

JEFFERSON COUNTY COMMUNITY ACTION COUNCIL, INC.
BOARD OF TRUSTEES – REGULAR MEETING
August 10, 2016

OFFICERS PRESENT

Robert Naylor, Chairman
Edward Littlejohn, Vice-Chairman
Asantewa Anyabwile, Secretary

REPRESENTING

Jefferson County Chamber
Sheriff Fred Abdalla
LaBelle Neighbors Who Care

MEMBERS PRESENT

Dr. James Baber
Betty Ferron
Dennis Gorlock
Mayor Domenick Mucci
Reverend Ashley Steele
Natalie Ulasiewicz
Delores Wiggins

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

MEMBERS EXCUSED

Captain Steven Griffin
Clint Powell
Ronnie Shockley
Carolyn Swarengen

The Salvation Army
Laborers Local Union No. 809
Northeast Jeff Co Food Pantry
Housing & Homeless Coalition of Jeff Co

STAFF PRESENT

Michael McGlumphy, CEO
Patricia Minto, CFO
Elaine Petrozzi, Secretary/ROMA Coordinator

The Jefferson County CAC Board of Trustees met for their regular meeting on Wednesday, August 10, 2016. Roll call was taken; a quorum was present and Chairman Robert Naylor presided. The meeting started at 11:41 a.m. Delores Wiggins read the Mission Statement of the CAC. Mr. Naylor then presented Ms. Wiggins with a Certificate of Recognition for her outstanding service as Chairperson of the Board during a very tumultuous time. He added, "Believe me; this piece of paper does not in any way reflect our appreciation for what you have done."

APPROVAL OF MINUTES OF PRECEDING MEETING: Dr. James Baber moved to approve the minutes of the July 12, 2016 meeting as written. Dennis Gorlock seconded the motion. A roll call vote was taken to approve the July 12, 2016 minutes: Yea: Anyabwile, Baber, Ferron, Gorlock, Littlejohn, Naylor, Steele and Ulasiewicz. Abstain: Mucci and Wiggins. Motion passed.

REPORT OF CEO:

CSBG 2016 2nd QUARTER ROMA REPORT: The CSBG 2016 2nd Quarter ROMA Report was sent to members in their monthly packet. Departments work with Accounting to prepare the report which shows their total dollars spent and number of clients served. The report 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 \$75,440.89 in CSBG funds, and \$12,433.30 in United Way dollars to assist a total of 92 customers. Spending was higher than projected; CSBG Community Service Aides met with Administration and were advised to limit monthly spending so funds will last until the end of the year.

BOT MEMBER LIST: An updated Board of Trustee Member List was sent in packets to Board members. The list also included assignments for the Executive, Personnel and Finance Committees.

PERSONNEL REPORT: The Board received the Personnel Report for July 2016, which shows new hires, resignations, terminations and positions posted for the month. Positions Posted on the Personnel Report include: Fiscal Director (through August 5) and HWAP Crew Member (through August 23) – both were posted on our website. A WIOA Case Manager was hired August 1; another WIOA Case Manager hired for Harrison County will start August 15. A HEAP Data Intake Worker transferred to WIOA; a job posting for the HEAP Data Intake Worker is posted through August 12. A WIOA Case Manager was terminated on August 2 due to a violation of agency standards of conduct. A posting for that position is posted through August 25.

CALENDAR OF EVENTS: A Calendar of Events was included in packets. CSBG Standards and BOT member term expiration dates were added to the calendar.

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

CAC NEWSLETTER: The CAC's August Newsletter was included for Board members to read.

CSBG STANDARDS MONITOR VISIT REPORT: Our ODSA Field Representative, Celeste Krolak, monitored our CSBG Standards on July 25th. Of the 58 Standards, we met 56 or 57. Draft Board minutes from June and July meetings need to be signed and sent; a Standard that needs to be met is the low-income representative for the Board. Mr. McGlumphy and Ms. Petrozzi went to Michael Myers Terrace in Toronto to discuss a low-income representative from the housing unit. The housing unit did not yet have a housing council. Residents of the housing unit were going to meet again to elect a council, then select a representative for our Board.

