

**JEFFERSON COUNTY COMMUNITY ACTION COUNCIL, INC.**  
**BOARD OF TRUSTEES – REGULAR MEETING**  
**November 15, 2017**

**OFFICERS PRESENT**

Robert Naylor, Chairman  
Natalie Ulasiewicz, Secretary

**REPRESENTING**

Jefferson County Chamber  
Commissioner Dave Maple

**MEMBERS PRESENT**

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

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

**MEMBERS EXCUSED**

Dennis Gorlock  
Edward Littlejohn  
Lieutenant Erik Muhs  
Clint Powell  
George Scott  
Ronnie Shockley

Commissioner Tom Gentile  
Sheriff Fred Abdalla  
The Salvation Army  
Laborers Local Union No. 809  
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  
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, November 15, 2017. Roll call was taken; a quorum was present. Board Chairman Robert Naylor called the meeting to order at 11:30 a.m. with the Pledge of Allegiance. Mr. Naylor asked Tom Zani to read the CAC Mission Statement.

**APPROVAL OF MINUTES OF PRECEDING MEETING:** Mayor Mucci moved to accept the minutes of the October 17, 2017 meeting as presented. Dr. James Baber seconded the motion. Motion unanimously passed.

**CORRESPONDENCE:** Ms. Petrozzi read a letter dated November 7, 2017 from Tom Zani:

I am writing this letter to provide you with notice that I must resign from the CAC board after the November 2017 meeting. I have accepted a position at Capital University Law School in Columbus, Ohio and will begin employment there on December 4, 2017. I apologize for the short tenure of my appointment to the board. Because I believe that Legal Services needs to have a presence on the board because we work closely with the underprivileged population of Jefferson County, I discussed the possible appointment of another staff attorney to the board. I am recommending Maresa Taylor be appointed to the board...

**MOTION:** Delores Wiggins moved that the correspondence received from Tom Zani be accepted, and to appoint Maresa Taylor as the Southeastern Ohio Legal Services representative to the Board of Trustees, effective January 2018. Dr. Jim Baber seconded the motion. Motion passed unanimously.

Mr. Naylor presented Certificates of Appreciation to Tom Zani, Reverend Ashley Steele and Mayor Mucci for their service on the Board.

## **REPORT OF CEO:**

**2018 BOARD MEETING SCHEDULE:** The schedule lists the Board Meeting Schedule for 2018. Meetings will continue on the third Wednesday of each month, starting at 11:30 a.m. After the Board's approval, the schedule will be posted on our website.

**CALENDAR OF EVENTS:** Standard 8.6 (*The IRS Form 990 is completed annually and made available to the governing board for review*) was on the calendar for November: the IRS Form 990 was emailed to Finance Committee members on October 10 and the full Board on October 19. The CEO has received a package quote from Wichert Insurance for Directors & Officers, Auto and Rental Insurance. The quote, \$17,774 (up from \$17,029) includes a 2% increase on property limits and a slight increase in Selective's auto rates this year. Mr. McGlumphy will be meeting with Wichert to review coverages; we have already deleted a driver from the policy, and a vehicle will be deleted soon.

**PERSONNEL REPORT:** The Board received the Personnel Report for October 2017, which shows new hires, resignations, terminations and positions posted for the month. On this month's Personnel Report, it shows two new hires: HWAP Crew Member started on October 16, and a Temp HEAP Intake Worker started on October 16 as well. We received two resignations this month: WIOA Adult & D/W Case Manager, effective October 10; and HWAP Coordinator, effective October 24. Two positions were posted through November 3: WIOA Adult/Dislocated Worker/Job Center Facilitator; and AEP CAP/EPP Auditor. The following were not on the October Personnel Report: WIOA Adult & D/W Case Manager was reopened through November 21; AEP CAP/EPP Auditor was reopened through November 28. We also posted a Weatherization Crew Member position on our website and Job Center. Mike Cernansky was hired as Job Developer/Outreach Mentor, and started November 13. Mr. Cernansky worked on the CCMEP/TANF Program; "We decided we needed to expand our operations, and Mike will be helping get more worksites for our work experience participants."

**PROGRAM REPORT:** Members received a copy of the October 2017 Program Report, which shows participants served for the month and year-to-date. The weatherization coordinator resigned effective October 24. Tod Miller is training to be a heat technician. Tod Miller and Kevin Jarrett will complete inspector training on December 8; after their COAD in-field followup, they can do pre-inspections. We will continue to work with Belmont County to coordinate services. Belmont County is still installing furnaces in the County; however, in the City of Steubenville, we cannot change furnaces without a State certification (the State certification requires 5 years of experience). We are checking into a waiver on that requirement. Mike McGlumphy is also checking with COAD about having Schenerlein & Sliger do furnace work in the City of Steubenville. COAD is scheduled to visit next week to discuss production and expenditures. We are \$400 over unit cost; last year we were \$16,000 per unit over cost.

