

JEFFERSON COUNTY COMMUNITY ACTION COUNCIL, INC.
BOARD OF TRUSTEES – REGULAR MEETING
June 20, 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
Pam Bolton
Roberta Burnstein
Betty Ferron
Jack Gaylord
Dennis Gorlock
Lieutenant Erik Muhs
Delores Wiggins

Eastern Gateway Community College
Southeastern Ohio Legal Services
Michael Myers Terrace Resident Council
Jefferson County Dept of Job & Fam Svcs
Mayor of Steubenville
Commissioner Tom Gentile
The Salvation Army
Commissioner Tom Graham

MEMBERS EXCUSED

Cynthia Lytle
Clint Powell
Anthony Sheposh
Ronnie Shockley

Urban Mission
Laborers Local Union No. 809
Jefferson Behavioral Health
Northeast Jeff Co Food Pantry

STAFF PRESENT

Michael McGlumphy, CEO
John Fayak, Deputy Director/Planner
Jamie Blanchard, Housing Case Manager
Robyn Gillette, HEAP/Emer Svcs Pgm Coord
Lori Hawthorne, WIOA Director
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, June 20, 2018. Roll call was taken and a quorum was present. Chairman Robert Naylor called the meeting to order at 11:40 a.m. Roberta Burnstein read the CAC Mission Statement.

APPROVAL OF MINUTES OF PRECEDING MEETING: Jack Gaylord moved to accept the minutes of the May 16, 2018 meeting as presented. Dr. Baber seconded the motion. Motion passed unanimously.

REPORT OF CEO:

CAC RESPONSE TO HWAP MONITOR (David Evans – March 21-23) VISIT: For Job F4132, two required actions needed to be completed. All missed returns were sealed; and bath fan extension was replaced and insulated. In response to the recommended action, we plan to use an I-R camera in the future to check for voids and missed cavities. For Job F4138, the recommended action was to install sprayfoam in a manner that would allow for less overspray. We are arranging training on the proper application of sprayfoam.

HWAP MONITOR VISIT REPORT (Eric Sandys [ODSA]– March 26): Production and Expenditure Goals: the average unit cost was \$9,831; as more jobs are completed, the cost will decrease. Program Management: Tod Miller has been named Energy Coordinator; he is updating the energy audit libraries. Client Files: Energy cost savings will be entered during BWR submission, Insulation Certificate Forms will be updated prior to the start of PY 18; and all required forms will be collected from third party inspections and daily worst case draft testing will be performed daily.

There is no response required to this report. “He was very pleased with where we are, where we’re going and we will move forward from there.”

EMPLOYEE INSURANCE RENEWAL OPTIONS: Our renewal date for employee insurance is July 1. Board members received a copy of the employee insurance proposals in their packets. The CEO met with staff on June 1 to discuss options and to vote on a plan. Employees unanimously chose Option 1A (Anthem BC/BS). On June 8, staff enrolled in the agency’s health insurance met with representatives from Schwendeman Agency to discuss the Schedule of Benefits, and to receive education on how to lower insurance costs. Dental and Life Insurance costs stayed the same; vision decreased slightly.

PURPOSE/FUNCTIONS OF STANDING COMMITTEE AND PREFERENCE FORM: Forms were received from those in attendance; forms will be sent to those not here today so that the Chairman can name the Committees at next month’s meeting. In accordance with the ByLaws, the Standing Committees are appointed by the Chairman “no later than the meeting following the meeting at which officers are elected.”

CALENDAR OF EVENTS: In June, the Board will elect new officers, and employee insurance is renewed (new year starts July 1). In July, new officers’ terms will begin July 1; Standing Committees are appointed by the new Board Chairman; and Standard 4.6 (*An organization-wide, comprehensive risk assessment has been completed within the past 2 years and reported to the governing board*) was emailed to members on June 13. Also, Standard 8.9 (*The governing board annually approves an organization-wide budget*) is due. The CFO is working on the organization-wide budget and will distribute it in July.

PERSONNEL REPORTS: The Board received the Personnel Report for May 2018, which shows new hires, resignations, terminations and positions posted for the month. On this month’s Personnel Report, it shows two resignations: Building & Grounds Director and WIOA Adult & D/W Case Manager. Position Posted: WIOA Adult & D/W Case Manager/Job Center Facilitator. We interviewed yesterday for the WIOA Adult & D/W Case Manager; we may hire two case managers.