CAC INFORMATION POSTCARD: A draft CAC Information Postcard was distributed to members for review. The CEO's PowerPoint presentation will go hand-in-hand with the information postcard. The presentation includes a description of each program, eligibility criteria and performance data on each program.

MOTION: Edward Littlejohn moved to accept the report of the CEO, including CSBG Quarter 2 2016 ROMA Reports, BOT Member List, Personnel Report – July 2016, Calendar of Events, Program Reports, CAC Newsletter – August, CSBG Standards Monitor Visit Report and CAC Information Postcard. Natalie Ulasiewicz seconded the motion. Motion passed unanimously.

REPORT OF COMMITTEES:

There was a joint Executive and Finance Committee meeting on August 5, 2016. The Executive Committee report will be presented by Mike McGlumphy, and the Finance Committee report will be presented by the CFO.

EXECUTIVE COMMITTEE: Agreements were reviewed by Committee members so the agreements could be submitted.

Agreement between COAD and JCCAC for USF EPP: The Agreement is for the period July 1, 2016 through June 30, 2017 in the amount of \$102,500 to be used for the lightbulb and refrigerator replacement program.

HWAP Budget Revision: The revision shows actual expenditures for the period July 1, 2015 through June 30, 2016. The budget revision reflects total dollars spent in the amount of \$251,843.

HWAP Grant Agreement: The HWAP Grant Agreement for the period July 1, 2016 through June 30, 2017 is in the amount of \$260,900. We estimate completing 27 units during the period.

SCSEP Sponsor Agreement: The Agreement, due August 2, for the period July 1, 2016 through December 31, 2016 is in the amount of \$74,620 and will provide training for 4 participants in Harrison County and 14 in Jefferson County.

Memorandum of Agreement between COAD and JCCAC: The Memorandum of Agreement is for the period July 1, 2016 through June 30, 2017 to provide weatherization services from the following programs: Home Weatherization Assistance Program, Columbia WarmChoice, EPP, AEP CAP, Furnace Replacement Program and Housing Trust Fund Program.

Mr. McGlumphy asked the Executive Committee for permission to sign and submit the above Agreements, and to ratify the actions taken by the CEO.

MOTION: Mr. Naylor asked members if anyone would entertain a motion to approve and ratify the Agreement between COAD and JCCAC for USF EPP Program, for the period July 1, 2016 through June 30, 2017 in the amount of \$102,500; HWAP Budget Revision for the period July 1 2015 through June 30, 2016 for the amount of \$251,843 to reflect actual expenditures; HWAP Grant Agreement for the period July 1, 2016 through June 30, 2017 in the amount of \$260,990 to complete an estimate of 27 units; SCSEP Sponsor Agreement for the period July 1, 2016 through December 31, 2016 in the amount of \$74,620, and the Memorandum of Agreement between COAD and JCCAC. Dennis Gorlock made a motion to approve and ratify the actions taken by the Executive Committee and/or the CEO in connection with the contracts/agreements. Dr. James Baber seconded the motion. Motion passed unanimously.

FINANCE COMMITTEE: Financial Reports were mailed to BOT members in their monthly packets and reviewed by Committee members.

Audit Bids: The Executive and Finance Committees opened three Audit RFPs received by the agency. Each RFP was scored. Members recommended using the same auditing firm, Zeno, Pockl, Lilly and Copeland, for 2016 with an option of a 4-year extension. Reverend Ashley Steele asked if the firm had a policy regarding rotating the partner auditing the agency. Ms. Minto said the firm has changed personnel. It takes approximately 310 hours to audit the agency. The firm has used the same people the last two years, but there were different auditors prior to that. Currently, Mike Zeno is the representative for our agency. Five workers visited the agency the first week; 3, the second; then 6 or 7 workers after that.

MOTION: Mayor Domenick Mucci moved to accept the Finance Committee report, as well as the engagement of Zeno, Pockl, Lilly and Copeland as the auditor for Jefferson County CAC consistent with the terms of the RFP that was submitted and responded to. Delores Wiggins seconded the motion. Motion unanimously passed.

