

JEFFERSON COUNTY COMMUNITY ACTION COUNCIL, INC.
BOARD OF TRUSTEES – REGULAR MEETING
August 17, 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
Lieutenant Erik Muhs
Anthony Sheposh
Delores Wiggins

Eastern Gateway Community College
Jefferson County Dept of Job & Fam Svcs
Commissioner Tom Gentile
City of Steubenville
The Salvation Army
Jefferson Behavioral Health
Commissioner Tom Graham

MEMBERS EXCUSED

Edward Littlejohn
Clint Powell
George Scott
Ronnie Shockley
Reverend Ashley Steele

Sheriff Fred Abdalla
Laborers Local Union No. 809
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
Robyn Gillette, HEAP Director
Rich Gualtiere, WIOA Assistant Director
Trudy Lash, HWAP Office Manager
Mary Magyer, CSBG Community Service Aide
Patricia Minto, CFO
Elaine Petrozzi, Secretary/ROMA Coordinator
Kelly Wilson, Fiscal Director

The Jefferson County CAC Board of Trustees met for their regular meeting on Thursday, August 17, 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. New member Lieutenant Erik Muhs read the CAC Mission Statement.

CORRESPONDENCE: Ms. Petrozzi read a letter dated August 5, 2017 from LaBelle Neighbors Who Care, submitting the name of a representative to serve on the CAC Board of Trustees:

Labelle Neighbors Who Care would like to name Beth Rupert Warren as our representative to the Board...

The Board also received a letter from Southeastern Ohio Legal Services dated August 15, 2017:

This letter is to express my interest in serving on the Jefferson County CAC Board of Directors. Robert Johns, our former Managing Attorney, was previously on the board and I substituted for him at times. I am very familiar with the board functions, and we share common clients at our agencies. It seems a logical fit to me and I am happy to offer my participation...

After a discussion about the larger geographic areas of Jefferson County that Southeastern Ohio Legal Services serves, it was voted by Board members to offer the vacant seat to SEOLS.

MOTION: Natalie Ulasiewicz moved to extend an invitation to Southeastern Ohio Legal Services for a seat on the Jefferson County CAC Board of Trustees. Delores Wiggins seconded the motion. Motion unanimously passed. The Mayor asked that a letter be sent to Labelle Neighbors Who Care thanking them for their interest, and to advise the agency we will keep their letter on file for a future vacancy.

APPROVAL OF MINUTES OF PRECEDING MEETING: Dennis Gorlock moved to accept the minutes of the July 19, 2017 meeting as written. Mayor Mucci seconded the motion. Motion unanimously passed.

REPORT OF CEO:

USF EPP GRANT AGREEMENT: The Grant Agreement is in the amount of \$266,000 for the period July 1, 2017 through June 30, 2018. The funding will be used to assist low-income Ohioans by providing energy saving retrofits and customer energy efficiency education. The purpose of the EPP program is to install Energy Conservation measures that reduce baseload energy use only. A list of possible measures (listed on Page 11) includes: hot water tank insulation, reducing temperature setting(s), installing low-flow showerheads and faucet aerators; water line insulation to six feet; replacement of incandescent lighting with compact fluorescent lighting, light-emitting diode or other more energy efficient lighting retrofits; replacement of outdoor lighting with CFL or LED bulbs; refrigerator/freezer replacement, removal of secondary refrigerator or unused/under used freezer; etc. Exhibit III on Page 14 is the Price List for the energy saving measures.

CoC HOMELESS FUNDING RENEWAL PROJECT (SUPPORTIVE HOUSING PROGRAM): The funding for the Renewal Project, \$138,786, is for the period July 1, 2017 through June 30, 2018. The Program Report shows 216 customers received rental assistance with the previous grant.

