

JEFFERSON COUNTY COMMUNITY ACTION COUNCIL, INC.
BOARD OF TRUSTEES – REGULAR MEETING
September 19, 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
Roberta Burnstein
Betty Ferron
Jack Gaylord
Dennis Gorlock
Cynthia Lytle
Lieutenant Erik Muhs
Anthony Sheposh
Delores Wiggins

Eastern Gateway Community College
Michael Myers Terrace Resident Council
Jefferson County Dept of Job & Fam Svcs
Mayor of Steubenville
Commissioner Tom Gentile
Urban Mission
The Salvation Army
Jefferson Behavioral Health
Commissioner Tom Graham

MEMBERS EXCUSED

Pam Bolton
Clint Powell
Ronnie Shockley

Southeastern Ohio Legal Services
Laborers Local Union No. 809
Northeast Jeff Co Food Pantry

STAFF PRESENT

Michael McGlumphy, CEO
Jamie Blanchard, Housing Case Manager
John Fayak, Deputy Director/Planner
Robyn Gillette, HEAP/Emer Svcs Program Director
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, September 19, 2018. Roll call was taken and a quorum was present. Chairman Robert Naylor called the meeting to order at 11:38 a.m. Natalie Ulasiewicz read the CAC Mission Statement.

APPROVAL OF MINUTES OF PRECEDING MEETING: Jack Gaylord moved to accept the minutes of the August 15, 2018 meeting as presented. Edward Littlejohn seconded the motion. Motion passed unanimously.

REPORT OF CEO:

MOU BETWEEN THE PUBLIC LIBRARY OF STEUBENVILLE & JEFFERSON COUNTY AND JCCAC – Addendum for Local Area 16 Workforce Development System and MOU BETWEEN THE PUSKARICH PUBLIC LIBRARY SYSTEM AND JCCAC – Addendum for Local Area 16 Workforce Development System:

OhioMeansJobs Centers are required to do a Memorandum of Understanding with the local public libraries. The MOU is established to help increase awareness to library customers of employment and training resources available within the area; educate and inform library staff on resources and services available to assist residents with employment and training needs available through the OhioMeansJobs center partnership; educate and inform OhioMeansJobs staff of the services available through the library system that may assist job seekers; and inform young adult specialists, assisting young adults, of the importance of early literacy services and the availability of those services through the library system.

MOTION: Roberta Burnstein moved to ratify the Memorandum of Understanding between Public Library of Steubenville and Jefferson County and JCCAC. Dr. Baber seconded the motion. Motion passed unanimously.

MOTION: Anthony Sheposh moved to ratify the Memorandum of Understanding between Puskarich Public Library System and JCCAC. Betty Ferron seconded the motion. Motion passed unanimously.

JOB FAIR: On September 27 from 11am to 3pm, WIOA will hold their fall Job Fair at St. Florian Hall. As of September 18, there were 77 businesses and training providers registered.

CALENDAR OF EVENTS: This month, 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*) were completed last month.

MOTION: Edward Littlejohn moved to confirm that all Board members received a copy of the 2017 IRS Form 990 by email dated August 24, 2018. Members who do not have email were given a paper copy of the form. Natalie Ulasiewicz seconded the motion. Motion passed unanimously. This satisfies Standard 8.6 (*The IRS Form 990 is completed annually and made available to the governing board for review*). There was nothing on the Calendar of Events due in October.

PERSONNEL REPORTS: The Board received the Personnel Report for August 2018, which shows new hires, resignations, terminations and positions posted for the month. On this month's Personnel Report, five new hires was reported: Flood Coordinator, two Jefferson County Flood Crew Leaders (one resigned September 13) and two HWAP Crew Members. Positions Posted: IT Support Tech through September 28. All crew members are currently working in Jefferson County: three are Harrison County crew members and seven, Jefferson County. We are still looking for a flood crew leader in Harrison County. Once we find a crew leader for Harrison County, the Harrison crew members will work in Harrison County.

PROGRAM REPORTS: Members received a copy of the August Program Report, which shows participants served for the month and year-to-date. **HWAP:** 5 units are pending final inspection; 8 units have been completed.

CAC NEWSLETTER: The CAC's September Newsletter was included for Board members to read. At our last staff meeting, Mr. McGlumphy handed out certificates of service for 5 employees: 2 with 10 years, 2 with 15 years, and 1 with 50 years – a combined 100 years of service.

