

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

**OFFICERS PRESENT**

Robert Naylor, Chairman  
Edward Littlejohn, Vice Chairman  
Clint Powell, Treasurer  
Natalie Ulasiewicz, Secretary

**REPRESENTING**

Jefferson County Chamber  
Sheriff Fred Abdalla  
Laborers Local Union No. 809  
Commissioner Dave Maple

**MEMBERS PRESENT**

Dr. James Baber  
Betty Ferron  
Dennis Gorlock  
Cynthia Lytle  
Mayor Domenick Mucci  
Anthony Sheposh  
Delores Wiggins  
Tom Zani

Eastern Gateway Community College  
Jefferson County Dept of Job & Fam Svcs  
Commissioner Tom Gentile  
Urban Mission  
City of Steubenville  
Jefferson Behavioral Health  
Commissioner Tom Graham  
Southeastern Ohio Legal Services

**MEMBERS EXCUSED**

Lieutenant Erik Muhs  
George Scott  
Ronnie Shockley

The Salvation Army  
Michael Myers Terrace Resident Council  
Northeast Jeff Co Food Pantry

**STAFF PRESENT**

Michael McGlumphy, CEO  
Jamie Blanchard, Housing Case Manager  
John Fayak, Deputy Director/Planner  
Robyn Gillette, HEAP Program Director  
Lori Hawthorne, WIOA Director  
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 Tuesday, October 17, 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. Mr. Naylor introduced our newest member, Cynthia Lytle (Urban Mission representative), and asked her to read the CAC Mission Statement. Ms. Lytle said she was extremely honored to be selected as the BOT representative to Jefferson County CAC. While reviewing the orientation material, she noticed a specific point in the training that asks: Why are you here? Why do we do this? Why do we serve on this Board? “The answer for me is very simple. In 2012, I moved here from Georgia. This is my home and I ended up back here. When I moved here, I was a single mother of two and I got a lot of help here at the CAC. The CAC gave me a leg up, and now I’m on my own ... just receiving a lot through the CAC

gave me a leg up. I want to be able to provide that for others. Thank you for everything that you do.”

**APPROVAL OF MINUTES OF PRECEDING MEETING:** Mayor Mucci moved to accept the minutes of the September 20, 2017 meeting as presented. Edward Littlejohn seconded the motion. Robert Naylor and Natalie Ulasiewicz abstained. Motion passed.

**CORRESPONDENCE:** Ms. Petrozzi read a letter dated October 11, 2017 from Dan Workman, CPA, Special Projects Coordinator, Ohio Development Services Agency:

The Audit Office of the Ohio Development Services Agency has reviewed the Single Audit for the Jefferson County Community Action Council for the year ended December 31, 2016.

The audit has been accepted and our review closed for the period covered. Our completion of the audit review does not change the status of any open grants. The appropriate program office will notify you of program closure once all conditions of the grant have been completed.

Mr. McGlumphy commended Patty and her staff on the great job on the audit.

**MOTION:** Mayor Mucci moved that the correspondence received from Dan Workman be accepted. Dr. Jim Baber seconded the motion. Motion passed unanimously.

## **REPORT OF CEO:**

**HWAP ADMIN MONITOR REPORT (May 24, 2017) CLOSURE LETTER:** The letter dated September 28, 2017 from Timothy Petrides was in reference to Scott Kashuba’s monitor visit on May 24, 2017 to review the Home Weatherization Assistance Program. From the letter:

Mr. Kashuba has reviewed the response letter and has found the agency’s methods of correction to be acceptable.

**HWAP COLUMBIA GAS MONITOR RESPONSE (July 24, 2017):** The report from Larry Titus of Columbia Gas of Ohio’s monitor visit required us to provide an update on the CAZ pressure and an update on the return sealing. Our response provided a copy of the CAZ pressure performed on the home, and photos of the duct sealing that was completed.

**HWAP MONITOR (September 19-20, 2017) REPORT:** Tom Calhoun visited the agency on September 19 and 20, 2017 to review the status of the Jefferson County CAC Home Weatherization Assistance Program. COAD is monitoring completions and expenditures per unit (last year we were below unit goal and above maximum expenditures). For the first quarter, we have completed 7 units, and our cost per unit is \$6,332 (maximum \$7,212). On the last page, the Summary states:

The JCCAC has made progress during PY 2017 towards meeting unit goals and staying below maximum expenditure limits. Staffing is still in a flux but a stable cadre is being established. Close coordination with COAD, Belmont County and Columbiana are critical

for short term success. Program sustainability will remain problematic until capacity is sufficient to generate additional leveraged funds.

