

**JEFFERSON COUNTY COMMUNITY ACTION COUNCIL, INC.**  
**BOARD OF TRUSTEES – REGULAR MEETING**  
**January 17, 2018**

**OFFICERS PRESENT**

Robert Naylor, Chairman  
Natalie Ulasiewicz, Secretary  
Clint Powell, Treasurer

**REPRESENTING**

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

**MEMBERS PRESENT**

Betty Ferron  
Dennis Gorlock  
Cynthia Lytle  
Lieutenant Erik Muhs  
Ronnie Shockley  
Maresa Taylor  
Delores Wiggins

Jefferson County Dept of Job & Fam Svcs  
Commissioner Tom Gentile  
Urban Mission  
The Salvation Army  
Northeast Jeff Co Food Pantry  
Southeastern Ohio Legal Services  
Commissioner Tom Graham

**MEMBERS EXCUSED**

Dr. James Baber  
Mayor Jerry Barilla  
Edward Littlejohn  
George Scott  
Anthony Sheposh

Eastern Gateway Community College  
City of Steubenville  
Sheriff Fred Abdalla  
Michael Myers Terrace Resident Council  
Jefferson Behavioral Health

**STAFF PRESENT**

Michael McGlumphy, CEO  
John Fayak, Deputy Director/Planner  
Tammie Lewis, HR/Payroll  
Patricia Minto, CFO  
Elaine Petrozzi, Secretary/ROMA Coordinator

The Jefferson County CAC Board of Trustees met for their regular meeting on Wednesday, January 17, 2018; 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 introduced our newest member, Maresa Taylor, and asked her to read the CAC Mission Statement. Ms. Taylor represents Southeastern Ohio Legal Services.

**APPROVAL OF MINUTES OF PRECEDING MEETING:** Natalie Ulasiewicz moved to accept the minutes of the November 15, 2017 meeting as presented. Dennis Gorlock seconded the motion. Maresa Taylor abstained. Motion passed.

**REPORT OF CEO:**

**CSBG PROGRAM EVALUATION AND COMPLIANCE REVIEW (7/25/16):** Our Field Representative, Celeste Krolak, visited the agency on July 25, 2016 to review our CSBG Standards. We met 58 out of 58, and received a 100% Achievement Score. ODSA will be scheduling another monitoring visit to again evaluate the Standards.

**HWAP MONITOR VISIT (11/22/17):** As of November 30, we were at 94% of our goal. We have 3 units, which will take us to 100%, pending final inspections. “We are well on our way for the next quarter. Right now, we are pushing 7 units a quarter to keep up. S & S [Schenerlein & Sliger] has been doing our furnace work, and they are doing real good,” reported Mr. McGlumphy. Tod Miller took classes to work on furnaces, but the State certification requires 5 years’ experience. We can do furnace work outside of Steubenville; and S & S will continue to do the furnace work within Steubenville city limits. The average job cost is \$7,381, which exceeds the maximum allowed cost by \$169. As we do more units, the cost per unit will decrease. For staffing, we have an Office Manager and a 4-person crew (a new crew member started yesterday). Columbiana County is doing our final inspections; but they are lagging behind. The CEO will contact COAD to see if someone from COAD can do our HWAP inspections. He will also talk to Belmont County to see if they can help with inspections. Once Tod Miller completes his in-field follow-up, he can start doing pre-inspections. Mr. Calhoun’s evaluation of the job site visit: “The crew members exhibited good morale and demonstrated confidence and competence, “ and “The customer ... expressed gratitude for all of the work that was being completed on her home and was complimentary of the crew.” Mr. Calhoun’s evaluation ended with the following statement: “In summary, Jefferson is making progress towards achieving short term success and long term sustainability...”

**CALENDAR OF EVENTS:** Due in January, Standard 4.4 (*The governing Board receives an annual update on the success of specific strategies included in the Community Action Plan*), the Community Action Plan, or “ROMA Workplans” were increased for the new grant. We learned from the Needs Assessment and a Program survey the following services are needed by our customers, in addition to the services currently provided with our CSBG funds (rent/mortgage assistance, food vouchers, prescriptions and water): bus passes, gas cards, birth certificates, hygiene kits and cleaning kits. The new services are described in the 2018-19 Grant Application received by members in their monthly packet. Also, Standard 7.3 (*The organization has written job descriptions for all positions, which have been updated within the past 5 years*): All job descriptions have been re-written into a standard format. In February, Standard 8.10 (*The fiscal policies have been reviewed by staff within the past 2 years, updated as necessary, with changes approved by the governing board*) is due. Patty Minto and Kelly Wilson are working on changes to the Accounting Policies and Procedures, and will update staff and the Board.

