

JEFFERSON COUNTY COMMUNITY ACTION COUNCIL, INC.
BOARD OF TRUSTEES – REGULAR MEETING
May 17, 2017

OFFICERS PRESENT

Robert Naylor, Chairman
Edward Littlejohn, Vice Chairman

REPRESENTING

Jefferson County Chamber
Sheriff Fred Abdalla

MEMBERS PRESENT

Betty Ferron
Dennis Gorlock
Mayor Domenick Mucci
George Scott
Delores Wiggins

Jefferson County Dept of Job & Fam Svcs
Commissioner Tom Gentile
City of Steubenville
Michael Myers Terrace Resident Council
Commissioner Tom Graham

MEMBERS EXCUSED

Dr. James Baber
Captain Steven Griffin
Cathy Moro
Clint Powell
Ronnie Shockley
Reverend Ashley Steele
Natalie Ulasiewicz

Eastern Gateway Community College
The Salvation Army
Jeff Co Coalition on Housing & Homelessness
Laborers Local Union No. 809
Northeast Jeff Co Food Pantry
Urban Mission Ministries
Commissioner Dave Maple

STAFF PRESENT

Michael McGlumphy, CEO
Jamie Blanchard, Housing Case Manager
Robyn Gillette, HEAP Coordinator
Kevin Jarrett, AEP CAP/EPP Auditor
Trudy Lash, HWAP Office Manager
Tammie Lewis, Human Resources/Payroll
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, May 20, 2017. Roll call was taken; a quorum was present. Board Chairman Robert Naylor called the meeting to order at 11:36 a.m. with the Pledge of Allegiance. Edward Littlejohn read the CAC Mission Statement.

APPROVAL OF MINUTES OF PRECEDING MEETING: Mayor Domenick Mucci moved to accept the minutes of the April 19, 2017 meeting as written. Edward Littlejohn seconded the motion. Motion unanimously passed.

CORRESPONDENCE: Ms. Petrozzi read a letter dated May 9, 2017 from Captain Griffin, his resignation from the Board of Trustees due to his transfer to Cambridge, Ohio. She also read in its

entirety a letter dated May 10, 2017 from Louis Stein, Director of Development, Jefferson Behavioral Health System. Below is an excerpt from his letter:

... Also, I wanted to take this opportunity to let you know that I would be interested in being considered to serve on your Board of Directors if and when a position on your Board may come available ...

Mr. Naylor told the Board that Captain Steve Griffin will be here until June; however, he will not be attending this meeting or the June meeting because he has numerous reports to complete before his transfer.

REPORT OF CEO:

HWAP MONITORING REPORT: On March 21, Eric Sandys visited the agency to review the Home Weatherization Assistance Program. The report listed two findings and a clarification on staff training needs. The findings were in houses weatherized by Columbiana County; we forwarded the information to Columbiana County to do the repairs. When the repairs were completed, Columbiana County sent us the paperwork; we, in turn, sent it with our response. A copy of our response was distributed to Board members today.

HEAP MONITOR: Celeste Krolak, HEAP Field Representative, monitored PY 2017 HEAP and PY 2016 HEAP Summer Crisis Program. She found very minor items in files. A response was emailed to Ms. Krolak, which she accepted.

PERSONNEL REPORT: The Board received the Personnel Report for April 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 Managers (one full time, one temporary – both started April 10), a WIOA Career Services Technician/CCMEP Program Assistant/Job Center Facilitator/Receptionist started April 10; and a HEAP Intake Worker started April 24. A recently hired HEAP Intake Worker was terminated during the probation period. Positions posted: HWAP Crew Member (posted through April 19), and a HEAP Intake Worker (posted through April 25). Not listed on the report: Purchasing Officer transferred to WIOA Adult & Dislocated Worker/Special Grants & CCMEP Administrative Support/Clerical Assistant, effective May 1; and a Harrison WIOA Youth/CCMEP Case Manager started May 9. Interviews are being held tomorrow, May 18 for a HEAP Intake Worker.