Columbiana County is doing our pre-inspections, and Belmont County is doing our furnace work.

**JOB FAIR:** The OhioMeansJobs Jefferson County Job Fair was held on September 20 at St. Florian Hall from 11 a.m. – 3 p.m. The CEO told members, “Without a doubt, this is the best job fair that we’ve had.” There were 297 job seekers and 63 employers who participated. Ms. Hawthorne: “This year, we changed our venue for the Job Fair. Ft. Steuben Mall wanted us to contact each business for an insurance policy on the businesses; I wasn’t very comfortable with that. We could have a blanket policy to cover the businesses. That, in turn, changed my mind; and in talking with my staff, we decided to contact Mr. Piergallini at St. Florian Hall. They gave us a great deal. On this Job Fair, we saved money. The Job Fair itself turned out very well. It was a very controlled atmosphere. There was one entrance and one exit. Every one that we captured were true, without a doubt, job seekers. We got an excellent review from the businesses. They were very, very thrilled with the venue itself. They said it flowed nice. We had a great turnout. Everyone seemed to be very happy. We got no negative reviews. We’re completely enthralled with the activities that we did at, or with, St. Florian Hall. We will probably use them in the future.” Ms. Ulasiewicz asked if we ever received a number of persons employed as a result of the job fairs. Ms. Hawthorne said in a few months, staff will contact the individual businesses to see who they employed.

**CALENDAR OF EVENTS:** There is nothing on the calendar for October. For November’s events, we have contacted the insurance broker to get a bid for insurance, and Standard 8.6 (*The IRS Form 990 is completed annually and made available to the governing board for review*) was emailed to Finance Committee members on October 10; the full Board will receive the IRS Form 990 electronically, per Ms. Minto.

**PERSONNEL REPORT:** The Board received the Personnel Report for September 2017, which shows new hires, resignations, terminations and positions posted for the month. On this month’s Personnel Report, it shows two new hires: WIOA Adult/Dislocated Worker started on September 11, and a Community Service Aide started on September 12. A WIOA Youth/CCMEP Case Manager resigned effective September 1; an HWAP Crew Member was terminated September 15. Three positions were posted: WIOA Youth/CCMEP Case Manager/Job Center Facilitator (through September 25), Temporary HEAP Intake Worker (through September 26) and HWAP Crew Member (through September 26). The HEAP Intake Worker is temporary since Summer Crisis Program was not as busy as we anticipated and there were enough Intake Workers to cover it. The following were not on the September Personnel Report: Temporary HEAP Intake Worker started October 16 and will be working Winter Crisis Program only – November through March; and interviews are scheduled on Friday, October 20 for HWAP Crew Member.

**PROGRAM REPORT:** Members received a copy of the September 2017 Program Report, which shows participants served for the month and year-to-date. Emergency Services: We have a new hire who Mary is training; HEAP: Winter Crisis Program starts November 1 through March 31; HWAP: our goal is 25 units. We have 7 units completed, with 4 units waiting for final inspection. By the end of the month, we will have 11 units completed (we need 14 for the second quarter). We plan to hire a new person (interviews are Friday) to start another crew. The CEO would like to have a Columbia WarmChoice crew (CWC stand-alones do not count). However, we still need to do the

units in the County. “I’m trying to get that lined up so it doesn’t impact our HWAP Program. Right now, we’ve been very lucky at doing what we call ‘combos’. It keeps the cost down on HWAP, which is why we’re staying below the unit cost.” Our furnace technician had surgery and is in recovery. We hope to get him back soon. AEP CAP/EPP: “Again, I can’t say enough about that. Kevin Jarrett is my energy coordinator; he’s doing a great job!” Housing: Our OFHA Compliance Report was completed and accepted. Jamie Blanchard said recertifications for Cathedral Apartments’ tenants were completed on September 15. WIOA: Department of Labor will be here December 4-8 to review the coal grant. On the grant, we served 53 in Jefferson County; 103 including Belmont County. “We projected 210 for the grant; at the midway point, we are dead center on where we needed to be, both in expenditures and in participant numbers.” We manage the grant for 18 counties; Belmont County is also doing enrollments. For the second year of the grant, we had a new administration and coal jobs were re-hired. There is approximately \$800,000 of coal money that we cannot spend because it is earmarked for coal layoffs or coal-related layoffs. We received our new TANF allocation on October 1.

