

JEFFERSON COUNTY COMMUNITY ACTION COUNCIL, INC.
BOARD OF TRUSTEES – REGULAR MEETING
June 21, 2017

OFFICERS PRESENT

Robert Naylor, Chairman
Edward Littlejohn, Vice Chairman

REPRESENTING

Jefferson County Chamber
Sheriff Fred Abdalla

MEMBERS PRESENT

Dr. James Baber
Betty Ferron
Mayor Domenick Mucci
Clint Powell
Natalie Ulasiewicz
Delores Wiggins

Eastern Gateway Community College
Jefferson County Dept of Job & Fam Svcs
City of Steubenville
Laborers Local Union No. 809
Commissioner Dave Maple
Commissioner Tom Graham

MEMBERS EXCUSED

Dennis Gorlock
Captain Steven Griffin
Cathy Moro
George Scott
Ronnie Shockley
Reverend Ashley Steele

Commissioner Tom Gentile
The Salvation Army
Jeff Co Coalition on Housing & Homelessness
Michael Myers Terrace Resident Council
Northeast Jeff Co Food Pantry
Urban Mission Ministries

STAFF PRESENT

Michael McGlumphy, CEO
Jamie Blanchard, Housing Case Manager
John Fayak, Deputy Director/Planner
Helen Fox, HEAP Intake Worker
Tammie Lewis, Human Resources/Payroll
Patricia Minto, CFO
Elaine Petrozzi, Secretary/ROMA Coordinator
Kelly Wilson, Fiscal Director
Heather Westling, CSBG Community Service Aide

OTHERS PRESENT

Larry Schwendeman, Schwendeman Agency, Inc.
Jennifer White, Schwendeman Agency, Inc.

The Jefferson County CAC Board of Trustees met for their regular meeting on Wednesday, June 21, 2017. Roll call was taken; a quorum was present. Board Chairman Robert Naylor called the meeting to order at 11:34 a.m. with the Pledge of Allegiance. John Fayak read the CAC Mission Statement.

APPROVAL OF MINUTES OF PRECEDING MEETING: Edward Littlejohn moved to accept the minutes of the May 17, 2017 meeting as written. Dr. James Baber seconded the motion. Motion unanimously passed.

CORRESPONDENCE: Ms. Petrozzi read a letter received May 17, 2017 from LaBelle Neighbors Who Care, submitting its request to continue serving on the JCCAC Board of Trustees.

We also received a note from Dominique Welshans, David Stivision Scholarship Recipient:

I am honored to be a recipient of your scholarship this year. It means a lot that you saw my potential and believed in my college/future plans ... once again, thank you very much for awarding me this scholarship and helping my college finances at The Ohio State University.

Ms. Petrozzi also read an email dated June 20, 2017 from Cathy Moro, resigning from the Board of Trustees.

In our search for new Board members, Mr. Naylor would like to continue our outreach, not only for diversity but for geographic diversity. As for LaBelle Neighbors Who Care, "That would be great if they wanted to continue, but we need a resident of Jefferson County."

REPORT OF CEO:

COAD (HWAP) MONITORING REPORT: On May 2 and 3, 2017, David Evans visited the agency to review the Home Weatherization Assistance Program. The report states, "when we took a look at the HWAP statistics it appears that Jefferson will fall well short of the minimum unit goal and are well above the planned average job cost. Mr. Thompson estimates that only 14 HWAP jobs will be completed by the end of PY 2016." He also mentioned the agency was short 3 jobs in the WarmChoice Program that ended a few months ago. Some individual jobs have not yet been reported to OCEAN – COAD will assist in any way possible to see that the jobs are completed before the end of the program year. Tod Miller was moved from AEP CAP/EPP to HWAP as the Crew Leader. We now have a 3-man crew (Crew Leader and two crew members); the crew also has a WIOA Work Experience participant on the crew. The HWAP crew has completed 10 houses. Crew members have only taken a few courses and are in need of a lot of training, while the crew leader has taken most of his required courses. A review of the job files showed the required forms are being filled out and included in the job file. Mr. Evans inspected three HWAP jobs: "The customers I spoke to at these jobs were pleased with the weatherization and HVAC work that took place at their homes. I believe based on the jobs I inspected that the work being provided by Jefferson County C.A.C. Inc. is cost effective and will result in these homes saving energy over the life of the materials installed." A customer told the monitor the HWAP program has made her life so much better because she no longer has to heat her home with electric space heaters and her electric cook stove. The letter lists a breakdown of the required actions for the three HWAP jobs that were inspected during the monitor visit.

