

JEFFERSON COUNTY COMMUNITY ACTION COUNCIL, INC.
BOARD OF TRUSTEES – REGULAR MEETING
December 21, 2016

OFFICERS PRESENT

Robert Naylor, Chairman
Asantewa Anyabwile, Secretary

REPRESENTING

Jefferson County Chamber
LaBelle Neighbors Who Care

MEMBERS PRESENT

Dr. James Baber
Cathy Moro
George Scott
Reverend Ashley Steele
Natalie Ulasiewicz
Delores Wiggins

Eastern Gateway Community College
Jeff Co Coalition on Housing & Homelessness
Michael Myers Terrace Resident Council
Urban Mission Ministries
Commissioner Dave Maple
Commissioner Tom Graham

MEMBERS EXCUSED

Betty Ferron
Dennis Gorlock
Edward Littlejohn
Captain Steven Griffin
Mayor Domenick Mucci
Clint Powell
Ronnie Shockley

Jefferson County Dept of Job & Fam Svcs
Commissioner Tom Gentile
Sheriff Fred Abdalla
The Salvation Army
City of Steubenville
Laborers Local Union No. 809
Northeast Jeff Co Food Pantry

STAFF PRESENT

Michael McGlumphy, CEO
Robyn Gillette, HEAP Director
Lori Hawthorne-Ivkovich, WIOA Director
Patricia Minto, CFO
Elaine Petrozzi, Secretary/ROMA Coordinator
Heather Westling, CSBG Community Service Aide

The Jefferson County CAC Board of Trustees met for their regular meeting on Wednesday, December 21, 2016. A quorum was present and Chairman Robert Naylor presided. The meeting started at 11:43 a.m., with the Pledge of Allegiance and a moment of silence. Reverend Ashley Steele read the CAC Mission Statement.

APPROVAL OF MINUTES OF PRECEDING MEETING: Delores Wiggins moved to approve the minutes of the November 16, 2016 meeting as written. Dr. Jim Baber seconded the motion. Motion passed unanimously.

REPORT OF CEO:

2017 BOT MEETING SCHEDULE: In their packets, members received a copy of the 2017 BOT Meeting Schedule. Meetings are scheduled the third Wednesday of each month.

PERSONNEL REPORT: The Board received the Personnel Report for November 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 November 16. We are still searching for a Fiscal Director; we received some applications, which are being reviewed by the CFO. Not on the report: HEAP Data Intake Worker terminated on December 6; the position is posted through December 22. Also, the Fiscal Director is posted through December 27.

CALENDAR OF EVENTS: Directors & Officers, Auto and Renter's Insurance is due at the end of the month. The CEO talked to Wichert Insurance and Oklok-Criss (our current provider) and reviewed the quotes. We currently pay \$27,732. The quote from Oklok-Criss was \$5,002 less than we are paying now -- \$22,730. Wichert's bid was \$21,287; but when they visited, the information was reviewed again, and it was found their insurance quote for HWAP was higher than the total HWAP Program. Wichert recalculated and lowered their bid to \$17,402. This is a savings of \$10,330. Along with the bids, the CEO compared all the line items. Wichert provided better coverage for a lesser price. Therefore, Mr. McGlumphy's recommendation is to go with Wichert Insurance. Mr. Naylor said, "To be clear, the current bid came in from Oklok-Criss and from last year's bid was \$5,000 less; and their bid was \$22,730. The current bid from Wichert and Associates is \$17,402; it's another almost \$4,900 less...what is the Board's pleasure. Do you want to continue with an additional \$4,900 in savings over the current bid and go with someone who's not a local provider." Mr. McGlumphy raised the point that we are getting more coverage -- one of the things included in the Wichert's quote is sexual harassment -- not included in our current policy. Ms. Anyabwile asked if we could go to Oklok-Criss and show them what Wichert is offering. She said she hated to see business go out of Steubenville; "We're already scraping bottom as it is." Mr. McGlumphy reminded members that as of December 30, the policy ends. "We've been talking for a couple of months trying to get bids in...I don't want a lapsed coverage." Wichert has experience working with community action agencies. Their references include 16 CAAs, including OACAA (Phil Cole). Responses from the community action agencies' directors is that Wichert is doing a great job. There was further discussion about contacting Oklok-Criss to allow them to re-bid on the insurance. Also, the subject of employee health insurance was raised -- will we allow brokers the opportunity to bid then re-bid for employee health insurance?