WIOA SERVICE AGREEMENT MODIFICATIONS: The Modifications are for the July 1, 2017 through June 30, 2018 Service Agreements for Jefferson and Harrison Counties' WIOA programs, which include carryover funds from last year into the new contracts:

	<u>Increase</u>	<u>New Total</u>
• Jeff Co Adult and D/W		\$695,516.57
Adult	11,029.36	317,715.10
D/W	69,618.67	377,801.47
• Jeff Co CCMEP	118,668.15	447,583.95
• Harr Co Adult and D/W		196,549.82
Adult	34,615.01	93,043.12
D/W	50,848.17	103,506.70
• Harr Co CCMEP	7,012.99	59,202.00

HWAP MONITOR VISIT (May 24, 2017) REPORT: On May 24, Scott Kashuba of OCA visited the agency to review Program Year 2016 of the Home Weatherization Assistance Program. There are several required actions in the report that we must respond to. The response is due 30 days from receipt, which will be September 9. John is working with Trudy Lash and Tod Miller for our response.

HEAP MONITOR VISIT (May 11, 2017) CLOSURE LETTER: 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 July 21, 2017 from Megan Meadows, Assistant Deputy Chief, Office of Community Assistance, states: "OCA staff has reviewed the response and has found it to be acceptable."

CATHEDRAL APARTMENTS COMPLIANCE REVIEW (June 20, 2017) RESPONSE: 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. The letter documents the corrections to the deficiencies noted in the report.

CALENDAR OF EVENTS: August 31 ends Reverend Ashley Steele's term on the Board of Trustees. In September, Standards 8.2, 8.3 and 8.4 are due. All these Standards are related to the annual audit and have been completed (the 2016 Audit was presented to the Finance Committee at their August 9 meeting and will be presented to the full Board at today's meeting).

PERSONNEL REPORT: The Board received the Personnel Report for July 2017, which shows new hires, resignations, terminations and positions posted for the month. On this month's Personnel Report, it shows one resignation from a WIOA Adult/Dislocated Worker, effective July 28. Two positions were posted: WIOA Adult & D/W Case Manager/Job Center Facilitator (through August 2), and WIOA Youth/CCMEP Case Manager/Job Center Facilitator (through August 18). The following resignations were not on the July Personnel Report: WIOA Adult/Dislocated Worker Case Manager (effective August 9), and CSBG Community Service Aide (effective August 9). We have two additional job postings: HWAP Crew Member, through August 24; and Community Service Aide, through August 24.

PROGRAM REPORT: Members received a copy of the July 2017 Program Report, which shows participants served for the month and year-to-date. HWAP Coordinator is on medical leave until September 10. The CEO phoned Belmont County to discuss furnace repair work in Jefferson County. Four units are complete; a fifth one has just been completed. There are two units pending inspections – with these units completed, we will meet our First Quarter projection. There are three or four more units to move forward on. “We’re moving forward at a very rapid pace; everything is going good.” However, the HWAP Coordinator is paid 100% from HWAP; sick time cannot be charged to a “combo” job. The CFO is watching the numbers. “Basically, we’re concentrating on combos; that way I can charge more WarmChoice, more AEP, more EPP combos to have HWAP money to move this forward. It’s a numbers game, and we just have to make sure the top five names on our list are done under HWAP ... We’ll just work through this and go as far as we can. I’ll keep you posted as we go through this.”

Mr. McGlumphy then told the Board he was at the Commissioners’ meeting this morning for the Jefferson County WIOA contract modifications. The Commissioners asked when we would get Head Start back. He explained to them, “The earliest we would see this is 2019. It’s a five year contract ... However, it may not come up for bid because if the Federal Head Start does not get any complaints on the program, it will automatically be extended another five years.” He told the Board a Herald Star reporter talked to him outside the Commissioners’ meeting. Mr. McGlumphy told the reporter the same information about the Head Start program, that there would not be an opportunity to re-bid in 2019 if no complaints are received. It could be 2023 before we even get a chance to re-bid. He said the reporter asked what effect the Head Start program had on Jefferson County. He answered we were renting five units for Head Start centers. When we had Head Start, we had over 100 – almost 150 – people employed here; we’re down to 43 people. “That’s a huge impact on the County ... Services to the individuals were not disrupted that much; but it was disrupted. Any time you shift a program, it’s disrupted. The impact on the County is that there were 90 people who were employed in Jefferson County – that’s an impact on the County.”

