

**GEAUGA COMMUNITY ACTION, INC.
REGULAR MEETING - JANUARY 12, 2016**

I. ROLL CALL

The meeting was called to order at 11:05 a.m. by Executive Director Bob Voss.

PRESENT: Bob Voss, Ron West, Dan Mix, Sarah Welch, Neva Rodgers, Monica Bricker-Thompson, Jack Zilly, Jim Clements, Joni Stusek, Melanie Blasko, Linda Toth, Andy Bushman
ABSENT: Skip Claypool, Pat Kraninger, Mary Davis
JFS STAFF: Rex Brobst, Craig Swenson

II. APPROVAL OF MINUTES

Resolution 01-16: To approve the minutes of the December 8, 2015 meeting of the Geauga Community Action Board. Motion made by Sarah Welch, seconded by Ron West. All were in favor; motion passed.

III. CORRESPONDENCE

- A. NMS, INC. – PROPOSAL FOR 2015 YR. - END AUDIT AND PREPARE 990 EZ TAX FORM –**
NMS has provided a proposal of \$4,400 (\$3,700 for audit and \$700 for the tax return).
Discussion: This will have to be paid out of non-CSBG funds. Do we have to conduct an audit every year? Can we find a lower price?
- B. DAVID GOODMAN, DIRECTOR ODSA – SMALL BUSINESS AND ENTREPRENEURS WORKSHOP** - Mr. Goodman informed Bob that GCA was invited, however, Bob declined. Bob will check with activities that other CACs are participating in the community.
- C. NATIONAL COMMUNITY ACTION FOUNDATION** – letter asking for \$1,000 to participate. Rex advised we had not paid this in the past and that we will be getting more mail in the future.
- D. OHIO COMMUNITY ACTION ASSOCIATION** - \$850 annual membership fee that would benefit GCA, Inc. through ROMA training and networking, This has been budgeted for 2016-17. Bob will provide more information to the Board about the benefits and how other CACs are using the service.

IV. REPORTS

- A. BOARD CHAIR- NEVA RODGERS**
Neva reported that we need to get the By Laws changes formally adopted. The Housing Coalition may consider donating money to GCA, Inc. in the future. The County Home also allows temporary housing depending on income level and circumstances.
- B. TREASURER - RON WEST**
As of 11/30/15, the savings account balance is \$2,273.96 and the checking balance is \$100.00.

Bob presented invoices for his time and expenses for the period October 20, 2015 through December 31, 2015, which includes his travel expenses and postage expenses. These will not be paid until approved by the State and sufficient funds are in the account.
- C. SECRETARY - DAN MIX**
Dan reported that the public must be notified of GCA, Inc.'s meetings. The New Herald does this at no cost. We simply must send a meeting notice by email at least one week in advance of the meeting. Bob Voss has agreed to make the notifications at future meetings.
- D. EXECUTIVE DIRECTOR - BOB VOSS**
There are several special conditions for the grant application, including documentation of the tutoring programs, Ron's Board status cannot be retired, and the contracts with JFS and United Way must detail the services provided.

Michael Higgins has suggested that GCA, Inc. should explore diversity in GCA, Inc.'s funding and new client programs such as addressing transportation barriers. Any new client programs must still adhere to the 125% of federal poverty level restriction when expending the funds. The Board has both of these issues in its 2015-2017 Strategic Plan. Craig shared some about the gaps of temporary housing versus long-term solutions. It was suggested that the Board begin considering additional client programs at its next regular meeting.

V. OLD BUSINESS

A. CURRENT BOARD MEMBERS AND ELECTED OFFICERS TERMS OF OFFICE

There is one vacancy on the Board in the Public Sector. As of July 1, 2016, four board members' terms will end; they will need to be reappointed or replaced.

B. BOARD ORIENTATION PACKET / OPERATIONS MANUAL

No discussion on this item

C. GCA, INC. BY LAWS

Joni Stusek and Linda Toth will review the September 25, 2015 draft of the By Laws and prepare it for final adoption by the Board at the next regular meeting.

