

JEFFERSON COUNTY COMMUNITY ACTION COUNCIL, INC.
BOARD OF TRUSTEES – REGULAR MEETING
July 19, 2017

OFFICERS PRESENT

Robert Naylor, Chairman
Natalie Ulasiewicz, Secretary

REPRESENTING

Jefferson County Chamber
Commissioner Dave Maple

MEMBERS PRESENT

Dr. James Baber
Betty Ferron
Dennis Gorlock
Mayor Domenick Mucci
Ronnie Shockley
Reverend Ashley Steele
Delores Wiggins

Eastern Gateway Community College
Jefferson County Dept of Job & Fam Svcs
Commissioner Tom Gentile
City of Steubenville
Northeast Jeff Co Food Pantry
Urban Mission Ministries
Commissioner Tom Graham

MEMBERS EXCUSED

Edward Littlejohn
Clint Powell
George Scott

Sheriff Fred Abdalla
Laborers Local Union No. 809
Michael Myers Terrace Resident Council

STAFF PRESENT

Michael McGlumphy, CEO
Jamie Blanchard, Housing Case Manager
John Fayak, Deputy Director/Planner
Robyn Gillette, HEAP Intake Worker
Lori Hawthorne, WIOA Director
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, July 19, 2017. Roll call was taken; a quorum was present. Board Chairman Robert Naylor called the meeting to order at 11:31 a.m. with the Pledge of Allegiance. Heather Westling read the CAC Mission Statement.

APPROVAL OF MINUTES OF PRECEDING MEETING: Mayor Domenick Mucci moved to accept the minutes of the June 21, 2017 meeting as written. Dr. James Baber seconded the motion. Motion unanimously passed.

CORRESPONDENCE: Ms. Petrozzi read a letter dated July 11, 2017 from Jefferson Behavioral Health, submitting the name of a representative to serve on the CAC Board of Trustees:

We, therefore, would like to submit the following person for consideration of appointment to your Board as follows:

Mr. Anthony J. Sheposh

REPORT OF CEO:

ODSA (HWAP) CLOSURE LETTER: On March 21, 2017, Eric Sandys visited the agency to review the Home Weatherization Assistance Program. We received a letter dated June 15 from Mr. Tim Petrides, Section Supervisor, Weatherization: "Mr. Sandys has reviewed the response letter and has found the agency's methods of correction to be acceptable." The Monitor Report and our response letter were given to the Board on May 17.

HWAP MONITOR VISIT (May 2-3, 2017) RESPONSE. Our letter dated June 22, 2017, addressed to David Evans is in response to the Monitor Report received after his visit to our agency on May 2 and 3, 2017. The Monitor Report for the visit was given to the Board at the June 21 Board meeting.

HEAP MONITOR VISIT (May 11, 2017) REPORT: On May 11, 2017, Celeste Krolak visited the agency to monitor Home Energy Assistance Program 2017 Admin/Oper Grant, 2017 Winter Crisis Program and 2016 Summer Crisis Program. The letter dated June 23, 2017 from Megan Meadows, Assistant Deputy Chief, Office of Community Assistance, requires a response to Items 2.5 b-d. A copy of our response was given to Board members today.

CATHEDRAL APARTMENTS COMPLIANCE REVIEW (June 20, 2017) REPORT: A file review and physical inspection of Cathedral Apartments was conducted on June 20, 2017. The letter from Nancy Weilbacher, Compliance Analyst, Office of Program Compliance, indicated some findings. Written documentation of the corrections to the deficiencies noted in the report need to be submitted to OHFA by August 21. We are already working to correct the findings. We are putting together our response, and we are confident we will make the August 21 deadline to respond.

MEMORANDUMS OF UNDERSTANDING BETWEEN JCCAC AND JEFFERSON COALITION ON HOUSING AND HOMELESSNESS; JCCAC AND JEFFERSON BEHAVIORAL HEALTH SYSTEM; and JCCAC AND URBAN MISSION: The Memorandums of Understanding are for the period July 1, 2017 to June 30, 2018, and are for in-kind for supportive services for the Supportive Housing Program.

MEMORANDUM OF AGREEMENT BETWEEN COAD AND JCCAC: The Memorandum of Agreement is for the period July 1, 2017 through June 30, 2018 to provide weatherization services from the following programs: Home Weatherization Assistance Program, Columbia WarmChoice, EPP, AEP CAP, Furnace Replacement Program and Housing Trust Fund Program.

LEASE AGREEMENT BETWEEN SALTERA, LLC AND JCCAC: The period of the Lease Agreement between Saltera, LLC and JCCAC is August 1, 2017 through July 31, 2018 in the amount of \$600 per month – the same as last year. The property is used as storage for HWAP materials.