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

**BOARD MEMBER LIST, BOT MEMBER’S MANUAL AND PERSONNEL POLICIES & PROCEDURES HANDBOOK COVER:** Revised copies of these documents were given to members to replace in their BOT Member binders.

**MOTION:** Delores Wiggins moved to accept the report of the CEO, which included: HWAP Admin Monitor Visit (May 24, 2017) Closure Letter; HWAP Columbia Gas Monitor (July 24, 2017) Response; HWAP Monitor (September 19 – 20, 2017 Report); Job Fair results; Calendar of Events; Personnel Report; Program Report; CAC Newsletter; BOT Member List; BOT Member’s Manual and Personnel Policies & Procedures Handbook Cover. Natalie Ulasiewicz seconded the motion. Motion passed unanimously.

**REPORT OF COMMITTEES:**

**FINANCE COMMITTEE:** The Finance Committee met this morning at 10:45 a.m. The Service Agreement between Jefferson County DJFS and JCCAC – CCMEP was discussed. The Agreement is for the amount of \$664,156 for the period October 1, 2017 through September 30, 2018, to serve 200 youth through CCMEP and WIOA. The Service Agreement between Harrison County DJFS and JCCAC – CCMEP, in the amount of \$250,317, is for the period October 1, 2017 through September 30, 2018. The amount in the agreement that was forwarded to members electronically was \$230,000. The difference may be used for transportation costs.

**MOTION:** Mayor Mucci moved to recommend the revised contract amounts of \$664,156 for the Service Agreement between Jefferson County DJFS and JCCAC – CCMEP to the County Commissioners, and to ratify the Service Agreement between Harrison County DJFS and JCCAC – CCMEP in the amount of \$250,217. Dr. Baber seconded the motion. Betty Ferron abstained. Motion passed.

The Finance Committee also discussed employee health insurance. When we turned in the agency health insurance to the broker, there was a problem with the calculations for July – September. We

re-did the figures according to the insurance company's instructions and forwarded it back to them. The insurance company then told us the figures we submitted the first time were correct. That resulted in an underpayment of employee insurance in the amount of \$200.60, or \$3.40 per employee. Rather than charge the staff for the mistake, Mr. McGlumphy asked for a recommendation from the Finance Committee to approve \$200.60 from the Corporate Fund to pay the difference for July - September. Beginning October 1, 2017, an adjustment was made and employees are now paying the correct amount for the employee portion of health insurance. Mr. Naylor told members the Finance Committee unanimously approved the \$200.60 be paid from the Corporate Fund.

MOTION: Dr. Baber moved to pay the health insurance adjustment for July – September in the amount of \$200.60 from the Corporate Fund. Edward Littlejohn seconded the motion. Motion unanimously passed.

We received a letter from COAD for a donation in support of the FAO-ECE Fund for Appalachian Ohio. The Finance Committee discussed the donation, and recommended a donation in the amount of \$500. Mr. McGlumphy told members we have been working with COAD re-establishing Jefferson County in the organization, re-establishing trust throughout the organization, “so I think it’s a very good idea to do this just to keep building that relationship.” Mr. Naylor said, “Along with Mike, the Finance Committee thought that it was a good will gesture that we would support this initiative. The Finance Committee unanimously approved it. There was also a separate motion put out by the Finance Committee because if you’ve read, your County Commissioners can also make a contribution similarly. We believe that we’re meeting half way, and we’re going to ask the County Commissioners if they will give us \$500 ...” The Mayor said the Chairman made it “quite clear the feelings of the Finance Committee. It needs to be pointed out, too, that this will be offset by receipts that we have about \$600 coming” from COAD.

MOTION: Mayor Mucci moved to make a donation to the Early Childhood Education Fund -- FAO-ECE Donation in the amount of \$500, to be paid from the Corporate Fund. Dennis Gorlock seconded the motion. Motion passed unanimously.