**PERSONNEL REPORTS:** The Board received the Personnel Reports for November and December 2017, which shows new hires, resignations, terminations and positions posted for the month. On November’s Personnel Report, it shows one new hire: the WIOA Job Developer/Outreach Mentor (start date November 27) transferred from temporary to regular employment, and four positions were posted: WIOA Adult/Dislocated Worker/Job Center Facilitator (posted through November 21); AEP CAP/EPP Auditor (posted through November 28); WIOA Youth/CCMEP Case Manager/Job Center Facilitator – Harrison (posted through December 15); and HWAP Crew Member (open until filled). December’s Personnel Report shows one new hire: WIOA Adult/Dislocated Worker effective December 18; two resignations: two WIOA Career Services Tech/Job Center Facilitators (one effective December 14; one, December 18); positions posted: WIOA Youth/CCMEP Case Manager/Job Center Facilitator – Harrison (posted through

December 15), Weatherization Crew Member (posted through January 5), AEP CAP/EPP Auditor (posted through January 5) and WIOA Career Services Tech/Job Center Facilitator (posted through January 5). The following were not on the November or December Personnel Reports: HWAP Crew Member started yesterday; AEP CAP/EPP Auditor reopened and posted through January 23; and HWAP Crew Member, reopened and posted through January 23.

**PROGRAM REPORTS:** Members received copies of the November and December 2017 Program Reports, which shows participants served for the month and year-to-date.

**CAC NEWSLETTER:** The CAC's January Newsletter was included for Board members to read. Unfortunately, the CAC lost a team member last month: Dave Higgins – WIOA Career Services Tech/Job Center Facilitator – passed away on December 14 after a long battle with cancer.

**MOTION:** Clint Powell moved to accept the report of the CEO, which included: CSBG Program Evaluation and Compliance Review (July 25, 2016); HWAP Monitor Visit (November 22, 2017); Calendar of Events; Personnel Reports – November and December 2017; Program Reports November and December 2017; and CAC Newsletter. Delores Wiggins seconded the motion. Motion passed unanimously.

### **REPORT OF COMMITTEES:**

**FINANCE COMMITTEE:** The Finance Committee met this morning at 10:30 a.m. The 2018 IRS Standard Mileage Rate increased to \$.54<sup>5</sup>. The Finance Committee recommended keeping the rate at \$.54, which is what the agency currently pays. As budget revisions are done, the rate can be changed. The 2018 PIPP Grant Agreement and Budget was distributed to members. The grant is for the period January 1 through December 31, 2018 in the amount of \$22,540. Wages, Fringe Benefits, Audit Costs, Space, Consumable Supplies, Equipment and Indirect Costs were line items in the budget. The Service Agreement between Jefferson County DJFS and JCCAC – Adult and Dislocated Worker (Modification No. 2) was decreased by \$1,345.47 to reflect actual costs. The Service Agreement between Jefferson County DFJS and JCCAC – CCMEP (WIOA Youth) (Modification No. 2) was decreased, by \$1,577.99, to reflect actual costs. The CSBG Grant Application for the period January 1, 2018 through December 31, 2019 in the amount of \$533,492 was reviewed. New services were added to the grant in response to the Needs Assessment and a Programs survey. In addition to rent/mortgage assistance, prescriptions, food vouchers and water assistance, the agency will now provide the following services: bus passes, gas cards, birth certificates, hygiene kits and cleaning kits. The Board gave us permission to complete the budget and submit the application.

**MOTION:** Dennis Gorlock moved to use a mileage reimbursement rate of \$.54 for the year 2018. Ronnie Shockley seconded the motion. Motion passed unanimously.

**MOTION:** The Finance Committee reviewed in detail the 2018 PIPP Grant Agreement and Budget, and believe it is accurate. The Finance Committee recommended the full Board ratify the 2018 PIPP Agreement and Budget as prepared. Delores Wiggins moved to approve the 2018 PIPP Grant Application and Budget. Betty Ferron seconded the motion. Motion passed unanimously.

