

JEFFERSON COUNTY COMMUNITY ACTION COUNCIL, INC.
BOARD OF TRUSTEES – REGULAR MEETING
February 15, 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
George Scott
Ronnie Shockley
Natalie Ulasiewicz
Delores Wiggins

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

MEMBERS EXCUSED

Cathy Moro
Mayor Domenick Mucci
Clint Powell
Reverend Ashley Steele

Jeff Co Coalition on Housing & Homelessness
City of Steubenville
Laborers Local Union No. 809
Urban Mission Ministries

STAFF PRESENT

Michael McGlumphy, CEO
Jamie Blanchard, Housing Case Manager
John Fayak, Deputy Director
Robyn Gillette, HEAP Director
Trudy Lash, HWAP Office Manager
Tammie Lewis, HR Director & Payroll
Patricia Minto, CFO
Elaine Petrozzi, Secretary/ROMA Coordinator
Heather Westling, CSBG Community Service Aide
Kelly Wilson, Fiscal Director

The Jefferson County CAC Board of Trustees met for their regular meeting on Wednesday, February 15, 2017. A quorum was present; Chairman Robert Naylor presided, and he read the CAC Mission Statement. The meeting started at 11:33 a.m., with the Pledge of Allegiance. Mr. Naylor asked members to join him in remembering Carolyn Swearengen, a former Board member, and her husband, who both passed away on February 5 from carbon monoxide poisoning.

APPROVAL OF MINUTES OF PRECEDING MEETING: Edward Littlejohn moved to accept the minutes of the January 18, 2017 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 February 10, 2017, which was read by Elaine Petrozzi:

That Mr. Dennis Gorlock...be reappointed as a Jefferson County Community Action Council, Inc., Board Member, representing Jefferson County Commissioner Thomas G. Gentile, said appointment to be effective January 3, 2017 through January 2, 2021.

The CAC also received a letter from Sheriff Fred Abdalla today, also read by Elaine Petrozzi:

Edward Littlejohn has been appointed to serve as my representative to the Jefferson County Community Action Council Board of Trustees. His term commences on January 1, 2017 and expires on January 1, 2021.

MOTION: Ronnie Shockley moved to accept the correspondence received from the Board of County Commissioners, reappointing Dennis Gorlock as Commissioner Thomas Gentile's representative for the period January 3, 2017 through January 2, 2021; and the correspondence received from Sheriff Fred Abdalla, reappointing Edward Littlejohn as his representative for the period January 1, 2017 through January 1, 2021. Natalie Ulasiewicz seconded the motion. Motion passed unanimously.

REPORT OF CEO:

PERSONNEL REPORT: The Board received the Personnel Report for January 2017, which shows new hires, resignations, terminations and positions posted for the month. On this month's Personnel Report, it shows: HWAP Crew Member started January 23; HEAP Data Entry Intake/Outreach Aide was terminated effective December 6, and postings for: HWAP Crew Member, posted through February 7, Homeless Crisis Response Program Case Manager/Community Outreach Aide posted through February 9, WIOA Youth/CCMEP Case Manager/Job Center Facilitator – Jefferson County posted through February 9, and WIOA Youth/CCMEP Case Manager/Job Center Facilitator – Harrison County posted through February 9. Not listed on the report: AEP/CAP EPP Auditor moved to HWAP Crew Chief on January 23, job posting through January 22 for AEP CAP/EPP Auditor, CCMEP/TANF Youth hired as HWAP Crew Member on February 3, Fiscal Director started February 13, and CCMEP/TANF Youth moved to HEAP Intake Worker for work experience. We also held interviews for HWAP Crew Members yesterday.

CALENDAR OF EVENTS: 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; it was submitted February 7. A copy was distributed to the Board with the Finance Committee report. We also received re-appointment letters for Dennis Gorlock and Edward Littlejohn. In March, we will be electing a Nominating Committee. We will send in next month's packets a Conflict of Interest Form – these need to be signed by all Board members and turned in at the meeting.

PROGRAM REPORT: Members received a copy of the January 2017 Program Report, which shows participants served for the month and year-to-date. In some programs, we are moving ahead of what we did in PY 2015 and PY 2016. In a lot of cases, we were able to serve more participants and spend more money; we ramped up and filled vacant positions. Income Tax Returns completed will be reported next month.

CAC NEWSLETTER: The CAC's February Newsletter was included for Board members to read. Mr. Naylor asked if "everyone was able to see the reprint of the January 14, 2017 *Our Opinion* from *The Herald Star* regarding the positive developments that have occurred at the CAC. I want to thank everyone here – employees, other trustees – for all your hard work, your dedication and your willingness to help push this agency forward. We still have leaps and bounds to go, and you should never be satisfied with where you are. You should always be moving forward; but I want to thank everyone for their patience, and their due diligence, and their willingness to work hard."

MOTION: Ronnie Shockley moved to accept the report of the CEO, which included: Personnel Report – January 2017, Calendar of Events, Program Report and CAC Newsletter. Betty Ferron seconded the motion. Motion passed unanimously.

REPORT OF COMMITTEES:

FINANCE COMMITTEE: Members received a copy of the Finance Committee report in their packets, which were emailed or mailed. Ms. Minto made one change to the report -- the time of the meeting shown on the February 8 agenda should read 1:00 p.m., not 1:00 a.m. Mr. Naylor reminded everyone the next meeting of the Finance Committee would be March 8, 2017 at 1:00 p.m. He continued: "I will re-assert what I said last meeting. If you want to see a great functioning committee, it was like that when I would just come as an observer ... I learned a lot. Sometimes this can be overwhelming, all the acronyms, all the programs – we're not working with this on a daily basis. It really is a good learning tool ..."

