

JEFFERSON COUNTY COMMUNITY ACTION COUNCIL, INC.
BOARD OF TRUSTEES – REGULAR MEETING
October 17, 2018

OFFICERS PRESENT

Robert Naylor, Chairman
Edward Littlejohn, Vice Chairman

REPRESENTING

Jefferson County Chamber
Sheriff Fred Abdalla

MEMBERS PRESENT

Dr. James Baber
Roberta Burnstein
Jack Gaylord
Cynthia Lytle
Lieutenant Erik Muhs
Anthony Sheposh

Eastern Gateway Community College
Michael Myers Terrace Resident Council
Mayor of Steubenville
Urban Mission
The Salvation Army
Jefferson Behavioral Health

MEMBERS EXCUSED

Pam Bolton
Dennis Gorlock
Clint Powell
Ronnie Shockley
Natalie Ulasiewicz
Delores Wiggins

Southeastern Ohio Legal Services
Commissioner Tom Gentile
Laborers Local Union No. 809
Northeast Jeff Co Food Pantry
Commissioner Dave Maple
Commissioner Tom Graham

STAFF PRESENT

John Fayak, Deputy Director/Planner
Robyn Gillette, HEAP/Emer Svcs Program Director
Lori Hawthorne, WIOA Director
Patricia Minto, CFO
Elaine Petrozzi, Secretary/ROMA Coordinator
Brittany Scurry, Flood Coordinator

The Jefferson County CAC Board of Trustees met for their regular meeting on Wednesday, October 17, 2018. Roll call was taken and a quorum was present. Chairman Robert Naylor called the meeting to order at 11:40 a.m. Lt. Erik Muhs read the CAC Mission Statement.

APPROVAL OF MINUTES OF PRECEDING MEETING: Jack Gaylord moved to accept the minutes of the September 19, 2018 meeting as presented. Anthony Sheposh seconded the motion. Motion passed unanimously.

CORRESPONDENCE: The following letter was received by the CAC on September 26, 2018:

I am writing this letter to inform you of my decision to resign as a board member of the C.A.C. effective 9-30-2018.

Please know that I have thoroughly appreciated and enjoyed the opportunity to serve with all of you in working towards improving the lives of Jefferson County residents.

Sincerely,

Betty Ferron, Director
Jefferson Co. Job & Family Services

MOTION: Dr. Baber moved to accept the letter of resignation received September 26, 2018 from Betty Ferron. Roberta Burnstein seconded the motion. Motion passed unanimously.

REPORT OF CEO:

In Mr. McGlumphy's absence, the Report of the CEO was given by John Fayak, Deputy Director/Planner.

ODSA AUDIT REPORT: A financial/compliance audit of the CSBG, HEAP and HWAP grants was conducted on September 17-19, 2018 for the period August 1, 2016 through July 31, 2018. The report states:

There were no recommendations on internal controls or compliance citations included in this report which requires a response from the Jefferson County Community Action Council.

We have, therefore, closed this audit.

WEATHERIZATION DAY FLYER: Jefferson County CAC has been selected to host this year's Weatherization Day. The event will be held on Friday, October 26 starting at 10 a.m.; location is 905 North 8th Street. The weatherization crews will be actively working on the house on that day. There will be workshops on energy efficiency, demonstrations and testimonials from previously weatherized clients. Mr. Fayak has been working with Tom Calhoun (COAD) to pull this event together. Jack Cera, State Representative will be the keynote speaker. Weatherization Day is open to the public.

CALENDAR OF EVENTS: There are no CSBG Standards due this month or in November.

PERSONNEL REPORT: The Board received the Personnel Report for September 2018, which shows new hires, resignations, terminations and positions posted for the month. On this month's Personnel Report, the following was reported: new hire - Jefferson County Flood Crew Leader (start date September 25); one resignation - Jefferson County Flood Crew Leader (effective September 13, 2018); and one position is posted - IT Support Tech through October 26. Since the report, an HWAP Crew Member resigned (effective October 26), an HWAP Crew Member starts October 29, a WIOA Case Manager was terminated on October 16, and a Jefferson County Flood Crew Member starts October 18.

PROGRAM REPORT: Members received a copy of the September Program Report, which shows participants served for the month and year-to-date.

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

MOTION: Jack Gaylord moved to accept the report of the CEO, which included: ODSA Audit, Weatherization Day Flyer; Calendar of Events; Personnel Report – September 2018; Program Report – September 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.

