

JEFFERSON COUNTY COMMUNITY ACTION COUNCIL, INC.
BOARD OF TRUSTEES – REGULAR MEETING
October 19, 2016

OFFICERS PRESENT

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

REPRESENTING

Jefferson County Chamber
Sheriff Fred Abdalla
The Salvation Army

MEMBERS PRESENT

Dr. James Baber
Betty Ferron
Mayor Domenick Mucci
Natalie Ulasiewicz
Delores Wiggins

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

MEMBERS EXCUSED

Asantewa Anyabwile
Dennis Gorlock
Clint Powell
George Scott
Ronnie Shockley
Reverend Ashley Steele

LaBelle Neighbors Who Care
Commissioner Tom Gentile
Laborers Local Union No. 809
Michael Myers Terrace Resident Council
Northeast Jeff Co Food Pantry
Urban Mission Ministries

OTHERS PRESENT

Cathy Moro

Jeff Co Coalition on Housing & Homelessness

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
Tina Roberts, WIOA Adult & Disl Worker and Special Grants Coordinator
Heather Westling, Emergency Services
Patricia Minto, CFO

The Jefferson County CAC Board of Trustees met for their regular meeting on Wednesday, October 19, 2016. Roll call was taken; a quorum was present and Chairman Robert Naylor presided. The meeting started at 11:36 a.m. The Chairman welcomed Cathy Moro, who replaced Carolyn Swearengen as representative for the Jefferson County Coalition on Housing & Homelessness, effective November 2016; Ms. Moro read the CAC Mission Statement.

APPROVAL OF MINUTES OF PRECEDING MEETING: Mr. Naylor had a slight modification for the September 21 meeting minutes. On Page 5, second to last paragraph regarding a motion by Ronnie Shockley to move into Executive Session, he said: "I believe at that time, I said that you cannot -- under Ohio law -- move into Executive Session for a personnel matter. That is correct. And I believe, also, at the time the motion was modified to say we were going to consider the grant with regard to the Northeast Jefferson County Food Pantry. But it was a different grant. And at that time, I believe Mayor Mucci also said correctly that it may not be an appropriate matter for Executive Session." Although the situation was rectified, "it probably wasn't a proper subject for discussion or a proper matter to be considered in Executive Session. I would like to have the minutes reflect that we did not go into Executive Session for a personnel matter, but I would like them to reflect that we went into Executive Session regarding the Emergency Food and Shelter Program." "We have to be very mindful if we are going into Executive Session. I am also uncertain after doing some very brief research whether we are even subject to the Ohio meetings act. But as such, and given the past practice of this Board's going into Executive Session, I think that we need to be very mindful of the Statute, the Ohio Revised Code, and we also need to be very mindful of how we can discuss things in the open so we can have collaboration, cooperation and a fair exchange in the marketplace of ideas."

MOTION: Delores Wiggins moved to modify the minutes of the September 21, 2016 meeting to reflect the matter for which the Board moved into Executive Session was not a personnel matter, but a matter regarding the Emergency Food and Shelter Program. Dr. Jim Baber seconded the motion. Natalie Ulasiewicz abstained. Motion passed.

Mayor Mucci agreed with Mr. Naylor's interpretation of the Ohio Revised Code regarding moving into Executive Session, and added, "It's probably a gray area because we are a corporation, a non-profit corporation. So sometimes we're not subject to the rules and regulations under the Ohio Revised Code; however, what puts us over the top is that we are talking about taxpayers' money -- grant money -- and I believe that's the section where we would have to follow the Sunshine Laws of the State of Ohio."

There was more discussion regarding the agency following the Sunshine Laws, and for what matters the Board would go into Executive Session. Natalie Ulasiewicz said even for personnel matters, there are only specific personnel matters where you can go into Executive Session.

MOTION: Captain Griffin moved to accept the minutes of September 21, 2016 as amended. Mayor Mucci seconded the motion. Natalie Ulasiewicz abstained. Motion passed.