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

**BYLAWS:** Revised pages of the ByLaws were given to members to replace in their BOT Member binders.

**MOTION:** Anthony Sheposh moved to accept the report of the CEO, which included: 2018 Meeting Board Meeting Schedule; Calendar of Events; Personnel Report; Program Report; CAC Newsletter; and ByLaws revised pages. Tom Zani seconded the motion. Motion passed unanimously.

## **REPORT OF COMMITTEES:**

**FINANCE COMMITTEE:** The Finance Committee met this morning at 10:45 a.m. The Home Energy Assistance Program Grant Agreement – Winter Crisis Program – in the amount of \$730,000 is for the period November 1, 2017 through March 31, 2018.

**MOTION:** Mayor Mucci moved to ratify the HEAP Grant Agreement – Winter Crisis Program in the amount of \$730,000 for the period November 1, 2017 through March 31, 2018. Dr. Baber seconded the motion. Motion passed unanimously.

**CSBG 7<sup>th</sup> QUARTER ROMA REPORT:** The CSBG 7<sup>th</sup> Quarter ROMA Report was sent to members in their monthly packet. Departments work with Accounting to prepare the report which shows their total dollars spent and number of clients served. The report shows where we are meeting goals or falling short. Quarterly meetings held in all programs are reported as well. For CSBG this quarter, we spent \$62,088.16 in CSBG funds, \$3,202.62 in United Way dollars, and \$7,192.52 from EFSP to assist a total of 103 customers. The Finance Committee reviewed and approved the CSBG 7<sup>th</sup> Quarter ROMA Report, and the Finance Committee recommended it be submitted for approval and ratification by the full Board.

**MOTION:** Mayor Mucci moved to approve and ratify the CSBG 7<sup>th</sup> Quarter ROMA Report. Dr. Baber seconded the motion. Motion unanimously passed.

MOTION: Dr. Baber moved to accept the remainder of the Finance Committee report: Finance Committee minutes of October 17, 2017, Combined Analysis Report – October 2017, Balance Sheet – October 2017, Corporate Fund Report – October 2017 and Credit Card and Gas Expenditure Spreadsheets. Mr. Sheposh seconded the motion. Motion passed unanimously.

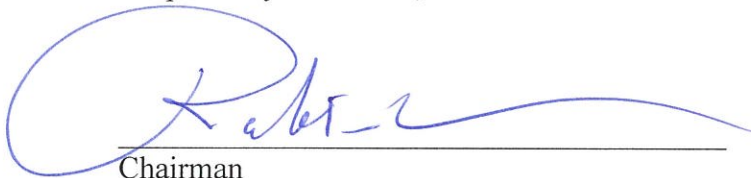
NEW BUSINESS: The CEO reminded everyone there would be no meeting in December. If anything needs action, the Executive Committee will be contacted. The CAC is walking in Steubenville’s Christmas Parade on December 9. On December 20 (12:30 p.m.), the agency will close so that all staff can enjoy the agency Christmas party. Board members are invited to attend.

Ms. Lytle told members she attended the staff training last month. She said the information was very well presented. “The whole training flowed very well; it was excellent. And as a new Board member, it helped me to understand everything a little better. A job well done – you guys did great!”

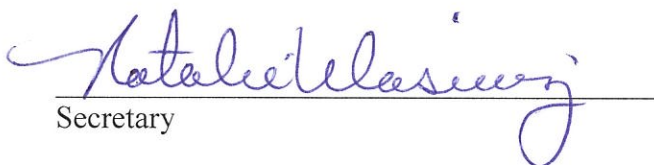
Mr. Naylor reminded members of an email sent on November 9 to use the Smile Link when using Amazon for your holiday shopping. The Amazon Smile Foundation will donate 0.5% of the purchase price to the CAC! The monies go into the Corporate Fund.

A motion to adjourn was made at 11:51 a.m. by Mayor Mucci. Dr. Baber seconded the motion. Motion passed unanimously.

Respectfully submitted,



Chairman



Secretary

Attached Hereto and Made a Part Hereof:

Letter dated November 7, 2017 from Thomas E. Zani  
2018 Board of Trustees Meeting Schedule  
Calendar of Events  
Personnel Report – October 2017  
Program Report – October 2017  
JCCAC November 2017 Newsletter  
ByLaws revised pages  
Finance Committee Meeting Packet (November 15, 2017)