

JEFFERSON COUNTY COMMUNITY ACTION COUNCIL, INC.
BOARD OF TRUSTEES – REGULAR MEETING
November 16, 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
Cathy Moro
George Scott
Ronnie Shockley
Reverend Ashley Steele
Natalie Ulasiewicz
Delores Wiggins

Eastern Gateway Community College
Jefferson County Dept of Job & Fam Svcs
Commissioner Tom Gentile
Jeff Co Coalition on Housing & Homelessness
Michael Myers Terrace Resident Council
Northeast Jeff Co Food Pantry
Urban Mission Ministries
Commissioner Dave Maple
Commissioner Tom Graham

MEMBERS EXCUSED

Mayor Domenick Mucci
Clint Powell

City of Steubenville
Laborers Local Union No. 809

STAFF PRESENT

Michael McGlumphy, CEO
Jamie Blanchard, Housing Case Manager
Robyn Gillette, HEAP Director
Kevin Jarrett, AEP/EPP Auditor
Trudy Lash, HWAP Office Manager
Tammie Lewis, HR/Payroll
Mary Magyer, Emergency Services
Patricia Minto, CFO
Elaine Petrozzi, Secretary/ROMA Coordinator
Tina Roberts, WIOA Adult & Disl Worker and Special Grants Coordinator

The Jefferson County CAC Board of Trustees met for their regular meeting on Wednesday, November 16, 2016. Roll call was taken; a quorum was present and Chairman Robert Naylor presided. The meeting started at 11:32 a.m. Natalie Ulasiewicz read the CAC Mission Statement, followed by the Pledge of Allegiance and a moment of silence.

APPROVAL OF MINUTES OF PRECEDING MEETING: Edward Littlejohn moved to approve the minutes of the October 19, 2016 meeting as written. Dr. Jim Baber seconded the motion. Motion passed unanimously.

REPORT OF CEO:

CSBG 2016 3rd QUARTER ROMA REPORT: The CSBG 2016 2nd Quarter ROMA Report was sent to members either electronically or mailed 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 \$58,847.70 in CSBG funds, and \$2,145.60 in United Way dollars to assist a total of 108 customers. Edward Littlejohn asked about the 2,256 HEAP inquiries, vs. 900 projected inquiries. The actual figures include those seeking assistance with PIPP, as well as those being assisted with HEAP. The projected numbers were based on the prior years' numbers. We now have a full HEAP staff to assist customers, increasing the actual number of inquiries and customers served over the projected numbers for 2016-2017 ROMA.

CSBG PROGRAM EVALUATION AND COMPLIANCE REVIEW REPORT: Celeste Krolak (Field Representative) was here on July 25 to conduct a monitor visit of the CSBG Standards and Emergency Services Program. We met 58 out of 58 Standards. Twelve client files were reviewed and found to be complete; also OCEAN entries were correct. On the first page (second paragraph, fifth line), it reads: "If all of the items listed on the tool are shown as "Met" and there are no recommendations, then a response to this letter is not required." Mr. McGlumphy told the Board since we met all requirements, there is no response to this monitoring report required.

STANDARD AGREEMENT BETWEEN OACAA AND JCCAC: The CEO has been working on a special TANF project with OACAA. It started out as a workforce development project; but as Mike McGlumphy was reviewing the information, Gary Obloy from Belmont County contacted him to discuss a childcare project he was working on. Mr. McGlumphy then contacted Betty Ferron and had a discussion with her. After the discussion, he saw there was a greater need for childcare providers, it was submitted and approved by OACAA. We will be training six individuals to become qualified childcare providers with the \$7,326. The Standard Agreement between OACAA and JCCAC is for the period November 1, 2016 through June 30, 2017.

PROFESSIONAL SERVICES AGREEMENT BETWEEN JCCAC AND COAD – Early Care and Education: COAD will be training 6 individuals to become qualified childcare providers. At first, there was a concern that we would not have enough people to train. After a discussion with Betty Ferron, Ms. Ferron contacted the childcare providers that she currently uses to see if any individuals were interested in training. Mr. McGlumphy contacted Jefferson County/Columbiana County Head Start to see if there were any Head Start employees interested in the training. There were originally 16 people – the grant will only train 6. However, COAD may fund the remaining 10. On December 5 at 6:00 p.m. – 8:30 p.m., COAD's trainers will be here to present an overview of the program to all the providers to determine if there is still interest.

