

JEFFERSON COUNTY COMMUNITY ACTION COUNCIL, INC.
BOARD OF TRUSTEES – REGULAR MEETING
April 19, 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

Betty Ferron
Dennis Gorlock
Mayor Domenick Mucci
Clint Powell
Natalie Ulasiewicz

Jefferson County Dept of Job & Fam Svcs
Commissioner Tom Gentile
City of Steubenville
Laborers Local Union No. 809
Commissioner Dave Maple

MEMBERS EXCUSED

Dr. James Baber
Cathy Moro
George Scott
Ronnie Shockley
Reverend Ashley Steele
Delores Wiggins

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

STAFF PRESENT

Michael McGlumphy, CEO
Jamie Blanchard, Housing Case Manager
John Fayak, Deputy Director
Robyn Gillette, HEAP Coordinator
Lori Hawthorne, WIOA Director
Patricia Minto, CFO
Elaine Petrozzi, Secretary/ROMA Coordinator
Heather Westling, CSBG Community Service Aide
Kelly Wilson, Fiscal Director
Sonya Todd

The Jefferson County CAC Board of Trustees met for their regular meeting on Wednesday, April 19, 2017. Roll call was taken; a quorum was present. Board Chairman Robert Naylor called the meeting to order at 11:35 a.m. with the Pledge of Allegiance. Asantewa Anyabwile read the CAC Mission Statement. Mr. Naylor then presented her with a Certificate of Appreciation for her outstanding service as a member of the Board of Trustees for the period May 6, 2012 through May 6, 2017.

APPROVAL OF MINUTES OF PRECEDING MEETING: Mayor Domenick Mucci moved to accept the minutes of the March 15, 2017 meeting as written. Captain Steve Griffin seconded the motion. Motion unanimously passed.

REPORT OF CEO:

SERVICE AGREEMENT BETWEEN JC DJFS AND JCCAC – CCMEP -- Modification No.

2: The Service Agreement between Jefferson County DJFS and Jefferson County CAC – CCMEP – Modification No. 2 extends the TANF portion of the contract to coincide with the TANF operation date of October 1, 2016 to September 30, 2017 (the original end date of the contract was June 30, 2017). All other terms of the contract remain the same. The contract may be extended for one year period not to exceed June 30, 2018. The Agreement will go before the Commissioners at their meeting tomorrow (April 20).

SERVICE AGREEMENT BETWEEN HC DJFS AND JCCAC – CCMEP -- Modification No.

3: The Service Agreement between Harrison County DJFS and Jefferson County CAC – CCMEP – Modification No. 3 extends the TANF portion of the contract to coincide with the TANF operation date of October 1, 2016 to September 30, 2017 (the original end date of the contract was June 30, 2017). All other terms of the contract remain the same. The contract may be extended for one year period not to exceed June 30, 2018. The Agreement will go before the Commissioners at their meeting next Wednesday (April 26).

MONITOR REPORT FROM OHIO HOUSING FINANCE AGENCY: The letter dated April 5 states, “We have reviewed and found acceptable the corrective actions taken...” The review was for the inspection of documents submitted to OHFA for Cathedral Apartments.

OhioMeansJobs JOB FAIR: A Job Fair is scheduled for May 17, 11 a.m. to 3 p.m. at Ft. Steuben Mall. A list of participating employers, as of April 10, are listed on the back of the flyer. To date, there are 38 businesses and 14 training providers signed up to participate in the Job Fair; as businesses respond, the website is updated.

PERSONNEL REPORT: The Board received the Personnel Report for March 2017, which shows new hires, resignations, terminations and positions posted for the month. On this month’s Personnel Report, it shows: new hires – CCMEP/WIOA Youth Case Manager (started March 13), and a WIOA Adult & D/W Case Manager, who started March 20. A WIOA Adult & D/W Case Manager resigned effective April 14. Positions posted: Community Service Aide (posted through March 9), AEP CAP/EPP Auditor (posted through March 24), and a WIOA Adult & D/W Case Manager/Job Center Facilitator (posted through March 30). Not listed on the report: WIOA Career Services Technician/Job Center Facilitator/Receptionist started April 10 (he will be helping with CCMEP, job searches and résumés, and answering phones); temporary WIOA Youth Case Manager started April 10; HEAP Intake Worker transferred to WIOA Youth/CCMEP on April 10; HEAP Intake Worker was terminated on April 17; HEAP Intake Worker starts April 24; Purchasing Officer will transfer to WIOA for data entry effective May 1; HWAP Crew Member posted through April 19, and HEAP Intake Worker posted through April 25. An interview was held yesterday for a Harrison County WIOA Youth/CCMEP Worker, but no decision has been made.

CALENDAR OF EVENTS: In April, recommendations are due to the Nominating Committee. Next month, the recommended slate of officers will be announced by the Nominating Committee.

PROGRAM REPORT: Members received a copy of the March 2017 Program Report, which shows participants served for the month and year-to-date. We now have 4 HWAP units completed and waiting for the final inspection.

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.

