

JEFFERSON COUNTY COMMUNITY ACTION COUNCIL, INC.
BOARD OF TRUSTEES – REGULAR MEETING
August 15, 2018

OFFICERS PRESENT

Robert Naylor, Chairman
Edward Littlejohn, Vice Chairman
Clint Powell, Treasurer

REPRESENTING

Jefferson County Chamber
Sheriff Fred Abdalla
Laborers Local Union No. 809

MEMBERS PRESENT

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

Eastern Gateway Community College
Southeastern Ohio Legal Services
Michael Myers Terrace Resident Council
Mayor of Steubenville
Commissioner Tom Gentile
The Salvation Army
Jefferson Behavioral Health
Commissioner Tom Graham

MEMBERS EXCUSED

Betty Ferron
Cynthia Lytle
Ronnie Shockley
Natalie Ulasiewicz

Jefferson County Dept of Job & Fam Svcs
Urban Mission
Northeast Jeff Co Food Pantry
Commissioner Dave Maple

STAFF PRESENT

Michael McGlumphy, CEO
John Fayak, Deputy Director/Planner
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, August 15, 2018. Roll call was taken and a quorum was present. Chairman Robert Naylor called the meeting to order at 11:41 a.m. Robert Naylor read the CAC Mission Statement.

APPROVAL OF MINUTES OF PRECEDING MEETING: Clint Powell moved to accept the minutes of the June 20, 2018 meeting as presented. Dennis Gorlock seconded the motion. Edward Littlejohn abstained. Motion passed.

CORRESPONDENCE: The Board received the following letter on August 15, 2018:

To the board of trustees:

Nancy Cline and I Roberta Burnstein would like to present a fund raiser opportunity for JCAC Cathedral Apts roof for repair or replacement. We will donate 40% of the profits from the sales of Tupperware to the CAC for this cause.

Thank you

Roberta Burnstein
Nancy Cline

MOTION: Dennis Gorlock moved to accept the letter from Roberta Burnstein and Nancy Cline for the sale of Tupperware to benefit the repair/replacement of Cathedral Apartments' roof. The CAC will receive 40% of the profits from the total sales. Dr. Baber seconded the motion. Motion passed unanimously. Ms. Burnstein and Ms. Cline will be at next month's Board meeting with information about the fundraiser.

REPORT OF CEO:

BOT MEMBER LIST: A new roster was emailed/mailed to Board Members. We now have a full Board; new Committee assignments were attached to the roster.

OACAA COMMUNITY ACTION STAFF SPOTLIGHT: OACAA's Community Action Staff Spotlight featured Patty Minto on their website on July 30 for 50 years of service to a Community Action Agency. She was also recognized at OACAA's Summer Conference last month, and was presented with a tablet. Mr. McGlumphy told members she is the first person in the Community Action arena with 50 years of service.

CALENDAR OF EVENTS: In August, there were no Standards due. In September, Standard 8.2 (*All findings from the prior year's annual audit have been assessed by the organization and addressed where the governing board has deemed it appropriate*), Standard 8.3 (*The organization's auditor presents the audit to the governing board*), and Standard 8.4 (*The governing board formally receives and accepts the audit*) are due. Mr. McGlumphy reported there were no findings from last year (Standard 8.2), Mike Zeno presented the 2017 audit to the Finance Committee this morning (Standard 8.3), and the governing board will receive a report from the Finance Committee today regarding the audit report given by Mike Zeno this morning (Standard 8.4). All requirements for Standards due in September have been satisfied.

PERSONNEL REPORTS: The Board received the Personnel Report for July 2018, which shows new hires, resignations, terminations and positions posted for the month. On this month's Personnel Report, one new hire was reported: WIOA Adult/Dislocated Worker Case Manager started July 2.

PROGRAM REPORTS: Members received a copy of the July Program Report, which shows participants served for the month and year-to-date. **HWAP:** 2 units were completed; 6 are pending final inspection.