WIOA SERVICE AGREEMENT MODIFICATIONS AND SERVICE AGREEMENTS:

Modifications to the following agreements extend the contract for one month, for the new period of July 1, 2017 through July 31, 2017. “We did not get our allocation; therefore, we extended our current program year one month to July 31, 2017 in order to have a program to operate from. The State got our allocation to us; the Area did not get their allocation to us.” The funding remains the same.

Jeff Co DJFS and JCCAC Adult & Disl Worker
Jeff Co DJFS and JCCAC CCMEP
Harr County DJFS and JCCAC Adult & Disl Worker
Harr County DJFS and JCCAC CCMEP

The following Service Agreements are for the period July 1, 2017 through June 30, 2018, where we received the allocation:

Jeff Co DJFS and JCCAC Adult & Disl Worker	\$614,868.54
Jeff Co DJFS and JCCAC CCMEP	328,915.80
Harr Co DJFS and JCCAC Adult & Disl Worker	111,086.64
Harr Co DJFS and JCCAC CCMEP	59,202.00

Service Agreements with Jefferson County Dept of Job & Family Services are on the County Commissioners’ agenda tomorrow. Service Agreements with Harrison County Dept of Job & Family Services are on the County Commissioners’ agenda on July 26.

E F S P LOCAL BOARD PLAN (Phase 34): The E F S P Local Board met on July 6 to allocate the Phase 34 funding, \$44,005. The four agencies funded are: The Salvation Army (\$5,800) to be used for food, CAC (\$22,525 + \$880 Admin) for rent/mortgage assistance, Northeast Jefferson County Food Pantry (\$2,500) for food, and Catholic Charities (\$12,300) for utility assistance. We used the same percentage used to distribute the money in Phase 32. Ronnie Shockley did not want his full allocation. The remaining amount was distributed to the other agencies using the same percentage.

PERSONNEL REPORT: The Board received the Personnel Report for June 2017, which shows new hires, resignations, terminations and positions posted for the month. On this month’s Personnel Report, it shows a HEAP Intake Worker position was posted through June 7; a HEAP Intake Worker started June 26. There was one resignation: WIOA Adult/Dislocated Worker, effective June 23. We shifted an employee from Harrison County to Jefferson County to fill the position. That individual resigned effective July 28 to take a teaching position at Head Start. The position is posted through August 2.

CALENDAR OF EVENTS: July begins the new term for the newly elected Executive Committee: Robert Naylor, Chairman; Edward Littlejohn, Vice-Chairman; Clint Powell, Treasurer; and Natalie Ulasiewicz, Secretary. Also in July, Standing Committees are appointed by the Chair, CEO Annual Evaluation (Standard 7.4) and CEO Compensation Review (Standard 7.5) are due, as well as an organization-wide budget (Standard 8.9). On August 31, Reverend Ashley Steele’s term expires.

PROGRAM REPORT: Members received a copy of the June 2017 Program Report, which shows participants served for the month and year-to-date. There are some issues in Weatherization. “We are on probation starting July 1 ... We did not meet our quota. In the process of all this, we now have a Weatherization Crew; the crew is doing great. They’re doing houses; we’re moving forward.” The HWAP Coordinator is on medical leave at this time (he returns to the doctor August 1, which is when we will get our next update from him). Belmont County will do furnace work outside of Steubenville. Columbiana County will do pre-and post-inspections. Anyone working on the house cannot do the inspections, nor can the same person do the pre- and post-inspections. Two members of our staff are in training to be inspectors; one needs 6 more classes; the other, 7. We have audited all we can. Columbiana County did two houses for us – one is complete; since the other has not been started, the CEO recalled it (“I’m not going to pay another Weatherization crew to do something when I have a Weatherization crew here”). We have 4 units that needed to be inspected: 2 need furnace work (since it is located in Steubenville, it will be put aside for now); the other, the furnace would not fire. When we finished the Weatherization work, the furnace fired; we are working with COAD to do the inspection. Another unit recently completed will be inspected by COAD. By the end of July, we expect to have 6 units completed – we need 7 per quarter. “We are in pretty good shape moving forward if my plan falls into place.” COAD and both counties are working with us. It is possible if the plan does not fall into place, we may lose the program. “I am confident we are going to meet our quota. We may not meet our unit cost...” Another issue with Weatherization: we replaced an air conditioner at a cost of \$2,100. It should have been charged to AEP, but it was charged to HWAP and denied. When it was submitted to AEP, it was denied due to the age of when it was done versus date it was submitted. The disallowed cost of \$2,100 will have to be paid from the Corporate Fund. The Mayor asked if procedures were in place to prevent this from happening in the future. The CEO responded there are – John Fayak is tracking all HWAP jobs in his office, and the CEO now has internet access to the WarmChoice program. Ms. Minto said she will have money in AEP to reimburse the Corporate Fund. Any money left in AEP when the program ends belongs to us; it is deposited into the Corporate Fund. The same is true for Columbia WarmChoice and EPP. Jamie Blanchard said the lease for Cathedral Apartments’ tenants has been revised – some information that did not pertain to the tenants (i.e. security deposits that are not required to be paid) was deleted. Mr. Naylor told her he did a new lease for LightHouse Haven he will share.