PROGRAM REPORTS: Members received a copy of the May Program Report, which shows participants served for the month and year-to-date. Some programs end June 30; others end in

December. **HWAP:** 25 units have been completed; three are pending final inspection. We are hoping to complete 30 units for the program year. We were under quota for cost by about \$40/unit. **Housing:** We have 4 units open due to roof damage.

CAC NEWSLETTER: The CAC's June Newsletter was included for Board members to read. Noted in the newsletter: Sadly, Keith Eddy passed away on May 20. Also, Patty Minto celebrated 50 years of service with the CAC. Ms. Ferron: "Thank you for all that you do for the CAC."

Mr. Naylor said there was a discussion to name the Board Room "The Keith Eddy Conference Room;" there was a discussion to have a plaque made for the commemoration.

MOTION: Jack Gaylord moved to approve naming the Board Room "The Keith Eddy Conference Room," and to purchase a plaque in memory of Keith Eddy. Dennis Gorlock seconded the motion. Motion unanimously passed. The purchase of the plaque will come out of Corporate Funds.

MOTION: Dr. James Baber moved to accept the report of the CEO, which included: CAC Response to HWAP Monitor (David Evans – March 21-23) Visit; HWAP Monitor Visit Report (Eric Sandys [ODSA] – March 26; Employee Insurance Renewal Options; Purpose/Functions of Standing Committee and Preference Form; Calendar of Events; Personnel Report – May 2018; Program Report – May 2018; and CAC Newsletter. Jack Gaylord seconded the motion. Motion passed unanimously.

REPORT OF COMMITTEES:

FINANCE COMMITTEE: Ms. Minto reminded Board members they received the financial reports for the month of May, along with Service Agreements in their packets. The Service Agreements that were approved at the Finance Committee will be ratified by the full Board. The HWAP Grant Application was due today (we received it Thursday, June 14); it was reviewed by the Finance Committee this morning and will have to be ratified by the full Board as well.

MOTION: Dennis Gorlock made a motion to approve the **Service Agreement between Harrison County DJFS & Jefferson County CAC (WIOA - Youth) – Modification No. 2** increasing the grant amount by \$10,000 to \$76,214.99; **Service Agreement between Harrison County DJFS & Jefferson County CAC (Adult & Dislocated Worker)** for the period July 1, 2018 through June 30, 2019 in the amount of \$112,000; and **Service Agreement between Harrison County DJFS & Jefferson County CAC (CCMEP)** for the period July 1, 2018 through June 30, 2019 in the amount of \$61,041. Pam Bolton seconded the motion. Motion unanimously approved.

MOTION: Jack Gaylord made a motion to approve the **Service Agreement between Jefferson County DJFS & Jefferson County CAC (Adult & Dislocated Worker)** for the period July 1, 2018 through June 30, 2019 in the amount of \$637,225; and **Service Agreement between Jefferson County DJFS & Jefferson County CAC (CCMEP)** for the period July 1, 2018 through June 30, 2019 in the amount of \$329,692. Dr. Baber seconded the motion. Betty Ferron abstained. Motion passed.

MOTION: The **Memorandum of Agreement between COAD and Jefferson County CAC** is for the period July 1, 2018 through June 30, 2019 to provide weatherization services from the following

programs: Home Weatherization Assistance Program, Columbia WarmChoice, EPP, AEP CAP, Furnace Replacement Program and Housing Trust Fund Program, and was moved for approval by Dr. Baber; seconded by Roberta Burnstein. Motion approved unanimously.

MOTION: **Contract between Belmont County DJFS and Jefferson County CAC - Second Contract Amendment (NEG29 DW Coal Layoff)** decreasing the funding to Jefferson County CAC by \$550,000 was moved for approval by Roberta Burnstein; seconded by Dr. Baber. The Amendment releases the funds so they can be re-appropriated to another agency that has coal layoffs in their area and extends the Contract to September 30, 2018. Motion passed unanimously.

MOTION: The **HWAP Grant Application** is for the period July 1, 2018 to June 30, 2019 in the amount of \$289,001. Mr. Naylor told members the email stated the Grant Application was due “Wednesday, June 21” -- June 21 is Thursday. It was submitted yesterday (Tuesday, June 19). Our goal for the grant period is 30 units. The submission of the grant was ratified by Pam Bolton; seconded by Jack Gaylord. Motion unanimously passed.

