

GEAUGA COMMUNITY ACTION, INC.

October 24, 2017 @ 10:00AM
ANNUAL MEETING

MINUTES

Called to order by President Linda Toth at 11:45AM

I. ROLL CALL –

Attendance: Chris Anspach, Melanie Blasko, Monica Bricker-Thompson, Andy Bushman, Jim Clements, Patti Gallagher, Pat Kraninger, Joni Stusek, Linda Toth, Sarah Welch, Jack Zilly

Absent: Skip Claypool, Mary Davis, Farrell Marx, Ron West

II. CORRESPONDENCE – None. Recent information will be included in the Executive Director report

III. REPORTS –

A. Board President – Linda Toth

1. Seating of Board members

1. Motion: Andy Bushman, seconded by Jack Zilly nominating Monica Bricker-Thompson to Board to served as a Low-Income representative, no discussion.

Approved unanimously.

2. Motion: Pat Kraninger, seconded by Jack Zilly nominating Sarah Welch to Board to serve as a Low-Income representative, no discussion.

Approved unanimously.

3. Ron West has resigned effective December 1, 2017, we are in need of a Private Sector representative. Should you have someone to recommend, ideally with legal or financial experience, fill out a nomination form

2. Evaluation of the Ex. Dir. – see email from Linda Toth; provide to Linda Toth or Chris Anspach today or in the mail by the end of the week.

B. Treasurer – Chris Anspach

1. Financials as of 9/30/17 - Savings Balance = **\$383.33**; Checking Balance = **\$12,762.39**

Plan to close out savings account; ordering new checks to include two signatures.

Bob Voss and Chris Anspach will be meeting with NMS to review Quarterly reconciliation of QuickBooks.

2. Middlefield Checking Account September 2017 Bank Statement

3. 2018-19 Budget –

GCA not sure what our CSBG allocation will be; nor do we know how much of the 2016-17 budget will carryover. Our budget and plan for services is due by November 22, 2017 – therefore, a Special Meeting of the Board will be called to review and approve the 2018-2019 Budget.

4. Funding Review Committee – Chris Anspach will call together the meeting, Board volunteers include: Patti Gallagher, Jack Zilly, Andy Bushman

C. Secretary – No report

D. Executive Director - Bob Voss

1. Board meeting attendance – Reminder that it is important to make every effort to attend board meetings. Executive Director and Board Chair will work on handling times where Board Members may be missing more than 3 meetings in a calendar year.

2. 2016 Audit – in Board of Directors Manual, should be presented to committee or full Board by NMS.

3. GCA staff Scott Wayt certified in ROMA

4. Bob and Scott attended OACAA training on October 18th on new CSBG rules/system

E. Program Manager – Scott Wayt

1. Annual Program Update – see attachment A

- GCA staff to draft policy on use of Customer Transportation Support, organization vehicle.

2. Board Manual- complete and all Board Members present should have signed confirmation they received one.

IV. OLD BUSINESS – Quality Improvement Plan – (QIP)

GCA is in compliance with all but one area – once they receive minutes from today indicating proper seating of low income representatives, we should be out of QIP status. The Ohio Development Services Agency, Office of Community Support will be sending official correspondence very soon outlining three specific areas they would like to see our board/agency address. They are: 1.) revise budget that includes carryover funds; 2.) Update ROMA workplans, and 3.) detail a plan to address the “separation of duties” to show fiscal duties will not be performed by executive management-

V. NEW BUSINESS –

A. Resolution 29-17: Bylaws revision

Proposed change Section 4.1,

Current reading:

Section 4.1 Annual Meeting

- a. Establishment of Board membership and election of Officers for the ensuing year.

Now to read:

a. Establishment of Board membership and, in the odd numbered years, the election of officers for the ensuing two year term.

Linda Toth made a motion to enact the change in the bylaws, seconded by Chris Anspach, no discussion; Approved unanimously.

B. Resolution 30-17: Election of Board Officers, Nominating Committee – Motion: Jack Zilly, seconded by Andy Bushman

Presentation of the Slate – Below are Board Members who expressed interest in serving on the Executive Committee in positions as listed.

Linda Toth, President

Sarah Welch, Vice President

Monica Bricker-Thompson, Secretary

Chris Anspach, Treasurer

No discussion, Slate voted in unanimously.

Suggestion made by Nominating Committee for future to include an Officer in Waiting for the positions of Vice President, Secretary, and Treasurer. Discussion tabled.

C. Strategic Planning: Having received update and direction by OACAA Josh Summers, President Linda Toth advised Board Members to the following. Board Members to report on their topic at next Regular Board Meeting.

Identify one goal and what strategies could we take to achieve that goal:

Pat Kraninger and Andy Bushman ~ Coherent and Marketable Identity

Melanie Blasko and Jim Clements ~ Increased and Targeted Funding Resources

Sarah Welch and Patti Gallagher ~ Informed and Engaged Board Members

Chris Anspach and Joni Stusek ~ Accountable Financial Management

Jack Zilly and Monica Bricker-Thompson ~ Mission Driven and Hand-Up Delivery

Bob Voss and Scott Wayt ~ Responsive and Flexible Transportation

D. Resolution 31-17: 18-19 CSBG program approval

Motion made by Monica Bricker-Thompson, seconded by Jim Clements to approve presentation made by GCA staff for 2018-2019 CSBG Program Recommendations.