MOTION: Dennis Gorlock moved to accept the report of the CEO, which included: MOU between Public Library of Steubenville & Jefferson County and Jefferson County CAC; MOU between Puskarich Public Library and Jefferson County CAC; OMJ Jefferson County Job Fair Flyer; Calendar of Events; Personnel Report – August 2018; Program Report – August 2018; and CAC Newsletter. Dr. Baber 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.

The Finance Committee ratified the Home Energy Assistance Program Admin/Operating Budget for the period September 1, 2018 through August 31, 2019 in the amount of \$268,124. The application includes a one-time request of \$39,162 to be used for equipment, making the total grant \$307,286.

MOTION: Dr. Baber moved to ratify 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 Jack Gaylord. Motion passed unanimously.

Ms. Minto told Board members the ODSA Auditor was here this week to monitor CSBG, HEAP and HWAP for the period August 2016 through July 2018. There were no findings or questionable costs.

MOTION: Delores Wiggins moved to approve the report of the Finance Committee presented by Patty Minto, and 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 August 15, 2018 meeting. Betty Ferron seconded the motion. Motion passed unanimously.

UNFINISHED BUSINESS: Mr. McGlumphy reported to the Board a settlement agreement has been signed regarding the labor dispute. A payroll check was issued for the settlement amount; however, the amount does not cover the employer's share of taxes (\$1,403.54). The taxes will have to be paid from the Corporate Fund.

MOTION: Edward Littlejohn moved to approve the agency using Corporate Funds to pay the employer's share of taxes (\$1,403.54) – FICA, Workers' Comp, Unemployment, etc. for the labor dispute. Jack Gaylord seconded the motion. Robert Naylor abstained. Motion passed.

NEW BUSINESS:

OCTOBER MEETING: Due to a scheduling conflict, Mr. McGlumphy asked the Board if John Fayak could take the lead at the October 17 Board meeting. Mr. McGlumphy would like to attend the Regional CSBG Meeting in Cambridge on October 16 and the 2018 Weatherize Ohio Conference scheduled for October 16-18.

CEO EVALUATION: The CEO Evaluation is due in December. Mr. McGlumphy had CAC staff evaluate him. Mr. Naylor asked that Administration hold the evaluations done by staff until needed by the Personnel Committee. The Personnel Committee is comprised of Betty Ferron, Robert Naylor, Natalie Ulasiewicz and Delores Wiggins. Board members will receive a copy of the evaluation in November packets to fill out and return to the Personnel Committee.

LINE OF CREDIT: Robert Naylor and Mr. McGlumphy signed paperwork with PNC Bank to establish a line of credit, using the CD as collateral. The line of credit is equal to the amount of the CD -- \$32,455.81.

MOTION: Dennis Gorlock moved to ratify the actions taken by the CEO and Board Chairman in regards to moving the money in the CD to PNC Bank to be used as a line of credit. Dr. Baber seconded the motion. Motion passed unanimously.

HEAD START: The Head Start grant application was to be released today in Grants.gov. The grant lists two awards: Columbiana and Jefferson. The date the grant is to be submitted is November 20. We've asked for Letters of Support from the school districts, partner agencies, politicians, etc. Mr. McGlumphy will be attending the Commissioners Meeting next week to request a Letter of Support. Mr. Naylor: "I think we need to go to the meeting ...". After he reviews the grant application to see if it's possible, Mr. McGlumphy would like to apply for Jefferson County only. The amount of the grant for Jefferson County only is approximately \$2 million. If the grants are not able to be separated, the agency will apply for both counties, with the Board's approval. When the grant is released, the CEO will ask the question. Mr. McGlumphy will send an email to the Board when he learns if the grant will be separated into two awards.

MOTION: Edward Littlejohn moved to approve the submission of the Head Start grant application, and for Jefferson County only, if the grant can be separated into two grants. If not, an application for both counties will be submitted. Jack Gaylord seconded the motion. Motion passed unanimously.