Also considered at their Finance Committee meeting this morning were the Combined Analysis Report, Balance Sheet, Corporate Fund Report and the Credit Card and Gas Expenditures, along with the minutes of the May 16, 2018 meeting. It was noted the Corporate Fund balance was \$159,294.30. The Finance Committee did review all the reports and credit card and gas expenditures “and found them all to be in order,” stated Mr. Naylor. Dennis Gorlock moved to approve the remainder of the Report of the CFO: Finance Committee minutes of May 16, 2018, Combined Analysis Report – May 2018, Balance Sheet – May 2018, Corporate Fund Report – May 2018 and Credit Card and Gas Expenditures Spreadsheets. Jack Gaylord seconded the motion. Motion passed unanimously.

NOMINATING COMMITTEE: The Nominating Committee (Dr. Baber, Clint Powell, Dennis Gorlock and Betty Ferron) recommended the following slate of officers:

Robert Naylor	Chairperson
Edward Littlejohn	Vice-Chairperson
Clint Powell	Treasurer
Natalie Ulasiewicz	Secretary

The floor was then opened for nominations from the floor. Since there were none, a motion was made to close the nominations. It was noted that Delores Wiggins left the meeting at 12:04 p.m., but we still have a quorum.

MOTION: Lieutenant Erik Muhs moved to accept the slate recommended by the Nominating Committee. Dr. Baber seconded the motion. Motion unanimously passed.

NEW BUSINESS:

Schwendeman Agency is again our broker for employee insurance, which is up for renewal on July 1. A meeting was held with Schwendeman to review proposals. The CEO met with staff on June 1 to discuss options and to vote on a plan. Employees unanimously chose Option 1A (Anthem BC/BS), although there was a slight increase in cost (14% increase). Dental and Life Insurance costs stayed the same; vision decreased slightly.

MOTION: Natalie Ulasiewicz moved to accept the recommendation of the CEO to accept Option 1A (Anthem BC/BS) as the employee health insurance plan for renewal on July 1, 2018, and retain the same coverage for Dental, Vision and Life Insurance. Jack Gaylord seconded the motion. Motion passed unanimously.

Mr. McGlumphy received an email on June 12 from Alison Kerns, HARCATUS CEO. HARCATUS chose not to apply for HCRP (Homeless Crisis Response Program) funding this year. Jamie Blanchard explained, “the funding in Jefferson County is moving people that are either literally homeless on the street, or living in a shelter, into homes ... paying rental assistance for them. There is what’s called an Access Point in each county. HARCATUS was the Access Point for Harrison County; they have decided that they don’t wish to participate in the program. So our local Continuum of Care, the Housing Coalition, has voted that the CAC will be the Access Point for Harrison County residents as well.” The CEO said HARCATUS had some issues where we worked with them; Ms. Kerns said any homeless individuals end up in Jefferson County anyway, so Ms. Kerns said Jefferson County CAC could just take the program. Mr. McGlumphy: “We’re moving forward with their approval to do so.” Harrison County does not have any homeless shelters, so individuals are sent to Jefferson County by “referrals, law enforcement, case workers, and social service agencies in Harrison County bring them directly to our shelter,” said Ms. Blanchard. The change will take effect January 2019. As we learn more, Mr. McGlumphy will advise the Board.

Mr. McGlumphy has contacted Jim Saltzman (Saltera, LLC), who has agreed to renew the HWAP garage for another year at the same rate, \$600 per month. Our current lease expires July 31.

MOTION: Dr. Baber moved to give authority to the CEO to enter into a lease agreement with Saltera, LLC for a year beginning August 1, 2018 for the rent of a garage for storage of our HWAP material. Jack Gaylord seconded the motion. Motion passed unanimously.

ASPIRE (Eastern Gateway Community College GED classes) rents a classroom at the CAC. The lease will expire August 30. Mr. McGlumphy has contacted EGCC. Currently, ASPIRE’s funding has been cut severely. “We don’t know if they are going to renew this contract or not; that’s in negotiation right now.” The cost per square foot increases from \$7.51/square foot (\$2,162.99/year or \$180.24/month) to \$7.92/square foot (\$2,280.96/year or \$190.08/month). Utilities are included.

CSBG Standards and Program Monitor Visit will be August 2. Tamara Johnson is our CSBG Field Representative.

Summer Crisis Program starts July 1 through August 31. We have not received any information to date.

