

**JEFFERSON COUNTY COMMUNITY ACTION COUNCIL, INC.
BOARD OF TRUSTEES – REGULAR MEETING
March 15, 2017**

OFFICERS PRESENT

Robert Naylor, Chairman
Captain Steven Griffin, Treasurer
Asantewa Anyabwile, Secretary

REPRESENTING

Jefferson County Chamber
The Salvation Army
LaBelle Neighbors Who Care

MEMBERS PRESENT

Dr. James Baber
Betty Ferron
Dennis Gorlock
Cathy Moro
Mayor Domenick Mucci
Clint Powell
George Scott
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
City of Steubenville
Laborers Local Union No. 809
Michael Myers Terrace Resident Council
Urban Mission Ministries
Commissioner Dave Maple
Commissioner Tom Graham

MEMBERS EXCUSED

Edward Littlejohn, Vice Chairman
Ronnie Shockley

Sheriff Fred Abdalla
Northeast Jeff Co Food Pantry

STAFF PRESENT

Michael McGlumphy, CEO
Jamie Blanchard, Housing Case Manager
John Fayak, Deputy Director
Helen Fox, HEAP Data Entry/Intake Clerk
Lori Hawthorne, WIOA 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, March 15, 2017. Roll call was taken; a quorum was present. In the Chairman's absence, Captain Steve Griffin (Treasurer) called the meeting to order at 11:30 a.m. with the Pledge of Allegiance. Clint Powell read the CAC Mission Statement.

APPROVAL OF MINUTES OF PRECEDING MEETING: Mayor Domenick Mucci moved to accept the minutes of the February 15, 2017 meeting as written. Delores Wiggins seconded the motion. Motion unanimously passed.

REPORT OF CEO:

[NOTE: Chairman Robert Naylor arrived, so he will be presiding over the meeting from this point forward.]

ANNUAL REPORT: The Annual Report 2016 was distributed to all Board members. The Report meets Standard 2.3 (*The organization communicates its activities and its results to the community*). A message on the CAC website indicates copies of the Annual Report are available upon request. Also, the CEO gave copies to the County Commissioners at their meeting on March 9.

CONFLICT OF INTEREST DISCLOSURE STATEMENT: All Board members need to sign and return the Conflict of Interest Disclosure Statement. This, too, is required by CSBG Standards (Standard 5.6: *Each governing board member has signed a conflict of interest policy within the past 2 years*). It was highly recommended by Julia Wise in our Board training (January 20, 2016) to have conflict of interest disclosure statements signed annually.

PERSONNEL REPORT: The Board received the Personnel Report for February 2017, which shows new hires, resignations, terminations and positions posted for the month. On this month's Personnel Report, it shows: new hires – HWAP Crew Members (one started February 3; one, February 21); Fiscal Director started 2/13; and Homeless Crisis Response Program Case Manager/Community Outreach Aide (Community Outreach Aide transferred to position February 21). A probationary HWAP Crew Member, who did not pass the background check, was terminated on February 16. Positions posted: 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; WIOA Youth/CCMEP Case Manager/Job Center Facilitator – Harrison County posted through February 9; AEP CAP/EPP Auditor posted through February 22; and Community Service Aide posted through March 9. Not listed on the report: CCMEP/WIOA Youth Case Managers were hired (one started March 13; one starts March 20); AEP CAP/EPP Auditor posting closed March 9 (two interviews are scheduled; we reposted the position through March 24); Community Service Aide posting closed March 9 (two interviews are scheduled); and Mr. McGlumphy received a resignation today from a WIOA Adult & D/W Case Manager effective April 14 (position posted through March 30).

CALENDAR OF EVENTS: In March, the Chairman is scheduled to name a Nominating Committee. The Nominating Committee recommends a slate of officers to the full Board at the April meeting. Conflict of Interest Forms are due from Board members this month.

