

JEFFERSON COUNTY COMMUNITY ACTION COUNCIL, INC.
BOARD OF TRUSTEES – REGULAR MEETING
January 18, 2017

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
Mayor Domenick Mucci
Clint Powell
Natalie Ulasiewicz
Delores Wiggins

Eastern Gateway Community College
Jefferson County Dept of Job & Fam Svcs
Commissioner Tom Gentile
Jeff Co Coalition on Housing & Homelessness
City of Steubenville
Laborers Local Union No. 809
Commissioner Dave Maple
Commissioner Tom Graham

MEMBERS EXCUSED

George Scott
Ronnie Shockley
Reverend Ashley Steele

Michael Myers Terrace Resident Council
Northeast Jeff Co Food Pantry
Urban Mission Ministries

STAFF PRESENT

Michael McGlumphy, CEO
John Fayak, Deputy Director
Robyn Gillette, HEAP Director
Lori Hawthorne-Ivkovich, WIOA Director
Kevin Jarrett, AEP CAP/EPP Auditor
Tammie Lewis, HR Director & Payroll
Patricia Minto, CFO
Trudy Lash, HWAP Office Manager
Elaine Petrozzi, Secretary/ROMA Coordinator
Mary Magyer, CSBG Community Service Aide

The Jefferson County CAC Board of Trustees met for their regular meeting on Wednesday, January 18, 2017. Mr. Naylor asked members to join him in a moment of silence to remember Bunswella Brown, a longtime CAC employee who passed away on January 6. He then read her obituary. "That's not only a loss for her family, but it's a loss for our agency and our community." A quorum was present and Chairman Robert Naylor presided. The meeting started at 11:33 a.m., with the Pledge of Allegiance and a moment of silence. Edward Littlejohn read the CAC Mission Statement.

APPROVAL OF MINUTES OF PRECEDING MEETING: Mayor Domenick Mucci moved to approve the minutes of the December 21, 2016 meeting as written. Dr. Jim Baber seconded the motion. Motion passed unanimously.

CORRESPONDENCE: The CAC received a letter from the Board of County Commissioners dated January 17, 2017, which was read by Elaine Petrozzi:

That Mrs. Natalie Ulasiewicz...be reappointed as a Jefferson County Community Action Council, Inc., Board Member, representing Jefferson County Commissioner David C. Maple, Jr., said appointment to be effective January 2, 2017 through January 2, 2021.

MOTION: Mayor Domenick Mucci moved to accept the correspondence received from the Board of County Commissioners, reappointing Natalie Ulasiewicz as Commissioner David Maple's representative. Edward Littlejohn seconded the motion. Motion passed unanimously.

REPORT OF CEO:

PERSONNEL REPORT: The Board received the Personnel Report for December 2016, which shows new hires, resignations, terminations and positions posted for the month. On this month's Personnel Report, it shows: a HEAP Data Entry Intake/Outreach Aide was terminated effective December 6, a posting for HEAP Data Entry Intake/Outreach Aide through December 22; and a posting for a Fiscal Director through December 27. Interviews were held for the Fiscal Director, and Mr. McGlumphy reported a candidate has been hired and will start February 13. Not listed on the report: we are reviewing applications for the HEAP Data Entry Intake/Outreach Aide.

CALENDAR OF EVENTS: In January, three Board members' terms expire. We received a new appointment for Natalie Ulasiewicz; we are waiting on new appointment letters for Dennis Gorlock (Commissioner Gentile) and Edward Littlejohn (Sheriff Abdalla). In February, Standard 9.4 (*The organization submits its annual CSBG Information Survey data report and it reflects client demographics and organization-wide outcomes*) is due February 20. A memo has been sent out to staff, and we have already started collecting data for the report. The CEO is working with five insurance companies: collecting references, and their interpretation of what will happen with the medical leave act.

PROGRAM REPORT: Members received a copy of the December 2016 Program Report, which shows participants served for the month and year-to-date.