SERVICE AGREEMENT BETWEEN HARRISON COUNTY DJFS AND JCCAC – CCMEP: The Finance Committee approved the Service Agreement between Harrison County DJFS and JCCAC – CCMEP for the period October 1, 2018 through September 30, 2019 in the amount of \$207,672. The funding allows us to provide employment, training services and other supportive services to youth ages 14-24 who are eligible for the TANF and WIOA Youth programs. There are two groups whose participation is mandatory in CCMEP: low-income, in- and out-of-school youth registered in WIOA; and work-eligible participants in Ohio Works First. Mr. Fayak quoted the Agreement: “The goal is a seamless program that strategically assists youth and young adults to overcome barriers and prepare for work, so they may achieve self-sufficiency through meaningful, long-term employment.”

MOTION: Jack Gaylord moved to ratify the Service Agreement between Harrison County DJFS and JCCAC – CCMEP for the period October 1, 2018 through September 30, 2019 in the amount of \$207,672. Motion seconded by Edward Littlejohn. Motion passed unanimously.

SERVICE AGREEMENT BETWEEN JEFFERSON COUNTY DJFS AND JCCAC – CCMEP: The Finance Committee approved the Service Agreement between Jefferson County DJFS and JCCAC – CCMEP for the period October 1, 2018 through September 30, 2019 in the amount of \$591,154. The funding provides the same services as Harrison County CCMEP, but funding is for residents of Jefferson County.

MOTION: Dr. Baber moved to ratify the Service Agreement between Jefferson County DJFS and JCCAC – CCMEP for the period October 1, 2018 through September 30, 2019 in the amount of \$591,154. Motion seconded by Cynthia Lytle. Motion passed unanimously.

HWAP ENHANCEMENT GRANT AGREEMENT: The Finance Committee approved the HWAP Enhancement Grant Agreement for the period July 1, 2018 through June 30, 2019 in the amount of \$63,665. Mr. Fayak told members the funding is added to our HWAP Agreement to pay for labor and any materials on houses we would have deferred under our HWAP Program. A house may have been deferred due to rodents/varmints, roof repairs or knob & tube wiring – the monies from the enhancement grant will be used to correct the problem before we enter the house to weatherize.

MOTION: Roberta Burnstein moved to ratify the HWAP Enhancement Grant Agreement for the period July 1, 2018 through June 30, 2019 in the amount of \$63,665. Motion seconded by Jack Gaylord. Motion passed unanimously.

Ms. Minto told Board members the ODSA Auditor was here last month to monitor CSBG, HEAP and HWAP for the period August 2016 through July 2018. Board members received a copy of the report. There were no findings or questionable costs.

MOTION: Dr. Baber 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 September 19, 2018 meeting. Jack Gaylord seconded the motion. Motion passed unanimously.

NEW BUSINESS:

CEO EVALUATION: Board members received a copy of the CEO Evaluation to fill out and return so it is completed by December (CSBG Standard 7.4 - *The governing board conducts a performance appraisal of the CEO/executive director within each calendar year*).

WIOA MONITOR: Starting October 23, a WIOA Monitor will be monitoring all WIOA Programs – Harrison and Jefferson.

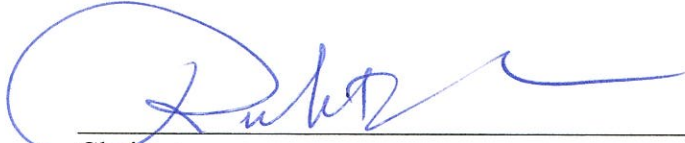
NOVEMBER BOARD OF TRUSTEES MEETING: The November Board of Trustees meeting is scheduled for November 21. Because it falls the day before Thanksgiving, we may not have a quorum. Mr. Fayak requested the meeting not be moved to November 14 because the Head Start consultant would like to submit our grant application on November 15. If the meeting is changed to the week of November 26, it may be too close to December's meeting. After a short discussion, it was decided to cancel the November meeting. If an issue arises before the BOT December meeting, the Executive Committee will be called. The next Board meeting will be December 19, 2018.

MOTION: Roberta Burnstein moved to cancel the November Board meeting, and combine all matters with the December Board meeting. Dr. Baber seconded the motion. Motion passed unanimously.

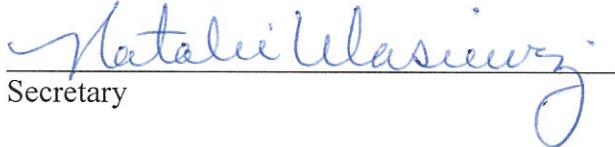
Lt. Erik Muhs told members the CAC will be ringing the bell for The Salvation Army. He asked the date and time be emailed to Board members so they, too, could ring with the CAC.

A motion to adjourn was made at 12:03 p.m. by Dr. Baber. Roberta Burnstein seconded the motion. Motion passed unanimously.

Respectfully submitted,



Chairman



Secretary

Attached Hereto and Made a Part Hereof:

ODSA Audit
Weatherization Day Flyer
Calendar of Events
Personnel Report – September
Program Report
CAC October 2018 Newsletter
Finance Committee Meeting Packet – October 17, 2018