The Finance Committee reviewed and approved the minutes of the September 20 Finance Committee Meeting, and the financial reports – Combined Analysis Report, Balance Sheet – September 2017, Corporate Fund Report – September 2017 and Credit Card and Gas Expenditures. The Mayor said, “I would like to point out as a member of the Finance Committee that although our auditors indicated that the expenditures of the credit card and gas is not necessarily up for us to review, we still continue to review each and every purchase, comparing them to the bank statement and the expenditures, and everything is in line.”

MOTION: Dr. Baber moved to approve the report of the CFO: Finance Committee minutes of September 20, 2017, Combined Analysis Report – September 2017, Balance Sheet – September 2017, Corporate Fund Report – September 2017 and Credit Card and Gas Expenditure Spreadsheets. Mayor Mucci seconded the motion. Motion passed unanimously.

NEW BUSINESS: The CEO is working with Wichert Insurance on a bid for insurance. The Directors and Officers insurance is automatic this year and does not require a renewal application. The renewal for insurance will take effect January 1, 2018. Last year we paid \$2,263. Clint Powell, Treasurer, asked if we are still obligated to get three bids. Mr. McGlumphy: “I’m treating this

almost like I do all our contracts. We get a one year – when we procure them, it’s one year plus two one-year extensions. We procured this through a rigorous process last year.”

On Thursday, October 19, training for staff is scheduled all day. The meeting will start at 8:30 a.m. with coffee and donuts; program presentations will begin at 9 a.m. Since we’ve had such a large turnover in the agency, we wanted to bring awareness of our programs and eligibility criteria to staff. An AED demonstration will be at 2 p.m. Board members are invited to attend. The December Board meeting is scheduled for December 20; Mike McGlumphy would like to cancel the meeting. If there is action to be taken, he will call an Executive Committee meeting.

MOTION: Natalie Ulasiewicz moved to approve canceling the December Board meeting, with the understanding that if the need arises, an Executive Committee meeting will be called. Mayor Mucci seconded the motion. Motion unanimously passed.

MOTION: Mayor Mucci moved to permit Mike McGlumphy the re-authorization and renewal of the Directors and Officers insurance policy, as long as it is within a 10 percent parameter of the premium amount. Clint Powell seconded the motion. Motion passed unanimously.

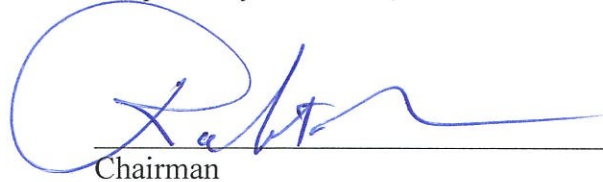
Mayor Mucci talked about Issue No. 5 on the November ballot. Established in 1962, the City of Steubenville has a 5-mill operating levy that has been renewed every 5 years since. It generates approximately \$633,000 annually to the general fund. With the cut to local governing funding, the levy will help with support services and employee wages. If the levy does not pass, it could mean layoffs of approximately 10 – 12 jobs. Again, the levy is a renewal and will not generate any new taxes.

Betty Ferron said a “YES” vote on the Children’s Services levy will continue quality services for abused and neglected children. It is a 1-mill ten year levy first passed in 1988. The levy is a renewal; there are no new taxes. For a property valued at approximately \$100,000, it will cost \$.05 a day. Issue No. 4 will help protect Jefferson County’s most vulnerable children. The levy generates \$1,028,000 annually.

Natalie Ulasiewicz talked about the 1.5-mill 5-year renewal for the Jefferson County 9 1 1 Program. The dispatchers are very well trained; all are EMTs. The 9 1 1 program is a state-of-the-art public safety program started in the late 1980s. The levy went on the ballot in the early 1990s.

A motion to adjourn was made at 12:19 p.m. by Dr. Baber. Dennis Gorlock seconded the motion. Motion passed unanimously.

Respectfully submitted,



Chairman



Secretary

Attached Hereto and Made a Part Hereof:

Letter from ODSA dated October 11, 2017 re: Single Audit for the year ended December 31, 2016  
HWAP Admin Monitor Report (May 24, 2017) Closure Letter  
HWAP Columbia Gas Monitor (July 24, 2017) Response  
HWAP Monitor (September 19-20, 2017) Report  
Calendar of Events  
Personnel Report – September 2017  
Program Report – September 2017  
JCCAC October 2017 Newsletter  
BOT Member List  
BOT Member's Manual  
Personnel Policies & Procedures Handbook Cover  
Finance Committee Meeting Packet (October 17, 2017)