that has given up looking for work.” “I know for a fact that right now we have over 14,000 people on Food Stamps (SNAP Program). The Oil and Gas has slowed down.” Mr. Naylor added we do not have a labor ready workforce, which is one of the seven factors a company looks for if they want to locate into the area. Ms. Anyabwile said with no real industries here, people find there is nothing to do, so a lot of residents turn to drugs. “So when a business does open up, and it’s time to come in and test, they can’t pass the test.” They say they might as well go home and do drugs again. She said this is another factor why the poverty level in this area is so high.

On Page 33 of the Strategic Plan, Ms. Anyabwile said underemployment was not included in the Plan. “If you take the fact of underemployment, that’s why you have people on Food Stamps and

Medicaid...they are barely making it because they are not taking in the fact that people are still under the poverty level in this area because they do not add in those factors in underemployment.” Mr. McGlumphy talked about self-sufficient wages; residents are still dependent on government programs.

Page 38 of the Strategic Plan – Households Receiving SNAP Percent. Ms. Anyabwile said the percentage did not look correct. Mr. Naylor recalculated the percentage – it should be 5.42%.

Page 9 of the Strategic Plan Workplan: *Invitations will be sent out to other agencies and public officials throughout the county to participate in a sharing resources meeting.* Ms. Anyabwile pointed out there is a Community Partners meeting every other month hosted by United Way. Two of our staff members already attend; Mr. McGlumphy will have them share information with other employees of the CAC. The agency is working on an informational postcard to distribute at the Community Partners meeting. He is also going to start giving presentations at Chamber meetings, Community Partners, etc. to advise other agencies what is available at the CAC.

Page 11 of the Strategic Plan Workplan: *Provide direct services in those locations recognizing that it will take at least 3 months of offering services in those locations prior to having regular customer’s access services.* This, too, refers to networking and providing services in the outlying areas via satellite, office, etc. to start broadening the scope of the CAC within the County.

Page 15 of the Strategic Plan Workplan: *Apply for additional funding for bus passes and other transportation opportunities for residents in cooperation with local transit system.* Ms. Anyabwile asked if it was Belmont County that had a program to help residents buy cars. Reverend Ashley Steele talked about a program at Urban Mission where they advertise for donated cars; someone on staff will work on the cars and show people how to maintain the cars (oil change, etc.); Urban Mission will eventually give them a car. She said it is something that could be built on and work out a partnership.

Page 20 of the Strategic Plan Workplan: *Board Training will be held every 2 years, at a minimum, with special emphasis on Standards.* Standard 5.8 states: *Governing board members have been provided with training on their duties and responsibilities within the past 2 years.* According to the Standard and Workplan, training is required every 2 years. When Ms. Minto schedules training opportunities for the agency that would benefit the Board, the information is emailed to Board members. Mr. McGlumphy told members the last Board training was videotaped for new members to view. If we see the need for more training, we will request it.

PROGRAM REPORTS: A copy of reports from all programs was included in packets.

TERMINATION OF HWAP LEASE: A letter for the HWAP rental property was sent to the owner, terminating our lease effective July 31, 2016. We are in the process of preparing a lease for the new garage. The lease includes utilities, etc. for \$600 monthly. We will be able to park all the HWAP vehicles at the garage.

CAC NEWSLETTER: The newsletter is printed on our new letterhead. Our Mission Statement is at the bottom. It is emailed to staff; any staff without email receive a copy of the newsletter from their supervisor.

RISK ASSESSMENT: CSBG Standard 4.6: *An organization-wide, comprehensive risk assessment has been completed within the past 2 years and reported to the governing board.* Members were emailed the Risk Assessment on July 6. A committee will be formed to keep the risk assessment up to date. Committee members to date: John Fayak (Chair), Mike McGlumphy, Elaine Petrozzi and volunteers from programs.

HWAP GRANT APPLICATION: The 2016-2017 HWAP Grant Application attachments were sent from COAD. The tentative amount of the agreement is \$266,536; this amount does not reflect COAD's share. Unit goals for Jefferson County: 27 units. If we receive the grant application before the next meeting, the CEO will call the Executive Committee to approve signing the agreement.