Ms. Minto told members the HWAP Grant Application is due Monday, July 15; we are in the process of finishing the application. She will send a copy of the budget to BOT members. If changes are needed, she can do a budget revision.

UNFINISHED BUSINESS:

PERSONNEL POLICIES AND PROCEDURES HANDBOOK: Mr. McGlumphy asked for a motion to approve the existing Personnel Policies and Procedures Handbook. The manual was reviewed by Mr. Naylor in April; however, we neglected to get a motion from the Board. The Personnel Committee will start meeting to review the policies. Members of the Personnel Committee are: A. Anyabwile, J. Baber, R. Naylor, C. Powell, N. Ulasiewicz and D. Wiggins. Ms. Ulasiewicz told members during a CAPLAW webinar attended by Robert and Natalie, the webinar hosts told agencies to not make policies too broad and detailed. For example, our whistleblower policy is 2 ½ pages; CAPLAW's sample is only 1 page. Mr. McGlumphy said we will be using a lot of CAPLAW's information.

MOTION: Dennis Gorlock moved to approve the existing Personnel Policies and Procedures Handbook. Natalie Ulasiewicz seconded the motion. Asantewa Anyabwile voted Nay. Motion passed.

STAFF SHIRTS: Mr. McGlumphy said the original quote was about \$3,000; after researching other companies (N.C. Sports, Embroider Me, Stuff with Attitude, Total Sports Connection, Wintersville Trophy Shop, Target Sport Shop and Rob's Special Ts), he received a bid of \$1,755 for 90 shirts from 4Imprint.com, which is approximately \$19.50 per shirt. He passed around sample shirts for the members to see the quality of the shirts from 4Imprint. Mr. Naylor reminded Board members during the Management Review, morale boosters were mentioned. After a lengthy discussion, it was decided that each employee be given two shirts (any combination of long sleeve, short sleeve or sweater). It was suggested that the agency check with Nelson Fine Art and Gifts in Steubenville. Staff will be given the opportunity to purchase additional shirts at the price of \$19.50. Various colors are available.

MOTION: Natalie Ulasiewicz moved to approve the purchase of two shirts per employee (employees' choice of long sleeves, short sleeves or sweater), subject to getting a bid from Nelson Fine Art and Gifts. Betty Ferron seconded the motion. Mr. Littlejohn added the agency is to go

forward with the best offer after receiving the bid from Nelson Fine Art and Gifts. Motion passed unanimously.

NEW BUSINESS:

PHONE REPLACEMENT: The CEO said, “This has been a very exciting month. The air conditioner broke; the elevator broke; and the phones broke. The air conditioner is fixed; the elevator is fixed; the phones are not fixed.” We tried a band-aid for the phones, which did not work – our phones are so old that the software would not upload to fix them. “There is no way of getting our voicemail fixed; so it is time to start looking at replacing phones.” We received bids for the replacement of our phone system:

Cloud (Everything is maintained in the cloud; however, there is no maintenance included. Also, with anything “cloud,” it will cost us a lot more because our existing switches, hubs and routers will not handle a cloud-based phone system. It also comes through the internet, which will degrade our internet in the building). World Radio said this building would not support a cloud-based system. The cost is \$5,699 up front, with a recurring cost of \$1,497.

\$6,725 up front for one year. The company did not specify what would happen the following year. Mr. McGlumphy rejected this bid.

Two local companies gave bids on “plug and play,” using the existing wire. Both bids will replace all the phones. One bid was \$16,760; one was \$19,469. Both were rejected – they were too much money.

Mr. McGlumphy asked the companies about lease options. One company’s lease option was for 5 years with a \$1 buyout at the end of the lease period. We would own the equipment at the end of the lease. The other company’s bid was \$1 buyout for \$429.30/month for 60 months. One company has a 3 year lease for \$654.77/month, then a \$1 buyout after 3 years. The lowest bid is a 3 year lease through World Radio Telecommunications. WRT will set everything up. There is a 5 year warranty, and a year of free maintenance. The CEO’s recommendation is the 3 year lease for \$654.77/month, which replaces all the phones with 10 button phones. The cost will be shared by all programs. If we move buildings, “we unplug everything and we move it with us.” Phone numbers and extensions remain the same, and the replacement system allows for expansion up to 100 phones. It will take about 2 weeks for the lease to be approved; and the CEO told WRT he wants the system replaced within 30 days.

