

GEAUGA COMMUNITY ACTION, INC.
ANNUAL MEETING MINUTES
October 11, 2016

I. ROLL CALL -

The meeting was called to order at 10:00 a.m. by Executive Director Bob Voss.

Attendance: Neva Rodgers, Ron West, Dan Mix, Jack Zilly, Monica Bricker-Thompson, Jim Clements, Chris Anspach, Sarah Welch, Pat Kraninger, Linda Toth, Melanie Blasko, Andy Bushman

Absent: Skip Claypool, Joni Stusek, Mary Davis

- A. **Resolution 34-16:** Linda Toth made a motion to approve the minutes from September 13, 2016 regular meeting, seconded by Jack Zilly. The motion passed unanimously with two abstentions

II. CORRESPONDENCE –

- A. Bob provided the final audit report for 2015 by NMS, Inc. The reports has been filed with Ohio State Attorney General’s Office
- B. ODSA – Single Audit for Geauga County year-ended Dec. 31, 2015

III. REPORTS –

- A. Chair – Neva Rodgers
1. Executive Director - evaluation and contract. The Board feels it is best that the executive director be an employee in order to allow him to supervise future employees. Ron West made a motion to hire Bob Voss as an employee beginning November 1, 2016, seconded by Sarah Welch. The motion passed unanimously.
 2. Grant Planning and Direct Client Assistant position – received 40 resumes. The sub-committee currently reviewing resumes includes Jack Zilly, Melanie Blasko, Sarah Welch and Pat Kraninger. The committee arrow the list to about 11 candidates so that Bob can begin the screening and interviewing process. Bob will contact the State to get approval on the grant application so we can move forward and spend funds.
- B. Treasurer – Ron West reported the savings balance was **\$2,274.81** and the checking balance was **\$36,048.18** as of 9/30/16
- C. Secretary – Dan Mix had no report
- D. Executive Director – Bob Voss
1. A ROMA Training / Orientation by Josh Summer from OACAA is scheduled for 11/14/16
 2. 1617-25 Budget update – Bob reported that many changes will be made to the ROMA work plans per the State request to update the grant application. Bob will contact Phil Cole to get technical assistance in ROMA plans.
 3. Chagrin Falls Park Community Center – 2016 Summer Camp Program

Expense. Pat reported that the expenses have been made by CF Park. Bob will ask for reimbursement of \$10,000 once the program has been approved by the State.

IV. OLD BUSINESS –

- A. Board of Directors Handbook – need to make final revisions and approve
- B. Office space lease agreement - occupancy date? Bob will work with the commissioners to secure a location and rental agreement.

V. NEW BUSINESS –

- A. **Resolution 35-16:** Sarah Welch moved to approve GCJFS September 2016 Expenses of **\$9,554.41**, seconded by Jim Clements. The motion passed unanimously.
- B. **Resolution 36-16:** Jack Zilly moved to approve a payment of \$2,500 to United Way Services of Geauga for 211 services, seconded by Ron West. The motion passed unanimously with one abstention.
- C. **Resolution 37-16:** Pat Kraninger moved to approve \$1,129.95 payment to Bob Voss for executive director salary and travel expenses for September 2016, seconded by Jack Zilly. The motion passed unanimously. Bob estimates that the budget will need to include 20 to 25 hours per month for the executive director position based on the past year experience.
- D. Action to approve the revised GCA Inc. By-Laws recently reviewed by an attorney was tabled. Linda pointed out that all board members were put on the same three-year cycle, which could be problematic. Melanie asked if we could request a marked up copy of the changes? Jim would like a sub-committee appointed to review and make a recommendation. Linda Toth volunteered to review the changes.
- E. **Election of Officers** - The board reviewed the current member's terms:
 - Ron West is stepping down as treasurer because he will be traveling extensively and unable to sign checks in a timely manner. Ron will remain on the board.
 - Mary Davis will be resigning from the board due to health. Pat Kraninger is willing to seek a replacement representative of the community.
 - Neva Rodgers will be retiring March 31, 2017 and will not be able to fulfill a full year as chair.
 - Jack Zilly reported he will be traveling extensively in 2017 and begin a new insurance practice and will need to give up his role as vice chair. Jack will remain on the board.

The election of officers for 2017 was as follows:

- a. Chair – Sarah Welch nominated Dan chair, seconded by Jim Clements. Dan was elected unanimously.
- b. Vice Chair – Dan nominated Sarah Welch, seconded by Pat Kraninger. Sarah was elected unanimously.
- c. Treasurer – Sarah Welch nominated Chris Anspach, seconded by Pat Kraninger. Chris was elected unanimously.
- d. Secretary - Sarah Welch nominated Monica secretary, seconded by Jim Clements. Monica was elected unanimously.

A motion to accept Mary Davis resignation was made by Andy Bushman, seconded by Pat Kraninger. The motion passed unanimously. Pat agreed to create an announcement to replace Mary.

VI. OTHER BUSINESS – none

The meeting was adjourned at 11:50 am.

The next board meeting will be December 13th, 2016 at 10:00 am