

JEFFERSON COUNTY COMMUNITY ACTION COUNCIL, INC.
BOARD OF TRUSTEES – REGULAR MEETING
September 20, 2017

OFFICERS PRESENT

Edward Littlejohn, Vice Chairman
Clint Powell, Treasurer

REPRESENTING

Sheriff Fred Abdalla
Laborers Local Union No. 809

MEMBERS PRESENT

Dr. James Baber
Betty Ferron
Dennis Gorlock
Mayor Domenick Mucci
Lieutenant Erik Muhs
Anthony Sheposh
Delores Wiggins
Tom Zani

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
Southeastern Ohio Legal Services

MEMBERS EXCUSED

Robert Naylor
George Scott
Ronnie Shockley
Natalie Ulasiewicz

Jefferson County Chamber
Michael Myers Terrace Resident Council
Northeast Jeff Co Food Pantry
Commissioner Dave Maple

STAFF PRESENT

Michael McGlumphy, CEO
John Fayak, Deputy Director/Planner
Helen Fox, HEAP Intake Worker
Trudy Lash, HWAP Office Manager
Tammie Lewis, HR/Payroll
Mary Magyer, CSBG Community Service Aide
Patricia Minto, CFO
Elaine Petrozzi, Secretary/ROMA Coordinator

The Jefferson County CAC Board of Trustees met for their regular meeting on Wednesday, September 20, 2017. Roll call was taken; a quorum was present. Board Vice-Chairman Edward Littlejohn called the meeting to order at 11:33 a.m. with the Pledge of Allegiance. Mayor Domenick Mucci read the CAC Mission Statement.

APPROVAL OF MINUTES OF PRECEDING MEETING: Mayor Mucci moved to accept the minutes of the August 17, 2017 meeting as written. Clint Powell seconded the motion. Motion unanimously passed.

REPORT OF CEO:

HWAP MONITOR REPORT (May 24, 2017) RESPONSE: The letter dated August 29, 2017 to Timothy Petrides was in response to Scott Kashuba's monitor visit on May 24, 2017. The response was sent to COAD. COAD asked that a National Energy Audit (NEAT) be "trued up" and to redo the Basic Weatherization Report (BWR). Since Columbiana County did the initial NEAT and BWR, we are waiting for a decision by COAD on how to proceed. The response is now due to COAD on September 22.

HWAP CWC MONITOR REPORT (July 24, 2017): Two required actions on the report were addressed in our response signed today. The report requires us to provide an update on the CAZ pressure and an update on the return sealing. A copy of our response will be in next month's packet.

JOB FAIR: The OhioMeansJobs Jefferson County Job Fair is today at St. Florian Hall from 11 a.m. – 3 p.m. We had almost 80 employers and schools register to participate. Mayor Mucci told the members, "The local media really did a great job in covering the Fair. I happened to see an interview with Lori at the Florian, and I thought she did a fantastic job in promoting it, too. So, hopefully, moving from the Ft. Steuben Mall to off-location without a lot of traffic will work out for us; but hopefully at the end, we'll have some traffic counts of how many people actually went through the door."

Edward Littlejohn welcomed new member Tom Zani to the Board of Trustees. Mr. Zani represents Southeastern Ohio Legal Services.

CALENDAR OF EVENTS: In September, Standards 8.2, 8.3 and 8.4 were due. These Standards relate to the annual audit and have been completed (the 2016 Audit was presented to the Finance Committee at their August 9 meeting and presented to the full Board at the August 17 meeting). There is nothing on the calendar for October. In November, we will begin to review employee insurance, and Standard 8.6 (*The IRS Form 990 is completed annually and made available to the governing board for review*) is due. Directors & Officers, Auto and Rental Insurance, through Wichert Insurance, expires December 31. Mr. McGlumphy said he would like to handle insurance renewals the same as other contracts: current year, with two one-year extensions if we are satisfied with the company. If not satisfied, we will bid. We have no problems, issues or complaints with the company, so we requested a quote to compare the new rates with the rates we currently have. If the quote is within reason, he would like to stay with Wichert. Mayor Mucci asked that we check with the auditors to make sure we do not have to get quotes from other companies; Ms. Minto will contact Mike Zeno to ask the question.