MOTION: Mayor Mucci moved to accept the bid from World Radio Telecommunications for a 3-year lease at the rate of \$654.77 per month with a \$1 buyout at the end of 36 months to replace the existing phone system. Delores Wiggins seconded the motion. Motion passed unanimously.

HEAP ADMIN/OPERATING GRANT: We received an email from ODSA on August 8 with HEAP Admin/Operating Grant Application instructions. The Application is due August 22 for the grant period September 1, 2016 through August 31, 2017 in the amount of \$227,952. The amount is up from \$199,900 in order to install an IVR system for HEAP appointments.

MOTION: Delores Wiggins made a motion to give Mike McGlumphy the authority to take any and all actions necessary in connection with the HEAP Admin/Operating Grant Application. Dr. Baber seconded the motion. Motion unanimously passed.

FISCAL DIRECTOR: Mr. McGlumphy discussed with the Board members the Fiscal Director position. He previously discussed the matter at the August 5, 2016 Executive and Finance Committee meeting, but wanted the full Board's opinion. Mr. McGlumphy told members the position had been advertised five times; and while there were numerous applicants, there is only one applicant the CEO and CFO feel is a good fit for the agency. A lengthy discussion followed regarding the potential candidate.

MOTION: Reverend Ashley Steele moved that the Fiscal Director position be re-advertised at the rate of \$28.50. Once the position has been re-advertised and applications reviewed, Mike McGlumphy has the authority to hire the most qualified applicant. The applicant would start at \$27.50; once the probationary period is successfully completed, the rate of pay would increase to \$28.50. The motion was seconded by Edward Littlejohn. Motion passed unanimously.

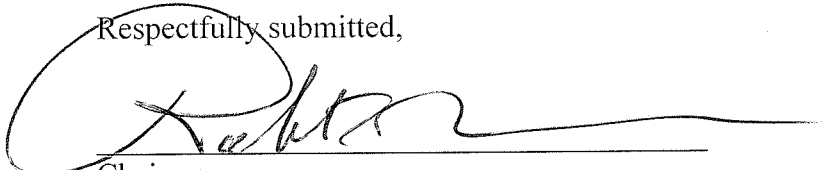
MEETING DAY: Mr. McGlumphy would like to move the meeting day to the third Wednesday of the month. It will allow us more time to prepare monthly reports.

MOTION: Edward Littlejohn moved to change the Board of Trustees meetings to the third Wednesday of each month. Dr. Baber seconded the motion. Motion unanimously passed.

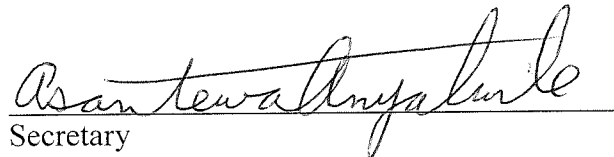
Mr. Naylor told Board members everyone received a copy of the Strategic Plan, which has a lot of valuable information contained in it. However, he would like each Board member to submit their own list of areas where they would like to see change. Elaine will compile the list, which will be presented to the Senior Executive Team (Mike McGlumphy, John Fayak, Patty Minto, Tammie Lewis and Elaine Petrozzi). He suggested a short workshop in the future to go over the list "so we can start to put some Board goals in place." The lists are due to Elaine by the end of the month.

A motion to adjourn was made at 1:05 p.m. by Dr. Baber.

Respectfully submitted,



Chairman



Secretary

Attached Hereto and Made a Part Hereof:

CSBG Quarter 2 2016 ROMA Reports
BOT Member List
Personnel Report – July 2016
2016 Calendar of Events
Program Reports
JCCAC August 2016 Newsletter
Executive and Finance Committee Meeting Packet (August 5, 2016)