PROGRAM REPORT: Members received a copy of the February 2017 Program Report, which shows participants served for the month and year-to-date. Mr. McGlumphy asked members if they liked the way the report is presented. Mr. Naylor said, "I like this format a lot better; it's much easier to read. I would leave it to your discretion, or the actual department – your senior team – or the department head as to whether there was something actually to report." He continued, if there is an issue or something the senior team/department head thinks the combined expertise on the board could help with, present it to the Board. Captain Griffin pointed out an error at the bottom of the Housing Programs section (Toronto CHIP): '*This was year round services in PY 15' should be 'PY 16.'

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

MOTION: Dr. Jim Baber moved to accept the report of the CEO, which included: Annual Report 2017, Conflict of Interest Disclosure Statement, Personnel Report – February 2017, Calendar of Events, Program Report and CAC Newsletter. Clint Powell seconded the motion. Motion passed unanimously.

REPORT OF COMMITTEES:

EXECUTIVE COMMITTEE: Three agreements were approved by the Executive Committee: Service Agreement between Jefferson County Department of Job & Family Services and JCCAC – Rapid Response Layoff Aversion for the period March 9, 2017 through June 30, 2017 in the amount of \$300,000; Agreement for Services – HCRP/Homeless Prevention and Rapid ReHousing for the period January 1, 2017 through December 31, 2018 in the amount of \$44,460 (Ms. Blanchard said this amount is the case management total; the direct assistance total is \$111,800 – Mr. McGlumphy asked to move the item to New Business to address this); and a Statement of Work – COAD WarmChoice and JCCAC for the period January 1, 2017 through December 31, 2017 in the amount of \$75,113. We also discussed an RFP for the One Stop OhioMeansJobs Center. The Executive Committee gave the CEO authority to respond to the RFP either as a consortium, or as an independent county for Jefferson County, and as an independent county for Harrison County. He met yesterday with all four counties; it was decided as a group we would go as a consortium, with Belmont County being the OhioMeansJobs Operator. Another meeting is scheduled for next Wednesday with the fiduciary to make sure everything is in place. WIOA Federal law requires OhioMeansJobs Centers be competitively procured nationwide. At the bidder's conference, the only attendees were Jefferson County CAC, Carroll County Department of Job & Family Services and Belmont County Department of Job & Family Services – they are the only agencies who can enter into anything on the RFP, as you had to be present at the bidder's conference to be able to do anything with the RFP. He said everything should stay as it is, with some operating changes.

United Way 2018 Application for the period January 1, 2018 through December 31, 2018 in the amount of \$14,250 is a 25 percent reduction from last year. We were advised to reduce our funding request because United Way did not meet their goal.

FINANCE COMMITTEE: The Finance Committee met on March 8. Members received a copy of the Finance Committee reports in their packets, which were emailed or mailed. A revised Combined Analysis Report was emailed to members (a copy was also provided at the meeting) to correct Fund #266 Community Services Block Grant. The program year should read December 31, 2017. 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. The next meeting will be April 7 at 1:00 p.m. The 2017 United Way budget was cut by 35%, for a new total of \$12,350.

Ms. Minto explained to the Board how we get money in the Corporate Fund: If we do not spend all the money in some programs – AEP CAP, Columbia WarmChoice, and EPP – the money is

transferred to the Corporate Fund. In the Corporate Fund, we have HWAP Material Buy Out. There is \$11,767.25 for HWAP Material Buy Out, and \$14,120.69 for Material Inventory. When materials are used in a house, HWAP reimburses the Corporate Fund; this is shown as a debit to cash, and a credit to material. Also, the parking lot fees and any fund-raising are deposited into the Corporate Fund. Federal or State money does not go into the Corporate Fund. Some programs do not pay their share of indirect costs – the Corporate Fund has to reimburse the programs. The balance in the Corporate Fund is \$212,820.07.