D. OFFICE OF COMMUNITY ASSISTANCE

Bob reported that the 2016-17 CSBG grant application was submitted on 11/23/15. Bob reported that a budget revision for the 2014-15 CSBG was submitted on 12/28/15.

E. CONFLICT OF INTEREST AND WHISTLEBLOWER POLICIES

Every board member needs to sign and submit the conflict of interest and whistleblower policies and return the documents to Bob for the GCA, Inc. files.

F. ROMA TRAINING/ORIENTATION

Bob mentioned that membership in the Ohio Community Action Association will provide no or low cost ROMA training. Bob will follow up with other CACs to determine if membership is worthwhile.

G. Establish a Website and e-mail account and website

No discussion on this item

VI. NEW BUSINESS

A. Resolution 02-16: Approve a Budget Revision of the 2014-2015 CSBG

The motion was made by Ron West, seconded by Neva Rodgers.

Discussion: 1) Wages are for October to December 2015 for JFS administrative expenses.

Because the 2016-17 wages are for the executive director, this "mixing" of expenses could be misleading in future reference and audits. A breakout of wages for executive director and administrative services will be used to clarify the expenses. 2) Check to the IRS is included in the 501C3 application expense. 3) Administrative expenses for JFS are now included in the operating expenses and reimbursed through the contract.

Vote All in favor, the motion passed.

B. Resolution 03-16: Approve payment of the Public Notice in News-Herald on 2016-2017 CSBG in the amount of \$ 61.95.

The motion was made by Ron West, seconded by Jack Zilly.

Discussion required by law to make publish this notice

Vote All in favor, the motion passed.

C. Resolution 04-16: Approve Salary, Travel & Misc. Expense for Executive Director October 20, – December 2015 \$3,382.02 (breakdown is \$3,282.27 salary and travel, \$99.75 for post office box expense and postage)

The motion was made by Ron West , seconded by Linda Toth.

Discussion: Invoices will be paid when approved by the State and funding is available.

Vote: All in favor, the motion passed.

D. Community Services Programs – no discussion on this item

VII. OHER BUSINESS

A. Presentation of United Way Services of Geauga 211 service, which GCA, Inc. contracts with to provide service to residents that qualify for CSBG funding.

Diane Gatto, Director of 211 First Call for Help in Cleveland, gave the presentation of 211 services for Geauga County and handed out brochures. Cleveland 211 is not the same as dialing 411. Instead, 211 is a gateway to information and resources in the community 24 x 7 by phone or on the Internet. There are plans of including chat options in the near future.

Cleveland 211 is accredited nationally and specialists are certified. Don't use volunteers to answer the phone because of the high level of training. Volunteers do perform other tasks for Cleveland 211. There is a database of nearly 4,000 social service, healthcare, and governments agencies that provide more than 20,000 programs. Community resource specialists who update the database attend community events and monitor services and needs in the community on an ongoing basis through print and social media sources. Resource specialists also contact all agencies annually to insure that information is up-to-date and accurate.

Cleveland 211 provides a great service for agencies by screening individuals based on qualifications prior to referral. A specialist gathers information from the caller and directs them to appropriate resources.

Cleveland 211 provide 211 service for 16 counties in Ohio. In all, 67 counties have 211 service with 1.2 million calls annually. Nationwide, 211 services cover 93% of population.

Currently in the process of adding specialist in behavioral health, prescription and healthcare, and veterans services.

Cleveland 211 is currently recording reasons for why referrals are not made, e.g. why a person was determined ineligible. Reports are available for Geauga County calls and referrals.

Discussion: Are there any other opportunities that GCA, Inc. could fund through Cleveland 211? Dianne suggested funding the improvements for veterans and the prescription assistance program might be options to explore.

B. NEXT BOARD MEETING: Tuesday, March 8, 2016 at 11:00 a.m. at the Library Administration Building.

VIII. ADJOURNMENT

The meeting was adjourned at 12:45 pm

Neva Rodgers, Chair