CORRESPONDENCE: We received a letter from Ohio Development Services Agency dated October 5, 2016, regarding the financial/compliance audit of grants. The audit date was July 31, 2016 for the period August 1, 2014 through July 31, 2016. The following paragraphs from the letter summarize the results of the audit:

There were no recommendations on internal accounting controls or compliance citations included in this report which requires a response from the Jefferson County Community Action Council.

We have, therefore, closed this audit.

Also, we received a letter from Carolyn Swearingen resigning from the Board due to the demands of her position with Jefferson Metropolitan Housing Authority, effective October 12, 2016.

MOTION: Mayor Mucci moved to approve the results of the ODSA audit for the period August 1, 2014 through July 31, 2016. Edward Littlejohn seconded the motion. Motion passed unanimously.

REPORT OF CEO:

HOME WEATHERIZATION ASSISTANCE PROGRAM GRANT AGREEMENT: Mr. McGlumphy told members at the August 5 Executive and Finance Committee meeting, he was given the authority to continue into negotiations for the HWAP agreement. Mr. McGlumphy told members while he was attending a COAD meeting, Ms. Minto noticed an error to the DOE and HHS amounts. All agencies' agreements were corrected, and COAD asked agencies to sign the agreements while they were in attendance at the meeting. The Agreement is for the period July 1, 2016 through June 30, 2017, in the amount of \$260,990. We projected completing 28 units.

COMMUNITY NEEDS ASSESSMENT: The agency is required to complete a Community Needs Assessment every 3 years. A copy of the Community Assessment was emailed to all members for their review prior to the Board meeting. The Assessment satisfies CSBG Standards 1.2, 2.2 and 3.1 through 3.5. Surveys were completed by clients of all programs. Mr. McGlumphy said, "Three things the people wanted – and these are all low income people who come through our programs – were a job, a better paying job, or education to get a job. That seemed to be the reoccurring theme. What I was pleased about is we do have programs in place here to do that. We just have to figure out how to get the word out to the individuals to make it happen." He said the postcard with our programs will help with communicating with the public. Mr. McGlumphy will get in touch with the Chamber and other agencies to give presentations on programs our agency offers.

PERSONNEL REPORT: The Board received the Personnel Report for September 2016, which shows new hires, resignations, terminations and positions posted for the month. On this month's Personnel Report, an HWAP Crew Member was terminated on September 26; he exhausted his leave time (he was off 26 weeks), did not follow the procedures outlined in the Personnel Policies & Procedures Handbook, nor did he provide supportive medical documentation. Fiscal Director was reposted through October 18; we have not received any responses so far.

CALENDAR OF EVENTS: A Calendar of Events was included in packets. CSBG Standards 1.2, 2.2 and 3.1 through 3.5 were completed today. Standard 8.6 (*The IRS Form 990 is completed annually and made available to the governing board for review*) – Ms. Minto will contact the auditor for an update on when the IRS Form 990 will be completed. The CEO has three appointments set up with insurance companies to discuss employee insurance.

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

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

PROGRAM REPORTS: Mr. McGlumphy reported HEAP served 1,635 customers last year; we expect to exceed that number as we now have four intake workers. During the Winter Crisis Program, we expect each intake worker to serve 12 customers per day. There has been one HWAP unit completed since the start of the grant. We have a manning issue that the CEO is trying to rectify. He does not want to send someone without training into houses, but there is a backlog in training at COAD. “I’m caught right in the middle of this trying to figure it out. What we have been doing is utilizing Columbiana County and Belmont County to do weatherization. They just completed one house and they are starting on another house; however, we are sending our crew out there to learn from them.” Mr. McGlumphy is pleased with the progression of the AEP CAP program. We still have not heard the future of SCSEP. We know that no one has bid on the contract; SSA may end up with the contract by default – that will leave everything as it is now. The SCSEP participants will work 16 hours per week until December 12. The Housing Program is doing great; things are starting to turn around. He and Jamie are working to clean up issues at Cathedral Apartments. Rules are now being enforced where they were not in the past. When needed, evictions are being done so that the population will include residents who follow the rules. In the WIOA Program, CCMEP is doing great. Tina Roberts told members yesterday she met with Acero Junction, Inc., the company taking over the Mingo Junction plant. They will be hiring 170 people in two phases. The jobs include maintenance, general labor, CDL, heavy equipment operators and train operators. They will definitely hire 90 people by November 30. All job orders will be posted through OhioMeansJobs, and WIOA will screen résumés; however, all résumés received will be forwarded to Acero Junction. Mr. McGlumphy said we may meet with them again for incumbent worker training.