OHIO BENEFIT BANK TAX ASSISTANCE CAPACITY BUILDING GRANT: The CAC has done taxes every year, with no funding. Mr. Fayak researched and applied for a \$5,000 grant for tax benefits. The period of the grant is November 1, 2016 through April 30, 2017. The grant will fund salaries for 2 people (\$2,975), computer equipment (\$1,124) and \$891 for other costs (marketing, office supplies, mileage and admin).

PERSONNEL REPORT: The Board received the Personnel Report for October 2016, which shows new hires, resignations, terminations and positions posted for the month. On this month's Personnel Report, an HWAP Crew Member resigned effective October 21. Fiscal Director was reposted through October 18; a recent interview for this position did not work out.

CALENDAR OF EVENTS: Review Employee Insurance was on the Calendar of Events to be completed in November. Mr. McGlumphly has a meeting on November 21 with Jim Organ (One Source Advisor); Bob Buck (OPEC) on December 15; and Matt Mehaffey for Directors and Officers insurance. Directors and Officers insurance is due in December; employee insurance is due in July 2017. For January 2017, three Board members' terms expire -- the public officials the members represent were all re-elected. New letters of appointment will be requested.

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

PROGRAM REPORTS: Emergency Services assisted 346 customers this year. HEAP is doing great -- Winter Crisis Program started November 1; we have assisted 317 (of the 317, we served 287 households). This program has been running very smoothly. We have served 4 HWAP customers -- we are behind since we do not have an HWAP crew in place. We are working with Belmont and Columbiana Counties to continue moving this project forward. AEP CAP -- Kevin and Tod have done a great job -- we are 97% spent in AEP CAP; 43% spent in EPP. We are on track to spend all the money. SCSEP -- Goodwill Industries will take over for Senior Service America on February 1. Files are being copied in preparation for the transition. At this time, we are not aware if Goodwill will allow us to run the program as we are now, or if they will move the program to another location. Participants and host agencies on the program will remain the same until May 2, 2017. Housing -- Mr. McGlumphly thanked Mr. Naylor for all the work he has been doing to evict residents not following the rules. WIOA is doing good -- They are in training today for CCMEP.

MOTION: Delores Wiggins moved to approve the Standard Agreement between OACAA and JCCAC in the amount of \$7,326 for the period November 1, 2016 through June 30, 2017; Professional Services Agreement in the amount of \$7,326 for the period November 1, 2016 through June 30, 2017; and Ohio Benefit Bank Tax Assistance Capacity Building Grant for the period of November 1, 2016 through April 30, 2017 in the amount of \$5,000. Dennis Gorlock seconded the motion. Motion passed unanimously.

MOTION: Dr. Baber moved to accept the report of the CEO, including the CSBG Quarter 3 2016 ROMA Reports, CSBG Program Evaluation and Compliance Review Report, Personnel Report -- October 2016, Calendar of Events, JCCAC November 2016 Newsletter and Program Report. Ronnie Shockley seconded the motion. Motion passed unanimously.

REPORT OF COMMITTEES:

FINANCE COMMITTEE: Ms. Minto asked for approval of the minutes for the Finance Committee meeting on November 10. She also asked for approval of the Finance Committee minutes for the October 13 meeting, which were approved by the Finance Committee. Two agreements were on the agenda: Budgets for HEAP Admin/Oper and HEAP Winter Crisis Program

were approved by the Board; the Agreements were received by the Agency and needed to be approved by the Finance Committee then the Board. The revised minutes from the October 13 Finance Committee need Board approval as well. The CFO said the financial reports were also discussed (Combined Analysis Report, Corporate Fund, Balance Sheet, Credit Card and Gas Expenditures and Voucher Listing) at the Finance Committee meeting. Vouchers were also verified against the spreadsheet.

MOTION: Captain Griffin asked for a motion to approve the HEAP Admin/Oper Grant Agreement for the period September 1, 2016 through August 31, 2017 in the amount of \$250,282; and HEAP Winter Crisis Program Grant Agreement for the period November 1, 2016 through March 31, 2017 in the amount of \$800,000. Robert Naylor moved to approve and ratify the HEAP Agreements; Dr. Baber seconded the motion. Motion passed unanimously.

MOTION: Captain Griffin asked for a motion to approve the revised minutes for the October 13, 2016 Finance Committee. He explained the signature had to be changed to his signature as Chairman of the Finance Committee; and the HEAP Admin/Oper Grant Agreement was seconded by Dennis Gorlock, which was not reflected in the original minutes – these items were revised in the October 13 Finance Committee minutes presented to the Board today. Dennis Gorlock moved to accept the revised minutes for the October 13, 2016 for the Finance Committee. Edward Littlejohn seconded the motion. Motion passed unanimously.