PERSONNEL REPORT: The Board received the Personnel Report for August 2017, which shows new hires, resignations, terminations and positions posted for the month. On this month's Personnel Report, it shows two resignations: WIOA Adult/Dislocated Worker and Community Service Aide, both effective August 9. Two positions were posted: WIOA Adult & D/W Case Manager/Job Center Facilitator (through August 2), WIOA Youth/CCMEP Case Manager/Job Center Facilitator (through August 18), HWAP Crew Member (through August 24) and Community Service Aide (through August 24). The following were not on the August Personnel Report: resignation effective August 1 (WIOA Youth/CCMEP Case Manager; new hires, WIOA Adult/Dislocated Worker Case Manager (August 11) and CSBG Community Service Aide (August 12); termination, HWAP Crew Member (August 14) – we had a 6-month agreement that he would have a driver license and be insurable within 6 months of his hire date; he did not meet the terms of

the agreement; a transfer of a HEAP Intake Worker to WIOA Youth/CCMEP Case Manager; and three job postings: WIOA Youth/CCMEP Case Manager (Harrison), posted through September 25, Temp HEAP Intake Worker, through September 26 and HWAP Crew Member, September 26.

PROGRAM REPORT: Members received a copy of the August 2017 Program Report, which shows participants served for the month and year-to-date. Emergency Services: Mary has been doing a great job in the Program, and we have a new hire who Mary is training; HEAP: Winter Crisis Program starts November 1 through March 31, and we hope to fill the vacant position before WCP starts; HWAP: 7 units are completed, 2 units are waiting for pre-inspection. Columbiana County is doing our pre-inspections, COAD is doing our final inspections, and Belmont County is doing our furnace repairs. “We are moving forward; the program is doing great. We should have for the first quarter 7 – it may be 8 – and for the next quarter, we’ll have 8 more done; our quota is 7.” The goal for the year is 25. The Coordinator is on medical leave and is scheduled for surgery next week; we hope to have him back as soon as the doctors release him. One crew member on medical leave will return Monday. COAD was here to monitor yesterday and is on-site today. In AEP CAP and EPP, “Kevin is doing a great job with this program, and he’s moving it forward.” Housing: Cathedral Apartments has 2 open units, but they will be filled after they are cleaned.

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

MOTION: Dr. Baber moved to accept the report of the CEO, which included: HWAP Monitor Visit (May 24, 2017) Response; HWAP CWC Monitor (July 24, 2017) Report; Job Fair; Calendar of Events; Personnel Report; Program Report; and CAC Newsletter. Dennis Gorlock seconded the motion. Motion passed unanimously.

REPORT OF COMMITTEES:

FINANCE COMMITTEE: The Finance Committee met this morning at 10:30 a.m. The Finance Committee reviewed the minutes of the August 9, 2017 Finance Committee Meeting and the financial reports – Combined Analysis Report, Balance Sheet – August 2017, Corporate Fund Report – August 2017 and Credit Card and Gas Expenditures.

MOTION: Mayor Mucci moved to accept the report of the Finance Committee: Finance Committee minutes of August 9, 2017, Combined Analysis Report – August 2017, Balance Sheet – August 2017, Corporate Fund Report – August 2017 and Credit Card and Gas Expenditure Spreadsheets. Anthony Sheposh seconded the motion. Motion passed unanimously.

PERSONNEL COMMITTEE: The Personnel Committee met on September 18. It was recommended by the Personnel Committee that the **Personnel Policies and Procedures Handbook** be approved by the Board. No changes, other than those previously approved by Board members were made. Changes can still be made; Mr. McGlumphy is just asking for “baseline or foundation to start working from.” The last approval of the Personnel Policies and Procedures Handbook was April 27, 2011. ByLaws (Page 11, Paragraph 6.b.) state:

The Personnel Committee shall perform an annual review of the Council’s Personnel Policies and Practices Manual and make a recommendation for changes to the Board.

The **BOT Member's Manual** lists duties of the Personnel Committee that conflict with those listed in the ByLaws. The Personnel Committee recommended deletion of numbers 2 – 8 listed under Functions. Numbers 1 and 9 will remain, as they match the duties described in the ByLaws. The functions of the Personnel Committee (with approved changes to the BOT Member's Manual) are:

1. To review personnel policies and recommend changes to the Board.
2. To serve as the review and selection committee when employing the Chief Executive Officer; recommend hiring to the Board.

The BOT Member's Manual also describes a Planning and Evaluation Committee. The CEO recommends this Committee be deleted – we do not have a Planning and Evaluation Committee. The BOT Member's Manual was last approved on June 25, 2008. The Personnel Committee recommended approval of the BOT Member's Manual. Again, there can be changes made to the Manual; “we just need a baseline to go from.”