MOTION: The Finance Committee believes the estimates put forward in the Service Agreement between JC DJFS and JCCAC – Adult and Dislocated Worker (Modification No. 2) were decreased because the amount of the contract was over-budgeted; we now have actual costs. The Service Agreement between JC DJFS and JCCAC – Adult and Dislocated Worker (Modification No. 2)’s \$1,345.47 decrease to reflect actual expenses was moved for approval by Clint Powell and seconded by Cynthia Lytle. Betty Ferron abstained. Motion passed.

MOTION: The Service Agreement between JC DJFS and JCCAC – CCMEP (WIOA Youth) (Modification No. 2)’s \$1,577.99 decrease to reflect actual expenses was moved for approval by Natalie Ulasiewicz. Ronnie Shockley seconded the motion. Betty Ferron abstained. Motion passed.

MOTION: The 2018-19 CSBG Grant Application, for the period January 1, 2018 through December 31, 2019 is in the amount of \$533,492. The funding will be used by our Emergency Services Program to provide the following services: rent/mortgage assistance, food vouchers, prescriptions and water and **added services:** bus passes, gas cards, birth certificates, hygiene kits and cleaning kits. Other costs to be paid with the grant were provided in the budget summary emailed to members by the CFO. Dennis Gorlock moved to approve the application, which was reviewed and approved by the Finance Committee. Cynthia Lytle seconded the motion. Motion passed unanimously.

Ms. Minto told members Kelly Wilson worked with her on the 2018 PIPP Grant Budget. “As we get more grants, she’ll be working with it so she’ll know how to do a grant if I’m not here, or if something happens to me. She did a real good job!”

MOTION: Detailed check vouchers are given to the Finance Committee to review and approve. The Finance Committee voted unanimously to approve the Combined Analysis Reports, Balance Sheets, Corporate Fund Reports and the Credit Card and Gas Expenditures, along with the minutes of the November 15, 2017 meeting. Betty Ferron moved to approve the remainder of the report of the CFO: Finance Committee minutes of November 15, 2017, Combined Analysis Reports – November and December 2017, Balance Sheets – November and December 2017, Corporate Fund Reports – November and December 2017 and Credit Card and Gas Expenditures Spreadsheets. Ronnie Shockley seconded the motion. Motion passed unanimously.

NEW BUSINESS: The CEO told members he received a Reservation of Rights in a lawsuit: Kimberly Dallas v. Jefferson County CAC. We have retained counsel -- Thomas Green of Kastner, Westman & Wilkins. Mr. Green’s recommendation to Mr. McGlumphy was to keep the discussion of the case at a minimum because an investigation is going on. The CEO notified the Executive Committee of the lawsuit at a meeting on January 11, 2018.

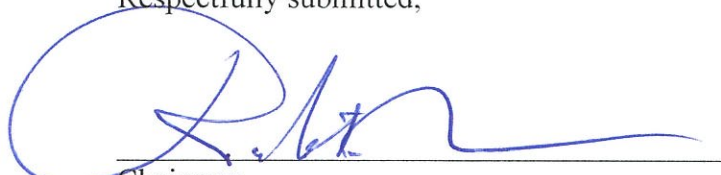
Mr. McGlumphy told members the CEO Evaluation was completed by the Board in July 2017. Staff evaluations are done in December. He asked the Board to change the CEO Evaluation’s due date to December, to keep it on the same schedule as the staff. The new Board takes office in July, which delays the CEO Evaluation process; the change will alleviate the delay.

MOTION: Ronnie Shockley moved to change the due date of the CEO Evaluation to December so that it is on the same schedule as the CAC staff. Delores Wiggins seconded the motion. Motion passed unanimously.

A form was developed for the CEO's evaluation. Mr. McGlumphy asked which form the Board would like to use. Mr. Naylor suggested using the same form as in the past, plus include the CEO's goals. The evaluation form sent to staff to evaluate the CEO will be the same form used for staff evaluations. Mr. McGlumphy concluded: "A final thing I've got: January 8 was two years."

A motion to adjourn was made at 11:57 a.m. by Delores Wiggins. Ronnie Shockley seconded the motion. Motion passed unanimously.

Respectfully submitted,



Chairman



Secretary

Attached Hereto and Made a Part Hereof:

Letter dated December 27, 2017 from ODSA  
re: CSBG 1617-31 Program Eval and Compliance Review on 7/25/16  
Email from Tom Calhoun dated 12/21/17 re: Jefferson HWAP 11/22/17 Visit  
Calendar of Events  
Personnel Reports – November and December 2017  
Program Reports – November and December 2017  
JCCAC January 2018 Newsletter  
Finance Committee Meeting Packet – January 17, 2018