MOTION: Mayor Mucci moved to ratify the agreements approved by the Executive Committee: Service Agreement between Jefferson County Department of Job & Family Services and JCCAC– Rapid Response Layoff Aversion for the period March 9, 2017 through June 30, 2017 in the amount of \$300,000; Agreement for Services – HCRP/Homeless Prevention and Rapid ReHousing for the period January 1, 2017 through December 31, 2018 in the amount of \$44,460; and a Statement of Work – COAD WarmChoice and JCCAC for the period January 1, 2017 through December 31, 2017 in the amount of \$75,113; and the United Way 2018 Grant Application for the period January 1 through December 31, 2018. The United Way 2018 Application for the period January 1 through December 31, 2018 was also approved for Mr. Naylor’s signature. Dr. Baber seconded the motion. Motion passed (Betty Ferron abstained due to a conflict with the Service Agreement between Jefferson County Department of Job & Family Services and JCCAC).

MOTION: Delores Wiggins moved to approve the report of the CFO: Finance Committee minutes of March 8, 2017, Combined Analysis Report – February 2017, Balance Sheet – February 2017, Corporate Fund Report – February 2017 and Credit Card and Gas Expenditures Spreadsheets; and to ratify the agreements listed above. Dr. Baber seconded the motion. Motion passed unanimously.

NOMINATING COMMITTEE: In the ByLaws (p. 11, No. 2), it reads:

A Nominating Committee composed of at least three (3) persons shall be elected by the Board at the March meeting. This committee shall be responsible for nominating a slate of officers to be voted on at the Annual Meeting of the Board.

The following Board members were elected to the Nominating Committee: George Scott, Betty Ferron and Natalie Ulasiewicz. Ballots were distributed to all members for their input – these were collected and turned over to Natalie Ulasiewicz. The Committee will present a slate of officers at the next meeting.

UNFINISHED BUSINESS: **Board Retreat** is scheduled for March 31 at EGCC 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. The facilitator will be Julia Wise. On the agenda: Strategic Plan, ByLaws, Job Descriptions, CEO Evaluation, Board Responsibilities and Personnel Policies and Procedures. An overview of CAC Programs, along with other services available at the agency, will be presented at 1:30 p.m. The agency will be closed April 17 for a **Staff Retreat**. A light breakfast will start at 8:30 a.m., with the retreat starting at 9:00 a.m. Customer Service training will be provided by Julia Wise. We hope to add a First Aid/CPR demonstration in the afternoon. **WIOA Job Fair** is scheduled for May 17 from 11 a.m. to 3 p.m. at Ft. Steuben Mall. The participating businesses will be added to our website. Mr. McGlumphy met with four agencies to discuss **employee medical insurance**. He is scheduled to meet with one more agency. “We’re not really bidding out insurance; we’re bidding out a broker ... who’s going to give us the best product, and who’s going

to watch out for the agency's interest as we are going through this." He will meet with the employees who are on the agency's insurance for their input. Mr. Naylor: "We had a discussion which I think will come up at the retreat as to when we had our commercial liability policy. And I want to clear something up. We did go back to our local broker, who had provided a commercial liability policy in the past; and we said we don't want the business to go out of the area. I think it's very important to understand the only thing that stays in the area is agent commission, broker commission and expense. The insurance companies may be in Wichita Falls; we don't know where they are ... yes, we do want to maintain and preserve our local contacts. In something like this, we have to look at what is best for the group based upon the census information of our employees and the coverage that we can get. That may mean that we have to look at things that are a little more outside the norm – health savings accounts, non-health savings accounts. But I would tell you that I believe that none of us has the census information ... many of us may understand health insurance very well, but I don't think that we have the handle on it that the senior team does."

MOTION: Captain Griffin moved to give Mike McGlumphy and the senior team the ability to make a recommendation for a broker for health insurance and related dental and vision for CAC employees. The motion was seconded by Dr. Baber. Motion unanimously passed.

