

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

OFFICERS PRESENT

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

REPRESENTING

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

MEMBERS PRESENT

Dr. James Baber
Pam Bolton
Betty Ferron
Jack Gaylord
Dennis Gorlock
Lieutenant Erik Muhs
Anthony Sheposh
Delores Wiggins

Eastern Gateway Community College
Southeastern Ohio Legal Services
Jefferson County Dept of Job & Fam Svcs
Mayor of Steubenville
Commissioner Tom Gentile
The Salvation Army
Jefferson Behavioral Health
Commissioner Tom Graham

MEMBERS EXCUSED

Cynthia Lytle
Robert Naylor
George Scott
Ronnie Shockley

Urban Mission
Jefferson County Chamber
Michael Myers Terrace Resident Council
Northeast Jeff Co Food Pantry

STAFF PRESENT

John Fayak, Deputy Director/Planner
Jamie Blanchard, Housing Case Manager
Robyn Gillette, HEAP/Emer Svcs Pgm Coord
Lori Hawthorne, WIOA Director
Karen Leoni, WIOA A & DW Special Grants & CCMEP Admin Support/Clerical Asst
Tammie Lewis, HR Director/Payroll
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 Wednesday, March 21, 2018. Roll call was taken and a quorum was present. Board Vice Chairman Edward Littlejohn called the meeting to order at 11:32 a.m. Betty Ferron read the CAC Mission Statement.

APPROVAL OF MINUTES OF PRECEDING MEETING: Jack Gaylord moved to accept the minutes of the February 21, 2018 meeting as presented. Dennis Gorlock seconded the motion. Motion passed.

CORRESPONDENCE: Elaine Petrozzi read three letters received by the CAC:

1. I, George Scott, do hereby resign my position on CAC Board due to some adverse medical problems with both arms.

I'm returning all the material and USB entrusted in me. I appreciate the time I did get to spend on the Board.

2. It is with regret that I write to resign from the Board of Trustees, effective immediately, as I have resigned from my position at Southeastern Ohio Legal Services.

Though the time was brief, it has been an honor to serve on this Board of Trustees. It has been fascinating to learn more about the programs and services that the Jefferson County CAC provides to local residents.

Thank you for the opportunity. (*Maresa Taylor*)

3. Please be advised that the undersigned, Pamela Bolton, Managing Attorney, has been selected as Southeastern Ohio Legal Services' Representative to serve on the Jefferson County Community Action Council Board of Trustees. Her term commences on March 21, 2018 and expires on March 21, 2023.

The Board welcomed Pam Bolton, our newest member, representing Southeastern Ohio Legal Services.

MOTION: Clint Powell moved to accept the letters of resignation from George Scott and Maresa Taylor, and to accept the letter of appointment for Pam Bolton. Jack Gaylord seconded the motion. Motion passed unanimously.

REPORT OF CEO:

CATHEDRAL APARTMENTS COMPLIANCE REPORT: OHFA reviewed the 2017 Gap Financing Owner/Sponsor Certification we submitted to the Agency on January 4, 2018, and the Tenant Data we submitted on February 12, 2018. The letter we received from OHFA dated March 5, 2018 stated, "The Certifications were found to be in compliance with the Gap Financing Program requirements."

CONFLICT OF INTEREST DISCLOSURE STATEMENTS: Standard 5.6 states, "Each governing board member has signed a conflict of interest policy within the past 2 years." However, in our board training, it was recommended we update the Conflict of Interest Disclosure Statements every year. Conflict of Interest forms were included in the BOT Packets and distributed at the meeting for those who did not return them today. Copies will be mailed out to Board members not at today's meeting.

CALENDAR OF EVENTS: In March, the Board Chairman elects 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. Conflict of Interest forms were included in the monthly packet. Members were to

print the form, sign it and return at the meeting. In April, recommendations for BOT officers are due to the Nominating Committee; and Standard 5.4 (*The organization documents that each governing board member has received a copy of the bylaws within the past 2 years*) is due. All Board members will receive a new copy of the bylaws at next month's meeting. Standard 9.3 (*The organization has presented to the governing board for review or action, at least within the past 12 months, an analysis of the agency's outcomes and any operational or strategic program adjustments and improvements identified as necessary*) was met at last month's meeting (Strategic Plan Update, CSBG Standards Update; and at January's meeting (CSBG added services: bus passes, hygiene kits, cleaning kits and birth certificates).

PERSONNEL REPORTS: The Board received the Personnel Report for February 2018, which shows new hires, resignations, terminations and positions posted for the month. On this month's Personnel Report, it shows three new hires who started February 20: HWAP Crew Member, AEP CAP/EPP Auditor and WIOA Youth Case Manager; and one resignation: HWAP Crew Member (effective February 9). Position posted: HEAP Intake Worker (posted through March 9). Five applications were reviewed; interviews are scheduled tomorrow.

PROGRAM REPORTS: Members received a copy of the February Program Report, which shows participants served for the month and year-to-date. "Everything is moving along very well." **HEAP:** Winter Crisis Program ends Thursday, March 29. **HWAP:** One job is pending final inspection. "We did receive information that the two that were finalized by COAD are completely finalized – good to go; and one of the two by Columbiana County." EPP and AEP CAP is moving along very well.