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

JOB FAIR: The Job Fair is scheduled for September 20 at St. Florian Hall from 11 a.m. to 3 p.m. To advertise the new venue, we are doing radio ads, yard signs and newspaper ads. On the yard signs, St. Florian Hall will be in big letters. The Job Fair is also advertised on our website and social media. The mall wanted insurance on all vendors coming into the mall. Even though our insurance company told us we could do that, the partners decided to move the Job Fair to St. Florian Hall. For the price of chairs, etc. at the mall, the move to St. Florian Hall was an even exchange.

MOTION: Dr. Baber moved to give authorization to Mike McGlumphy to take any and all actions necessary to enter into Service Agreement Modifications with Harrison County Adult/Dislocated Worker and Harrison County CCMEP Service Agreement Modifications for the period July 1, 2017 through June 30, 2018, and to take any and all actions further into those contracts. Mayor Mucci seconded the motion. Motion unanimously passed.

MOTION: A motion was made by Mayor Mucci on the remainder of the agreements already signed by Mike McGlumphy for ratification: USF EPP Grant Agreement in the amount of \$266,000 for the period July 1, 2017 through June 30, 2018; CoC Homeless Funding Renewal Project (Supportive Housing Program) for the period July 1, 2017 through June 30, 2018 in the amount of \$138,786; Service Agreement Modifications to the Jefferson County Adult/Dislocated Worker and

Jefferson County CCMEP for the period July 1, 2017 through June 30, 2018. The Finance Committee reviewed the USF EPP Grant Agreement and the Jefferson County and Harrison County Service Agreement Modifications at their meeting on August 9. The motion was seconded by Dr. Baber. Betty Ferron abstained. Motion passed.

MOTION: Mayor Mucci moved to accept the report of the CEO, which included: HWAP Monitor Visit (May 24, 2017) Report; HEAP Monitor Visit (May 11, 2017) Closure Report; Cathedral Apartments Compliance Review (June 20, 2017) Response; Calendar of Events; Personnel Report; Program Report; and CAC Newsletter. Dennis Gorlock seconded the motion. Motion passed unanimously.

Mr. Naylor introduced new Board members Lt. Erik Muhs, The Salvation Army; and Anthony Sheposh, Jefferson Behavioral Health. CAC staff members introduced themselves to the new Board members.

REPORT OF COMMITTEES

FINANCE COMMITTEE: The Finance Committee met on August 9. Mike Zeno (Zeno, Pockl Lilly and Copeland) presented the 2016 Audit Report. Per Ms. Minto, "There were no findings or questionable costs – it was a clean audit." All members received a copy of the Audit via email except the two new members; Ms. Minto will email a copy of the Audit Report to the new members. The Finance Committee reviewed and recommended approval of the following: Professional Services Contract with Computer Data Supplies (IVR Contract) for the period September 1, 2017 through August 31, 2018 in the amount of \$1,214 per month; CSBG ROMA 6th Quarter Report; HEAP Admin Budget for the period September 1, 2017 through August 31, 2018 in the amount of \$248,412; and HWAP (DOE/HHS) Final Budget Revision for the period July 1, 2016 through June 30, 2017 in the amount of \$260,990. The Finance Committee reviewed the minutes of the July 19 Finance Committee Meeting and the financial reports – Combined Analysis Report, Balance Sheet – July 2017, Corporate Fund Report – July 2017 and Credit Card and Gas Expenditures. Finance Committee meetings were moved to the same day as Board meetings, and will meet at 10:30 a.m. Mr. Naylor appointed Anthony Sheposh to the Finance Committee.