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

MOTION: Delores Wiggins moved to accept the report of the CEO, which included: Personnel Report – December 2016, Calendar of Events, Program Report and CAC Newsletter. Captain Steve Griffin seconded the motion. Motion passed unanimously.

REPORT OF COMMITTEES:

FINANCE COMMITTEE: Members received a copy of the Finance Committee reports in their packets, which were emailed or mailed. No changes were made to the documents. The Finance Committee met on January 17. A CSBG revision was emailed to Board members: mileage on the IRS.gov website was reduced to \$.53⁵/mile. Since our travel software does not allow us to use .00⁵, the Finance Committee voted to use the mileage reimbursement rate of \$.54/mile. We will be hiring for a CSBG Community Service Aide/HCRP Case Manager. Spreadsheets were provided to show where money was increased or decreased. 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. Mr. Naylor told members the next meeting of the Finance Committee is February 8 at 1:00 p.m. He told members, "Anyone is welcome to come to any meeting; and if you really want to learn ... I think it's a great functioning committee. It was last year; it continues to be."

MOTION: Dennis Gorlock moved to approve the Finance Committee Report of January 17, 2017, which included: minutes of December 16, 2016, CSBG Budget Revision, Combined Analysis Report – December 2016, Balance Sheet – December 2016, Corporate Fund Report – December 2016 and Credit Card and Gas Expenditures Spreadsheets. Clint Powell seconded the motion. Motion passed unanimously.

UNFINISHED BUSINESS: **Decorated Door Contest** -- Mr. McGlumphy told members Mary Magyer won First Place in the Decorated Door Contest. Patty Minto placed second; he placed third. **Operation Warm** – We have an MOU with the Governor's Office of Faith-Based & Community Initiatives for Operation Warm. We started Operation Warm with 102 children's coats; there are 2 girls' and 7 boys' coats left. **Officers & Directors Insurance** – The CEO contacted Oklok-Criss for a re-bid. When the numbers were compared, Oklok-Criss' bid was \$17,282; Wichert's bid was \$16,384 with better coverage. The bid was awarded to Wichert; an email was sent to Oklok-Criss of the CEO's decision on December 23. **Retreat** -- We have only received 8 responses for the retreat. One of the comments was a consultant to review our policy procedures – OACAA is working with Anita Maldonado to review our Board Manual, Personnel Policies & Procedures and ByLaws. Mr. McGlumphy also asked for a facilitator for the retreat – OACAA is working with Julia Wise to facilitate the work session. Going through OACAA, there is no cost involved. We are still working to pinpoint a date. Mr. Naylor reminded members who had not responded to send dates. Mayor Mucci added, "The [retreat] responses are extremely important." As days go by, the dates that were available may no longer be available, so it is important that all members send in their available dates as soon as possible. **Supportive Housing Program** -- We were awarded \$138,786 for Supportive Housing Program for the period July 1, 2017 through June 30, 2018. We were in danger of losing this program when the SPC I and SPC II grants were awarded to Coleman.

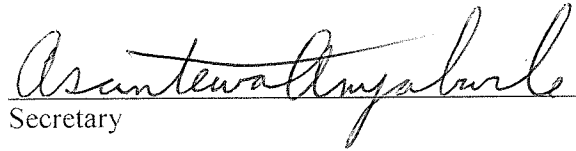
The next meeting will be February 15 at 11:30 a.m.

A motion to adjourn was made at 11:49 p.m. by Captain Griffin. Dr. Baber seconded. Motion passed unanimously.

Respectfully submitted,

A handwritten signature in black ink, appearing to be 'L. Baber', written over a horizontal line.

Chairman

A handwritten signature in black ink, appearing to be 'Asantewa Amjalarle', written over a horizontal line.

Secretary

Attached Hereto and Made a Part Hereof:

Letter dated January 17, 2017 from Board of County Commissioners
Personnel Report – December 2016
Calendar of Events
Program Report
JCCAC January 2017 Newsletter
Finance Committee Meeting Packet (January 17, 2017)