CAC NEWSLETTER: The CAC's March Newsletter was included for Board members to read. Mr. Fayak pointed out the success story. "...it is worth the read..." "This one, it just hits home as to how I think we are a team here at the CAC and the services that we offer, and how the team really worked together from our Emergency Services Department, to Housing, to HEAP, to help out the young lady that's listed there in order to provide all services, and even referrals out for other services that she was unaware of, like at Job & Family Services. That worked out very, very well, and was real gratifying to see that happen." He was also excited to share the "Wonderful News from another satisfied customer," a gentleman serviced by HWAP who "gave an exceptional review of the work the men performed."

MOTION: Dr. James Baber moved to approve the report of the CEO, which included: Cathedral Apartments Compliance Report, Conflict of Interest Disclosure Statement, Calendar of Events; Personnel Report – February 2018; Program Report – February 2018; and CAC Newsletter. Natalie Ulasiewicz seconded the motion. Motion passed unanimously.

REPORT OF COMMITTEES:

FINANCE COMMITTEE: The Finance Committee met this morning at 11:00 a.m. The committee approved the February 21, 2018 minutes as written. Approved by the Finance Committee and recommended for approval and/or ratification by the full Board: Agreement between Jefferson County CAC and COAD (AEP CAP) – Amendment No. 1, which increases the Agreement by \$10,829.96, from \$146,685.50 to \$157,515.46; and the revised Accounting &

Financial Policies & Procedures Manual. The manual was updated to reflect the current requirements of Uniform Guidance and CSBG Standards. Ms. Minto told members the 2016-17 CSBG Grant ended December 31, 2017. In February, we received a new Indirect Cost Rate Agreement, which went from 10% to 14.18%. Our Field Representative will allow the CFO to revise the 2017 budget using the new indirect cost rate; we will be reimbursed the difference. Ms. Minto gave members a copy of the adjustment spreadsheet showing the line items that were increased or decreased, mostly due to actual expenditures vs. estimated costs by line item.

MOTION: Delores Wiggins moved to approve the minutes of the Finance Committee's meeting on February 21, 2018. Betty Ferron seconded the motion. Motion passed unanimously.

MOTION: Dr. Baber moved to approve the Agreement between Jefferson County CAC and COAD (AEP CAP) – Amendment No. 1, which increases the total amount of the grant to \$157,515.46. The motion was seconded by Anthony Sheposh. Motion unanimously passed.

MOTION: Dennis Gorlock moved to approve the updated Accounting & Financial Policies and Procedures Manual, approved by the Finance Committee at their meeting this morning. Lieutenant Erik Muhs seconded the motion. 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 February 21, 2018 meeting. Jack Gaylord moved to approve the remainder of the Report of the CFO: Finance Committee minutes of February 21, 2018, Combined Analysis Report – February 2018, Balance Sheet – February 2018, Corporate Fund Report – February 2018 and Credit Card and Gas Expenditures Spreadsheets. Delores Wiggins seconded the motion. Motion passed unanimously.

NOMINATING COMMITTEE: In the ByLaws (p. 11, No. 2), it reads:

A Nominating Committee composed of at least three (3) persons shall be elected by the Board at the March meeting. This committee shall be responsible for nominating a slate of officers to be voted on at the Annual Meeting of the Board.

The following Board members were elected to the Nominating Committee: Dr. James Baber, Clint Powell, Dennis Gorlock and Betty Ferron. The Committee will present a slate of officers at the next meeting.

MOTION: Clint Powell moved to approve those named to the Nominating Committee: Dr. James Baber, Clint Powell, Dennis Gorlock and Betty Ferron. The motion was seconded by Jack Gaylord. Motion passed unanimously.

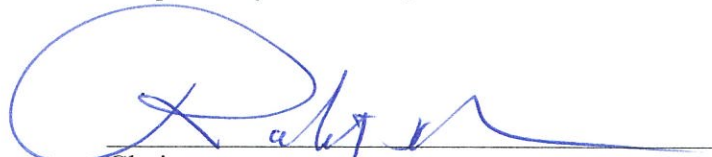
NEW BUSINESS: John Fayak reminded Board members the United Way Allocation Hearing is scheduled for April 11. Cynthia Lytle and Delores Wiggins have volunteered to go to the Allocation Hearing, scheduled at 10:00 a.m. at Franciscan Inn @ Franciscan Square. The Board will meet CAC staff members at the Allocation Hearing.

There is an HWAP Monitor here today (administrative and technical); and we will have an HWAP Administrative Monitor Visit on March 26.

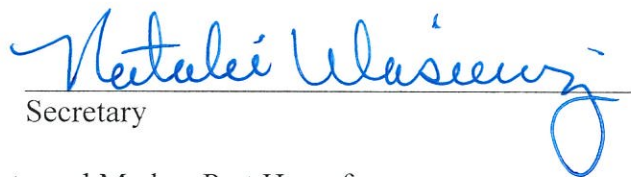
A CSBG Standards Monitor Visit is scheduled for August 2.

A motion to adjourn was made at 11:53 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 of Resignation from George Scott dated March 7, 2018
Letter of Resignation from Maresa Taylor dated March 15, 2018
Letter of Appointment from Pamela Bolton dated March 20, 2018
Cathedral Apts Compliance Report
Conflict of Interest Disclosure Statement
Calendar of Events
Personnel Report – February 2018
Program Report – February 2018
JCCAC March 2018 Newsletter
Finance Committee Meeting Packet – March 21, 2018