

JEFFERSON COUNTY COMMUNITY ACTION COUNCIL, INC.
BOARD OF TRUSTEES – REGULAR MEETING
April 18, 2018

OFFICERS PRESENT

Robert Naylor

REPRESENTING

Jefferson County Chamber of Commerce

MEMBERS PRESENT

Dr. James Baber

Betty Ferron

Jack Gaylord

Dennis Gorlock

Anthony Sheposh

Delores Wiggins

Cynthia Lytle

Eastern Gateway Community College

Jefferson County Dept of Job & Fam Services

Mayor of Steubenville

Commissioner Tom Gentile

Jefferson Behavioral Health

Commissioner Tom Graham

Urban Mission

MEMBERS EXCUSED

Edward Littlejohn, Vice Chairman

Clint Powell, Treasurer

Natalie Ulasiewicz, Secretary

Ronnie Shockley

Lieutenant Erik Muhs

George Scott

Pam Bolton

Sheriff Fred Abdalla

Labors Union No. 809

Commissioner Dave Maple

Northeast Jeff Co Food Pantry

Salvation Army

Michael Myers Terrace Resident Council

Southeastern Ohio Legal Services

STAFF PRESENT

Mike McGlumphy, CEO

John Fayak, Deputy Director/Planner

Mary Magyer, HCRP Case Manager

Robyn Gillette, HEAP/Emergency Services Program Coordinator

Lori Hawthorne, WIOA Director

Patricia Minto, CFO

Karen Leoni, WIOA A&DW Special Grants & CCMEP Admin Support/Clerical Asst.

The Jefferson County CAC Board of Trustees met for their regular meeting on Wednesday, April 18, 2018. Roll call was taken and a quorum was present. Board Chairman, Robert Naylor called the meeting to order at 11:37 am. Jack Gaylord read the CAC Mission Statement.

APPROVAL OF MINUTES OF PRECEDING MEETING: Jack Gaylord moved to accept the minutes of March, 21, 2018 meeting as presented. Dr. James Baber seconded the motion. Motion passed.

CORRESPONDENCE: Karen Leoni read 1 letter received by the CAC:

1. From the U.S. Department of Housing and Urban Development, Congratulations, I am delighted to inform you that HUD selected the project application your organization submitted for funding under Fiscal Year 2017 Continuum of Care Program Project application in the amount of \$142,434.

REPORT OF THE CEO:

CALENDAR OF EVENTS: Standard 5.4 states, The organization documents that each governing board member has received a copy of the bylaws within the past 2 years. The bylaws were emailed out on March 29, 2018 and also included with the mailing of the Board Agenda on April 10, 2018.

Standard 9.3 states that 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.

It was again addressed that the CSBG Grant application was approved for the Emergency Services Program to have the added services of bus passes, gas cards, birth certificates hygiene kits and cleaning kits.

HWAP MONITORING REPORT: On March 26, 2018 Tom Calhoun met with John Fayak and Tod Miller, this meeting was in conjunction with a visit by OCA Administrative Monitor Eric Sandys. At that time the CAC was at 70% with the goal of 28 completions as of June 30, 2018. Mr. McGlumphy informed the Board that as of this date there are a total of 24 completions. Also, stating that because of these completions since the monitoring visit it has brought the cost of \$2,619 down to \$200 over quota per unit, and by June we hope to be over quota with completions. The Board was also told that we have 7 workers in the field, Tod is able to do inspections and with Kevin finishing up his training soon he will also be able to perform inspections. S&S are still performing service to furnaces for us.

JOB FAIR: The Job Fair will take place at St. Florian Hall in Wintersville, OH on Wednesday, May 16, from 11:00 am to 3:00 pm, as of this date Ms. Hawthorne reported that 39 businesses and 6 training facilities have confirmed, they are still looking for more businesses there is no charge and lunch will be provided.

PERSONNEL REPORTS: The Board received the Personnel Report for March 2018, which shows new hires, resignations, terminations and positions posted for the month. Mr. McGlumphy was happy to report that there were no resignations or employee terminations.

CAC NEWSLETTER: The CAC's April Newsletter was included for the Board Members to read. It included yet another success story of our agency.

MOTION: Dennis Gorlock moved to approve the report of the CEO, which included Calendar of Events; Personnel Report – March 2018; Program Report – March 2018, Hwap Monitoring Report; Job Fair and CAC Newsletter. Betty Ferron seconded the motion. Motion passed unanimously.

REPORT OF COMMITTEES:

FINANCE COMMITTEE: The Finance Committee met this morning at 11:05 am. The Committee approved the March 21, 2018 minutes as written.

Mr. Naylor questioned Ms. Minto about the revising of the HEAP Admin/Operating and PIP Budgets with the new Indirect Cost Rate Agreement. Ms. Minto explained that she could go back two years to recoup monies. Monies recouped cannot go to Corporate Fund.

Also discussed was the refund of monies from W/Comp, refunds can only be made to the program from which it was paid.

Mr. Naylor is concerned with the balance of the Corporate Fund and suggestions on how to increase the balance included putting an investment policy together. Also having Board Members calling friends and telling them that they are donating to the CAC and can you possibly match that amount.

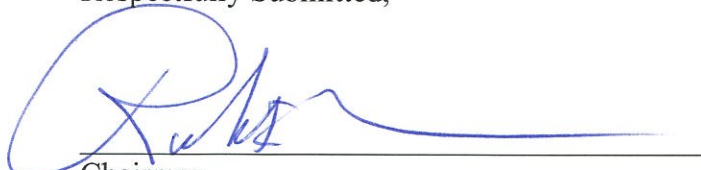
NOMINATING COMMITTEE: Mr. Gorlock stated that the Board Officers were going to stay as they are for one more year. They would like to newer members to accept the positions to bring in a breath of fresh air. It was also addressed that they would like to see “younger” people to be Members of the Board because they would bring new ideas. Dr. Baber mentioned that maybe they could have an Assistants to the Officers i.e.; Assistant Secretary, etc. Mr. Naylor also mentioned that maybe they could reach out and find people to serve that the CAC has been servicing as they would also bring in a different outlook.

NEW BUSINESS: Mr. Naylor again addressed the balance of Corporate Fund. Mr. Gorlock had the suggestion that businesses be approached about being a donor to the CAC that a board could be be put up in the Agency with a framed picture of the Donor’s, and each year they can be approached if they would like to be kept on the wall with another donation. A committee was instituted immediately for this purpose. The Donation Committee consists of: Robert Naylor, Cynthia Lytle, Betty Ferron, James Baber, Dennis Gorlock, Anthony Sheposh and Delores Wiggins. Mr. Gaylord he and his wife would be the first to donate \$100.

Mike McGlumphy announced that the CAC was awarded the Work Experience Program for both Jefferson and Harrison counties as was the Youth programs.

A motion to adjourn was made at 12:05 p.m. by James Baber, Jack Gaylord seconded the motion. Motion passed unanimously.

Respectfully Submitted,



Chairman



Secretary

Attached Hereto and Made a part of Hereof:

Calendar of Events
Personnel Report – March 2018
Program Report – March 2018
JCCAC April Newsletter
Finance Committee Meeting Packet – April 18, 2018