

**GEAUGA COMMUNITY ACTION, INC.
DECEMBER 8, 2015**

I. ROLL CALL

The meeting was called to order at 11:03 a.m. by Executive Director Bob Voss. Bob noted that this will be the last meeting for which Becky Sedivy will be taking minutes. Secretary Dan Mix will begin recording the minutes in January.

PRESENT: Bob Voss, Ron West, Dan Mix, Mary Davis, Sarah Welch, Neva Rodgers, Jim Clements, Monica Bricker-Thompson, Jack Zilly

ABSENT: Joni Stusek, Skip Claypool, Andy Bushman, Melanie Blasko, Linda Toth, Pat Kraninger

JFS STAFF: Rex Brobst, Craig Swenson, Becky Sedivy

A. APPROVAL OF MINUTES

Resolution 07-15: To approve the minutes of the November 10, 2015 meeting of the Geauga Community Action Board. Motion made by Neva Rodgers, seconded by Sarah Welch. All were in favor; motion passed.

II. CORRESPONDENCE

A. RANDALL HUNT -ODSA DEPUTY CHIEF OFFICE OF COMMUNITY ASSISTANCE

Bob received a letter dated 11/18/15 from Mr. Hunt regarding an Amendment to the 2014-2015 CSBG Agreement for the amount of \$263,444 for the 2-year grant. Rex explained that usually we sign an initial agreement at the beginning of the grant period for less than the full amount, and then later there is an amendment, after which we receive the remainder of the 2-year amount. After the budget is completed we will likely receive more information about the 2016-2017 grant funds. Neva asked if a budget revision could be done so we can get additional funds deposited in GCA account to pay Bob's salary and expenses. Bob said revisions can be submitted until December 31st, but the State office has said they will not send any additional funds until GCA is completely set up as a legal entity. Dan mentioned that throughout Ohio all grant recipients have been required to update information in the system this year. Bob reported that we have not yet received confirmation from the IRS regarding our 501(c)3 status. It was noted that we have not notified the bank of the change in our tax ID number. Ron said he will contact Middlefield Bank with this information.

B. MICHAEL HIGGINS - ODSA COMMUNITY SERVICES AGENCY

Mr. Higgins informed Bob that GCA must complete an Ohio Supplier Registration form. Bob believes this will be the last step in setting up the agency. Once the State receives this form and a W-9, they should be able to forward funds to us. The Board discussed which account the grant funds should be deposited into. It was decided to have them deposited into the checking account. Bob said that GCA is working with four different state computer systems to get set up. They all interface and information submitted to each system must match. He provided information about these agencies and their requirements. (See handouts.)

III. REPORTS

A. EXECUTIVE DIRECTOR - BOB VOSS

1. United Way Services of Geauga

Diane Gatto, Director of 211 First Call for Help in Cleveland, will come to speak at our January meeting. The Cleveland 211 answers all of the 211 calls for help in Geauga County. She will speak about their programs and answer any questions.

2. 2016-2017 Budget

Bob distributed a revised budget for 2016-2017. He reported that our grant application was initially rejected and he was given a list of items to correct, which he is still working on. The main problems were that we must completely separate GCA from JFS. All of the JFS wages and fringe benefits must be included in the JFS contract, not the GCA budget. Rex stated that this is not the way they have requested it to be done in the past. The GCA administrative expenses must be kept under 6%. Bob learned that some of what we previously budgeted as administrative expenses can be included in operating expenses and this has been done in the new budget.

3. Establish Business E-mail Account and Website

Bob is currently using his home email for GCA correspondence, but GCA needs to establish a separate account. He introduced Hugh Cassidy of Cassidy Web Creations who explained how he could set up a web presence for us. He uses a third-party host site called Blue Host. He would also be able to provide statistical information about who is visiting our website. We can have as many email addresses associated with the web page as we want, and a webmail account is also included. Webmail could be forwarded to a personal e-mail for ease of checking it. Hugh provided a handout with pricing information; the total cost for setting up and maintaining the account would be \$950.