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

The CEO met with Cintas yesterday to discuss installing defibrillators in the Job Center and HEAP, and installing a first aid kit in Administration. The defibrillators are \$99/month per unit, which covers maintenance and training. The units we decided on talks to you while you are setting up the patient, avoiding the need to read instructions. If you are doing compressions incorrectly, the unit will tell you to apply more pressure; and if the patient does not need to be shocked, the unit will not allow you to shock them.

He also told the Board we have "donate" buttons on the CAC website, OhioMeansJobs website and facebook. We also have Amazon Smile -- for eligible purchases, the Amazon Smile Foundation will donate 0.5% of the purchase price to the CAC. There was also a discussion about a GoFundMe page for the CAC.

Asantewa Anyabwile asked, "United Way had a dinner last week. Was anybody from the CAC there?" Mr. McGlumphly responded that Heather Westling and Mary Magyer attended to represent the agency.

MOTION: Natalie Ulasiewicz moved to approve the Service Agreement between Jefferson County DJFS and JCCAC (CCMEP) – Modification No. 2, which extends the TANF portion of the contract to coincide with the TANF operation date of October 1, 2016 to September 30, 2017 (the original end date of the contract was June 30, 2017); and the Service Agreement between Harrison County DJFS and JCCAC (CCMEP) – Modification No. 3, which extends the TANF portion of the contract to coincide with the TANF operation date of October 1, 2016 to September 30, 2017 (the original end date of the contract was June 30, 2017). Dennis Gorlock seconded the motion. Betty Ferron abstained. Motion passed.

MOTION: Captain Griffin moved to accept the report of the CEO, which included: Monitor Report from OHFA dated April 5, 2017 (Cathedral Apartments), Job Fair Flyer, Personnel Report – March 2017, Calendar of Events, Program Report, Strategic Plan Workplan Update and CAC Newsletter. Clint Powell seconded the motion. Motion passed unanimously.

REPORT OF COMMITTEES:

FINANCE COMMITTEE: The Finance Committee met on April 7. Members received a copy of the Finance Committee reports in their packets, which were emailed or mailed. AEP Ohio Community Assistance Program Agreement for the period January 1, 2017 through December 31, 2017 in the amount of \$146,685.50 was approved by the Finance Committee (cut about 50% from last year), as well as a contract between Jefferson County DJFS and JCCAC in the amount of \$86,473 to serve 14-15 year olds through the Ohio Youth Works Program for the period May 1 through September 30, 2017, which will be presented to the Commissioners tomorrow.

MOTION: Mayor Mucci moved to ratify the agreements approved by the Finance Committee: AEP Ohio Community Assistance Program Agreement for the period January 1, 2017 through December 31, 2017 in the amount of \$146,685.50; and Contract between Jefferson County DJFS and JCCAC in the amount of \$86,473 to serve 14-15 year olds through the Ohio Youth Works Program for the period May 1 through September 30, 2017. Edward Littlejohn seconded the motion. Betty Ferron abstained. Motion passed.

Mr. McGlumphy told members the Finance Committee also discussed Direct Deposit and a line of credit for payroll. He, the CFO, Fiscal Director and Deputy Director met with Huntington and PNC Bank. The Finance Committee asked Administration to also talk to Chase Bank. Chase Bank said they would submit a plan by Friday; however, “from the way that Chase handled this, we just weren’t real comfortable.” PNC Bank gave more transactions than Huntington; PNC Bank does not require collateral for a \$100,000 line of credit. Payroll is approximately \$50,000, so the \$100,000 will be more than enough to cover payroll. The recommendation of the CEO and CFO is to move forward with Direct Deposit and a line of credit with PNC Bank. The Board asked if we asked First National – the reason we asked Huntington, PNC and Chase is they are local and do not require a car trip for deposits, etc. There is a one time fee to set up the computer software with THO Software Company.

MOTION: Mayor Mucci made a motion to accept the recommendation of the CEO and CFO with regard to moving forward to establish a line of credit and Direct Deposit services with PNC Bank. Asantewa Anyabwile seconded the motion. Clint Powell abstained. Motion passed.

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 Finance Committee meeting will be May 10 at 1:00 p.m.

MOTION: Mayor Mucci moved to approve the report of the CFO: Finance Committee minutes of March 8, 2017, Combined Analysis Report – March 2017, Balance Sheet – March 2017, Corporate Fund Report – March 2017 and Credit Card and Gas Expenditures Spreadsheets. Edward Littlejohn seconded the motion. Motion passed unanimously.

NOMINATING COMMITTEE:

The following Board members were elected to the Nominating Committee: George Scott, Betty Ferron and Natalie Ulasiewicz. The Chair said all members were given sheets of paper at the last meeting to write their nominations for Chair, Vice Chair, Treasurer and Secretary. The Nominating Committee compiled the information. Ms. Ulasiewicz said the Committee could give the slate today; Mr. Naylor said, “I would probably say it would be wise to wait for the May meeting, with

the understanding that there are nominations from the floor that would occur on election day.” Ms. Ulasiewicz: “If someone here has a difference of opinion from what they wrote down, if they wanted to let us know before the May meeting...” The Committee will present a slate of officers at the next meeting.