CALENDAR OF EVENTS: In May, the recommended slate of officers is due from the Nominating Committee. Next month, we will hold the election of new officers. Employee Insurance Renewal is also due next month and is almost complete.

PROGRAM REPORT: Members received a copy of the April 2017 Program Report, which shows participants served for the month and year-to-date. Mr. Naylor asked for clarification regarding HWAP: Mr. McGlumphy met with COAD. The CAC goal was 28 units for PY 2016. We have 7 units completed, and 4 to be inspected. There will be 4 or 5 from Columbiana County. There was talk about moving 10 units to the COAD counties to be weatherized; however, it has to be approved by COAD's Board of Trustees. At \$7,000 for 10 units, it would be \$70,000, which we do not have left in the budget. For COAD as a whole, they met their goal. Regarding comments

listed under HWAP, Mr. McGlumphy said, “I don’t think any of this is going to be an issue at this point in time.” As for WIOA Jefferson and Harrison Counties, Mr. Naylor asked, “It seems there is less of a demand in Harrison County?” Mr. McGlumphy answered that the funding for the Harrison County Adult Program is \$34,000; the amount only funds 2 or 3 participants. “It is a much smaller program than ours.” Mr. Naylor also asked if the total number of participants served would be approximately the same as 2015. Mr. McGlumphy told members with two months left in the program, we will do slightly more than last year. The Service Agreement between JCDJFS and JCCAC – CCMEP and the Service Agreement between HCDJFS and JCCAC – CCMEP were approved by both counties’ Commissioners. The CEO talked to the landlord for the HWAP garage; the landlord will renew the lease, but it has not been signed yet.

CAC NEWSLETTER: The CAC’s May Newsletter was included for Board members to read.

MOTION: Dennis Gorlock moved to accept the report of the CEO, which included: HWAP Monitor Report (March 21, 2017) and CAC Response; HEAP Monitor (May 11, 2017); Personnel Report – April 2017, Calendar of Events, Program Report and CAC Newsletter. Delores Wiggins seconded the motion. Motion passed unanimously.

REPORT OF COMMITTEES:

FINANCE COMMITTEE: The Finance Committee met on May 10. Members received a copy of the Finance Committee reports in their packets, which were emailed or mailed.

MOTION: Mayor Mucci moved to accept the report of the CFO: Finance Committee minutes of April 7, 2017, ROMA 5th Quarter 2017 Report, Combined Analysis Report – April 2017, Balance Sheet – April 2017, Corporate Fund Report – April 2017 and Credit Card and Gas Expenditures Spreadsheets. Edward Littlejohn seconded the motion. Motion passed unanimously.

NOMINATING COMMITTEE:

At the March 15 Board of Trustees meeting, the following Board members were named to the Nominating Committee: Betty Ferron, George Scott and Natalie Ulasiewicz.

The Board Chairman read the slate of officers recommended by the Nominating Committee, which was received by Elaine Petrozzi from Natalie Ulasiewicz:

Chairperson	Robert Naylor
Vice-Chairperson	Edward Littlejohn
Treasurer	Clint Powell
Secretary	Natalie Ulasiewicz

Mr. Naylor told members: “...at the next meeting when we have elections, you can take nominations from the floor,” and “We really need everyone to get involved in the officer positions, and there needs to be some movement around so we do not become stale. It’s very important to have new ideas for the marketplace of ideas.”

MOTION: Mayor Mucci moved to accept the report of the Nominating Committee and forward it to the full commission at next month's Board of Trustees meeting. Edward Littlejohn seconded the motion. Motion passed unanimously.

UNFINISHED BUSINESS: The CEO Evaluation is due by July 1. Three evaluation forms were distributed to members: a form used prior to 2015 (titled "The CEO Evaluation"), a form drafted in 2015 (titled "Chief Executive Officer Performance Evaluation"), and a form used to evaluate CAC staff members (titled "Performance Appraisals"). Mayor Mucci said the Board Chairman should have the Personnel Committee decide which form to use, "...however, I'm sure the Chair recognizes that all Board of Trustees should be involved in the evaluation." Mr. Naylor then asked Ms. Petrozzi to forward the three forms to the Personnel Committee, who will decide which form to use, or to make a new one; and that all Board of Trustee members should complete a form to the extent they feel comfortable.

