

**JEFFERSON COUNTY COMMUNITY ACTION COUNCIL, INC.**  
**BOARD OF TRUSTEES – REGULAR MEETING**  
**December 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  
Pam Bolton  
Dennis Gorlock  
Ronnie Shockley  
Delores Wiggins

Eastern Gateway Community College  
Southeastern Ohio Legal Services  
Commissioner Tom Gentile  
Northeast Jeff Co Food Pantry  
Commissioner Tom Graham

**MEMBERS EXCUSED**

Roberta Burnstein  
Jack Gaylord  
Cynthia Lytle  
Lieutenant Erik Muhs  
Clint Powell  
Anthony Sheposh

Michael Myers Terrace Resident Council  
Mayor of Steubenville  
Urban Mission  
The Salvation Army  
Laborers Local Union No. 809  
Jefferson Behavioral Health

**STAFF PRESENT**

Mike McGlumphy, CEO  
Jamie Blanchard, Housing Case Manager  
John Fayak, Deputy Director/Planner  
Lori Hawthorne, WIOA Director  
Meghan Madden, HEAP Intake Worker  
Tod Miller, HWAP Coordinator  
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, December 19, 2018. Roll call was taken and a quorum was present. Chairman Robert Naylor called the meeting to order at 11:47 a.m. Mr. Naylor read the CAC Mission Statement.

**APPROVAL OF MINUTES OF PRECEDING MEETING:** Edward Littlejohn moved to accept the minutes of the October 17, 2018 meeting as presented. Dr. James Baber seconded the motion. The following abstained since they were not at the October meeting: Pam Bolton, Dennis Gorlock, Ronnie Shockley, Natalie Ulasiewicz and Delores Wiggins. Motion passed.

**CORRESPONDENCE:** The following letter from the Board of County Commissioners was received by the CAC on December 18, 2018:

During the meeting of the Board of Commissioners held on December 13, 2018:  
That Ms. Delores Wiggins ... be appointed as Commissioner Thomas E. Graham's representative on the Jefferson County Community Action Council, Inc., representing the Public Sector. Said appointment is to be effective January 1, 2019 through December 31, 2022.

MOTION: Pam Bolton moved to accept the letter of appointment for Ms. Wiggins, representing Dr. Graham. Natalie Ulasiewicz seconded the motion. Motion passed unanimously.

## **REPORT OF CEO:**

**CSBG MONITOR REVIEW:** Tamara Johnson, Ohio Development Services Agency, was here on August 2 to monitor the CSBG Program and Standards. She found we did not have an Ethics Statement posted in our office. The Ethics Statement is now posted in two different locations. The letter dated September 7, 2018 from Toski Flemister, Manager, CSBG Field Unit states: "OCA staff has reviewed the response and has found it to be acceptable."

**HEAP MONITOR VISIT:** On December 12, Ahsan Mulk, Ohio Development Services Agency was here to review HEAP, Winter Crisis Program, Summer Crisis Program and PIPP Plus Programs. At the exit interview, he mentioned minor scanning issues were found when he reviewed the files electronically. A formal report will be mailed/mailed in the next few weeks.

**2019 BOARD MEETING SCHEDULE:** The schedule lists the Board Meeting Schedule for 2019. Meetings will continue on the third Wednesday of each month, starting at 11:30 a.m. After the Board's approval, the schedule will be posted on our website.

**CALENDAR OF EVENTS:** In December, Directors & Officers, Auto and Rental Insurance is due. The application has been completed and returned to Wichert. Ms. Wiggins' term expires December 31, 2018. We were in contact with the Commissioners' office for her renewal. Finally, Standard 7.4 (*The governing board conducts a performance appraisal of the CEO/executive director within each calendar year*) and Standard 7.5 (*The governing board reviews and approves CEO/executive director compensation within every calendar year*) are due. There are no CSBG Standards due in January.

**PERSONNEL REPORT:** The Board received the Personnel Reports for October and November 2018, which shows new hires, resignations, terminations and positions posted for the month. Since the report, the IT Support Technician was hired and started December 17.

**PROGRAM REPORT:** Members received a copy of the November Program Report, which shows participants served for the month and year-to-date. Six completed units are reported for HWAP, with an additional 10 units pending inspection. Tod Miller, HWAP Coordinator "assures me we will be at 20 [units completed] by the end of December. He's doing a great job out there. We have doubled capacity on this program. We have two crews out there working."

**CAC NEWSLETTER:** The CAC's November and December Newsletters were included for Board members to read.

MOTION: Dr. Baber moved to accept the report of the CEO, which included: CSBG Monitor Review, HEAP Monitor Visit; 2019 Meeting Schedule; Calendar of Events; Personnel Reports – October and November 2018; Program Report – November 2018; and CAC November and December Newsletters. Dennis Gorlock 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.

**HOME ENERGY ASSISTANCE PROGRAM GRANT AGREEMENT – Winter Crisis Program:** The HEAP Grant Agreement is for the period November 1, 2018 through March 31, 2019 in the amount of \$700,000. The funds will be used to administer the Winter Crisis Program in accordance with the 2018-19 Energy Assistance Guidelines issued by Grantor.

