

JEFFERSON COUNTY COMMUNITY ACTION COUNCIL, INC.
BOARD OF TRUSTEES – REGULAR MEETING
March 20, 2019

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
Jack Gaylord
Lieutenant Erik Muhs
Anthony Sheposh
Ronnie Shockley
Delores Wiggins

Eastern Gateway Community College
Mayor of Steubenville
The Salvation Army
Jefferson Behavioral Health
Northeast Jeff Co Food Pantry
Commissioner Tom Graham

MEMBERS EXCUSED

Pam Bolton
Roberta Burnstein
Dennis Gorlock
Cynthia Lytle
Natalie Ulasiewicz

Southeastern Ohio Legal Services
Michael Myers Terrace Resident Council
Commissioner Tom Gentile
Urban Mission
Commissioner Dave Maple

STAFF PRESENT

Mike McGlumphy, CEO
John Fayak, Deputy Director/Planner
Robyn Gillette, HEAP/Emer Svcs Director
Lori Hawthorne, WIOA Director
Tod Miller, HWAP Energy 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, March 20, 2019. Roll call was taken and a quorum was present. Chairman Robert Naylor called the meeting to order at 11:34 a.m. Mr. Naylor read the CAC Mission Statement.

APPROVAL OF MINUTES OF PRECEDING MEETING: Jack Gaylord moved to accept the minutes of the January 16, 2019 Executive Committee meeting. Edward Littlejohn seconded the motion. Motion unanimously passed. By approving the minutes, the Board also approves all actions taken by the Executive Committee at the January 16, 2019 meeting.

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.

MOTION: Jack Gaylord moved to approve the Mission Statement as written, with the caveat that if, in fact, the agency is successful in reacquiring the Head Start Program, the Mission Statement can be revisited at that time. Dr. Baber seconded the motion. Motion passed unanimously.

OPAE MONITOR VISIT CLOSURE LETTER: On November 29, 2018, Nick Milano from Ohio Partners for Affordable Energy monitored the American Electric Power (AEP) Community Assistance Program. In a letter received from Mr. Milano dated January 24, 2019, he stated, "There are no findings to report as a result of the visit. Since there are no findings, a response to this report is not required."

HEAP PROGRAM EVALUATION AND COMPLIANCE REVIEW: On December 12, 2018, Ahsan Mulk, Ohio Development Services Agency was here to review 2018 HEAP Administration/Operations grant, 2018 Winter Crisis Program and 2017 Summer Crisis Program. He found minor scanning issues when reviewing the files electronically. (*2.1 Utility Verification Form was not filled out with all required information, and Social Security Documentation was not on file.*)

HEAP PROGRAM EVALUATION AND COMPLIANCE REVIEW RESPONSE: In our letter dated March 8, we responded that both issues had been corrected and were re-scanned/uploaded into OCEAN.

ANNUAL REPORT 2018: The Annual Report 2018 was distributed to all Board members. The Report meets Standard 2.3 (*The organization communicates its activities and its results to the community*). A message on the CAC website indicates copies of the Annual Report are available upon request. The report summarizes the number served (8,019) in the year, and shows total spent in each program (\$3,086,228).

STRATEGIC PLAN WORKPLANS UPDATE: We are making progress on completing the Strategic Plan Workplans. A description of action taken to complete the strategies/milestones was listed on the Strategic Plan Workplans report. The distribution of the Strategic Plan Workplans Update satisfies CSBG 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.*)

CSBG STANDARDS DUE DATE SPREADSHEET and CALENDAR OF EVENTS: The CSBG Standards Due Date Spreadsheet shows due dates for the CSBG Standards. Conflict of Interest Disclosure Statements (Standard 5.6: *Each governing board member has signed a conflict of interest policy within the past 2 years*) were returned by all members present at the meeting. For those not in attendance, one will be mailed today. OACAA has been contacted about setting up Board training, and Julia Wise has contacted the CEO to update the Strategic Plan (Standard 5.8: *Governing Board members have been provided with training on their duties and responsibilities within the past 2 years*). To meet Standard 9.3 (*The organization has presented to the governing board for review or action, at least within the last 12 months, an analysis of the agency's outcomes*

and any operational or strategic program adjustments and improvements identified as necessary), the CSBG Standards Due Date Spreadsheet, Program Reports and Calendar of Events were distributed to the Board through emailed/mailed packets. Also, in December 2018, the Board was given the First Amendment to the CSBG Grant Agreement, Modification to Harrison County Adult & Dislocated Worker Agreement and ROMA Reports. The CSBG Annual Report (Information Survey) submission date has been postponed. When it is submitted, the Board will receive a copy (Standard 9.4: *The organization submits its annual CSBG Information Survey data report and it reflects client demographics and organization-wide outcomes*). On the Calendar of Events for March, the Nominating Committee is elected; the Committee will be elected after the Report of Finance Committee. For April, recommendations are due to the Nominating Committee.