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

MOTION: Roberta Burnstein moved to accept the report of the CEO, which included: BOT Member List; OACAA Community Action Staff Spotlight; Calendar of Events; Personnel Report – July 2018; Program Report – July 2018; and CAC Newsletter. Pam Bolton 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.

Mike Zeno and Julie Kerns of Zeno, Pockl, Lilly and Copeland presented the 2017 Audit to the Finance Committee. Clint Powell reported the audit was a "clean audit." He added, "... what a great job you guys do ... I want to thank you, and I'm sure everybody else appreciates the effort that you all put into your jobs. In return, it makes our lives a lot easier."

ODSA will be auditing the agency for the period August 1, 2016 through July 31, 2018. The auditors will be visiting the agency in mid-September.

MOTION: Dr. Baber made a motion that the 2017 Audit was received by the governing board -- a copy was sent to members. Delores Wiggins seconded the motion. Motion unanimously passed.

Mr. Naylor told members Mike Zeno and Julie Kerns presented the audit to the Board. "The most important thing is we got a clean audit, and they also gave us some information as to how we may address, in a time of continued government reductions to funding, how we can address moving forward to try to stem the loss of certain programs, also with regard to grants where we have to expend our funds to front those." The Finance Committee approved the audit.

MOTION: Anthony Sheposh made a motion that the 2017 Audit was presented to and approved by the Finance Committee, and the Audit was similarly presented to the governing board. Jack Gaylord seconded the motion. Motion passed unanimously.

MOTION: Dr. Baber moved to formally receive and accept the 2017 Audit as presented by Zeno, Pockl, Lilly and Copeland. Edward Littlejohn seconded the motion. Motion passed unanimously.

The Finance Committee authorized and approved the following: General Services Agreement for the period September 1, 2018 through August 31, 2019 in the amount of \$1,214 per month with Computer Data Services to renew IVR (Interactive Voice Response). The Supportive Housing Program Grant Agreement is for the period July 1, 2018 through June 30, 2019 in the amount of \$142,434 to provide rental assistance and supportive services for eligible individuals. The Grant Agreement for USF EPP is for the period July 1, 2018 through June 30, 2019 in the amount of \$380,000 to perform energy audits in eligible clients' homes; if needed, refrigerators and light bulbs are replaced with energy efficient models. We expect to complete 416 units this grant year.

MOTION: Clint Powell moved to ratify the General Services Agreement for the period September 1, 2018 through August 31, 2019 in the amount of \$1,214 per month for IVR services; Supportive Housing Program Grant Agreement for the period July 1, 2018 through June 30, 2019 in the amount of \$142,434 to provide rental assistance and supportive services; USF EPP Grant Agreement for the period July 1, 2018 through June 30, 2019 in the amount of \$380,000 to perform energy audits for 416 units and replace refrigerators and light bulbs with energy efficient models. Dennis Gorlock seconded the motion. Motion passed unanimously.

HEAP ADMIN/OPERATING BUDGET: The Home Energy Assistance Program Admin/Operating Budget for the period September 1, 2018 through August 31, 2019 is in the amount of \$268,124. The application also includes a one-time request of \$39,162 to be used for equipment, making the total grant \$307,286. We received the grant information on Friday, August 10; the grant application is due August 31.

MOTION: Roberta Burnstein moved to give Patty Minto and Mike McGlumphy authority to proceed with the HEAP Admin/Operating Budget for the period September 1, 2018 through August 31, 2019 in the amount of \$268,124 + \$39,162 (to be used for equipment), for a total of \$307,286. Motion seconded by Clint Powell. Motion passed unanimously.

Ms. Minto told Finance Committee members the CD at First National Bank was cashed out (Mike McGlumphy and Clint Powell both went, as 2 of the 3 signers were required to be present). Ms. Minto requested the amount of the CD, \$32,455.81, be moved to PNC where we will accrue interest at 2.15% for 13 months; we can use the CD as collateral for a line of credit. We will receive approximately \$754 interest annually. There is, however, an \$80 annual fee.