**FIRST AMENDMENT TO COMMUNITY SERVICES BLOCK GRANT PROGRAM GRANT AGREEMENT:** The CSBG Grant Agreement – First Amendment is in the amount of \$468,790, which is a portion of our grant. The funding allocates dollars through December 31, 2018. The grant period is a 2-year period – January 1, 2018 through December 31, 2019. We will receive another amendment for 2019 monies. The grant provides funding for rent, water, prescriptions, food vouchers, hygiene and cleaning kits, bus passes, gas cards and birth certificates.

**SERVICE AGREEMENT BETWEEN HARRISON COUNTY DJFS AND JCCAC – Adult and Dislocated Worker (Modification No. 1):** Modification No. 1 to the Service Agreement between Harrison County DJFS and JCCAC – Adult and Dislocated Worker increases the Service Agreement by \$50,045 (\$11,657 Adult; \$38,388 Dislocated Worker). The increase is due to adjustments to Program Year 18 estimates and adding Program Year 17 carryover funds.

**CARROLL COUNTY JOB AND FAMILY SERVICES CONTRACTOR AGREEMENT with JCCAC:** The Agreement is in the amount of \$195,981 for the period November 1, 2018 through September 30, 2019 for CCMEP Youth Element Services (Work Experience and Summer Youth Programs). Initially, no one bid on the RFP; Mr. McGlumphy talked to the Executive Director of Harcatus Community Action Organization, who approved of us providing the CCMEP services. Harcatus cannot serve the participants, so they asked Jefferson County CAC to take it.

**MEMORANDUM OF UNDERSTANDING “AGREEMENT” BETWEEN CARROLL COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES AND JCCAC:** The Agreement is entered into between the Carroll County Department of Job and Family Services and the Jefferson County CAC to lease 100 square feet in the amount of \$100 per month. The office space allows us to administer CCMEP services to Carroll County participants. The term of the lease is November 1, 2018 through September 30, 2019.

**PERCENTAGE OF INCOME PAYMENT PLAN (PIPP) PROGRAM BUDGET:** The period of the PIPP Program budget is January 1 through December 31, 2019 in the amount of \$19,923. A portion of HEAP staff salaries will be paid with the funds. Part of the new IT Support Tech’s salary

will also be paid from this grant. Also budgeted: audit, travel, space, supplies, telephone and indirect costs.

MOTION: A motion was made by Dr. Baber to ratify the actions taken by the officers of the CAC regarding the HEAP Winter Crisis Program Grant Agreement for the period November 1, 2018 through March 31, 2019 in the amount of \$700,000; CSBG Grant Agreement – Amendment No. 1 in the amount of \$468,790 for the grant period January 1, 2018 through December 31, 2019; Service Agreement between Harrison County DJFS and JCCAC – Adult & Dislocated Worker (Modification No. 1), increasing the agreement to \$162,045; Agreement between Carroll County DJFS and JCCAC – CCMEP in the amount of \$195,981 for the period November 1, 2018 through September 30, 2019; MOU between Carroll County DJFS and JCCAC for the period November 1, 2018 through September 30, 2019; and PIPP Plus budget for the period January 1 through December 31, 2019 in the amount of \$19,923. Pam Bolton seconded the motion. Ronnie Shockley abstained, as he is on the Harcatus Board of Directors. Motion passed.

FINANCIAL REPORTS: The Combined Analysis Reports, Balance Sheets, Corporate Fund Reports, and Credit Card and Gas Expenditures for the periods October 1 through October 31 and November 1 through November 30 were reviewed. The balance in the Corporate Fund is \$140,933.65. Kroger, Walmart, PNC and BP vouchers were verified against the spreadsheets. There was no activity for Chase.

MOTION: Dennis Gorlock moved to accept the financial reports (Combined Analysis Reports – October and November 2018, Balance Sheets – October and November 2018, Corporate Fund Reports – October and November 2018 and Credit Card and Gas Expenditures for the period October 1 through October 31 and November 1 through November 30, 2018), which were reviewed and approved by the Finance Committee. Dr. Baber seconded the motion. Motion passed unanimously.

ROMA REPORTS (1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> Quarters): The 2018-2019 Results Oriented Management and Accountability (ROMA) Report was presented to the Finance Committee. The Next Generation ROMA is different than last year, and is now broken into domains. We use Employment (WIOA Adult, Dislocated Worker and Youth), Housing (Supportive Housing Program, HWAP, Emergency Services Rent, Emergency Services Water, HEAP and PIPP Plus), Health and Social/Behavioral Development (Emergency Services Food Vouchers, Prescriptions, Hygiene Kits and Cleaning Kits) and Services Supporting Multiple Domains (Emergency Services Bus Passes, Gas Cards and Birth Certificates). The totals are then divided by Family National Performance Indicators (Goals), and again by Individual and Family Services.

