

**GEAUGA COMMUNITY ACTION, INC.
REGULAR MEETING
NOVEMBER 10, 2015**

PRESENT: Bob Voss, Neva Rodgers, Pat Kraninger, Linda Toth, Jack Zilly, Joni Stusek, Dan Mix, Jim Clements, Skip Claypool, Ron West, Mary Davis, Andy Bushman

ABSENT: Melanie Blasko, Sarah Welch, Monica Bricker-Thompson

JFS STAFF PRESENT: Rex Brobst, Craig Swenson, Becky Sedivy

I. ROLL CALL

The meeting of the Geauga Community Action, Inc. Board was called to order by Executive Director Bob Voss at 11:07 a.m. This was a regularly scheduled meeting and a quorum was present.

A. APPROVAL OF MINUTES

Resolution 01-15: To approve the minutes of the October 20, 2015 Annual Meeting of the Geauga Community Action Board. Motion made by Neva Rodgers, seconded by Linda Toth.

Discussion - A question was raised about the terms of office stated in the minutes regarding election of officers (Section V, subsection C), which states: "... the officers are elected to a two-year term beginning January 2016 through December 2017." According to our Bylaws, the newly elected officers are seated immediately upon being voted into office at the October Annual Meeting.

The motion was amended as follows:

Resolution 01-15: To approve the minutes of the October 20, 2015 Annual Meeting of the Geauga Community Action Board with the correction of Section V, subsection C to state that the officers were seated as of the October 20, 2015 Annual Meeting.

The vote was taken. All were in favor; motion passed. (Note: Andy Bushman was not present at the time of this action.)

B. CORRESPONDENCE

A letter was received from the Geauga County Commissioners appointing Joni Stusek to a two-year term to the Board, rather than a 3-year term, as called for in the Bylaws. Joni will rescind this letter and request that a corrected one be issued by the commissioners.

An appointment letter was also received regarding Ron West.

Note for the record: Andy Bushman joined the meeting at this time.

II. REPORTS

A. CHAIR

Gaugua is now in the SAMS system. There was a snag regarding our "cage code", which has to do with our mailing address and this issue is still being addressed.

B. TREASURER

Ron said that a checking account has been opened. Our savings balance is \$8,070.56 and there is \$100.00 in the checking account. Bob can now access the bank accounts online. A check for \$5800.00 will be sent to the auditor for their services, all of which have been completed.

C. SECRETARY

Dan reported that Becky has prepared a list of the secretarial duties she has been performing and they will be meeting to discuss those duties as he transitions into the office of secretary.

D. EXECUTIVE DIRECTOR

Bob is now named on the GCA savings and checking accounts. He reported that the yearly cost of a post office box in Chardon ranges from \$58 for a 3" x 5" box up to \$144 for a 11" x 5 1/2". GCA will need one soon. It was determined that a 5" x 5" box will suit our needs.

Resolution 06-15: To procure a 5" x 5" post office box in Chardon for Geauga Community Action, Inc. Motion made by Commissioner Claypool, seconded by Ron West. All were in favor; the motion passed.

Since the state has recommended that we have a business email account, Bob will set up a g-mail account for Geauga Community Action. Comment that if a URL for a website was purchased, then we would get an email account with it. This would be relatively inexpensive and afford more control than a g-mail account would have. Bob will investigate and report back at the next meeting. Question whether GCA could have a link from the county's website or the JFS website. We would probably still want our own website, but Bob will look into the possibility of having links from these sites to our own.

E. GCJFS

Rex distributed a financial report showing program expenses through the end of October. He advised that when checks are written he needs to know so he can include these on the financial reports.

III. OLD BUSINESS

A. NEW BOARD MEMBERSHIP & ELECTED OFFICERS TERMS OF OFFICE

1. VACANCIES

We still have one vacancy for a public sector representative. In the past we have had a representative from the Department on Aging; Commissioner Claypool will reach out to them to invite someone to join the board.

2. APPOINTMENT LETTERS

(This was discussed in the Correspondence section above.)

3. BOARD MEMBER PACKETS

Discussion about what documents should be provided to new board members. Suggestion was made that rather than a new member orientation packet, a board handbook be developed and given annually to all board members. A subcommittee should be formed to look into this and determine how new board members will be oriented. Linda and Neva volunteered. It was also pointed out that everyone needs to sign conflict of interest and whistleblower policies to be kept on file.