EPP and AEP/CAP BASELOAD SITE VISIT (May 4, 2017): "...Jefferson County C.A.C. is delivering excellent baseload reduction services through the AEPCAP and EPP projects." Mr. McGlumphy said, "I have said numerous times Kevin Jarrett has done a great job rebuilding this program. Tod was working with him; we moved Tod to Weatherization. We spent all our funding. This program is running smooth. It's doing exactly what it's intended to do, and Kevin's doing a great job for it."

SRO – RENEWAL OF HAP CONTRACTS: U.S. Department of Housing and Urban Development/Office of Community Planning and Development/ Section 8 Moderate Rehabilitation/ SRO Renewal of HAP Contracts is for the term August 1, 2017 through July 31, 2018. There are 15 units per contract. The contracts were signed and returned so they would be in place by the commencement date.

JOB FAIR (May 2017) RESULTS: Sixty-seven businesses were in attendance at the May 17 Job Fair. A total of 682 job seekers were counted. Most (26%) learned of the job fair through “Other,” which was family members, flyers, OMJ Centers or word of mouth. Yard signs was second with 24%. “Very good job fair. Lori’s staff did a great job. It turned out really good.”

PURPOSE/FUNCTIONS OF STANDING COMMITTEES and PREFERENCE FORM: The forms were sent in members’ packets to be filled out and returned.

PERSONNEL REPORT: The Board received the Personnel Report for May 2017, which shows new hires, resignations, terminations and positions posted for the month. On this month’s Personnel Report, it shows a WIOA Youth Case Manager started May 9. Positions posted: HEAP Intake Worker, posted through June 7. Not listed on the report: We interviewed and hired a HEAP Intake Worker, who starts Monday, June 26.

CALENDAR OF EVENTS: In June is the election of officers and employee insurance renewal. In July, new officers begin their one-year term, Standing Committees are appointed by the new Chair, the CEO Evaluation is due (Standard 7.4), Review of CEO Compensation (Standard 7.5), and the governing board annually approves an organization-wide budget (Standard 8.9).

PROGRAM REPORT: Members received a copy of the May 2017 Program Report, which shows participants served for the month and year-to-date. The report shows HWAP has five houses completed; the number has gone up to 10 houses (five are completed; the others need to be inspected). COAD has been working with us. “I guaranteed them we will meet or exceed our quota for next year. I’m sure we will.” “The Weatherization Team is doing a great job out there. Columbiana County has been working with us. I’ve been in touch with Columbiana County for next year – we don’t have inspectors yet. Training was one of the issues. I’m 6 classes away from Tod being an inspector; and I’m 7 classes away from Kevin being an inspector. Tod has all his training to be a supervisor; the crew is being sent through training as it comes available. Everything is falling into place. I did tell COAD they had to give me some breathing room; we turned around AEP CAP/EPP; we’ll turn Weatherization around!” COAD will be monitoring us quarterly or monthly. “My goal is to meet our goal and move forward.” AEP CAP/EPP: “I cannot say enough about that program. Kevin is also very aggressive; he wants to know if there is funding available to do apartment complexes.” The CEO is working with COAD to see if there is funding available. Cathedral Apartments: The SRO is slowing down. We’re not having as many problems. As apartments become available, we are taking out the carpet and putting in linoleum. Summer Crisis Program will begin on July 1 through August 31; total funding \$52,000. WIOA’s Summer Youth Program begins June 19. For Jefferson County, we estimate a total of 125 youth: 90 CCMEP TANF; 30 Ohio Youth Works (14-15 year-olds) and 5 WIOA Out of School; number of worksites, 50. Harrison County participants: CCMEP/TANF, 28; WIOA 0; number of worksites, 15. Participants work 37.5 hours per week maximum and receive \$9 per hour. Their nine week period

starts June 19 and ends August 18. Rapid Response grant ends June 30; we have 30 participants and anticipate 6 more once the paperwork is completed.