PERSONNEL REPORTS: The Board received the Personnel Reports for January and February 2019, which shows new hires, resignations, terminations and positions posted for the months.

PROGRAM REPORTS: Members received copies of the January and February Program Reports, which shows participants served for the month and year-to-date. **Cathedral Apartments'** roof repair has failed. There are four empty units where the roof is leaking. We are getting bids on repair/replacement. Mr. McGlumphy approached the Diocese to purchase the building; they have no interest in giving up the building. The Diocese is working with us to apply for foundation grants – Sister Mary Brigid Callan will be meeting with the Mr. McGlumphy and Mr. Fayak. The agency cannot get grants on its own because it does not own the building. **HWAP** – “In 2017, we did good to hit a 50% mark in our HWAP Program. We were behind in units. Columbiana County and Belmont County were helping us. In 2018, we exceeded the HWAP goal; we exceeded the cost per unit goal, and we exceeded our WarmChoice goal. We got awards for both of them. That program has done a complete turnaround.”

CAC NEWSLETTER: The CAC's February and March Newsletters were included for Board members to read. Mr. McGlumphy told members, “The CAC raised \$2,586 for Jayden's Journey.”

MOTION: Edward Littlejohn moved to accept the report of the CEO, which included: Review of Mission Statement, OPAC Monitor Visit Closure Letter, HEAP Program Evaluation and Compliance Review; HEAP Program Evaluation and Compliance Review Response; Annual Report 2018; Strategic Plan Workplans Update; CSBG Standards Due Date Spreadsheet and Calendar of Events; Personnel Reports – January and February 2019; Program Reports – January and February 2019; and CAC February and March Newsletters. 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 following agreements were recommended for approval by the Finance Committee: **AGREEMENT BETWEEN JEFFERSON COUNTY CAC, INC. and CITY OF TORONTO for the PY2018 CHIP PROGRAM** in the amount of \$33,000 for the period February 4, 2019 to October 31, 2020; **AGREEMENT BETWEEN CORPORATION FOR OHIO APPALACHIAN**

DEVELOPMENT (COAD) AND JEFFERSON COUNTY CAC – AMENDMENT II (AEP CAP) extending the Agreement to December 31, 2019, and in the amount of \$157,515.46; **SUPPORTIVE HOUSING PROGRAM** in the amount of \$143,394 for the period July 1, 2019 to June 30, 2020; **UNITED WAY GRANT APPLICATION** for the period January 1 to December 31, 2020 in the amount of \$15,000; and **CSBG ROMA 4th QUARTER 2018 REPORT**.

MOTION: Dr. Baber moved to ratify the Agreement between Jefferson County CAC, Inc. and City of Toronto for the PY2018 CHIP Program in the amount of \$33,000 for the period February 4, 2019 to October 31, 2010 to provide rental assistance to income-eligible residents of Toronto. Motion seconded by Anthony Sheposh. Motion passed unanimously.

MOTION: Mr. Gaylord moved to ratify Amendment II to the Agreement between COAD and Jefferson County CAC, Inc. – Amendment II (AEP CAP) in the amount of \$157,515.46 extending the Agreement to December 31, 2019. Motion seconded by Dr. Baber. Motion passed unanimously.

MOTION: Anthony Sheposh moved to ratify the Supportive Housing Program in the amount of \$143,394 for the period July 1, 2019 to June 30, 2020. Motion seconded by Jack Gaylord. Motion passed unanimously.

MOTION: Dr. Baber moved to ratify the United Way Grant Application for the period January 1, 2020 to December 31, 2020 in the amount of \$15,000 to provide rental assistance for families at risk of homelessness. Motion seconded by Jack Gaylord. Motion passed unanimously.

MOTION: Anthony Sheposh moved to accept the CSBG ROMA 4th Quarter 2018 Report. Motion seconded by Ronnie Shockley. Motion passed unanimously.