B. OFFICE OF COMMUNITY ASSISTANCE

1. WAIVER GRANTED

Bob, Neva and Skip held a conference call with Randall Hunt, Melissa Stanford and Terry Edwards of the state auditing office to discuss whether our grant could pay for the accounting services that have been performed. They would not allow the grant to pay for it, but said the decision could be appealed. Bob then wrote a letter of appeal asking for a waiver to allow the total of \$6,650 in accounting expenses to be paid. Jeff Bankey, Audit Chief, responded and

consented to a one-time waiver to allow grant funds to pay this expense. We don't yet know if there will be any fines or fees from the IRS for filing late.

2. OCEAN TRAINING

Bob went to Columbus and received basic training on the OCEAN system.

C. AUDIT/FILE TAXES & 501(C)(3) STATUS WITH IRS

Resolution 02-15: Approval of payment to NMS, Inc. for \$5,800 for accounting services for 2014 audit, 990-EZ tax forms for 2012,2013, 2014 and filing for 501(c)(3) status with IRS. Motion made by Pat Kraninger, seconded by Ron West.

Discussion: We have already paid \$850 to the auditor; \$5800 is the outstanding balance. The Board will need to determine how future costs for auditing and accounting expenses will be paid. Should also review grant language regarding administrative costs. We will need direction on the proper way to report this \$5800 expenditure so it can be reflected in our budget disbursements.

A vote was taken: all were in favor; the motion passed.

IV. NEW BUSINESS

A. 2016-2017 CSBG APPLICATION

This is due in 13 days. Discussion was held about carryover funds and how the state reimburses us for our expenditures. The state disbursed carryover funds to our account in early 2014 and this is what we have been spending down ever since. The carryover from the 2014-2015 grant period will be disbursed in May of 2016. The state gives us an advance of "start-up" money at the beginning of a grant period and then we get reimbursed for our actual expenses. The grant can be revised at any time; we can add or change programs later as desired. For now, Bob will complete the application with the same programs that the last grant contained.

Resolution 03-15: Authorize the Executive Director to complete the application for 2016-2017 Community Services Block Grant funds. Jack Zilly made a motion, Ron West seconded. All were in favor; the motion passed.

Resolution 04-15: Authorize entering into a contract for services with Geauga County Job & Family Services for 2016-2017 Community Services Block Grant funds. The motion was made by Jack Zilly; seconded by Ron West.

A vote was taken: All were in favor; the motion passed.

Resolution 05-15: Authorize entering into a contract with United Way for 2016-2017 Community Services Block Grant funds. . Jim Clements made the motion, Jack Zilly seconded.

Discussion: The question asked how United Way uses funds from GCA. We contract to support their "211 Call for Help" information and referral service which maintains a database of information to help link callers with available resources. GCA has always helped fund this program, which is a widely utilized service in Geauga County. Suggestion was made to have a United Way representative make a presentation to the board to explain how our funds are used. Question was asked how many clients receiving CSBG assistance come via a 211 referral. A customer feedback survey to measure our performance (as our strategic plan describes) would inform us how clients came to utilize GCA programs.

The vote was taken. Skip Claypool and Joni Stusek voted nay; all others voted yea.

V. OTHER BUSINESS

A. NEXT MEETING

The next meeting will be held on December 8, 2015 at 11:00 a.m. at the Geauga County Library Administration Building, 12701 Ravenwood Drive, Chardon. Bob will reserve this location for the 2016 meetings.

B. FUNDRAISING

Bob stated that once GCA receives 501(c)3 status we will be able to do some fundraising. He shared that the Chesterland Rotary Club hosts an annual dinner/dance at the St. Noel banquet center and they are always seeking partner organizations. This type of event could be a way to provide us with additional funding for administrative costs not covered by the grant. The board may want to consider something like this in the future.

C. LUNCH

Discussion was held about whether lunches should be provided for future board meetings. It was agreed that the 11:00 a.m. time is convenient. Board members can bring a lunch if they wish to, but food will no longer be provided during the meetings.

VI. ADJOURNMENT

Andy Bushman made a motion to adjourn, Ron West seconded. Meeting adjourned at 12:28 p.m.