MOTION: Asantewa Anyabwile moved that the agency approach Oklok-Criss with the proposal from Wichert Insurance to see if they can match not only the price, but the same coverage levels and protections for the agency. The quote must be competitive and give us the same coverage with no lapse. After comparing the two quotes, Mr. McGlumphy will sign with the company providing the best coverage at the best price. Natalie Ulasiewicz seconded the motion. A roll call vote was taken: Aye (Anyabwile, Baber, Moro, Scott, Steele and Ulasiewicz); Nay (Naylor and Wiggins). Motion passed.

January term limits are expiring for Edward Littlejohn, Dennis Gorlock and Natalie Ulasiewicz. A sample letter was emailed to Mr. Littlejohn; commissioners were given sample letters for their representatives.

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

CSBG STANDARDS SPREADSHEET: The spreadsheet was revised December 7. The document is formatted to print on 11 x 17 paper. If members would like a printed copy, please contact Elaine. The next Standard is due in February (Standard 9.4 – *The organization submits its annual CSBG Information Survey data report and it reflects client demographics and organization-wide outcomes.*)

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 report. A question was asked about one of the workplans: *The organization will provide a one page (or longer) update of what is going on in the organization at least once per month in order that employees can keep up on additional information regarding agency programs and other info about employees.* This is completed through the CAC monthly newsletter, monthly reports and Program Directors' meetings. Information learned at Program Directors' meetings is then communicated to program employees. Information is also shared at staff meetings.

A question was asked regarding job descriptions. In the ByLaws, it is not mentioned who will revise job descriptions; in the Board Manual, it states the Personnel Committee reviews job descriptions; and in the Personnel Policies & Procedures Handbook, it states the CEO revises job descriptions. Mr. Naylor reminded members the role of the Board of Trustees is very well defined in the Ohio Revised Code. "This needs to be developed internally because none of us are working here full time and this is a full time endeavor. And the other issue is these grants are very specific as to the duties, roles and responsibilities of the people carrying out those objectives ... We need to get the ByLaws redone – that Board Member Manual needs to be updated, and maybe certain things just need to be yanked to pull it out. But I just – I hesitate for the Board to get into the weeds off the highway and start getting into reviewing job descriptions. I think that's a dangerous practice ... I caution you." He said that is not what we learned in the Board Training or what the Ohio Revised Code says of the Trustees' job function. There was further discussion about job descriptions and physical demands of a position. Reverend Ashley Steele said you may just need to "have a set of best practices; or this is what goes in every single job description that could be kind of overall approved by the Personnel Committee." Then as needed, you can add other tasks. "It really just becomes an approval of the Personnel Committee." After another lengthy discussion on job descriptions, Ms. Ulasiewicz said, "you know your programs, it's your program, you know your grants, and you know what they have to do ... We said that at the last Personnel Committee meeting – we don't know every grant and what should be done. It really should be you and who you think in your agency should put the job descriptions down, and maybe all the Personnel Committee could do is, when you meet with us, say here's the job descriptions; we reviewed them; whether you want the Board to approve it that way and we just give it a blanket 'yes, we agree with your job descriptions.'"

PROGRAM REPORT: HEAP – Winter Crisis Program is serving more people than we did last year; however, we do have more Intake Workers. We had to give money back last year; we will spend as much money as we can this year. We have also been notified of a \$512,000 Columbia Gas Fuel Fund. We notify Columbia Gas; they then pay the bill. The program is on a first-come, first-served basis; the eligibility criteria is better under Columbia Gas than HEAP by 25%, and it allows us to serve more people. Governor's Office of Faith-Based & Community Initiative contacted us to participate in Operation Warm, which is a program that distributes new coats to TANF-eligible youth. We received approximately 102 coats. When participants come in for services, they are

informed about Operation Warm and given coats if eligible. Harcatus and Harrison Counties are also distributing coats. AEP CAP/EPP was not tracked last year. This year, AEP monies are spent, with only approximately \$600 left over. This has never happened in the past. WIOA is working on a Rapid Response grant. Ms. Hawthorne-Ivkovich was contacted by the state rapid response unit to submit a grant for \$300,000 to serve state-wide dislocated workers. The grant is prepared; she is waiting on the actual grant application to submit. Emergency Services will be doing taxes through Ohio Benefit Bank again this year. It is a free service offered to individuals making less than \$65,000 and married couples earning less than \$95,000. State of Ohio and Federal income taxes are prepared starting February 1, or depending on when Ohio Benefit Bank opens their e-files. Mr. McGlumphy said this is the first year we've received funding to pay staff to do taxes.

