

JEFFERSON COUNTY COMMUNITY ACTION COUNCIL, INC.
BOARD OF TRUSTEES – REGULAR MEETING
September 21, 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
Mayor Domenick Mucci
George Scott
Ronnie Shockley
Reverend Ashley Steele
Delores Wiggins

Eastern Gateway Community College
Jefferson County Dept of Job & Fam Svcs
City of Steubenville
Michael Myers Terrace Resident Council
Northeast Jeff Co Food Pantry
Urban Mission Ministries
Commissioner Tom Graham

MEMBERS EXCUSED

Dennis Gorlock
Captain Steven Griffin
Clint Powell
Carolyn Swearengen
Natalie Ulasiewicz

Commissioner Tom Gentile
The Salvation Army
Laborers Local Union No. 809
Housing & Homeless Coalition of Jeff Co
Commissioner Dave Maple

STAFF PRESENT

Michael McGlumphy, CEO
John Fayak, Deputy Director/Planner
Elaine Petrozzi, Secretary/ROMA Coordinator
Jamie Blanchard, Housing Case Manager
Bunswella Brown, SCSEP Employment Specialist
Robyn Gillette, HEAP Director
Lori Hawthorne-Ivkovich, WIOA Director
Kevin Jarrett, AEP CAP/EPP Auditor
Trudy Lash, HWAP Office Manager
Lewis Thompson, HWAP Coordinator
Heather Westling, Emergency Services
Patricia Minto, CFO

The Jefferson County CAC Board of Trustees met for their regular meeting on Wednesday, September 21, 2016. Roll call was taken; a quorum was present and Chairman Robert Naylor presided. The meeting started at 11:40 a.m. Mike McGlumphy welcomed George Scott, our newest member of the Board. Mr. Scott represents Michael Myers Terrace Resident Council in Toronto. The CEO told the Board we had a full Board for one week; Carolyn Swearengen has verbally resigned from the Board (we are waiting for the official notification). We will start the process to find a replacement. The Chairman asked George Scott to read the Mission Statement.

APPROVAL OF MINUTES OF PRECEDING MEETING: Mayor Mucci moved to approve the minutes of the August 10, 2016 meeting as written. Dr. Jim Baber seconded the motion. Motion passed unanimously.

REPORT OF COMMITTEES:

FINANCE COMMITTEE (September 16, 2016) and REPORT OF CFO: Patty sent a copy of the draft Audit by mail or email to all members. Mayor Mucci, Reverend Ashley Steele and Robert Naylor were present to hear the Audit Report presented by Mike Zeno, the auditor for fiscal year 2015 at the September 16, 2016 Finance Committee meeting. The minutes from the August 5 Executive and Finance Committees meeting, and the minutes from the September 16 Finance Committee meeting were distributed to members. At the September 16 Finance Committee meeting, Mr. Zeno went through the Audit with the Committee members and explained how he conducts the audit. There were no findings or questionable costs, and Mr. Zeno reported it was a “good audit. No findings.” The financial reports were also discussed (Combined Analysis Report, Corporate Fund, Balance Sheet, Credit Card and Gas Expenditures). The Mayor reminded members the agenda from the September 16, 2016 Finance Committee meeting had August 16 instead of September 16 as the date. Ms. Minto thanked him for pointing out her mistake on the agenda. She told members we were charged a \$75 finance charge on the BP gasoline card. The Accounts Payable clerk checked into the \$75 fee -- BP has a drop-off box; she explained to them we have never had a problem in the past, so they waived the finance charge and will credit our account. Ms. Minto told members ODSA recently audited HEAP, HWAP and CSBG programs for the period August 1, 2014 through July 31, 2016 – there were no findings or questionable costs. The report will be sent in approximately 2-3 weeks.

MOTION: Mayor Mucci moved to accept the report of the CFO, including the financial reports: Combined Analysis Report – August 2016, Balance Sheet – August 2016, Corporate Fund and Credit Card and Gas Expenditures August 1 – 31, 2016, with the date correction noted on the September 16 Finance Committee Agenda. Ronnie Shockley seconded the motion. Motion passed unanimously.

Mayor Mucci suggested the minutes from the August 5 and September 16 Finance Committee meetings be accepted by the Finance Committee at their next meeting, since all Board members were not in attendance at the Finance Committee meetings. Chairman Naylor agreed.

NEW BUSINESS: Mr. Naylor told members, “The Finance Committee voted and did not think it was an appropriate use of Mr. Zeno’s time or the Board’s time to have him come and answer questions about the audit report. Any committee meeting that is had is open to any member of the Board of Trustees, so we believe it was appropriate and it was a unanimous vote not to have Mr. Zeno come. If there are questions, I’m sure that we can compile those questions and submit those to Mr. Zeno.” He said Mr. Zeno will answer questions in a very clear and direct manner.

REPORT OF CEO:

REVISED JOB DESCRIPTION (HEAP DATA ENTRY INTAKE/OUTREACH AIDE): Mr. McGlumphy explained to members the HEAP Data Entry Intake/Outreach Aide job description was revised: applicants must possess and maintain a valid Driver License and dependable transportation; and submit to and pass a BCI&I and FBI background check. The revised job description was emailed to the Personnel Committee and included in Board packets for review.