NEW BUSINESS: At the combined Executive and Finance Committee report, there was an Agreement for Services – HCRP/Homeless Prevention and Rapid ReHousing for the period January 1, 2017 through December 31, 2018 in the amount of \$44,460; however, Jamie Blanchard told us the direct assistance total of \$111,800 (\$39,130 for Homeless Prevention; \$72,670 for Rapid ReHousing) was not included in the contract. The monies will allow us to provide assistance to 27 households under Rapid ReHousing (\$72,670) and 33 households under Homeless Prevention (\$39,130). The \$44,460 was for case management services.

MOTION: Clint Powell moved to authorize the CAC to enter into an agreement for HCRP/Homeless Prevention and Rapid ReHousing for the period January 1, 2017 through December 31, 2018 for a total of \$111,800 to provide direct assistance to 27 households under Rapid ReHousing (\$72,670) and 33 households under Homeless Prevention (\$39,130). Captain Steve Griffin seconded the motion. Motion passed unanimously.

It was suggested by a Board member that the agency add Narcan training to the Staff Retreat. The matter was discussed; Narcan training is not a priority for the CAC at this time.

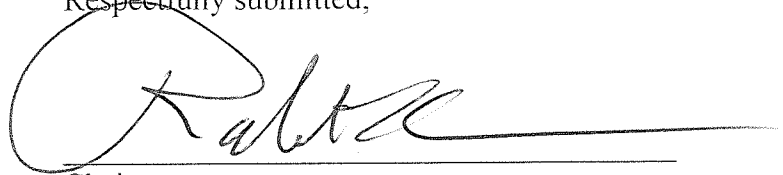
We expect an HWAP Technical Monitor Visit (Eric Sandys) on March 21; and an HWAP Administrative Monitor visit by Scott Kashuba on May 24.

Two Board members are requested at the United Way allocation meeting on April 5 at 2:00 p.m. Captain Steve Griffin and Delores Wiggins volunteered to attend.

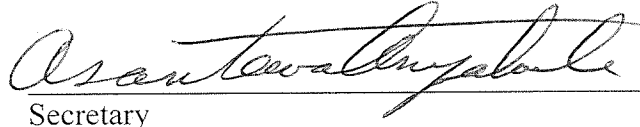
The next meeting will be April 19 at 11:30 a.m.

A motion to adjourn was made at 12:15 p.m. by Captain Griffin. The motion was seconded by Delores Wiggins. Motion passed unanimously.

Respectfully submitted,

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

Chairman

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

Secretary

Attached Hereto and Made a Part Hereof:

Annual Report 2016
Conflict of Interest Disclosure Statement
Personnel Report – February 2017
Calendar of Events
Program Report – February 2017
JCCAC March 2017 Newsletter
Executive and Finance Committee Meeting Packet (March 8, 2017)

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

DATE: March 15, 2017

	<u>NAME</u>	<u>AREA / REPRESENTING</u>
1	<i>Debra Wiggins</i>	Commissioner Tom Graham
2	<i>George P. Gatto</i>	Pres. Michael Myers Tenant Council
3	<i>Natalie Waseley</i>	Comm. Dave Maple
4	<i>Domenick Muced</i>	City of Steubenville
5	<i>Clint Powell</i>	Labors Local 809
6	<i>Jim Balser</i>	Ball
7	<i>James Reed</i>	Urban Mission
8	<i>Cathy Moro</i>	Homeless Coalition
9	<i>Bob Brown</i>	J.F.S
10	<i>STEVEN GREENE</i>	THE SALVATION ARMY
11	<i>DEAN'S GOLF</i>	TOM DENTON
12	<i>ROBERT NAYLOR</i>	JEFF. Co Chair
13	<i>Asantwa Anyabwile</i>	Labette Neighbors Who Care
14		
15		

OTHERS PRESENT

Helen Fox
Hammie Lewis
John Fayak
Ann Blanchard
Heath Whittington
Jim Southman
Bridget Lash
Mike N. Wolf
Deborah

Elaine/BOT/BOT Attendance Sign-In Sheet

Patty Minto
Clara Ann