A grant application has been submitted to the State for flood grants in Harrison and Jefferson Counties. Although the first notification of a flood grant was for 12 counties, neither Jefferson nor Harrison was included. Belmont County will receive \$1.4M (requested 1.9M), but they have to split it between three counties. Mr. McGlumphy’s first proposal was four crews in Jefferson County. When he learned there was no funding, he reduced it to two crews in Jefferson County; one crew in Harrison County. This is flood clean up -- work is performed in streams only, not on private property. The removed trees are cut into firewood and placed on the side of the road away

from the flood area. “We go into the streams; we don’t disrupt anything; we don’t cut standing trees ... We clean the streams, trying to alleviate flooding. I am working with the EMA in both counties and the township trustees in both counties to get sites in place. I have a lot of sites already being reported in Jefferson. I have no sites from Harrison yet, but we’re working on that.” The amount of funding requested is \$493,726, Jefferson County; and \$260,560, Harrison County.

MOTION: Dennis Gorlock moved to give the CEO authority to proceed with regard to the two grants for flood relief in Jefferson and Harrison Counties. Jack Gaylord seconded the motion. Motion passed unanimously.

Seventeen employees received First Aid/CPR/AED Training on June 5.

Summer Youth started June 19; end date is August 17. Currently, there are 16 WIOA participants and 124 TANF in Jefferson County at 48 worksites. There are 0 WIOA participants and 19 TANF in Harrison County at 11 worksites. If funding allows in Harrison County, the number of youth participants and worksites will increase.

After a lengthy discussion on concealed carry in the agency, the discussion was tabled until more information is presented. John Fayak will look into other security options; i.e. key FOB, metal detector, security guard, etc.

MOTION: Pam Bolton moved to table the CCW discussion until additional information is presented. Jack Gaylord seconded the motion. Motion passed unanimously.

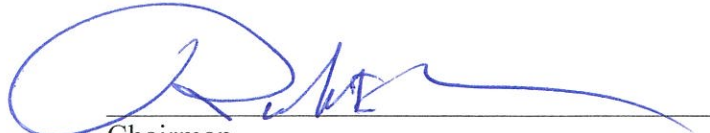
MOTION: Dr. Baber moved that John Fayak gather options and costs for security at the agency. Betty Ferron seconded the motion. Motion passed unanimously.

Ms. Minto told members the carryover CSBG Budget Revision is due. Right now, there are problems with OCEAN. When we are told the budget revision is available in OCEAN, it will be a fast turn-around time. No information (i.e., forms, amount) has been received yet. Ms. Minto asked for permission to move forward when it is released by the State.

MOTION: Dennis Gorlock moved to authorize that the CFO submit the CSBG Budget Revision when it is available in OCEAN. Betty Ferron seconded the motion. Motion unanimously passed.

A motion to adjourn was made at 12:43 p.m. by Dr. Baber. Dennis Gorlock seconded the motion. Motion passed unanimously.

Respectfully submitted,



Chairman



Secretary

Attached Hereto and Made a Part Hereof:

CAC Response to HWAP Monitor (David Evans – March 21-23) Visit
HWAP Monitor Visit Report (Eric Sandys – March 26)
Employee Insurance Renewal Options
Purpose/Functions of Standing Committees and Preference Form
Calendar of Events
Personnel Report – May
Program Report
CAC June 2018 Newsletter
Memorandum of Agreement between COAD and JCCAC
Belmont County DJFS and JCCAC – Second Contract Amendment (NEG29 DW Coal Layoff)
Finance Committee Meeting Packet – June 20, 2018

**JEFFERSON COUNTY COMMUNITY ACTION COUNCIL
ATTENDANCE FOR BOARD MEETING**

DATE: June 20, 2018

<u>NAME</u>	<u>AREA / REPRESENTING</u>
1 <u>Gini Baker</u>	<u>EACC</u>
2 <u>Wendy Donnell</u>	<u>Tom Donnell Comm.</u>
3 <u>Helena Bernstein</u>	
4 <u>Dee Stouder</u>	<u>J.F.S.</u>
5 <u>Natalie Wasiungu</u>	<u>Comm. Dave Maple</u>
6 <u>Jack Gaylan</u>	<u>Mayor</u>
7 <u>Fam Bopp</u>	<u>SE of Legal Services</u>
8 <u>[Signature]</u>	<u>J.C. Sheriff's Dept</u>
9 <u>Lt Engr Mohr</u>	<u>The Salvation Army</u>
10 <u>Delores Wiggins</u>	<u>Commissioner Tom Graham</u>
11 <u>Robert Naylor</u>	<u>JEFF. Cty Chamber</u>
12	
13	
14	
15	

OTHERS PRESENT

Gatty Minto
[Signature]
Kelly Wilson
John Taylor
[Signature]
[Signature]
[Signature]