CAC NEWSLETTER: The CAC’s July Newsletter was included for Board members to read. Mr. McGlumphy told members the editorial he wrote is how he feels about the agency. “I honestly feel I have done nothing, but we have moved mountains...It wouldn’t happen without the staff.”

MOTION: Mayor Mucci moved to accept the report of the CEO, which included: ODSA (HWAP) Monitor (March 21, 2017) Closure Letter; HWAP Monitor Visit (May 2-3, 2017) Response; HEAP Monitor Visit (May 11, 2017) Report and Response; Cathedral Apartments Compliance Review (June 20, 2017) Report; Memorandum of Understanding between CAC and Coalition on Housing and Homelessness; Memorandum of Understanding between CAC and Jefferson Behavioral Health; Memorandum of Understanding between CAC and Urban Mission; Memorandum of Agreement between COAD and JCCAC; Lease Agreement between Saltera, LLC and JCCAC; EFSP Local Board Plan (Phase 34); Personnel Report – June 2017; Calendar of Events; Program Report; and CAC Newsletter. Delores Wiggins seconded the motion. Motion passed unanimously.

MOTION: Mayor Mucci moved to approve the WIOA Service Agreement Modifications between Jefferson County DJFS and Jefferson County CAC for Jefferson County Adult & Dislocated Workers and Jefferson County CCMEP; Harrison County DJFS and JCCAC for Harrison County Adult & Dislocated Workers and Harrison County CCMEP, extending the term of the Service Agreement by one month to end on July 31, 2017; and to approve the Service Agreements between Jefferson County DJFS and Jefferson County CAC for Adult & Dislocated Workers (\$614,868.43) and Jefferson County CCMEP (\$328,915.80); and Harrison County DJFS and Jefferson County CAC for Adult & Dislocated Workers (\$111,086.64) and Harrison County CCMEP (\$59,202) for the period July 1, 2017 through June 30, 2018. Natalie Ulasiewicz seconded the motion. Betty Ferron abstained. Motion passed.

REPORT OF COMMITTEES:

FINANCE COMMITTEE: The Finance Committee met this morning at 10:30 a.m. All members received a copy of the Finance Committee reports. The Finance Committee reviewed the minutes of the June 14 Finance Committee Meeting, and the financial reports – Combined Analysis Report, Balance Sheet – June 2017, Corporate Fund Report – June 2017 and Credit Card and Gas Expenditures. The HEAP Budget Revision was emailed to members, reviewed with the Finance Committee, and reviewed again with the Board. Ms. Minto also distributed the 2017 Agency-Wide Budget (Standard 8.9).

MOTION: Mayor Mucci moved to accept the report of the CFO: Finance Committee minutes of June 14, 2017, Combined Analysis Report – June 2017, Balance Sheet – June 2017, Corporate Fund Report – June 2017 and Credit Card and Gas Expenditures Spreadsheets. Dennis Gorlock seconded the motion. Motion passed unanimously

MOTION: Mayor Mucci moved to adopt the HEAP Budget Revision and 2017 Agency-Wide Budget as they were presented today. Reverend Ashley Steele seconded the motion. Motion passed unanimously.

UNFINISHED BUSINESS:

BOT VACANCIES: Edward Littlejohn sent an email to Mayor Ty Lollini (Tiltonville) seeking Board members from the southern part of the district. We have not received anything from LaBelle Neighbors Who Care. We talked to Lieutenant Muhs at The Salvation Army but took no further action until we spoke to the Board. Mr. Naylor said to follow up with Lieutenant Muhs, and for Mr. Littlejohn to follow up with Mayor Lollini. Regarding the request for Anthony Sheposh be named as a member of the Board of Trustees from Jefferson Behavioral Health, Mr. Mucci asked if there would be a conflict of interest with him serving on the Board. Jefferson Behavioral Health provides in-kind services for the Supportive Housing Program. Mr. Naylor said, “I don’t believe there would be. If there would be, he’d have to abstain...”

MOTION: Dr. Baber moved to accept Anthony Sheposh, CEO of Jefferson Behavioral Health System, as a member of Jefferson County CAC’s Board of Trustees. Dennis Gorlock seconded the motion. Motion unanimously passed. The agency will send Mr. Sheposh a welcome packet.