AEP CAP/EPP AUDITOR: Our new AEP CAP/EPP Auditor has completed the training; we are getting a vehicle and supplies together for him.

PHONES: The voicemail at the CAC is down and cannot be repaired. The CEO and John Fayak met with World Radio to locate a new voicemail box to bandaid the voicemail system. Once we get the new box, it will be installed – it may last 3 weeks, or it may last 5 years. We are also getting bids for a new phone system.

AIR CONDITIONING: There are two units on the roof. One is working, but it is not strong enough to keep up with both sides of the building. Our landlord is getting bids for a new compressor and a new unit.

BALSAM TERRACE: WODA did not get their tax abatement. Mr. McGlumphy said if they apply again, we will help. WODA is still interested in putting a housing unit in the Steubenville area.

HWAP: Mr. McGlumphy told members we have an HWAP employee on medical hold. There is not enough staff to weatherize houses. COAD talked to Columbiana and Belmont Counties to help weatherize until we can get back to a full crew. He has a meeting with the new director of Columbiana County CAC to discuss HWAP and Head Start. We have the State's support to get Head Start back.

NEWS: Mr. McGlumphy shared recent news articles with the Board:

June 11	Herald Star	<i>McGlumphy is named new CEO of CAC</i>
June 29	WTOV9	<i>New program offers job training in Harrison County</i>
July 1	Herald Star	<i>Work programs detailed for Jefferson County</i>
July 6	Herald Star	<i>Manufacturing camp for youth July 18-22</i>

PROGRAM PRESENTATION: Lori Hawthorne-Ivkovich, WIOA Director, gave a presentation on CCMEP (Comprehensive Case Management Employment Program). The program was signed into law June 30, 2015; it went into effect July 1, 2016. It provides employment and training services and other supportive services to mandatory and voluntary participants based upon a comprehensive assessment, which will be done by the CAC case managers. The individuals will be contacted every 14 days by case managers. The program will take work ready individuals from Job & Family Services under their OWF Work Readiness Program and bring them to the CAC under

CCMEP; we will work to get the individuals out of the cycle to get them work ready or employment ready and/or training ready. The goal for CCMEP is a seamless program that strategically assists the youth and young adult population to overcome barriers and prepare for work so that they may achieve self-sufficiency through meaningful, long-term employment. The program will serve individuals aged 16-24 from TANF and WIOA programs under a CCMEP umbrella. The WIOA Director will decide which program the individuals fall under. Mandatory participants for the program are low income in-school and out-of-school individuals registered in WIOA and work eligible residents in the OWF (Ohio Works First) Program. We have voluntary participants for OWF; they are not determined to be work eligible. Voluntary participants receive PRC (Prevention/Retention/Contingency). Work readiness participants are required participants. If participants are in the OWF program, they will be required by their OWF case manager to complete 20 hours of work readiness activities (i.e., job searches, GED, etc.) All of our voluntary participants are required to do 20 hours also. OWF participants will be referred to us by the County DJFS (Jefferson and Harrison); referrals will come via email. For each OWF participant who is work ready, the referring agency is required to provide the individual self-sufficiency contract to us. We use their self-sufficiency contract to fill out our paperwork. Once the referral is made and the self-sufficiency contract is received, CCMEP staff members are required to complete program eligibility within seven calendar days. After seven calendar days and within 10 calendar days (including the seven days), CCMEP staff will complete the comprehensive assessment and identify barriers to self-sufficiency and determine the job readiness of program participants. After careful completion of the comprehensive assessment, CCMEP staff will then develop the IOP (Individual Opportunity Plan) and all the participants' barriers will be spelled out. It identifies services and activities that will be provided to overcome barriers.

