

JEFFERSON COUNTY COMMUNITY ACTION COUNCIL, INC.
BOARD OF TRUSTEES – REGULAR MEETING
February 21, 2018

OFFICERS PRESENT

Robert Naylor, Chairman
Edward Littlejohn, Vice Chairman
Natalie Ulasiewicz, Secretary

REPRESENTING

Jefferson County Chamber
Sheriff Fred Abdalla
Commissioner Dave Maple

MEMBERS PRESENT

Dr. James Baber
Betty Ferron
Jack Gaylord
Dennis Gorlock
Cynthia Lytle
Anthony Sheposh
Ronnie Shockley
Maresa Taylor
Delores Wiggins

Eastern Gateway Community College
Jefferson County Dept of Job & Fam Svcs
Mayor of Steubenville
Commissioner Tom Gentile
Urban Mission
Jefferson Behavioral Health
Northeast Jeff Co Food Pantry
Southeastern Ohio Legal Services
Commissioner Tom Graham

MEMBERS EXCUSED

Lieutenant Erik Muhs
Clint Powell
George Scott

The Salvation Army
Laborers Local Union No. 809
Michael Myers Terrace Resident Council

STAFF PRESENT

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

The Jefferson County CAC Board of Trustees met for their regular meeting on Wednesday, February 21, 2018. Roll call was taken and a quorum was present. Board Chairman Robert Naylor called the meeting to order at 11:36 a.m. Mr. Naylor introduced our newest member, Jack Gaylord, and asked him to read the CAC Mission Statement. Mr. Gaylord was named as the representative for the Mayor of Steubenville.

APPROVAL OF MINUTES OF PRECEDING MEETING: Delores Wiggins moved to accept the minutes of the January 17, 2018 meeting as presented. Dennis Gorlock seconded the motion. Edward Littlejohn, Anthony Sheposh and Jack Gaylord abstained. Motion passed.

CORRESPONDENCE: Elaine Petrozzi read a letter from the City of Steubenville/Office of the Mayor dated February 8, 2018:

This letter is to inform you that I am appointing Jack Gaylord as my representative on the Jefferson County Board of Trustees ... His term commences on January 1, 2018 and expires on December 31, 2021.

REPORT OF CEO:

CALENDAR OF EVENTS: 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 in February. Ms. Minto met with the accounting department yesterday. Staff will receive a copy of the proposed changes; they will meet again to discuss the changes. After the staff reviews the changes, a copy will be sent to the Finance Committee for review and approval. In March, the Board Chairman will elect a Nominating Committee, and Standard 5.6 (*Each governing board member has signed a conflict of interest policy within the past 2 years*) is due. A Conflict of Interest form will be included in the monthly packet. Members are to print the form, sign it and return at the next meeting.

PERSONNEL REPORTS: The Board received the Personnel Report for January 2018, 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 (start date January 16) and WIOA Career Services Tech/Job Center Facilitator (transfer from WIOA Career Services Tech/Job Center Facilitator/Receptionist, effective January 8); one resignation: HWAP Crew Member (effective January 29); and one termination: HEAP Temporary Intake Worker (effective January 17). Positions posted: Weatherization Crew Member (posted through February 9), AEP CAP/EPP Auditor (posted through February 9) and WIOA Career Services Tech/Job Center Facilitator (posted through January 5). The following were not on the Personnel Report: HWAP Crew Member resigned effective February 9; and three new hires who started February 20 (HWAP Crew Member, AEP CAP/EPP Auditor and WIOA Youth Case Manager (Harrison County – part time).

PROGRAM REPORTS: Members received a copy of the January Program Report, which shows participants served for the month and year-to-date. **Emergency Services** was combined with HEAP and now reports to the HEAP Program Director. **HEAP:** Winter Crisis Program ends March 30. The IVR system is working well. The traffic upstairs is reduced; there is no longer a long waiting list. **HWAP:** We are two units behind – both are pending final inspection. For the second quarter, we will meet the quota and will be working towards the next quarter (taking us to 21 units). “Currently, I have seven people in the field. I have two hires working under Weatherization; I have four Work Experience out there working in HWAP -- I have six people working on houses. And Tod is in training for furnace work ... Once he gets his training done, we'll be able to do furnaces in Jefferson County, but not in Steubenville. I'm working with S & S for Steubenville furnaces; and that relationship is growing and working.” When we receive the certificate of completion, Tod will do our pre-inspections. Kevin Jarrett is also working toward becoming an inspector. **AEP CAP/EPP:** We just hired a new auditor, who is in training. “...Kevin's done a great job on that program putting it together and making it run.” **Housing:** We are repairing roof leaks at Cathedral Apartments. We sent a letter of interest for the RAD Program (Rental Assistance Modification) which will increase the amount of rent we receive per room. The increase will give us the money to do the improvements to the roof, etc. that need to be done. **WIOA:** All programs are coming up for new RFPs. March 19 is an RFP bidders' conference. We submitted a modification to OH-29 that changes the target population of the grant – originally, this