MOTION: Dr. Baber moved to accept the report of the CEO, including the 2017 BOT Meeting Schedule, Personnel Report – November 2016, Calendar of Events, JCCAC December 2016 Newsletter, CSBG Standards Spreadsheet, Strategic Plan Workplans Update and Program Report. Asantewa Anyabwile seconded the motion. Motion passed unanimously.

REPORT OF COMMITTEES:

FINANCE COMMITTEE: Ms. Minto told members they received a copy of the Finance Committee agenda and documents from the December 16 meeting. Included were minutes from the November 10 meeting, SCSEP Sponsor Agreement, Service Agreement between JCDJFS and JCCAC (Adult and Dislocated Worker) – Modification No. 1, Service Agreement between JCDJFS and JCCAC (WIOA Youth and CCMEP) – Modification No. 1, Service Agreement between HCDJFS and JCCAC (Adult and Dislocated Worker) – Modification No. 1, Service Agreement between HCDJFS and JCCAC (WIOA Youth and CCMEP) – Modification No. 1, CSBG Grant Agreement – First Amendment. These were modifications to include carryover monies in the grant. HWAP Grant Agreement – Amendment No. 1 reflects actual expenditures for the grant ending June 2016, and was a decrease of \$15,757. Also included in the packet was the HEAP 2016-2017 Grant Application – Exhibit IV. At the last meeting, Exhibit IV was not attached to the grant application. 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: Delores Wiggins moved to approve the Finance Committee Report of December 16, 2016, which included: minutes of the November 10 Finance Committee Meeting; and SCSEP Sponsor Agreement, Service Agreement between JCDJFS and JCCAC (Adult and Dislocated Worker) – Modification No. 1, Service Agreement between JCDJFS and JCCAC (WIOA Youth and CCMEP) – Modification No. 1, Service Agreement between HCDJFS and JCCAC (Adult and Dislocated Worker) – Modification No. 1, Service Agreement between HCDJFS and JCCAC (WIOA Youth and CCMEP) – Modification No. 1, CSBG Grant Agreement – First Amendment, and HWAP Grant Agreement – Amendment No. 1. Reverend Ashley Steele seconded the motion. Motion passed unanimously.

UNFINISHED BUSINESS: Mr. Naylor reported to the Board we received a decision from the Unemployment Review Commission. Claimant was denied unemployment benefits. "I have not seen any paperwork where the claimant has filed an appeal."

NEW BUSINESS:

TORONTO CHIP: Members received a Consolidated Annual Contributions Contract between the City of Toronto and JCCAC for the period December 20, 2016 through October 31, 2018 in the amount of \$30,000 plus \$3,000 for administrative costs. CHIP is a tenant based assistance program open to residents of Jefferson County, and is another source of funding for SHP. Residents must be at or below 30% of Area Median Income, and their status must be disabled or homeless.

MOTION: Natalie Ulasiewicz moved to approve the Consolidated Annual Contributions Contract between the City of Toronto and JCCAC to provide CHIP to residents of Jefferson County. Dr. Baber seconded the motion. Motion passed unanimously.

BRIARWOOD: Jefferson County CAC is the owner of an entity called Briarwood Housing Corporation, which is a general partner of Briarwood Limited Partnership. Briarwood is purchasing a limited partner interest from Ohio Capital Corporation and needed Briarwood Housing Corporation's consent. Mr. McGlumphy signed the consent form.

MOTION: Dr. Baber moved to allow the CEO to take any and all actions in connection with Briarwood purchasing a limited partner interest from Ohio Capital Corporation. Delores Wiggins seconded the motion. Motion passed unanimously.

OPERATION WARM: The CAC signed a Memorandum of Understanding with the Governor's Office of Faith-Based & Community Initiatives for Operation Warm. Our responsibility is to distribute coats to eligible TANF children (at or below 200% of Federal Poverty Level). We received approximately 102 coats.