We will work to move the Head Start parents to self-sufficiency by utilizing the other programs in the agency. "We run a Workforce program; we run a Weatherization program; we have other programs ..." Mr. Naylor: "We'll interface a lot more smoothly with them; it would be a smaller program for us to go after [Jefferson County] ... we want to handle our business ... and we can partner them with the schools because we need jobs back here." "We want the program back because it should be here; and because we have a greater relationship with our partners and we want to collaborate." Mr. McGlumphy: "It's not only the kids; it's the family unit. We need to go after the family unit."

There was a lengthy discussion about hiring a consultant to help with the grant writing. The CEO recommended Spiridis Consulting L.L.C. (26 years' experience), who quoted \$10,000, with a discount of \$1,500 -- for a total of \$8,500 to write the grant. She submitted 7 Head Start grants, and

has received 7 Head Start grants, although none in Ohio yet. He pointed out there is no guarantee we will get the grant even with a grant writer. Belmont and GMN are paying \$150/hour (\$30,000) for a consultant. Spiridis Consulting L.L.C. has been working with Head Start for 26 years; and has submitted and received 7 grants. “There is no guarantee to this. We could spend \$8,500 for this consultant and not get a grant.” Mr. McGlumphy distributed Rebecca Spiridis’ resume.

MOTION: Dr. Baber moved to approve hiring Spiridis Contracting L.L.C. to assist with writing the Head Start grant application, with a \$10,000 cap – to be paid with Corporate Funds. Jack Gaylord seconded the motion. Motion passed unanimously.

WEATHERIZATION OPEN HOUSE: COAD asked us to host this year’s Weatherization Open House. The event will be on October 26. BOT Members are invited to come and see as the crew weatherizes a house. Jack Cera will be the guest speaker. Jefferson County Commissioners will be invited, and other homeowners who have been weatherized will be invited to share their comments. The event will be open to the public so they can see what weatherization is and what we do.

HWAP TECHNICAL REVIEW REPORT: The HWAP Technical Review was done on June 25. In his email, Tom Calhoun wrote, “Congratulations on receiving a DSA Technical Monitoring Report that required no corrective actions. Jefferson C.A.C. is a credit to the community. Thank you for all that you do.” Mr. McGlumphy shared that at the last COAD Meeting we received an award for achieving 100% of our goal for the program year. He said the HWAP crews’ performance has been great.

CSBG MONITOR VISIT REPORT: Tamara Johnson visited the agency on August 2. All 58 CSBG Standards were met. Also on the report:

The agency did not have an Ethics Statement posted nor the availability of one posted.

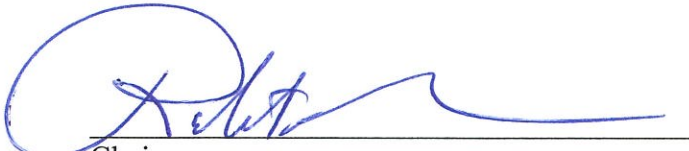
NOTES: Per OCA Policy & Procedures and Ohio Revised Code 122.70, in response to this report, please address how the agency plans to ensure that an ethics statement is posted in a conspicuous place or a notification is posted that the statement is available upon request.

The Ethics Statement is now posted in two locations, and our response will be mailed to ODSA today. Twelve client files were reviewed and found to be in good order.

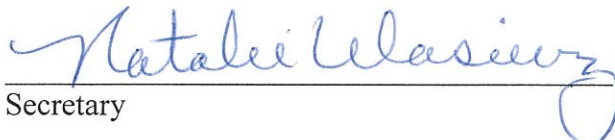
Mr. McGlumphy told the Board we were awarded Work Experience and four other elements in Carroll County. We will be starting contract negotiations for WIOA, CCMEP and Youth Services next week. The amount of the grant will be a part of the negotiations.

A motion to adjourn was made at 12:45 p.m. by Dennis Gorlock. Jack Gaylord seconded the motion. Motion passed unanimously.

Respectfully submitted,



Chairman



Secretary

Attached Hereto and Made a Part Hereof:

MOU between Public Library of Steubenville & Jeff Co and JCCAC
MOU between Puskarich Public Library System and JCCAC
OMJ Jefferson County Job Fair Flyer
Calendar of Events
Personnel Report – August
Program Report
CAC September 2018 Newsletter
Finance Committee Meeting Packet – September 19, 2018
Spiridus Consulting LLC Resume
HWAP Technical Monitor Report (June 25, 2018)
CSBG Monitor Visit Report (August 2, 2018) and Response