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

DAVID STIVISON SCHOLARSHIP: COAD contributes \$500 toward a scholarship; the CAC is giving \$200; Wichert Insurance said they will "match" COAD's \$500 toward the scholarship for a total of \$1,200.

HWAP GRANT APPLICATION: The grant period is July 1, 2017 through June 30, 2018 in the amount of \$242,950; we project completing 25 units. The budget is due tomorrow, but the application (which we received on June 8) was due to COAD on June 19. The application was approved by the Finance Committee at their June 14 meeting.

The CAC is having a "cook-in" for employees on June 28 at noon. All Board members are welcome to attend.

Mr. Naylor told members he had an interaction yesterday when he was picked up by a shuttle driver to be taken to his vehicle after a service appointment. The gentleman (who lives in Richmond) could not say enough positive things about the CAC program and what they had done for him and his home. "While this is a hiccup, and a bump along the way, rest assured I have full faith and confidence in Mike that he will smooth out the bumps and we'll be on a good pathway to satisfying all our HWAP requirements."

MOTION: Delores Wiggins moved to ratify and authorize the actions taken by the Chief Executive Officer to enter into the SRO – Renewal of HAP Contracts. Edward Littlejohn seconded the motion. Motion passed unanimously.

MOTION: Clint Powell moved to accept the remainder of the report of the CEO, which included: COAD/HWAP Monitor Report (May 2-3, 2017); EPP and AEP/CAP Baseload Site Visit (May 4, 2017); Job Fair (May 2017) Results; Personnel Report – May 2017; Calendar of Events; Program Report; CAC Newsletter; David Stivison Scholarship update; and HWAP Grant Application. Dr. Baber seconded the motion. Motion passed unanimously.

REPORT OF COMMITTEES:

FINANCE COMMITTEE: The Finance Committee met on June 14. Members received a copy of the Finance Committee reports in their packets, which were emailed or mailed. The HWAP Grant Application, due tomorrow, was discussed. The CFO will send out the budget to the Board and Finance Committee for review.

MOTION: Dr. Baber moved to approve any and all actions taken by the CFO and the agency in connection with the HWAP Grant Application's submission on June 22, 2017. The grant is for the period July 1, 2017 through June 30, 2018 in the amount of \$242,950. Edward Littlejohn seconded the motion. Motion passed unanimously.

MOTION: Delores Wiggins moved to accept the report of the CFO: Finance Committee minutes of May 10, 2017, Combined Analysis Report – May 2017, Balance Sheet – May 2017, Corporate Fund Report – May 2017 and Credit Card and Gas Expenditures Spreadsheets. Natalie Ulasiewicz seconded the motion. Motion passed unanimously.

NOMINATING COMMITTEE: The Nominating Committee (Betty Ferron, George Scott and Natalie Ulasiewicz) recommended the following slate of officers:

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

The floor was then opened for nominations from the floor. Since there were none, a motion was made to close the nominations.

MOTION: Dr. Baber moved to close the nominations. Betty Ferron seconded the motion. Motion unanimously passed.

Mr. Naylor said, “Given that everyone appears to be running unopposed, I think that there is no need to have a vote.” The newly elected Executive Committee, named above, will be effective July 1, 2017.

UNFINISHED BUSINESS: The CEO Evaluation is due by July 1. Evaluations from those present were turned in. Mr. Naylor asked Ms. Petrozzi to follow up with other Board members for their evaluations. The results will be transferred to one form and reviewed with the CEO. BOT vacancies: Low Income (Salvation Army and Housing & Homeless Coalition) and Private (LaBelle Neighbors Who Care). Mr. McGlumphy reminded members we received letters from Jefferson Behavioral Health and LaBelle Neighbors Who Care. The Board Chair asked members if they would like to reach out again to LaBelle Neighbors Who Care and explain the Board would like a member of their organization who lives in Jefferson County on the Board. A letter will also be sent to Jefferson Behavioral Health. The CAC was working with W.E.B.A. as a possible Board member; the HEAP Intake Worker we recently hired worked for W.E.B.A. Mr. McGlumphy feels we can still approach the organization and get another representative from the organization.

