

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

**OFFICERS PRESENT**

Robert Naylor, Chairman  
Clint Powell, Treasurer  
Natalie Ulasiewicz, Secretary

**REPRESENTING**

Jefferson County Chamber  
Laborers Local Union No. 809  
Commissioner Dave Maple

**MEMBERS PRESENT**

Dr. James Baber  
Pam Bolton  
Roberta Burnstein  
Betty Ferron  
Jack Gaylord  
Dennis Gorlock  
Cynthia Lytle  
Anthony Sheposh

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  
Urban Mission  
Jefferson Behavioral Health

**MEMBERS EXCUSED**

Edward Littlejohn, Vice Chairman  
Lieutenant Erik Muhs  
Ronnie Shockley  
Delores Wiggins

Sheriff Fred Abdalla  
The Salvation Army  
Northeast Jeff Co Food Pantry  
Commissioner Tom Graham

**STAFF PRESENT**

Michael McGlumphy, CEO  
John Fayak, Deputy Director/Planner  
Robyn Gillette, HEAP/Emer Svcs Pgm Coord  
Lori Hawthorne, WIOA Director  
Patricia Minto, CFO  
Elaine Petrozzi, Secretary/ROMA Coordinator

The Jefferson County CAC Board of Trustees met for their regular meeting on Wednesday, July 18, 2018. Roll call was taken and a quorum was present. Chairman Robert Naylor called the meeting to order at 11:42 a.m. Clint Powell read the CAC Mission Statement.

**APPROVAL OF MINUTES OF PRECEDING MEETING:** Jack Gaylord moved to accept the minutes of the June 20, 2018 meeting as presented. Dr. Baber seconded the motion. Anthony Sheposh abstained. Motion passed.

**REPORT OF CEO:**

**CATHEDRAL APARTMENTS CONTRACT RENEWALS:** Contract Renewals for Cathedral Apartments (15 units per contract) were renewed for the one year period August 1, 2018 through July 31, 2019, at the cost of \$1/year. Mr. Naylor reminded members the CEO was given permission

to move forward on the contract renewal at last month's meeting. A temporary repair was made to the roof at a cost of \$2,000. "All the leaks have stopped; and we are in the process of rehabbing a couple of the rooms. Everything else is being filled," reported Mr. McGlumphy.

**MOTION:** Dennis Gorlock made a motion to ratify the actions taken by the CEO in connection with executing the Cathedral Apartments Contract Renewals for the one year period August 1, 2018 through July 31, 2019. Jack Gaylord seconded the motion. Motion unanimously passed.

**CALENDAR OF EVENTS:** In July, new officers begin their one-year term (Robert Naylor, Chairman; Edward Littlejohn, Vice Chairman; Natalie Ulasiewicz, Secretary; Clint Powell, Treasurer). Standing Committees will be appointed by Board Chairman at today's meeting. Standard 4.6 requires a Risk Assessment be reported to the governing board every 2 years (*An organization-wide, comprehensive risk assessment has been completed within the past 2 years and reported to the governing board*); it was emailed to members on June 13. Standard 8.9 (*The governing board annually approves an organization-wide budget*) was sent to Board members on July 11. Nothing is due in August.

**MOTION:** Dr. Baber moved to accept the Risk Assessment, emailed to Board members on June 13. The Risk Assessment satisfies CSBG Standard 4.6, which is to report the Risk Assessment to the governing board. Pam Bolton seconded the motion. Motion passed unanimously.

**MOTION:** Natalie Ulasiewicz moved to approve the Organization-Wide Budget. The governing board is required by CSBG Standard 8.9 to approve an annual organization-wide budget. Cynthia Lytle seconded the motion. Motion unanimously passed. Mr. Sheposh told members the Organization-Wide Budget is a "fluid document. The document is not a 12 month projection of revenue vs. expenses. It is a look at a snapshot in time of where we are; there will be more revenue added over time, and more expenses as well." Ms. Minto said it's an agency budget at the time it is printed.

**PERSONNEL REPORTS:** The Board received the Personnel Report for June 2018, which shows new hires, resignations, terminations and positions posted for the month. On this month's Personnel Report, one new hire was reported: Temporary WIOA Youth/CCMEP Case Manager started June 7. Temporary Flood Grant positions were posted: Crew Members for Jefferson (8) and Harrison (4) Counties (\$12/hour); Crew Leaders for Jefferson (2) and Harrison (1) Counties (\$13/hour); and one Flood Coordinator (\$15/hour). We have advertised for the flood positions, reviewed applications and the interview process will soon be completed. Since the report, a WIOA Adult & D/W Case Manager/Job Center Facilitator was hired.

**PROGRAM REPORTS:** Members received a copy of the June Program Report, which shows participants served for the month and year-to-date. Some programs ended June 30; others end in December. **HWAP:** 28 units were completed (100% of our quota); the cost was \$76 under the cost per unit. The crew "did a great job!"

**CAC NEWSLETTER:** The CAC's July Newsletter was included for Board members to read.

**MOTION:** Clint Powell moved to accept the report of the CEO, which included: Calendar of Events; Personnel Report – June 2018; Program Report – June 2018; and CAC Newsletter. Jack Gaylord seconded the motion. Motion passed unanimously.

## **REPORT OF COMMITTEES:**

**FINANCE COMMITTEE:** Ms. Minto told members the Finance Committee met this morning. Board members received the monthly financial reports in their packets.