FINANCIAL REPORTS: The Combined Analysis Reports, Balance Sheets, Corporate Fund Reports, and Credit Card and Gas Expenditures for the periods January 1 through January 31 and February 1 through February 28 were reviewed and approved by the Finance Committee. Kroger, PNC and BP vouchers were verified against the spreadsheets. There was no activity for Walmart. The balance in the Corporate Fund is \$141,519.74.

MOTION: Dr. Baber moved to accept the financial reports (Combined Analysis Reports – January and February 2019, Balance Sheets – January and February 2019, Corporate Fund Reports – January and February 2019 and Credit Card and Gas Expenditures for the period January 1 through January 31 and February 1 through February 28, 2019), which were reviewed and approved by the Finance Committee. Ronnie Shockley seconded the motion. Motion passed unanimously.

NOMINATING COMMITTEE: In the ByLaws (p. 11, No. 2), it reads:

A Nominating Committee composed of at least three (3) persons shall be elected by the Board at the March meeting. This committee shall be responsible for nominating a slate of officers to be voted on at the Annual Meeting of the Board.

The following Board members were elected to the Nominating Committee: Edward Littlejohn, Lieutenant Erik Muhs, Anthony Sheposh and Delores Wiggins. Nominations for officers are due at the next meeting.

MOTION: Clint Powell moved to approve those named to the Nominating Committee: Edward Littlejohn, Lieutenant Erik Muhs, Anthony Sheposh and Delores Wiggins. The motion was seconded by Dr. Baber. Motion passed unanimously.

NEW BUSINESS:

The auditors are here this week to review documents for our single agency audit. We will have our completed audit in a few months. Also today, an auditor is here to review Unemployment Compensation. April 15-19, the Department of Labor will be here to monitor the flood grant for Belmont, Jefferson, Morgan and Washington Counties. The new OMJ website is being built (www.ohiomeansjobs.com/jefferson). CAC is doing taxes again this year until April 10. If married and filing a joint return, the adjusted gross income must be \$95,000 or less; if single, the AGI must be \$65,000 or less. Dora (Ext. 200) is making appointments.

VACANT BOT SEAT (Private): Kerry DiDomenico was recommended by Mike Gray (Executive Director, Public Library of Steubenville and Jefferson County) to fill our vacant seat in the private sector. Mr. DiDomenico is the Fiscal Officer of the Public Library of Steubenville and Jefferson County.

MOTION: Jack Gaylord moved to approve the appointment of Kerry DiDomenico to the CAC Board of Trustees to fill the vacancy in the private sector. Delores Wiggins seconded the motion. Motion passed unanimously.

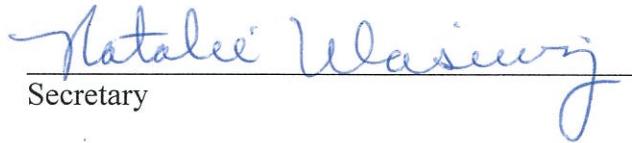
FRIENDS OF THE CAC: Anyone donating \$100 will have their name engraved on the plaque. We received a few donations for 2019 (Mike McGlumphy, Patty Minto and Kelly Wilson). CAC employees can have an allotment set up for their donation. Once the allotment reaches \$100, their name will be added to the plaque. Also, departments can donate to the Corporate Fund and the department name will be added to the plaque.

UNITED WAY ALLOCATION MEETING: This year, the United Way Allocation Meeting will be held on April 17 at 2 p.m. (after our Board meeting) at the CAC. The United Way Guidelines require two members of the Board be present at the Allocation Meeting. Jack Gaylord, Lieutenant Erik Muhs, Robert Naylor and Delores Wiggins volunteered to be present at the United Way Allocation Meeting.

A motion to adjourn was made at 12:09 p.m. by Jack Gaylord; seconded by Dr. Baber.

Respectfully submitted,


Chairman


Secretary

Attached Hereto and Made a Part Hereof:

Mission Statement
OPAE Monitor Visit (November 29, 2018) Closure Letter
HEAP Program Evaluation and Compliance Review (December 12, 2018)
HEAP Program Evaluation and Compliance Review (December 12, 2018) Response
Annual Report 2018
Strategic Plan Workplans Update
CSBG Standards Due Date Spreadsheet
Calendar of Events
Conflict of Interest Disclosure Statement
Personnel Reports – January and February 2019
Program Reports – January and February 2019
CAC February and March 2019 Newsletters
Finance Committee Meeting Packet – March 20, 2019