PERSONNEL REPORT: The Board received the Personnel Report for August 2016, which shows new hires, resignations, terminations and positions posted for the month. On this month's Personnel Report: New Hires: WIOA Case Manager – Jefferson County; WIOA Case Manager (transferred from HEAP); WIOA Case Manager – Harrison County, HEAP Data Entry Intake/Outreach Aide and HWAP Crew Member. A WIOA Case Manager resigned; and a WIOA Case Manager was terminated. Positions Posted: HWAP Crew Member (through 8/5; reposted through 9/15); HEAP Data Entry Intake/Outreach Aide (posted through 8/12); WIOA Case Manager (posted through 8/18) and Fiscal Director (through August 25). In addition to the report, three WIOA Youth are working as HWAP Crew Members through the CCMEP Work Experience program. Ms. Anyabwile asked “when can we have a chance to go over the job description,” as she has a lot she wanted to add to the HEAP Data Entry Intake/Outreach Aide job description. Mr. McGlumphy sent an email yesterday asking the Personnel Committee the best time and day to meet to discuss how to proceed with job descriptions and the Personnel Policies & Procedures Handbook. Since all Personnel Committee members were not in attendance today, Mr. Naylor suggested arranging a meeting time by correspondence. Ms. Anyabwile said she did not want the revised HEAP Data Entry Intake/Outreach Aide job description to go out before the Personnel Committee met. Mr. McGlumphy said if an employee does home visits, the Driver License and background checks have to be on the job description. Mr. McGlumphy asked the job description be approved “as we have it, with the understanding that we are going to revisit it and make other changes.”

MOTION: Delores Wiggins moved to provisionally accept the revised job description, HEAP Data Entry Intake/Outreach Aide, which as with any job description, is subject to further and subsequent review. Mayor Mucci seconded the motion. Asantewa Anyabwile voted Nay. Motion passed.

BOT 2016 REVISED MEETING SCHEDULE: At last month's meeting, the Board voted to change the meeting date to the third Wednesday of each month. The new schedule was mailed in members' packets; the website has been updated.

OMJ JOB FAIR: The OhioMeansJobs Jefferson County Job Fair was September 14, 11 a.m. to 3 p.m. at Ft. Steuben Mall. Preliminary numbers indicate 76 businesses and 366 job seekers were in attendance. We believe there were more job seekers – 500 raffle tickets were distributed. Mr. McGlumphy said, “This is the best job fair that we've had to date!” He commended the WIOA Department and Lori Hawthorne-Ivkovich on a great job. Businesses and employers were listed on the back of the flyer.

JCCAC SEPTEMBER 2016 NEWSLETTER: The CAC's September Newsletter was included in packets for Board members to read.

CALENDAR OF EVENTS: A Calendar of Events was included in packets. CSBG Standards 8.2, 8.3 and 8.4 (Audit) were completed today. Standard 8.6 (The IRS Form 990 is completed annually and made available to the governing board for review) – as soon as we get the final Audit, the IRS Form 990 will be completed. Standard 9.3 (The organization has presented to the governing board for review or action, at least within the past 12 months, an analysis of the agency’s outcomes and any operational or strategic program adjustments and improvements identified as necessary) was addressed in the next page of the packet. The CEO told members Standard 9.3 is “almost an ongoing effort.” We have monthly Finance Committee reports that are reported to the full Board. Mr. McGlumphy said he made a change, which you will see shortly, to the program reports – this also will fulfill the requirement of Standard 9.3.

STRATEGIC PLAN WORKPLANS UPDATE: We are making progress on completing the Strategic Plan Workplans. A description of action taken to complete the strategies/milestones was listed on the Strategic Plan Workplans update.

FIRST CONTRACT AMENDMENT TO THE CONTRACT BETWEEN BELMONT COUNTY DJFS AND JCCAC: The Amendment for OH-29 – coal grant – increases the current contract by \$833,750, for a total of \$1,500,000. The grant serves dislocated coal miners and coal related layoffs. In total, this was a \$2,000,000 grant requested by the workforce investment area; \$400,000 is for Belmont County; \$100,000 to the State of Ohio (operating costs). The remainder is for Jefferson County to operate the grant in the 14-county footprint, which may be expanded as needed.

MOTION: Edward Littlejohn moved to approve the First Contract Amendment to the Contract between Belmont County DJFS and JCCAC, which increases the amount of the grant by \$833,750, for a total of \$1,500,000 to Jefferson County. Mayor Mucci seconded the motion. Motion passed unanimously.

BOT MEMBER LIST: An updated Board of Trustee Member List was sent in packets to Board members and includes George Scott, our newest member of the Board of Trustees

ELECTRONIC PACKETS: Mr. McGlumphy said he had a request to take into consideration electronic packets for the Board meetings. The Board decided they would like the distribution of packets electronically, with packets mailed to those without email.