MOTION: Dr. Baber moved to approve the Finance Committee Report of February 8, 2017, which included: minutes of January 17, 2017, ROMA 4th Quarter Report, CSBG Annual IS and ROMA Report, PIPP Budget and Financial Reports: Combined Analysis Report – January 2017, Balance Sheet – January 2017, Corporate Fund Report – January 2017 and Credit Card and Gas Expenditures Spreadsheets. Mr. Gorlock seconded the motion. Motion passed unanimously.

UNFINISHED BUSINESS: **Board Retreat** is scheduled for March 31. The facilitator will be Julia Wise. If we have it at a country club or restaurant, we will have to order off the menu, raising the cost. Mr. McGlumphy asked members if we could look into having it at EGCC, and provide lunch as we do for Board meetings to hold the cost down. We will contact Dr. Baber to reserve a conference room at Pugliese Center. The CEO said breakfast will be available at 9:30, with the retreat starting at 10:00 and continuing for the rest of the day.

MOTION: Captain Griffin moved to give authorization for Mike McGlumphy to proceed with finalizing plans to confirm the details of the CAC Board Retreat on March 31, 2017. Ronnie Shockley seconded the motion. Motion unanimously passed.

OACAA will review the Board Manual and Personnel Policies and Procedures at no cost. Mr. McGlumphy sent both manuals to OACAA so they can begin the review process.

Operation Warm – Four coats (boys' size 7-8) are still available from the 102 we received.

NEW BUSINESS: The CEO and Deputy Director are working on a **staff retreat** in April to address customer service: “Along with complacency comes complaints.” We have received a few complaints, so “we would like to reinforce our main purpose for being here, and that’s our customers. I’m not saying our staff is doing anything wrong – by any way, shape, or means – it’s just time to add a little bit of customer service training and move forward.” WIOA will host a spring job fair on May 17 11:00 a.m. to 3:00 p.m. at Ft. Steuben Mall. We are working to set up Veterans Services in one wing for the vets. Dan Wilson, our State vet rep is working closely with us. At the February 7 **United Way** meeting, a CFC listing fee was discussed. Anyone in the State who wants to make a donation to the CAC will be able to if we are listed in the Combined Federal Campaign material (online and print). The listing fee for the agency is based on agency budget; for our agency, the amount is \$635. We may choose not to list; however, United Way may choose not to include us in the CFC listing. Mr. McGlumphy told members we have a few choices on payment of the listing fee: we can pay by check, or we can have it taken out of our allocation. It was the Finance Committee’s recommendation the listing fee of \$635 be taken from the allocation. Also, United Way did not meet their goal and the agencies were told to expect a 25 – 35 percent reduction in funding, which amounts to approximately \$6,000 (our allocation this year was \$19,000); also, we were told to reduce our requested amount next year by 25 percent.

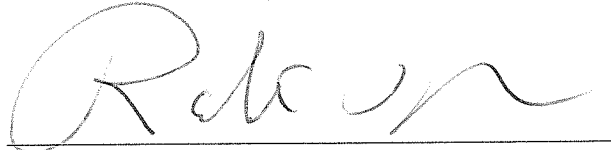
MOTION: Edward Littlejohn moved to take the CFC listing fee of \$635 from our United Way allocation. Dr. Baber seconded the motion. Motion passed unanimously.

A staff meeting is scheduled for March 2 at 9:00 a.m. Everyone is invited.

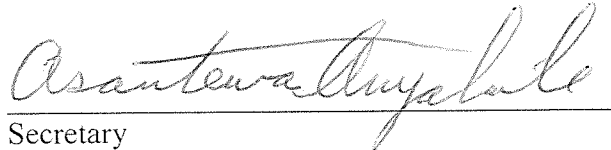
The next meeting will be March 15 at 11:30 a.m.

A motion to adjourn was made at 11:55 p.m. by Dennis Gorlock. The motion was seconded by Dr. Baber. Motion passed unanimously.

Respectfully submitted,



Chairman



Secretary

Attached Hereto and Made a Part Hereof:

Letter dated February 10, 2017 from Board of County Commissioners
Letter dated January 24, 2017 from Office of the Sheriff
Personnel Report – January 2017
Calendar of Events
Program Report
JCCAC February 2017 Newsletter
Finance Committee Meeting Packet (February 8, 2017)

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

DATE: February 15, 2017

<u>NAME</u>	<u>AREA / REPRESENTING</u>
1 Bonnie Shockley	N.E.J.C.F.P. AMSTERDAM BERGHOLZ EAST SPENGLER ^{Pina Esue RIDGE} Wait Run
2 GEORGE SCOTT	M. MYERS RESIDENT COUNCIL TORONTO.
3 Dolores Wiggins	Commissioner Tom Graham
4 Natalie Wiggins	Commissioner Dave Maple
5 [Signature]	Tom Smith
6 Robert [Signature]	JEFF. Cty Chamber
7 [Signature]	Sheriff's Dept
8 STEVEN GARRIN	THE SALVATION ARMY
9 Jamie Blanchard	CAC
10 Betty FERRO	JOB + FAMILY SERVICES
11 Asantewa Ampah	LaGalle Neighbors Who Care
12 Jim Baker	CAC
13	
14	
15	

OTHERS PRESENT

Garry Minto CFO
 Heather Watling, Emer. Director
 Fredy Faski HEAP
 Jim Fark
 Dawn Gillette
 Kelly Wilson
 Jammie Lewis
 [Signature]