MOTION: Natalie Ulasiewicz moved to send letters to LaBelle Neighbors Who Care and Jefferson Behavioral Health to recommend a member of their organization who lives within the jurisdictional limits of Jefferson County to serve on the CAC Board. Betty Ferron seconded the motion. Motion unanimously passed.

Mr. Littlejohn talked to Mayor Lollini (Tiltonsville). Mr. Littlejohn told him we were interested in getting a member from Merkel Apartments; if we send the information, the Mayor will pass on the information to the residents of the apartment complex.

NEW BUSINESS: Employee insurance was awarded to Schwendeman Agency, Inc. The CAC’s vision insurance will stay the same with Anthem (Blue View Vision Network). The rate is the same as last year: \$9.57. Dental coverage is now with Delta Dental at the rate of \$27.97/month, for a savings of \$18.17%. Group Life was changed to Mutual of Omaha, with \$25,000 per employee

coverage. Employees were given the option to purchase additional life insurance at their expense. Employee health insurance for the next year will be through The Health Plan at a savings of 13.9% for a level funded plan, where everyone pays the same amount for coverage. Monthly premium will be \$14,123.97, with an annual premium of \$169,487.64. Representatives from Schwendeman Agency, Inc. (Larry Schwendeman and Jennifer White) were at the meeting to answer questions. Members were provided with spreadsheets showing current insurance rates, renewal rates and revised renewal rates for vision, dental, health and life insurance.

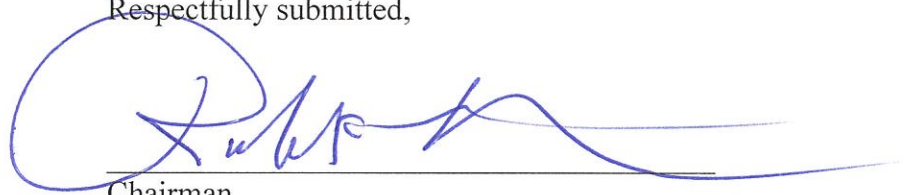
MOTION: Edward Littlejohn moved to engage Schwendeman Agency, Inc. for employee insurance (Anthem Blue View for vision insurance; dental, Delta Dental; life insurance, Mutual of Omaha; and The Health Plan for employee medical insurance). Natalie Ulasiewicz seconded the motion. Motion unanimously passed.

MOTION: At 12:29 p.m., Natalie Ulasiewicz moved to go into Executive Session to discuss compensation and funding. Dr. Baber seconded the motion. Motion passed unanimously.

MOTION: At 12:50 p.m., Dr. Baber moved to return to regular session. Delores Wiggins seconded the motion. Motion unanimously passed. During the Executive Session, compensation, funding and reduction of paperwork were discussed.

A motion to adjourn was made at 12:52 p.m. by Clint Powell. The motion was seconded by Dr. Baber. Motion passed unanimously.

Respectfully submitted,



Chairman



Vice Chairman

Attached Hereto and Made a Part Hereof:

Letter from LaBelle Neighbors Who Care
Thank You Card from Dominique Welshans (Stivision Scholarship Recipient)
Email from Cathy Morro (Resignation)
COAD (HWAP) Monitoring Visit Report (May 2-3, 2017)
EPP and AEP CAP Baseload Site Visit Report (May 4, 2017)
SRO – Renewal of HAP Contracts OH017SR0001 and OH17SR0002
Job Fair (May 2017) Results
Purpose/Functions of Standing Committees and Preference Form
Personnel Report – May 2017
Calendar of Events
Program Report – May 2017
JCCAC June 2017 Newsletter
Finance Committee Meeting Packet (June 14, 2017)
Schwendeman Agency, Inc. Insurance Spreadsheets