

JEFFERSON COUNTY COMMUNITY ACTION COUNCIL, INC.
EXECUTIVE COMMITTEE MEETING
January 16, 2019

PRESENT: Robert Naylor, Edward Littlejohn, Clint Powell and Natalie Ulasiewicz.

STAFF PRESENT: Mike McGlumphy, John Fayak, Patricia Minto and Elaine Petrozzi.

OTHERS PRESENT: Jack Gaylord and Anthony Sheposh.

The Jefferson County CAC Board of Trustees Executive Committee met on Wednesday, December 19, 2018. At 11:51 a.m. the meeting was called to order, and Chairman Robert Naylor asked the Executive Committee to consider the matters on the agenda.

APPROVAL OF MINUTES OF PRECEDING MEETING: Edward Littlejohn moved to accept the minutes of the December 19, 2018 meeting as presented. Natalie Ulasiewicz seconded the motion. Motion passed unanimously.

REPORT OF CEO:

REVIEW OF MISSION STATEMENT: Per Standard 4.1 (*The governing board has reviewed the organization's mission statement within the past 5 years and assured that: The mission addresses poverty; and The organization's programs and services are in alignment with the mission*), the Mission Statement is due for review and approval by the Board.

CALENDAR OF EVENTS: No Standards require Board action in January. In February, Standard 4.1 (*The governing board has reviewed the organization's mission statement within the past 5 years and assured that: The mission addresses poverty; and The organization's programs and services are in alignment with the mission*) is due. Also due: Standard 6.5 (*The governing board has received an update(s) on progress meeting the goals of the strategic plan within the past 12 months*) and Standard 9.3 (*The organization has presented to the governing board for review or action, at least within the past 12 months, an analysis of the agency's outcomes and any operational or strategic program adjustments and improvements identified as necessary*).

PERSONNEL REPORT: The Board received the Personnel Reports for December 2018, which shows new hires, resignations, terminations and positions posted for the month. Since the report, the resignation of an HWAP Crew Member was received effective January 8, 2019.

PROGRAM REPORT: Members received a copy of the December Program Report, which shows participants served for the month and year-to-date. Seven HWAP units are pending final inspection; and 20 units have been completed. At Cathedral Apartments, there was a slight leak in the roof that has been patched.

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

REPORT OF COMMITTEES:

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

FINANCIAL REPORTS: The Combined Analysis Report, Balance Sheet, Corporate Fund Report, and Credit Card and Gas Expenditures for the period December 1 through December 31 were reviewed. On the Balance Sheet, Cash-in-Bank includes the HEAP Winter Crisis Program advance. The balance in the Corporate Fund is \$139,675.89. Kroger, Walmart, PNC and BP vouchers were verified against the spreadsheets. There was no activity for Chase.

MOTION: Natalie Ulasiwicz moved to accept the financial reports (Combined Analysis Report – December 2018, Balance Sheet – December 2018, Corporate Fund Report – December 2018 and Credit Card and Gas Expenditures for the period December 1 through December 31, 2018), which were reviewed and approved by the Finance Committee. Mr. Littlejohn seconded the motion. Motion passed unanimously.

NEW BUSINESS:

Cynthia Lytle had a baby boy, Wayne Caleb, on January 2. He weighed 7 lbs. 4 oz., 19 inches long.

An HWAP vehicle was involved in an accident. As the truck backed out of a worksite, it hit the house next door, causing the porch to fall off the house. No one was hurt; however, the truck was damaged. Our automobile insurance will cover the damage. Homeowner was an elderly couple with no insurance.

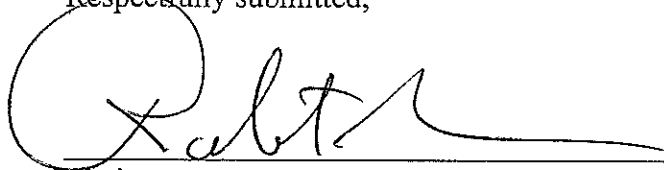
A CAC Staff meeting is scheduled for March 7 at 9 a.m.

The Flood Grant is officially out of money. The second allocation is based on 70% expenditures by the State. The State has redirected \$100,000 to utilize in Jefferson, Harrison and Belmont Counties, which will get us through the end of the month. Mr. McGlumphy has a conference call with the State on January 23 to go over funding. They are also looking at a one-year extension. We have enough worksites in Jefferson and Harrison Counties to accommodate the extension.

The CEO has been working on a SNAP E & T grant. Food Stamp eligible persons can receive employment and training. He met with Betty Ferron, Jefferson County DJFS; Deb Knight, Harrison County DJFS; Eastern Gateway Community College; and Jefferson Vocational School. There is a 50% in-kind; EGCC and JVS will help with the in-kind. He plans to meet with the school superintendents to also help with in-kind. The total may be as much as \$600,000 for the re-training grant. The goal is to help participants get self-sufficient jobs (truck driving, nursing, etc.). It will be coupled with our Workforce Development program to move the participants from food stamps to self-sufficiency. The participants are not eligible if they are receiving TANF services – strictly food stamps.

A motion to adjourn was made at 12:33 p.m. by Mr. Littlejohn.

Respectfully submitted,


Chairman


Secretary

Attached Hereto and Made a Part Hereof:

Mission Statement
Calendar of Events
Personnel Reports – December 2018
Program Report – December 2018
CAC January Newsletter
Finance Committee Meeting Packet – January 16, 2019