MOTION: George Scott moved to approve the Memorandum of Understanding with the Governor's Office of Faith-Based & Community Initiatives to provide coats to TANF-eligible youth as part of Operation Warm. Dr. Baber seconded the motion. Motion passed unanimously.

SERVICE AGREEMENT BETWEEN HARRISON COUNTY DJFS AND JCCAC – WIOA and TANF: The Service Agreement between HCDJFS and JCCAC – WIOA and TANF Modification No. 2 reduces the contract by \$30,000 from \$322,523.82 to \$292,523.82. This will allow DJFS to pay for transportation costs out of CCMEP funds.

MOTION: Reverend Ashley Steele moved to approve the reduction of \$30,000 from the HCDJFS and JCCAC – WIOA and TANF Modification No. 2, reducing the contract to \$292,523.82. Dr. Baber seconded the motion. Motion passed unanimously.

BOT RETREAT/WORK SESSION: A handout was distributed (and will be mailed to members not at the meeting today) for members to pick dates convenient to their schedule for a Board of Trustees retreat/work session. Some topics for discussion: Strategic Plan, ByLaws, Job Descriptions and CEO Evaluation. Members can add topics they would like addressed. "As an agency, we're doing great; as a Board and a CEO relationship, we're doing great. We still need to continue to move forward, and I think this is going to be a good avenue for us to start moving forward to get all this worked out," said Mr. McGlumphy. Please return your choices for the retreat/work session by January 2.

COMMISSIONERS' MEETING: Jefferson County Commissioners invited the CEO to speak at their meeting on January 5. All BOT members are invited to attend to show their support. The Commissioners asked him to give an overview of what the CAC has done the past year.

DECORATED DOOR DECORATING: There are three doors that were decorated for Christmas by employees. Mr. McGlumphy asked for volunteer judges from the Board.

Mr. Naylor recognized Asantewa Anyabwile, Delores Wiggins and Cathy Moro who attended the CAC Christmas Party. "It was really nice...the food was really good, and it was fun – they had a White Elephant [Gift Exchange] ... It was just a really nice affair!"

Mr. McGlumphy told members: "It's hard to believe it's almost been a year. January 8th I started this journey and here we are. I appreciate all the guidance and help the Board has given me over this past year." Asantewa Anyabwile: "We are the much better for it. I just feel the whole atmosphere has changed, so I'm glad. Thank you for the job that you've done."

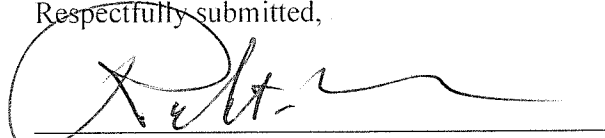
Mr. Naylor told members Keith Eddy did an excellent job representing the agency before Magistrate Hershey for an eviction at Cathedral Apartments. "We have some wonderful, wonderful employees, and we're moving in the right direction..."

Ms. Minto had more new business to report: We received an email blast from CSBG; they are giving us an additional \$22,277. Ms. Minto will be doing a budget revision, which is due January 31. We also received \$14,380 for PIPP to use for wages and fringe. The PIPP application is due February 3. She will meet with the Finance Committee before they are submitted.

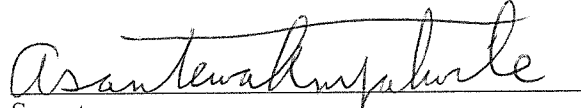
The next meeting will be January 18 at 11:30 a.m.

A motion to adjourn was made at 12:47 p.m. by Dr. Baber. Ms. Wiggins seconded. Motion passed unanimously.

Respectfully submitted,



Chairman



Secretary

Attached Hereto and Made a Part Hereof:

2017 BOT Meeting Schedule
Personnel Report – November 2016
Calendar of Events
JCCAC December 2016 Newsletter
CSBG Standards Spreadsheet
Strategic Plan Workplan Report
Program Report
Toronto CHIP Tenant Based Rental Assistance Contract
Service Agreement between HCDJFS and JCCAC – Modification No. 2
Draft Work Session Agenda
Finance Committee Meeting Packet (December 16, 2016)