was a coal grant for laid-off/dislocated workers or coal-related lay-offs. After the second year of the grant, the workers were re-hired. There is approximately \$800,000 we are requesting be changed to a “coal-depressed community” to serve long-term unemployed or underemployed individuals. **Income Taxes:** Income tax preparation started on February 5. We’ve had 27 applicants; 21 tax returns were completed (6 lacked necessary documentation). To date, there were 8 scheduled days for income tax preparation. Eligibility requirements were listed in the February newsletter: annual income of \$65,000 or less for individuals; \$95,000 for married couples.

CAC NEWSLETTER: The CAC’s February Newsletter was included for Board members to read. Mr. McGlumphy pointed out the new CAC employee introduced in the newsletter has since resigned to take another job.

ACRONYMS: Board members received a handout with Commonly Used Acronyms. The acronyms are listed alphabetically. The acronyms will help members when we discuss program-specific information during the meetings.

STRATEGIC PLAN WORKPLANS UPDATE: We are making progress on completing the Strategic Plan Workplans. A description of action taken to complete the strategies/milestones was listed on the Strategic Plan Workplans report.

CSBG STANDARDS UPDATE: The CSBG Standards Update spreadsheet shows due dates for the CSBG Standards. We were told our CSBG Field Representative would be here sometime in the spring to review the Standards. Mr. McGlumphy reminded the Board the items shown on the spreadsheet with an asterisk (meaning board action required) appear on the monthly Calendar of Events.

MOTION: Dr. James Baber moved to accept the report of the CEO, which included: Calendar of Events; Personnel Report – January 2018; Program Report – January 2018; CAC Newsletter; Commonly Used Acronyms; CAC Strategic Plan Workplans Update; and CSBG Standards Update. Betty Ferron seconded the motion. Motion passed unanimously.

REPORT OF COMMITTEES:

FINANCE COMMITTEE: The Finance Committee met this morning at 10:45 a.m. The committee approved the January 17, 2018 minutes as written. Approved and recommended for approval and/or ratification by the full Board: CSBG 8th Quarter 2017 ROMA Report; CSBG Annual IS and ROMA Report 2017; HWAP Amendment No. 1 to increase the grant amount by \$27,510 to \$270,460 for the period July 1, 2017 to June 30, 2018; Statement of Work No. 3 between COAD and JC CAC for the period January 1 to December 31, 2018 in the amount of \$76,934.60; and the United Way 2019 Budget in the amount of \$13,000 (the same funding amount we received in 2018). The United Way monies are used for families at risk of homelessness, and a portion of the audit and indirect costs.

MOTION: Dennis Gorlock moved to approve the minutes of the Finance Committee’s meeting on January 17, 2018. Dr. Baber seconded the motion. Motion passed unanimously.

MOTION: Anthony Sheposh moved to approve and ratify the CSBG 8th Quarter 2017 ROMA Report, as approved by the Finance Committee. The motion was seconded by Dr. Baber. Motion unanimously passed.

MOTION: Dennis Gorlock moved to approve the CSBG Annual IS and ROMA Report 2017. Betty Ferron seconded the motion. Motion passed unanimously.

MOTION: Ronnie Shockley moved to approve and ratify HWAP Amendment No. 1; seconded by Dr. Baber. Motion unanimously passed.

MOTION: Delores Wiggins moved to approve and ratify the Statement of Work between COAD and JC CAC. Dennis Gorlock seconded the motion. Motion passed unanimously.

MOTION: Dr. Baber moved to approve and ratify the United Way 2019 application as prepared. The motion was seconded by Anthony Sheposh. Motion passed unanimously.