MOTION: Delores Wiggins moved to ratify entering into a CD in the amount of \$32,455.81 with an interest rate of 2.15% for 13 months at PNC, with the understanding that it can also serve as a line of credit. No interest will be charged if any amounts taken on the line of credit are paid back within the same month. Roberta Burnstein seconded the motion. Motion passed unanimously.

We received a Worker's Comp refund of \$54,759.55, which will be repaid to the programs. Ms. Minto noted this on the Corporate Fund Report.

MOTION: Jack Gaylord moved to approve the remainder of the financial reports that were recommended for approval by the Finance Committee this morning: Combined Analysis Report, Balance Sheet, Corporate Fund Report and the Credit Card and Gas Expenditures, along with the minutes of the July 18, 2018 meeting. Dennis Gorlock seconded the motion. Motion passed unanimously.

UNFINISHED BUSINESS: Aspire lease expires August 30 for their classroom at the CAC. There was a minor increase to the lease: \$7.92/square foot (up from \$7.51/square foot) for 288 square feet, an annual total of \$2,280.96. Mr. McGlumphy said it appears EGCC will renew the lease.

MOTION: Roberta Burnstein moved to permit Mike McGlumphy to proceed with the lease for the Aspire classroom at the CAC in the amount of \$7.92/square foot (\$190.08 monthly; \$2,280.96 annually). Jack Gaylord seconded the motion. Motion passed unanimously.

NEW BUSINESS:

CSBG MONITOR VISIT: Before leaving on August 2, Tamara Johnson (CSBG Field Representative) briefed us on the results of her monitor visit. We received “MET” on 58/58 CSBG Standards. An ethics statement was not posted. The bulletin boards were re-done; and in the process, the ethics statement was inadvertently thrown away. The ethics statement is now posted in two locations. Twelve client files were reviewed and checked out fine.

JOB FAIR: On September 27 from 11am to 3pm, WIOA will hold their fall Job Fair at St. Florian Hall. An update will be provided at next month’s meeting.

CAC PEPPERONI ROLL SALE: The CAC Concession Committee is having a pepperoni roll sale at \$2/each. The CAC will profit \$1 from each pepperoni roll sold. Orders and money are due August 21. The money will be used for the employee Christmas Party and bereavement fund.

CYBER PROPOSAL: Wichert Insurance submitted bids from two companies: \$982 (ACE USA) and three options from the second company (Travelers) -- \$1,265, \$1,741 and \$2,506. The ACE bid gives \$1M, which is more coverage for less money. Both companies have a A++ (Superior) rating.

MOTION: Edward Littlejohn moved that the CEO proceed with the Cyber Proposal for \$982 with ACE USE. Roberta Burnstein seconded the motion. Motion passed unanimously.

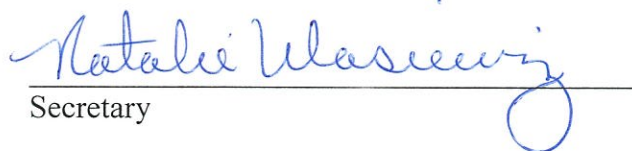
STAFF MEETING: All Board members are invited to an All Staff Meeting on September 6 at 9 a.m.

A motion to adjourn was made at 12:14 p.m. by Edward Littlejohn. Dennis Gorlock seconded the motion. Motion passed unanimously.

Respectfully submitted,



Chairman



Secretary

Attached Hereto and Made a Part Hereof:

- BOT Member List
- OACAA Community Action Staff Spotlight
- Calendar of Events
- Personnel Report – July
- Program Report
- CAC August 2018 Newsletter
- Finance Committee Meeting Packet – August 15, 2018
- OhioMeansJobs Jefferson County Job Fair Flyer