Discussion: The 18-19 proposed CSBG programs all revolve around the two areas determined to be the highest priority needs currently identified in Geauga County. GCA staff propose to continue funding only those emergency services programs that addresses either transportation or housing related needs at this time. In addition, GCA staff will offer and manage these services in house rather than contract with Geauga County Job & Family Services as of January 1, 2018. All recommendations were based on our strategic plan to focus all programs in the two highest priority need areas. GCA staff would lead program development of any newly funded projects that GCA would manage.

Voting note: Pat Kraninger – no; Andy Bushman – yes; Melanie Blasko – yes; Jim Clements – yes; Sarah Welch – no; Chris Anspach – yes; Jack Zilly – no; Monica Bricker-Thompson – yes; Linda Toth – no.

Motion passed.

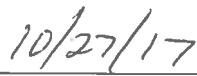
VI. OTHER BUSINESS – Next Regular/Special Board Meeting – TBD

VII. ADJOURNMENT -

Chris Anspach made a motion to adjourn, seconded by Sarah Welch at 1:32PM.
Motion passed.



Monica Bricker-Thompson, Secretary



Date

Geauga Community Action, Inc.

Board Meeting Minutes ATTACHMENT A

Annual program update presented to the board at the annual board meeting on 24 Oct 2017

During 2017 Geauga Community Action administers or funds the following programs:

Customer Transportation Support
Emergency Food Assistance
Emergency Services
Excel and Explore
JumpStart Vehicle Repair
Transportation Assistance
United Way 2-1-1

Customer Transportation Support

This program is funded and managed by GCA. Expenditures for this program through 17 Oct 2017 total **\$23,325.50**.

This program began in September, 2017 and has served seven clients through 19 Oct 2017.

GCA met 87.5% of our goal of serving eight clients in the third quarter of this year. Our goal for the fourth quarter of 2017 is to serve an additional nine clients.

Emergency Food Assistance

This program is funded by GCA and managed by various organizations throughout Geauga County. Expenditures for this program through 19 Oct 2017 total **\$5,000.00**. The breakdown is as follows:

Bainbridge Area Food for Friends	\$500.00
Hunger Task Force (seven pantries),	\$3,500.00
Next Step, a Family & Community Services program	\$1,000.00

Emergency Food Assistance funds assisted Hunger Task Force in serving over 2,500 people this year; Bainbridge Area Food for Friends serves over 50 people per month; and Next Step was able to serve 20 ongoing unique clients.

GCA has a Memorandum of Understanding through the end of the calendar year with Next Step, not to exceed \$250 per month.

While calculating the cost per meal is inexact, assuming \$10 per meal, GCA is on track to exceed our goal of serving 500 clients this year.

Emergency Services

The program is funded by GCA and managed by GCJFS. Expenditures for this program through 30 Sep 2017 total **\$62,518.00**. The breakdown is as follows:

Training/Volunteer Travel	\$93.98
Gas Vouchers	\$454.36
Medical Assistance	\$472.62
Emergency Shelter	\$5,267.00
1 st Mo./Security Deposit	\$7,723.00
Emergency Fuel	\$9,903.83
Late Rent Assistance	\$28,424.75
JFS Operational Salaries	\$7,853.32
JFS Operational Fringes	\$2,325.14

Emergency Services has provided assistance 145 times to 112 unique clients.

GCA/GCJFS met 55% of our goal of serving 204 clients in the first three quarters of this year.

Excel and Explore

This program is funded by GCA and managed by Chagrin Falls Park Community Center, a Family & Community Services program. This is a summer program aimed at preventing “summer slide” for low income students in the Chagrin Falls Park neighborhood. The expenditure for this program was **\$10,000.00**.

Excel and Explore provided assistance to 37 students.

GCA / Chagrin Falls Park Community Center met 92.5% of our goal of serving 40 students this year.

JumpStart Vehicle Repair

This program is funded and managed by GCA. This is our first program fully managed inhouse. Expenditures for this program through 19 Oct 2017 total **\$15,621.13 with an additional \$5,000.00 allocated, but not yet paid.**

The program began the last week of August, 2017. We have received 53 calls; scheduled 29 appointments; approved 22 applicants; and completed 17 repairs. Four applicants were declined assistance – two for no call/no shows and two for unrepairable vehicles.

GCA met 142% of our goal of serving 12 clients for the entire year. We expect to more than double our goal by the end of 2017.

Transportation Assistance

This program is funded by GCA and managed by various organizations throughout Geauga County. Expenditures for this program through 19 Oct 2017 total **\$4,217.98**. The breakdown is as follows:

Geauga County Transit for Excel and Explore Program	\$3,217.98
Next Step, a Family & Community Services program	\$1,000.00

Geauga County Transit provided assistance to 37 students and Next Step was able to serve 18 ongoing unique clients.

GCA also has Memorandums of Understanding through the end of the calendar year with Next Step, not to exceed \$250 per month; Geauga County Department of Aging, not to exceed \$5,000; United Way, not to exceed \$500 per month.

GCA met 37% of our goal of serving 150 clients in the first three quarters of this year. However, the MOU's were signed in early September and are expected to bring us significantly closer to our end of year goal of serving 200 clients.

United Way 2-1-1

This program is partially funded by GCA and managed by United Way. Expenditures for this program through 19 Oct 2017 total **\$10,000.00**.

2-1-1 received 1,432 total contacts through September 30, 2017.

Other Information

Program Manager, Scott Wayt, received three hours of ROMA training from Certified ROMA Trainer, Frank Prihoda on 13 Sep 2017.

Our year to date customer survey information shows all respondents agree or strongly agree that staff have treated them with respect; listened and responded to their concerns; and that they would recommend GCA to others.