MOTION: Detailed check vouchers were given to the Finance Committee to review and approve. The Finance Committee reviewed and approved the Combined Analysis Report, Balance Sheet, Corporate Fund Report and the Credit Card and Gas Expenditures, along with the minutes of the January 17, 2018 meeting. Jack Gaylord moved to approve the remainder of the report of the CFO: Finance Committee minutes of January 17, 2018, Combined Analysis Report – January 2018, Balance Sheet – January 2018, Corporate Fund Report – January 2018 and Credit Card and Gas Expenditures Spreadsheets. Ronnie Shockley seconded the motion. Motion passed unanimously.

NEW BUSINESS: The CEO told members he will be on vacation March 18-26. He asked if the Board would like to reschedule the meeting or have John Fayak present the CEO report.

MOTION: Edward Littlejohn moved that John Fayak present the CEO report at the next scheduled Board meeting, March 21. Dennis Gorlock seconded the motion. Motion passed unanimously.

Cathedral Apartments' insurance was canceled while Mr. McGlumphy was at the OACAA Winter Conference. While there, he talked to Wichert Insurance. Wichert Insurance grouped the insurance for Cathedral Apartments under our current policy; the insurance is \$3,000 less than we were paying Oklok-Criss. All insurance is now due December 31. Oklok-Criss wanted the roof inspected; there were items close to the boiler and hot water tank that were removed immediately. We were not able to get the roof inspected due to the ice and snow accumulation. Mr. McGlumphy asked for an extension; Oklok-Criss gave the extension, but we received a letter in the mail canceling the insurance. We had insurance on Cathedral Apartments with Wichert Insurance before Mike and Patty returned from the conference.

Mr. McGlumphy asked for two Board members to attend the United Way Allocation hearing on April 11 at 10 a.m. at Franciscan Inn @ Franciscan Square. Ms. Wiggins and Cynthia Lytle volunteered to attend.

We started Operation Warm with 204 coats this year, which is double the amount we received last year. As of February 13, we still have 62 coats left (girls sizes 7/8 (5) and 10/12 (21); boys sizes 10/12 (35) and 14/16 (1)).

We now have a full Board. An updated Member List was on the table for Board members.

An HWAP Monitor visit will occur on March 21 and 22.

A representative from the Governor's Office will visit tomorrow. We believe he is coming to talk about Workforce Development, but we are not sure. Mr. McGlumphy has a packet ready with CAC and Workforce Development information.

An article appeared in the February 16, 2018 *Herald Star*, "County CAC airs concerns about possible program cuts." "There was an article in the paper where we identified the concerns with the current budget that is going through. This budget will zero out HWAP, zero out HEAP and zero out CSBG. We stated our concerns on that because the reality of this is if those three programs go away, this agency probably goes away." He said all the CACs are coming out with a similar statement of how the budget will affect them. Mr. Naylor said OACAA put out a press release on February 13 regarding the budget cuts: "While most people do not believe that all the cuts to the three aforementioned programs will occur, you never know. There's no guarantees in life; but I thought that the Community Action Association of Pennsylvania – they had put out a press release a little more in depth regarding this. And it was interesting from a neighboring state how much money they have versus what we have and the uses for it."

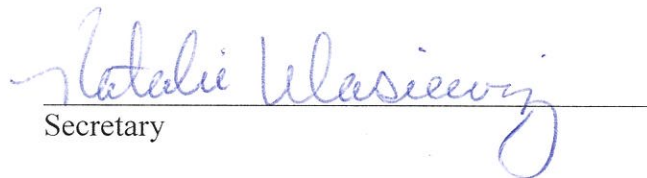
MOTION: Edward Littlejohn moved to ratify changing the insurance for Cathedral Apartments to Wichert Insurance. Dennis Gorlock seconded the motion. Motion passed unanimously.

A motion to adjourn was made at 12:15 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 dated February 8, 2018 from Mayor of Steubenville
Calendar of Events
Personnel Report – January 2018
Program Report – January 2018
JCCAC February 2018 Newsletter
Commonly Used Acronyms
CAC Strategic Plan Workplans Update
CSBG Standards Update
Finance Committee Meeting Packet – February 21, 2018
Board of Trustees Member List

"County CAC airs concerns about possible program cuts," *Herald Star*, February 16, 2018