Domain	Quarter	Total Spent	Program	#of Households Served
Housing	1	\$42,163.27	Rent	17
			Water	40
	2	68,763.05	Rent	55
			Water	45
	3	73,648.93	Rent	39
			Water	27
Health & Social/ Behavioral Dev	1	7,027.00	Food Vouchers	26
			Prescriptions	1
			Hygiene Kits	4
			Cleaning Kits	4
	2	9,847.00	Food Vouchers	61
			Prescriptions	0
			Hygiene Kits	54
			Cleaning Kits	55
	3	170.56	Food Vouchers	4
			Prescriptions	0
			Hygiene Kits	38
			Cleaning Kits	28
Multiple	1	\$1,004.00	Bus Passes	5
			Birth Certificates	0
			Gas Cards	0
	2	180.00	Bus Passes	4
			Birth Certificates	1
			Gas Cards	6
	3	341.13	Bus Passes	0
			Birth Certificates	4
			Gas Cards	0

MOTION: Edward Littlejohn moved to approve the CSBG 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> Quarters 2018 ROMA Reports. Ronnie Shockley seconded the motion. Motion passed unanimously.

**NEW BUSINESS:**

**HEAD START APPLICATION:** Our Head Start application was submitted on November 19. Mr. McGlumphy told Board members, “I feel we put together a very good application ... we should hear something in March/April ...”

**CATHEDRAL APARTMENTS:** Our rent is \$1/year for Cathedral Apartments. Every grant we’ve run across you have to own the building. “My question to the Board is, Do you want me to open up negotiations with the Diocese to see if we can inherit that building at a no cost issue to us?”

**MOTION:** Edward Littlejohn moved to approve Mr. McGlumphy contact the Diocese of Steubenville to take over the building on a preliminary basis, and also return Cathedral Apartments to its original intent -- transitional housing. Pam Bolton seconded the motion. Motion passed unanimously.

**AUDIT:** The auditors for the agency-wide audit will be here March 8.

**FRIENDS OF THE CAC:** There is a plaque in the hallway for “Friends of the CAC.” We are accepting donations -- in order to have your name added, a donation of \$100 or more is requested.

Mr. McGlumphy told the Board members: “Sitting along the wall, I’ve got my supervisors. I’m coming up on three years. We all know what happened the first two years; and the third year was really interesting. We have Brittany sitting back there – she runs the Flood grant. We have two Flood grants that we’re running: one in Harrison County and one in Jefferson County. They should end March of next year. We have Head Start, which has been submitted. In the beginning of January, I’m meeting with some people to talk about a SNAP E & T – I’ll be meeting with Eastern Gateway, the JVS, Harrison County DJFS and Jefferson County DJFS to discuss another grant opportunity ... Our biggest asset in this building is the staff. We have good staff working for us. They’re doing a great job ... yes, I know we have a lot of growth to do, but I have good supervisors sitting back there. I couldn’t do this job and I couldn’t have brought us to where we are right now without their support and their help. And January 8 will complete my third year and start my fourth year. It’s been a very interesting scenario ... We are doing really good. Our reputation out in the community at the State level and at the Federal level is very high now. We’ve done a great job and I couldn’t have done it without the staff and this Board. The Board’s been very supportive of our actions in what we’ve been trying to do.”

Ms. Wiggins left the meeting at approximately 12:22 p.m.; however, there was still a quorum to finish and approve business matters at today’s meeting.

**CEO EVALUATION:** Ten evaluations were received by Board members.

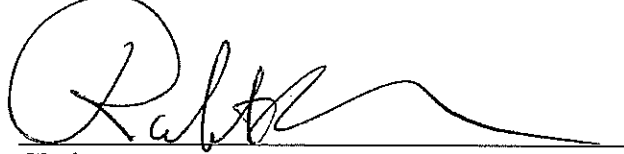
A motion was made to move into Executive Session at 12:30 p.m. by Natalie Ulasiewicz regarding personnel issues; seconded by Edward Littlejohn. A motion was made to return to Regular Session at 12:43 p.m. by Edward Littlejohn; seconded by Dr. Baber.

**MOTION:** A motion was made by Natalie Ulasiewicz to accept the CEO Evaluation as presented, with the understanding that the CEO compensation package would be revisited in June 2019. Dr.

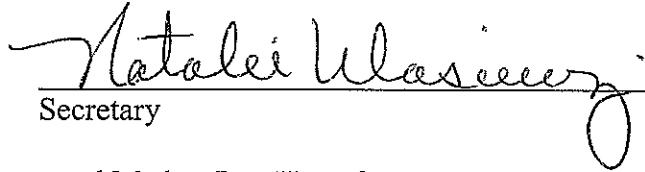
Baber seconded the motion. Motion unanimously passed.

A motion to adjourn was made at 12:44 p.m. by Dr. Baber.

Respectfully submitted,



Chairman



Secretary

Attached Hereto and Made a Part Hereof:

- Letter of Appointment for Delores Wiggins (Representative for Commissioner Dr. Thomas Graham)
- CSBG Monitor Visit (August 2, 2018) Closure Letter
- HEAP Monitor Visit (December 12, 2018)
- 2019 Meeting Schedule
- Calendar of Events
- Personnel Reports – October and November 2018
- Program Report – November 2018
- CAC November and December 2018 Newsletters
- Finance Committee Meeting Packet – December 19, 2018