

**JEFFERSON COUNTY COMMUNITY ACTION COUNCIL, INC.**  
**BOARD OF TRUSTEES – REGULAR MEETING**  
**May 16, 2018**

**OFFICERS PRESENT**

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

**REPRESENTING**

Jefferson County Chamber of Commerce  
Sheriff Fred Abdalla  
Laborers Local Union No. 809  
Commissioner Dave Maple

**MEMBERS PRESENT**

Pam Bolton  
Roberta Burnstein  
Betty Ferron  
Jack Gaylord  
Dennis Gorlock  
Anthony Sheposh  
Ronnie Shockley  
Delores Wiggins

Southeastern Ohio Legal Services  
Michael Myers Terrace Resident Council  
Jefferson County Dept of Job & Fam Svcs  
Mayor of Steubenville  
Commissioner Tom Gentile  
Jefferson Behavioral Health  
Northeast Jeff Co Food Pantry  
Commissioner Tom Graham

**MEMBERS EXCUSED**

Dr. James Baber  
Cynthia Lytle  
Lieutenant Erik Muhs

Eastern Gateway Community College  
Urban Mission  
The Salvation Army

**STAFF PRESENT**

Mike McGlumphy, CEO  
Tammie Lewis, Human Resources/Payroll  
Mary Magyer, HCRP Case Manager  
Robyn Gillette, HEAP/Emergency Services Program Coordinator  
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, May 16, 2018. Roll call was taken and a quorum was present. Board Chairman, Robert Naylor called the meeting to order at 11:50 am. Natalie Ulasiewicz read the CAC Mission Statement.

**APPROVAL OF MINUTES OF PRECEDING MEETING:** Delores Wiggins moved to accept the minutes of the April 18, 2018 meeting as presented. Clint Powell seconded the motion. Natalie Ulasiewicz and Edward Littlejohn abstained. Motion passed.

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

1. Roberta Bernstein has been selected as this Organization's (Michael Myers Terrace) Representative to the Jefferson County Community Action Board of Trustees. Her term commences on May 1, 2018 and expires on May 1, 2023. (Note: Term is 5 years).

The Board welcomed Roberta as our newest member, representing Michael Myers Terrace.

**REPORT OF THE CEO:** It was reiterated by Mr. McGlumphy that it was decided that the Officers should remain in their positions for another year. Mr. Naylor spoke and said that he likes to see younger people with newer ideas and that if they wanted to nominate themselves or have someone else nominate them just to speak up. Voting will take place in June.

**CALENDAR OF EVENTS:**

**HWAP MONITORING REPORT:** Received a letter from David Evans, COAD Hwap Coordinator, whose report contained monitoring visits of 4 homes. Actions were required on three of the homes which have since been corrected.

Another matter that has been addressed is that of HWAP Coordinator. Mr. McGlumphy said that Tod Miller is Coordinator/Field Work and Kevin Jarrett is Coordinator/Admin.

22 Homes have been completed/4 pending, Mr. McGlumphy Reported that production should exceed quota.

**AEP/EPP:** Mr. McGlumphy reported that AEP is going to be expanded with additional funding coming in. He projected 3 Auditors and 416 Units to be completed.

**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 77 Vendors were to be on site for fair.

**PERSONNEL REPORTS:** The Board received the Personnel Report for April, which shows new hires, resignations, terminations and positions posted for the month. Mr. McGlumphy reported that one new hire was made in the HEAP Department.

**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:** Anthony Sheposh moved to approve the report of the CEO, which included Calendar of Events; Personnel Report – April 2018; Program Report – April 2018, Hwap Monitoring Report; Job Fair and CAC Newsletter. Jack Gaylord seconded the motion. Motion passed unanimously.

**REPORT OF COMMITTEES:**

**FINANCE COMMITTEE:** The Finance Committee met this morning at 11:03 am. The Committee approved the April 18, 2018 minutes as written.

Renewal of Grants was discussed, Fund #274 OH 29 will not renew. One million dollars will go back to Feds. This money was to be used for laid off coal miners only.

Mr. Naylor is again stressed concern with the balance of the Corporate Fund. It was told to the Board that \$5,000 was used towards the legal fee deductible. Mr. and Mrs. Jack Gaylord made the first donation of \$100 toward increasing the balance.

**NEW BUSINESS:** Mr. McGlumphy announced that the CAC applied for \$49,000 in CDBG funds for maintenance on the Cathedral Apartments for roof and lot, \$40,000 for roof and \$9,000 for the parking lot. A temporary patch is being implemented, waiting to see if this will temporarily solve the problem so that the five units that are empty can be filled.

EF&SP Applications are being accepted until Friday, May 18, 2018. Funds available are \$40, 994, with the Board meeting on Wednesday, May 23, 2018 to discuss applications received.

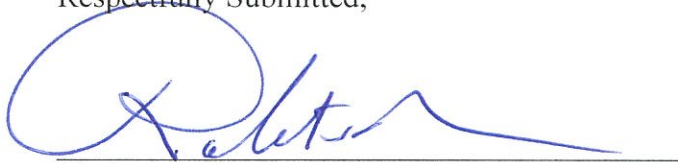
Mr. Naylor pointed out the success story in the CAC Newsletter, stating that this letter is consistent with the Mission Statement.

Mr. McGlumphy stated that the CAC is in negotiations for Jefferson and Harrison County, Adult, Youth and Dislocated workers.

**MOTION:** Clint Powell moved to approve the negotiations, Jack Gaylord seconded the motion. Betty Ferron abstained, Motion passed.

A motion to adjourn was made at 12:15 p.m. by Ronnie Shockley, Jack Gaylord seconded the motion. Motion passed unanimously.

Respectfully Submitted,



Chairman



Secretary

Attached Hereto and Made a part of Hereof:

Letter of Appointment from Michael Myers Terrace dated May 10, 2018  
Calendar of Events  
Personnel Report – April 2018  
Program Report – April 2018  
JCCAC May Newsletter  
Finance Committee Meeting Packet – May 16, 2018