4. Change of Address

Bob has opened a post office box for GCA. Our new address is PO Box 251, Chardon. There are two keys; Bob has one and Ron West was also given a key.

B. BOARD CHAIR- NEVA RODGERS

Neva reported that we have finally obtained a CAGE code.

C. TREASURER - RON WEST

As of 11/30/15, the savings account balance is \$2,270.56 and the checking balance is \$100.00. Ron will contact the bank regarding the change in our tax ID number.

Bob presented invoices for his time worked in October and November, his travel expenses to Columbus, and a receipt for the post office box which he paid up front. Bob is tracking all of his GCA-related activity and will itemize it on his invoices. It was noted that a revision of the 2014-2015 budget will be needed to cover Bob's expenses, filing fees with the IRS, and the postal box expense. Rex explained that every month he enters the amount of money spent

during the previous month in the OCEAN system. This month the system would not allow him to do so for November. It seems that we won't be able to do this or receive any reimbursement until we're in full compliance. Bob said he will create a revised budget for the 2014-2015 period incorporating the new budgeting rules.

D. SECRETARY - DAN MIX

No report.

IV. OLD BUSINESS

A. CURRENT BOARD MEMBERS AND ELECTED OFFICERS TERMS OF OFFICE

Bob said that our board roster cannot list a board member as "retired"; they must represent an organization, agency, etc. Bob will check with Mike Higgins to see if listing Ron as a private business owner is acceptable. If not, we will see if the County Commissioners can appoint him. Our roster will have to be corrected.

1. Board Member Vacancies

As of July 1, 2016, four board members' terms will end; they will need to be reappointed.

B. BOARD ORIENTATION PACKET / OPERATIONS MANUAL

This is a work in progress. Neva has a draft that was prepared by Linda Toth; she will email it to the members.

C. OFFICE OF COMMUNITY ASSISTANCE

Our grant application was submitted on time but was initially rejected with a list of problem items that must be corrected. Bob has already corrected some items and is still working on others.

D. CONFLICT OF INTEREST AND WHISTLEBLOWER POLICIES

Every board member needs to sign and submit these documents to Bob for the GCA files.

E. ROMA TRAINING/ORIENTATION

Bob mentioned that if we join the statewide Community Action Association, part of the ROMA training is covered in the annual membership fee of \$850. He is unsure of what other benefits membership would offer Geauga, but this could be a vehicle for networking with other counties and learning what is available to us. Membership fee was included in the new budget.

V. NEW BUSINESS

A. 2016-2017 BUDGET

This was discussed during the Executive Director's report (see above.)

B. CAGE CODE ANNUAL FEE

Tom Sullivan contacted GCA and offered to be the Geauga representative, for a fee. Bob asked Michael Higgins about this; he advised Bob that it is not necessary for us to have a third-party representative like this.

VI. OHER BUSINESS

A. NEXT BOARD MEETING: Tuesday, January 12, 2016 at 11:00 a.m. at the Library Administration Building. The board will determine at that time whether the schedule can be cut back to meeting every other month, as is stated in our bylaws.

B. PUBLIC NOTICE
Bob advised that GCA must publish a Public Notice in the News Herald announcing that we have applied for a 2-year Community Action Block Grant and that it is available for public review. The Notice will state that the grant application will be available to be seen at JFS.

C. FUNDRAISING OPPORTUNITY
Bob shared that there is an opportunity for GCA to raise some private funds by partnering with the Chesterland Rotary to host a dinner/dance next year. The Rotary holds this event annually and they invite several other groups each year to partner with them. GCA would need to sell 14 tickets and donate some silent auction items. Ticket price is \$125/couple. After some discussion, a suggestion was made to wait until the Board has achieved full compliance and determined what direction we are going before we look for additional funding sources. Discussion then turned to the homeless population. There will likely be opportunities for GCA to provide services for this population as the county-wide discussions continue.

Sara made a motion to adjourn. Mary seconded. The meeting was adjourned.