ODSA will be auditing the agency for the period August 1, 2016 through July 31, 2018. The auditors will be visiting the agency in September. Summer Crisis Program in the amount of \$33,849 is for the period July 1 through August 31, 2018 – approved by the Finance Committee. Flood Grants for Jefferson (\$493,727) and Harrison (\$260,560) Counties were also approved by the Finance Committee. Also, financial reports were distributed to the Board for review.

**MOTION:** Dr. Baber made a motion to ratify the actions taken on the **Service Agreement between Harrison County DJFS & Jefferson County CAC (Disaster National Dislocated Worker Grant Funds for Flood CleanUp)** in the amount of \$260,560. Anthony Sheposh seconded the motion. Motion unanimously passed.

**MOTION:** Clint Powell made a motion to ratify the actions taken on the **Service Agreement between Jefferson County DJFS & Jefferson County CAC (Disaster National Dislocated Worker Grant Funds for Flood CleanUp)** in the amount of \$493,727. Anthony Sheposh seconded the motion. Betty Ferron abstained. Motion passed.

**MOTION:** Dennis Gorlock made a motion to ratify the HEAP Summer Crisis Program Grant Agreement for the period July 1 through August 31, 2018 in the amount of \$33,849. Pam Bolton seconded the motion. Motion passed unanimously.

The **CSBG 2018-2019 Budget Revision** is to budget the carryover amount of \$93,403. Ms. Minto reviewed the spreadsheet listing all the increases/decreases for the 2018-2019 grant. The Finance Committee recommended the Budget Revision for approval by the Board. Wages & Fringe was increased by \$39,966 to add a part-time receptionist, part-time Community Service Aide and PC Tech. Travel was increased \$4,243 to fund additional travel, if needed – the State indicated they may have training within the next two years. Supplies/Equipment was increased and Supplies decreased to purchase two desks and chairs for the Community Service Aides. Other Costs: Food Vouchers, Shelter, Water, Hygiene Supplies, Cleaning Supplies, Bus Passes, Gas Cards and Birth Certificates were increased to serve additional customers. Safety Council was increased (the cost of meetings increased from \$15 to \$18, and there is also a \$50 fee); and Subscriptions/Publications was increased by \$1,000. Ms. Minto met with the CSBG Program Coordinator and Deputy Director to discuss the revisions to the budget.

**MOTION:** Pam Bolton moved to accept the proposed CSBG 2018-2019 Budget Revision. The motion was seconded by Jack Gaylord. Motion passed unanimously.

At their meeting this morning, the Finance Committee recommended for approval and ratification by the full Board the Combined Analysis Report, Balance Sheet, Corporate Fund Report and the Credit Card and Gas Expenditures, along with the minutes of the June 20, 2018 meeting. Dr. Baber moved to approve the remainder of the Report of the CFO: Finance Committee minutes of June 20, 2018, Combined Analysis Report – June 2018, Balance Sheet – June 2018, Corporate Fund Report

– June 2018 and Credit Card and Gas Expenditures Spreadsheets. Dennis Gorlock seconded the motion. Motion passed unanimously.

Ms. Minto told members Mike Zeno would be at next month’s Finance Committee meeting to present the 2017 Audit. The meeting is scheduled for August 15 at 10:30 a.m. Everyone is welcome to attend. The Finance Committee will then share the results with the Board.

**NEW BUSINESS:**

**COMMITTEE ASSIGNMENTS:** Mr. Naylor announced the following Committee assignments:

Personnel	Finance	ByLaws	Donation Committee
B. Ferron	J. Baber	P. Bolton	J. Baber
R. Naylor	R. Burnstein	E. Littlejohn	R. Burnstein
N. Ulasiewicz	D. Gorlock	R. Naylor	B. Ferron
D. Wiggins	R. Naylor		D. Gorlock
	C. Powell		C. Lytle
	A. Sheposh		R. Naylor
			A. Sheposh
			D. Wiggins

Mr. McGlumphy will close the CD at First National Bank and move the money to PNC. He asked Mr. Naylor or Mr. Powell to accompany him. Clint Powell volunteered to go to the bank on July 30 at 11:00 a.m. to close the CD. There is approximately \$32,000 in the CD.

The HWAP garage lease has been renewed with no changes. The one year lease is \$600 per month. The new lease, for the period August 1, 2018 through July 31, 2019, was signed and returned to the landlord on July 10.

**MOTION:** Dennis Gorlock moved to approve the actions taken by the CEO re-letting the HWAP garage with Saltera, LLC for the period August 1, 2018 through July 31, 2019 at the cost of \$600 per month. 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. 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. Mr. McGlumphy has been in contact with EGCC. Aspire’s funding has been cut 75 percent. He will talk to them again in August to see if they will be renting the space.

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

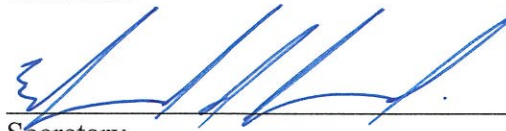
Cynthia Lytle has 14 or 15 Summer Youth workers at Urban Mission. She said, in particular, Mr. Abram “has done an excellent job.”

A motion to adjourn was made at 12:13 p.m. by Dr. Baber. Dennis Gorlock seconded the motion. Motion passed unanimously.

Respectfully submitted,



Chairman



Secretary

Attached Hereto and Made a Part Hereof:

Cathedral Apartments Contract Renewals  
Calendar of Events  
Personnel Report – June  
Program Report  
CAC July 2018 Newsletter  
Finance Committee Meeting Packet – July 18, 2018