MOTION: Betty Ferron moved that Board of Trustees packets be distributed electronically, with Mr. Naylor adding “subject to the limitations of privacy for any personnel matters.” For those without email, the packets will continue to be mailed. Personnel matters will not be emailed. Dr. Baber seconded the motion. Motion passed unanimously.

On October 14, an HWAP Fiscal Monitor will be here.

PROGRAM REPORTS and PRESENTATION: Mr. McGlumphy modified the program reports to include the prior year, year to date and last month’s figures. He said, “Families being served, numbers of participants being served are just as important as the funding we are spending and using.” He also went through the PowerPoint that will be presented to the county, showing what the CAC is doing. Program Directors will now be attending Board meetings to answer program questions. The PowerPoint outlines all the CAC programs, and our 2015 productivity as we

reported it to give the community an understanding of what the CAC is doing. The informational postcards are being printed and will be distributed at the same time the PowerPoint is presented. "I want to start moving forward on this project because I think it is very important for us to start highlighting the successes of the CAC out in the community." The PowerPoint will be emailed to Board members.

Program Directors introduced themselves to Board members: Kevin Jarrett, EPP/AEP CAP; Jamie Blanchard, Cathedral Apartments, Supportive Housing Program, HCRP – Eviction Prevention and Toronto CHIP; Heather Westling, Emergency Services – Emergency Medical, Food, Water Disconnects and Rental; Robyn Gillette, HEAP Program Director – Winter Crisis, Summer Crisis and PIPP Plus; Trudy Lash, HWAP Office Manager; Lewis Thompson, HWAP Coordinator; and Lori Hawthorne-Ivkovich, WIOA/Job Center Director for Jefferson County and Harrison County. The CEO told members, "The individuals sitting on the back wall are the reason my transition has been so easy."

A question was raised about the meeting dates in November and December. Board members were asked if they would be available November 16 and December 21 for Board meetings. From their responses, it was decided to keep the dates as is.

MOTION: Mayor Mucci moved to accept the report of the CEO, including Revised Job Description for HEAP Data Entry Intake/Outreach Aide, Personnel Report – August 2016, BOT 2016 Revised Meeting Schedule, OMJ Job Fair Flyer, JCCAC September 2016 Newsletter, Calendar of Events, Strategic Plan Workplans Update, Update for Standard 9.3, First Contract Amendment to the Contract between Belmont County DJFS and JCCAC, Updated BOT Member List, Electronic Packets and Program Reports and Presentation. Dr. Baber seconded the motion. Motion passed unanimously.

At the last meeting, Mr. Naylor asked Board members to submit their ideas, thoughts, etc. where "you think we should move the agency." To date, Elaine has not received any responses from Board members. He asked members to look over the program report, PowerPoint, as well as the Strategic Plan and the RFP for Auditors to give them ideas.

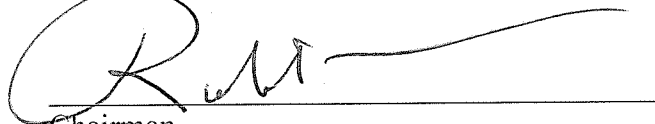
A motion was made by Ronnie Shockley to move into Executive Session at 12:34 p.m. to discuss a personnel matter. The motion was seconded by Edward Littlejohn. Motion passed unanimously. A motion was made to return to regular session at 12:59 p.m. During the Executive Session, the Emergency Food and Shelter Program was discussed.

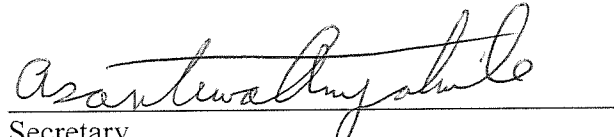
Mr. Shockley was disappointed he was not notified the EFSP Local Board was taking applications for EFSP Phase 33. He told Board members they do not receive newspapers where he lives, nor do they watch television. He said, "How many people watch the news? Not very many of them do, and then some do." In the future, he would like to be notified, as a courtesy, when EFSP is accepting applications for funding via telephone call, letter or email. He said, "Grants are very important for our community; it's very important for us." After a discussion, it was decided to put together a "vendor list" to notify past recipients of EFSP funding. Although the funding awards have been made, Mr. McGlumphy said we would contact the National Board to see if we could reallocate funds to Northeast Jefferson County Food Pantry, then contact the Local Board to see if they are in agreement with a reallocation. If it is approved by the Local Board and legal through the

National Board, Mr. McGlumphy will reallocate some of CAC's funds to the Northeast Jefferson County Food Pantry.

A motion to adjourn was made at 1:20 p.m. by Ronnie Shockley.

Respectfully submitted,


Chairman


Secretary

Attached Hereto and Made a Part Hereof:

Revised Job Description – HEAP Data Entry Intake/Outreach Aide
Personnel Report – August 2016
BOT 2016 Revised Meeting Schedule
OMJ Job Fair Flyer
JCCAC September 2016 Newsletter
Calendar of Events
Strategic Plan Workplans Update
First Contract Amendment to the Contract between Belmont County DJFS and JCCAC
BOT Member List
Program Reports
Executive and Finance Committee Meeting Minutes (August 5, 2016)
Finance Committee Meeting Minutes and Packet (September 16, 2016)