The Personnel Committee recommended deleting the last paragraph on Pages 11-12 of the **ByLaws** (*The Personnel committee shall develop a Position Specification and Salary Plan applicable to all employees of the Council.*) and add “including, but not limited to, an offer of employment, compensation and related employment benefits” to Paragraph 6. b. The second paragraph will remain the same. Stated by the CEO: “...we're taking the personnel issues and putting them back on the CEO; and the Personnel Committee will review the CEO's requirements.” The CEO requested a motion for baseline approval of the ByLaws, since the last approval was November 8, 2007. It is not clear who updates the ByLaws, so it was the Committee's recommendation that we appoint an ad hoc committee to make changes to the ByLaws. Mayor Mucci pointed out the ad hoc committee can review the ByLaws, but the changes must be approved by the full Commission.

MOTION: Delores Wiggins moved to approve the Personnel Policies and Procedures Handbook at the recommendation of the Personnel Committee at their meeting on September 18, 2017. Betty Ferron seconded the motion. Motion unanimously passed.

MOTION: Dennis Gorlock moved to approve the Board of Trustees Member's Manual as approved at the Personnel Committee meeting on September 18, 2017. The motion was seconded by Dr. Baber. Motion passed unanimously.

MOTION: Mayor Mucci moved to approve the ByLaws as amended by the Personnel Committee. Dennis Gorlock seconded the motion. Motion unanimously passed.

Edward Littlejohn appointed Dr. James Baber, Mayor Mucci and Tom Zani to the ad hoc committee to review the ByLaws, the “ByLaws Committee.”

MOTION: Clint Powell moved to accept the ad hoc committee, which will review the ByLaws: Dr. James Baber, Mayor Domenick Mucci and Tom Zani. Betty Ferron seconded the motion. Motion passed unanimously.

MOTION: Anthony Sheposh moved to accept the report of the Personnel Committee. Dr. Baber seconded the motion. Motion passed unanimously.

NEW BUSINESS:

HWAP AMENDMENT NO. 1: Amendment No. 1 to the HWAP Grant for the period July 1, 2016 through June 30, 2017 is amended to show actual expenditures. HHS was reduced by \$26,234 (from \$171,941 to \$145,707). The new amount of the grant is \$234,756 (from \$260,990).

MOTION: Delores Wiggins moved to approve HWAP Amendment No. 1, which is a reduction of \$26,234 to the grant; the new amount of the grant is \$234,756. The Amendment shows actual expenditures of the grant. Dennis Gorlock seconded the motion. Motion unanimously passed.

OHFA MONITOR VISIT 6-20-17 CLOSURE LETTER: A letter dated September 14, 2017 from Nancy Weilbacher completes the June 20, 2017 compliance review and accepts our corrections. Ms. Weilbacher wrote:

Corrections made for the file review and physical inspection conducted on 6/20/17 were found to be acceptable. All of the Housing Development Assistance Program (HDAP) units reviewed met the occupancy and affordability standards set by the HUD 24 CFR Part 92 Housing Development Assistance Program.

Reverend Ashley, Executive Director of Urban Mission, has named Cynthia Lytle as their representative to the Board of Trustees. Ms. Lytle will be at next month's meeting. This fills our last vacancy; a new roster will be sent in next month's packet.

MOTION: Dr. Baber moved to approve the appointment of Cynthia Lytle as Urban Mission's representative to the Board of Trustees. Betty Ferron seconded the motion. Motion passed unanimously.

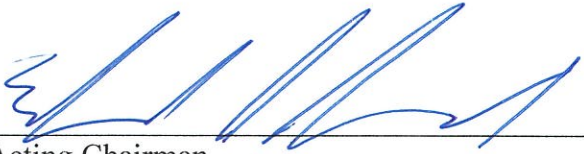
Edward Littlejohn, Acting Chairman named Tom Zani to the Personnel Committee.

MOTION: Clint Powell moved to approve the appointment of Tom Zani to the Personnel Committee. The motion was seconded by Dennis Gorlock.

Mr. McGlumphy invited Board members to the staff meeting tomorrow, September 21 at 9 a.m. The CAC will be closed for staff training on October 19; again, the Board is invited to attend. CAC's Christmas Party will be December 20; the Board will meet for their monthly meeting, then have lunch with the CAC staff.

A motion to adjourn was made at 12:00 p.m. by Delores Wiggins. Dennis Gorlock seconded the motion. Motion passed unanimously.

Respectfully submitted,



Acting Chairman



Treasurer

Attached Hereto and Made a Part Hereof:

HWAP Monitor Report (May 24, 2017) Response
HWAP CWC Monitor Report (July 24, 2017)
Job Fair Flyer
Calendar of Events
Personnel Report – August 2017
Program Report – August 2017
JCCAC September 2017 Newsletter
Finance Committee Meeting Packet (September 20, 2017)
Personnel Committee Meeting Packet (September 18, 2017)
HWAP Amendment No. 1
OHFA Monitor Visit (6-20-17) Closure Letter