MOTION: Mayor Mucci moved to ratify the actions taken by the CEO in entering into the following: Professional Services Contract with Computer Data Supplies, HEAP Admin Budget and HWAP (DOE/HHS) Final Budget Revision. Dr. Baber seconded the motion. Motion passed unanimously.

MOTION: Delores Wiggins moved to accept the report of the Finance Committee: Finance Committee minutes of July 19, 2017, CSBG ROMA 6th Quarter Report, Combined Analysis Report – July 2017, Balance Sheet – July 2017, Corporate Fund Report – July 2017 and Credit Card and Gas Expenditures Spreadsheets. Natalie Ulasiewicz seconded the motion. Motion passed unanimously. The Mayor told the Board members, "...Our Audit Report came back extremely good for the agency. I want to thank Patty and the staff for their keen eye on the budget. In fact, we learned at the Budget [Finance] Committee that our auditor indicated to us that we no longer needed to approve the monthly credit card charges and review all those, but the Finance Committee opted to continue that practice. It gives us a better insight on the agency. The Finance Committee, I want to assure especially the two new ones, is working hard for the agency."

NEW BUSINESS:

Mr. McGlumphy told members COAD (Corporation for Ohio Appalachian Development), which is over the HWAP and energy efficiency programs, originally said we had \$200,000 for the 24-26 area counties. They then said they received \$600,000. We are working on a request for additional AEP funding.

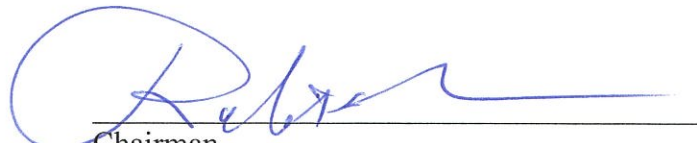
The CEO also reported to members he went to a meeting in Columbus yesterday to meet with the Workforce Innovation and Opportunity Act Directors for all 20 workforce areas to get support for two grants he is working on. We will only receive one of the grants:

- Rapid Response grant (\$400,000) that will service dislocated workers statewide (set aside funding from dislocated worker grant which they issue for helping); or
- Department of Labor grant that will serve dislocated workers statewide and long-term unemployed statewide (grant is through grants.gov to the State; originally 3 areas combined; the agency requested \$600,000). We should receive information by October.

Drafts are submitted for both grants. The budgets are not yet finalized. The CEO spoke to Area 1 (Pike County); they have two power plants about to close (the power plants are coal power plants). We have \$1,000,000 left in our coal initiative grant. We may send a group to work with the laid off employees. The grants mentioned above would not create new positions in the agency.

A motion to adjourn was made at 12:09 p.m. by Mayor Mucci. The motion was seconded by Dr. Baber. Motion passed unanimously.

Respectfully submitted,



Chairman



Secretary

Attached Hereto and Made a Part Hereof:

- Letter from Labelle Neighbors Who Care
- Letter from Southeastern Ohio Legal Services
- USF EPP Grant Agreement
- Continuum of Care (CoC Homeless Funding/FY 2016 Funding Round – Renewal Project (SHP)
- Service Agreement between JCDJFS and JCCAC – Adult and D/W – Modification No. 1
- Service Agreement between JCDJFS and JCCAC – CCMEP – Modification No. 1
- Service Agreement between HCDJFS and JCCAC – Adult and D/W – Modification No. 1
- Service Agreement between HCDJFS and JCCAC – WIOA Youth – Modification No. 1
- HWAP Monitor Visit (May 24, 2017) Report
- HEAP Monitor Visit (May 11, 2017) Closure Report
- Cathedral Apartments Compliance Review (June 20, 2017) Response
- Calendar of Events
- Personnel Report – July 2017
- Program Report – July 2017
- JCCAC August 2017 Newsletter
- Job Fair Flyer
- Finance Committee Meeting Packet (August 9, 2017)