MOTION: Dr. Baber moved to affirm and ratify the actions of the CEO regarding the Home Weatherization Assistance Program Grant Agreement for the period July 1, 2016 through June 30, 2017 in the amount of \$260,990. Mayor Domenick Mucci seconded the motion. Motion passed unanimously.

MOTION: Mayor Mucci moved to accept the report of the CEO, including the Personnel Report – September 2016, Calendar of Events, Updated BOT Member List, JCCAC October 2016 Newsletter and Program Report. Natalie Ulasiewicz seconded the motion. Motion passed unanimously.

MOTION: Betty Ferron moved to accept the Community Needs Assessment as presented, which is required by CSBG Standards 1.2, 2.2 and 3.1 - 3.5. Mayor Mucci seconded the motion. Motion passed unanimously.

REPORT OF COMMITTEES:

PERSONNEL COMMITTEE (October 4, 2016): The Personnel Committee (Robert Naylor, Asantewa Anyabwile, Clint Powell, Natalie Ulasiewicz and Delores Wiggins) met on October 4 to discuss job descriptions, and how much the Board wants to get involved in the day-to-day activities of the agency. Mr. Naylor reminded the Committee members, “We had training back in January; and the training was very clear, and the Ohio Revised Code is very clear that the Board of Trustees has two functions. The first function is to hire the Executive Director; the second function is to oversee -- the general oversight of the agency...however, if we start getting into the Board going through and approving certain job descriptions, I don’t know how that is going to affect what our

function is and I think it is in opposition to our function.” Mr. Naylor contacted Julia Wise who said the Board should not be approving, or the Personnel Committee should not be approving, the job descriptions; but, the better practice is for the agency to present a report to the Personnel Committee, then present the report to the whole Board for subsequent approval. The Personnel Committee would like Tammie to take educational opportunities. Mr. Naylor checked into Franciscan University and EGCC -- there is no HR program offered at Franciscan University; EGCC has an associate’s degree that will transfer to a four year university. Ms. Minto told the Board she, Mike and Tammie just attended a two-day HR and fiscal training conference hosted by OACAA (unfortunately, this particular training did not offer CEUs). The gentleman who spoke the first day was an attorney, and had a background in human resources. He gave examples and provided a website address with resources the agency can use. He also gave “buzz” words to put into your policies, and what not to put in your policies. When we learn of any other human resources training, Tammie will attend. Natalie Ulasiewicz reminded Mr. McGlumphy at the Personnel Committee meeting, he said he was going to contact other Community Action Agencies. Mr. McGlumphy received an employment and training handbook from Julia Wise. When he and Patty attend the COAD meeting tomorrow, he will talk to other agencies and request information from them.

MOTION: Mayor Mucci moved to accept the report of the Personnel Committee. Edward Littlejohn seconded the motion. Motion passed unanimously.