NEW BUSINESS: Today is the Job Fair, 11 a.m. to 3 p.m. at Ft. Steuben Mall. The CAC won the bid for One Stop services in Harrison County. Mr. McGlumphy requested permission to sign the MOU for Jefferson and Harrison Counties as the Community Action Council, and also needs permission from the Board to lease space in Harrison County's ODJFS facility where the One Stop is located – 564 square feet, in accordance with the MOU we have been working with.

MOTION: Mayor Mucci moved to approve and ratify the Memorandum of Understanding with Harrison County Department of Job & Family Services for a One Stop Center. Dennis Gorlock seconded the motion. Motion passed unanimously.

MOTION: Mayor Mucci moved to approve and ratify the Memorandum of Understanding with Jefferson County Department of Job & Family Services for a One Stop Center. Dennis Gorlock seconded the motion. Betty Ferron abstained. Motion passed.

HEAP Summer Crisis Program will start July 1 through August 31. We have been allotted \$52,000. Mr. McGlumphy asked for permission to sign an agreement for the program. The guidelines this year are very strict. The guidelines indicate that customers must be 60 years or older, or have a doctor's note for a chronic illness.

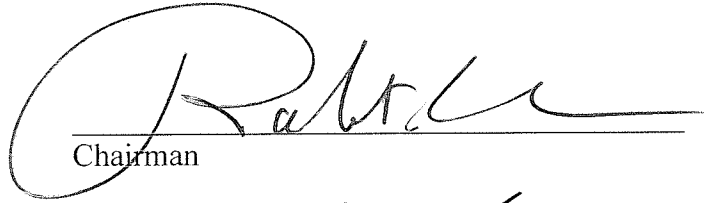
MOTION: Mayor Mucci authorized Mike McGlumphy to take all necessary acts and actions with regard to entering into a contract for the HEAP Summer Crisis Program for the period July 1 through August 31 in the amount of \$52,000. Delores Wiggins seconded the motion. Motion passed unanimously.

The next staff meeting is scheduled for June 1 at 9 a.m. All Board members are invited to attend.

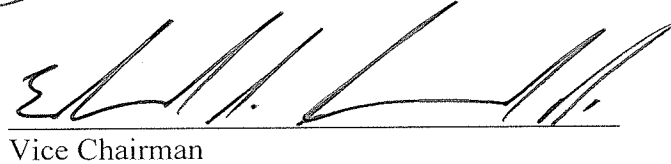
Mayor Mucci reminded members about the letter we received from Lou Stein. Lighthouse Haven has six single occupancy and four combined 2- or 3- bedroom apartments. They have 4 single occupancy openings and one family unit open; we will refer eligible Section 8 tenants to Lighthouse Haven. As for Board vacancies, Mr. McGlumphy sent an email that in order to be a member of the Board, we need a letter of interest. To date, we have not received a letter from LaBelle Neighbors Who Care or W.E.B.A. He also talked to Jefferson Behavioral Health, who did send a letter. Mayor Mucci suggested further discussions before filling the Board vacancies.

A motion to adjourn was made at 11:58 a.m. by Mayor Mucci. The motion was seconded by Edward Littlejohn. Motion passed unanimously.

Respectfully submitted,



Chairman



Vice Chairman

Attached Hereto and Made a Part Hereof:

Letter from Captain Steven Griffin (The Salvation Army)
Letter from Louis J. Stein, Jefferson Behavioral Health
HWAP Monitoring Report and Response
HEAP Monitor Visit
Personnel Report – April 2017
Calendar of Events
Program Report – April 2017
JCCAC May 2017 Newsletter
Finance Committee Meeting Packet (May 10, 2017)
CEO Evaluation Forms