MOTION: Dennis Gorlock moved to extend an invitation to Lieutenant Erik Muhs (The Salvation Army) to become a member of our Board of Trustees. Betty Ferron seconded the motion. Motion passed unanimously.

STANDING COMMITTEE ASSIGNMENTS: Mr. Naylor named the following to the Personnel and Finance Committees:

PERSONNEL COMMITTEE	FINANCE COMMITTEE
B. Ferron	J. Baber
E. Littlejohn	D. Gorlock
R. Naylor	D. Mucci
N. Ulasiewicz	R. Naylor
D. Wiggins	C. Powell

NEW BUSINESS:

OHFA HOME RENT APPROVAL: We received funding for Briarwood, Meridian Greene and Meridian Greene II when they first opened. Since we are the 501(c)(3) umbrella, we stay engaged. Each year, HOME funding recipients must submit their intentions to comply with the project’s HOME funding agreement. WODA asked that we sign the HOME Rent Approval Forms.

MOTION: Dr. Baber made a motion to continue to act as the 501(c)(3) umbrella for Briarwood, Meridian Greene and Meridian Greene II, and sign the forms. Mayor Mucci seconded the motion. Motion passed unanimously.

MOTION: A motion by Mayor Mucci was made to enter into Executive Session at 12:15 p.m. for the purpose of discussing the evaluation of the Chief Executive Officer and related issues. Dr. Baber seconded the motion. Motion unanimously passed.

MOTION: A motion was made to return to Regular Session at 12:54 p.m. by Dennis Gorlock. Mayor Mucci seconded the motion. Motion unanimously passed. During the Executive Session, the Chief Executive Officer Evaluation was discussed. The Board feels the CEO has performed extremely well for the agency, moving the agency forward over the past year. The staff is more comfortable and more productive under Mr. McGlumphy’s leadership. Also discussed was a compensation package for the CEO, which was agreed to by the Board and the CEO.

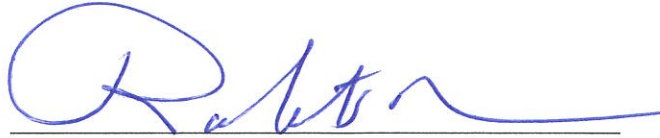
Mr. McGlumphy thanked the Board for their confidence. “As a whole, I think the relationship between me and this Board has just been excellent. We’ve had some steep hills to come up, and everybody’s worked together.” In response to the question of what the Board can do to help the CEO, Mike McGlumphy hopes to have the newly appointed Personnel Committee approve the Personnel Manual as it is; then build it from there. The Mayor expressed a concern of the Board’s – a succession plan, not only for the CEO, but for the agency.

MOTION: Dr. Baber moved to approve the compensation package for the Chief Executive Officer and that it be effective August 1, 2017. The motion was seconded by Dennis Gorlock. Motion

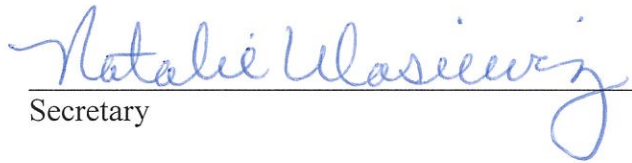
passed unanimously. The Mayor added the special consideration of the compensation package is for the CEO and does not apply to other staff members.

A motion to adjourn was made at 1:06 p.m. by Dr. Baber. The motion was seconded by Dennis Gorlock. Motion passed unanimously.

Respectfully submitted,



Chairman



Secretary

Attached Hereto and Made a Part Hereof:

- Letter from Jefferson Behavioral Health System
- ODSA (HWAP) Monitor (March 21, 2017) Closure Letter
- HWAP Monitor Visit (May 2-3, 2017) Response
- HEAP Monitor Visit (May 11, 2017) Report and Response
- Cathedral Apartments Compliance Review (June 20, 2017) Report
- Memo of Understanding – JCCAC and Jefferson County Coalition on Hsg & Homelessness
- Memo of Understanding – JCCAC and Jefferson Behavioral Health System
- Memo of Understanding – JCCAC and Urban Mission
- Memorandum of Agreement – COAD and JCCAC (HWAP)
- Lease Agreement between Saltera, LLC and JCCAC
- WIOA Service Agreement Modifications and Agreements
- E F S P Local Board Plan (Phase 34)
- Personnel Report – June 2017
- Calendar of Events
- Program Report – June 2017
- JCCAC July 2017 Newsletter
- Finance Committee Meeting Packet (July 19, 2017)
- HEAP Budget Revision (17-HA-128)
- 2017 Agency-Wide Budget
- HOME Rent Approval Forms (Briarwood, Meridian Greene and Meridian Greene II)