NEW BUSINESS: April 26 and 27, Tom Calhoun will be here to visit homes that received electric baseload services through AEP CAP and EPP; May 2, HWAP Technical Visit by David Evans; May 11, Celeste Krolak for a HEAP monitor visit; and May 24, Scott Kashuba, HWAP Administrative Monitor Visit. Ms. Minto is working on the single agency audit for 2016; the auditor will be here in May.

The HWAP garage lease expires July 31, 2017. Mr. McGlumphy notified the landlord he wants to extend the lease at the current rate of \$600 per month.

MOTION: Captain Griffin moved to give Mike McGlumphy the authority to extend the HWAP garage lease for one year at the rate of \$600 per month. Dennis Gorlock seconded the motion. Motion passed unanimously.

Mr. McGlumphy is scheduled to meet with the last insurance company tomorrow regarding employee insurance. There were five companies who we were working with; however, one company withdrew. “We are looking at brokers; the insurance is all going to match up. If Insurance Company ‘A’ gives me a quote, and Insurance Company ‘B’ goes to the same company to get a quote, they are going to get the same, exact quote.” He will meet with the final company tomorrow and make a decision based on what was provided to us. He asked if the companies would be willing to meet with the staff to go over the insurance. The current insurance ends June 30.

Natalie Ulasiewicz said at the retreat it was brought up to diversify Board members as far as public appointees. She went through the old journals from 1964 through 1979. Up to 1979, the Commissioners made nine public appointments. They had three representatives; the rest were mayors. She will continue from 1979 to find out when it changed to five. “The Commissioners have always been on, and it’s been a majority of mayors throughout the community.” The Commissioners’ appointments were mayors from Steubenville, Wintersville, Amsterdam, Dillonvale, Tiltonsville, President of Council of Toronto, plus three Commissioners’ representatives in 1979. She said she will continue to research – when it changed to five, and when the Sheriff became a public appointment. Mayor Mucci said to check with the Articles of Incorporation to see what is identified in it.

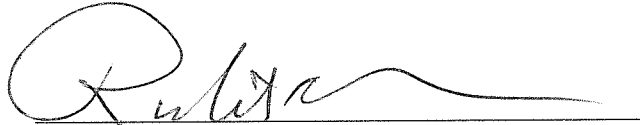
Asantewa Anyabwile’s term expires May 6; the Board is looking for a replacement. LaBelle Neighbors Who Care will submit a letter from their Board of Trustees, and W.E.B.A. Outreach Food Pantry (Amsterdam) will submit a letter from their Board. Mr. McGlumphy said we have to be aware of our geographic sectors. The Board will review the letters and make a determination to fill the vacancy.

Customer Service training was held for staff on Monday, April 17. First Aid/CPR training was scheduled for the afternoon, but had to be canceled. Program Directors briefly described their programs as Mr. McGlumphy went through the PowerPoint created for public presentations. We had 20 employees express an interest in CPR training; State staff was also asked if they wanted to be CPR-trained.

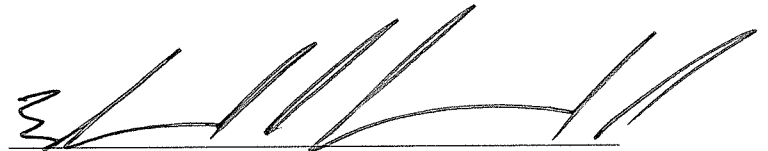
The next meeting will be May 17 at 11:30 a.m.

A motion to adjourn was made at 12:29 p.m. by Mayor Mucci. The motion was seconded by Captain Griffin. Motion passed unanimously.

Respectfully submitted,



Chairman



Secretary Vice Chairman

Attached Hereto and Made a Part Hereof:

- Service Agreement between JCDJFS and JCCAC (CCMEP) – Mod. No. 2
- Service Agreement between HCDJFS and JCCAC (CCMEP) – Mod. No. 3
- Monitor Report from OHFA dated 4/5/17 re: Cathedral Apartments
- Job Fair Flyer
- Personnel Report – March 2017
- Calendar of Events
- Program Report – March 2017
- Strategic Plan Workplan Update
- JCCAC April 2017 Newsletter
- Finance Committee Meeting Packet (April 7, 2017)

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

DATE: April 19, 2017

<u>NAME</u>	<u>AREA / REPRESENTING</u>
1 <i>Clint Powell</i>	<i>Laborers Local 809</i>
2 <i>Demi Dalal</i>	<i>Tom Santillo</i>
3 <i>[Signature]</i>	<i>JEFF. Cty Chamber</i>
4 <i>[Signature]</i>	<i>Old Family Services</i>
5 <i>Talicia Elias</i>	<i>Comm. Daire Maple</i>
6 <i>Dominick Plucio</i>	<i>City of Steubenville</i>
7 <i>[Signature]</i>	<i>[Signature]</i>
8 <i>[Signature]</i>	<i>Labello Neighbors Who Care</i>
9 <i>[Signature]</i>	<i>Steele's Dept.</i>
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OTHERS PRESENT

John Fayot
Mike on Lee
James Brannan
Heather Westling
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 Elaine BOT/BOT Attendance Sign-In Sheet
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