MOTION: Captain Griffin moved to accept and ratify the HEAP Summer Crisis Program agreement for the period July 1, 2016 through August 31, 2016 in the amount of \$79,500; Service Agreement between Jefferson County DFJS and JCCAC – Adult & Dislocated Worker for the period July 1, 2016 through June 30, 2017 in the amount of \$444,980; Service Agreement between Jefferson County DFJS and JCCAC – CCMEP for the period July 1, 2016 through June 30, 2017 in the amount of \$888,419; Service Agreement between Harrison County DFJS and JCCAC – Adult & Dislocated Worker for the period July 1, 2016 through June 30, 2017 in the amount of \$70,613; and Service Agreement between Harrison County DFJS and JCCAC – CCMEP for the period July 1, 2016 through June 30, 2017 in the amount of \$292,361. Dr. Baber seconded the motion. Motion unanimously passed.

MOTION: Edward Littlejohn moved that the CEO's actions with regard to the termination of the HWAP lease for the facility on Fifth Street be ratified and approved. Captain Steve Griffin seconded the motion. Motion unanimously passed.

MOTION: Edward Littlejohn moved to accept the Strategic Plan with the recommendations from Asantewa Anyabwile. Dr. Jim Baber seconded the motion. Motion passed unanimously.

MOTION: Dr. Baber moved to accept the Risk Assessment. Natalie Ulasiwicz seconded the motion. Motion unanimously passed.

REPORT OF COMMITTEES:

FINANCE COMMITTEE: The CFO told members they received all the financial reports in their packets. The Finance Committee met on July 7, 2016. All reports and vouchers were reviewed. In April, members were given a draft agency-wide budget. The final agency-wide budget was distributed to members in packets.

MOTION: Dr. Baber moved to receive the report of the Finance Committee, minutes of the Finance Committee’s meeting on July 7, 2016, Corporate Fund, Combined Analysis Report – June 2016, Gas Expenditures, and the final agency-wide budget. Edward Littlejohn seconded the motion. Motion unanimously passed.

Ms. Minto told members there was a WIOA fiscal monitor at the agency today, and the single agency auditors were also here finishing some work.

STANDING COMMITTEES: The Board Chairman named the Standing Committees:

EXECUTIVE COMMITTEE	PERSONNEL COMMITTEE	FINANCE COMMITTEE
R. Naylor, Chairman	A. Anyabwile	D. Gorlock
E. Littlejohn, Vice-Chairman	J. Baber	S. Griffin
S. Griffin, Treasurer	R. Naylor	R. Naylor
A. Anyabwile, Secretary	C. Powell	D. Mucci
	N. Ulasiewicz	A. Steele
	D. Wiggins	

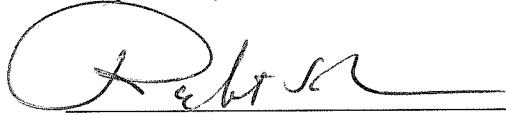
A discussion was held among Board members regarding a personnel matter.

MOTION: Edward Littlejohn moved to go forward with the unemployment appeal on a former employee. Dr. Baber seconded the motion. Motion passed.

The next meeting will be held on August 10, 2016.

A motion to adjourn was made at 1:23 p.m. by Captain Steve Griffin.

Respectfully submitted,



Chairman



Secretary

Attached Hereto and Made a Part Hereof:

Home Energy Assistance Program Summer Crisis Program
Service Agreement between JCDJFS and JCCAC – Adult & D/W
Service Agreement between JCDJFS and JCCAC – CCMEP
Service Agreement between HCDJFS and JCCAC – Adult & D/W
Service Agreement between HCDJFS and JCCAC – CCMEP
HEAP Monitoring Report Response
SCSEP PY 2015 Compliance Review Report
DHHS/ACF Audit Report – January 1-December 31, 2013
ODSA Audit – September 13, 2016
Personnel Report – June 2016
2016 Calendar of Events
CSBG 2016 Needs Assessment – Agency Survey
CSBG Standards
Strategic Plan
Program Reports
JCCAC July 2016 Newsletter
Finance Committee Meeting Packet and Minutes (July 7, 2016)