MOTION: Captain Griffin asked for a motion to accept the Finance Report. Mr. Naylor moved to accept the Finance Report as presented: Combined Analysis Report – October 2016, Balance Sheet – October 2016, Corporate Fund and Credit Card and Gas Expenditures October 1 – 31, 2016. Natalie Ulasiewicz seconded the motion. Motion passed unanimously. The next Finance Committee meeting is scheduled for December 15 at 1:00 p.m. Ms. Minto invited all Board members to attend.

NEW BUSINESS: The CEO told members the SCSEP grant is being taken over by Goodwill Industries. The last day for the CAC running the program is January 31. The participants are guaranteed they will remain with their host agency and the same hours through May 2, 2017. We did receive a transition packet and checklist. The Transition Team (John Fayak, Elaine Petrozzi and Bunny Brown) will put everything together for the transition.

HWAP's work schedule was changed to Monday through Friday, 8:30 a.m. to 4:30 p.m. beginning November 21.

CAC Information Postcards were delivered. All Board members received a copy.

The Succession Plan was last revised in 2014. It has been updated to change Operations Manager to Deputy Director/Planner to act in the CEO's absence, followed by the CFO, then the Fiscal Director. Board Chairman and Vice Chairman were deleted. Mr. Naylor explained to the Board, "... I think it's better to keep that internal succession plan within the organization. And I believe this is the appropriate way to proceed." He added that Julia Wise, Phil Cole and David Brightbill suggested these changes.

MOTION: Captain Griffin moved to ratify the Delegated Line of Succession dated November 16, 2016. Edward Littlejohn seconded the motion. Motion passed unanimously.

Mr. McGlumphy told members on December 2, he will be having surgery to repair his rotator cuff on his shoulder and will be out for approximately one week. Also on December 2, Patty Minto will have carpal tunnel surgery. She hopes to be released in approximately three days. Even when not in the office, both are available via phone and computer and will continue to monitor the activities at the CAC.

Mr. Fayak applied for a Firespring Online Technology Grant. Two \$10,000, two \$5,000 and twenty \$1,000 will be awarded toward Firespring's nonprofit website and online marketing services. In order to apply, you were required to attend a marketing workshop in Columbus, which is where John is today. The CEO told members we were not going to volunteer to take the grant until we knew more about it; and the company was very quiet about the details.

WIOA has been working with the State of Ohio on a rapid response state-wide grant. The State said to start the wheels in motion for approximately \$300,000 grant to train participants for CDLs and heavy equipment.

Ms. Minto asked if everyone received a copy of the IRS Form 990. It was sent electronically to members on November 14. Dennis Gorlock and George Scott requested and received a hard copy today.

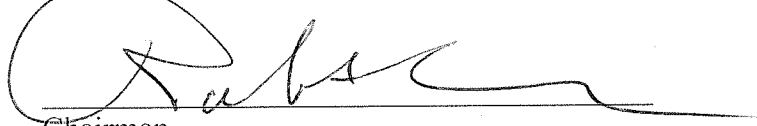
There will be a staff meeting on November 17 at 9:00 a.m. The CAC Christmas Party will be December 14 at 12:30 p.m. All are welcome! On December 14, the agency will close at 12:30 p.m. for the day. We will have a White Elephant gift exchange with a \$10 limit for anyone who wants to participant.

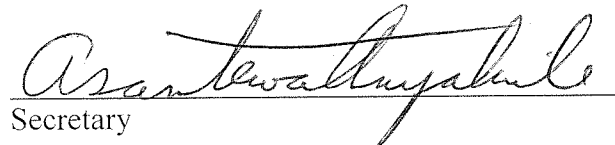
Ms. Wiggins attended a CAC lunch held for Irene Pozel's retirement . She said, "There was plenty of good food. It was very nice."

The next meeting will be December 21 at 11:30 a.m.

A motion to adjourn was made at 12:08 p.m. by Dr. Baber.

Respectfully submitted,


Chairman


Secretary

Attached Hereto and Made a Part Hereof:

CSBG Quarter 3 2016 ROMA Reports
CSBG Program Evaluation and Compliance Review Report (July 25, 2016)
Standard Agreement between OACAA and JCCAC
Professional Services Agreement between JCCAC and COAD
Ohio Benefit Bank Tax Assistance Capacity Building Grant
Personnel Report – October 2016
Calendar of Events
JCCAC November 2016 Newsletter
Program Report
Finance Committee Meeting Packet (November 10, 2016)
October 13, 2016 Finance Committee Minutes Revised
CAC Information Postcard
Delegated Line of Succession