FINANCE COMMITTEE and REPORT OF CFO: Ms. Minto asked for approval of the minutes for the Executive and Finance Committee meeting on August 5, where the RFPs were reviewed for the Single Agency Auditor. She also asked for approval of the Finance Committee minutes for the September 16 meeting, where Mike Zeno presented the Audit to the Committee. She also discussed the HEAP Admin/Operating Grant revision for the period September 1, 2016 through August 30, 2017 in the amount of \$22,330 – the new total of the grant will be \$250,282. Our Field Representative wanted us to move HEAP to the second floor and add a receptionist. These revisions changed our space costs and increased salaries/wages/fringe. We also increased training. Because of the increase in the total amount of the grant, we also increased the amount of indirect costs. The financial reports were also discussed (Combined Analysis Report, Corporate Fund, Balance Sheet, Credit Card and Gas Expenditures) at the Finance Committee meeting. Ms. Minto revised the Balance Sheet, which was sent to all Board members.

MOTION: Mayor Mucci moved to accept the HEAP Budget Revision in the amount of \$22,330 for the period September 1, 2016 through August 31, 2017, increasing the HEAP Admin/Operating Grant Agreement to \$250,282. Dr. Baber seconded the motion. Motion passed unanimously.

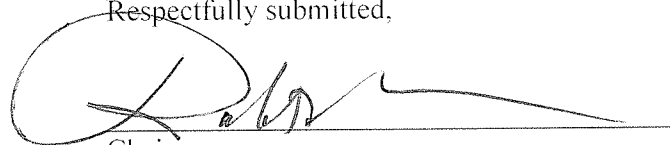
MOTION: Dr. Baber moved to accept the Single Agency Audit for the period ending December 31, 2015. Edward Littlejohn seconded the motion. Natalie Ulasiewicz and Captain Griffin abstained. Motion passed unanimously.

MOTION: Dr. Baber moved to accept the report of the CFO, including the financial reports: Combined Analysis Report – September 2016, Balance Sheet and Revised Balance Sheet – September 2016, Corporate Fund and Credit Card and Gas Expenditures September 1 – 30, 2016; accept the minutes of the Executive and Finance Committee meeting on August 5, 2016; and accept the approval of the minutes of the Finance Committee meeting on September 16, 2016. Mayor Mucci seconded the motion. Motion passed unanimously.

The next staff meeting is November 17 at 9:00 a.m. Board members were invited to attend. Mr. Naylor said, "I would encourage you, if you have the time, to come and see the camaraderie, the change in the attitude, the morale of the group. It's a fast pace, people are laughing, people are getting things done, and it's a joy to see."

A motion to adjourn was made at 12:19 p.m. by Delores Wiggins.

Respectfully submitted,



Chairman



Secretary

Attached Hereto and Made a Part Hereof:

Letter dated August 5, 2016 from ODSA re: August 1, 2014 to July 31, 2016 Audit
Letter dated October 12, 2016 from Carolyn Swearengen
HWAP Grant Agreement (July 1, 2016 – June 30, 2017)
Community Assessment 2016
Personnel Report – September 2016
Calendar of Events
BOT Member List
JCCAC October 2016 Newsletter
Program Report
Finance Committee Meeting Packet (October 13, 2016)

**JEFFERSON COUNTY COMMUNITY ACTION COUNCIL
ATTENDANCE FOR BOARD MEETING**

DATE: October 19, 2016

<u>NAME</u>	<u>AREA / REPRESENTING</u>
1 Jim Baber	EACC
2 Cathy Mero	Homeless & Housing Coalition
3 Delores Whiggins	Comm. TOM Graham
4 Betty Atman	Adv. Family Services
5 Paul O'Neil	City of Steubenville
6 Paul O'Neil	Shelby's Septic
7 Antoinette Siewing	Comm. Dave Maple
8 Paul O'Neil	THE SALVATION ARMY
9 Robert Nalio	JCFI - City Chamber
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OTHERS PRESENT

1 Bernice Brown	SCSEP
2 Cathy Mero	CFE
3 Jimmy Blomberg	Housing
4 Jim	HEAP
5 Tisha Radice	WIOA
6 Heather Wetling	Emer. Svcs
7 John Fayot	JCCAC - Deputy Director
8 Paul O'Neil	JCCAC
9 Paul O'Neil	