

**GEAUGA COMMUNITY ACTION, INC.
REGULAR MEETING - MARCH 8, 2016**

I. ROLL CALL

The meeting was called to order at 11:00 a.m. by Executive Director Bob Voss.

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

A. APPROVAL OF MINUTES

Resolution 05-16: To approve the minutes of the January 12, 2016 meeting of the Geauga Community Action Board. Motion made by Melanie Blasko, seconded by Neva Rodgers. Vote: All were in favor; motion passed.

II. CORRESPONDENCE

- A. IRS 2012 990-EZ late filing tax penalty - \$5,522.40**
- B. IRS 2013 990-EZ late filing tax penalty - \$2,046.70**
- C. IRS 2014 990-EZ late filing tax penalty** – We have not received the official IRS filing letter for 2014, so we are unsure if there will be a penalty
- D. IRS 501(c)3 tax exempt application** is still in process
- E. IRS FORM 990-N – may need to e-file by May 15**
- F. ODSA - 2014/2015 grant final report – due by April 10; completed by Bob**
- G. CSBG-IS annual report** – due February 22; OCEAN system problems delayed submission; now submitted by Bob
- H. ROMA quarterly work plans**
 - 1. United Way Services of Geauga 2015 unmet needs assessment
 - 2. **Geauga income collaborative** client survey and provider survey

III. REPORTS

- A. Board chair- Neva Rodgers**
Neva had nothing to report
- B. Treasurer - Ron West**
As of 3/1/16, the savings account balance is \$ 2,273.96 and the checking balance is \$37,993.36. Board members reviewed a checking and savings activity report.
- C. Secretary - Dan Mix**
Dan had nothing to report
- D. Executive Director - Bob Voss**
Bob reported during correspondence and old business

IV. OLD BUSINESS

A. CURRENT BOARD MEMBERS AND ELECTED OFFICERS TERMS OF OFFICE

1. Board Member Vacancies

There is one vacancy on the GCA, Inc. Board in the public sector. Jessica Boalt from the Department on Aging was asked to help find a person for the GCA, Inc. Board

B. BOARD ORIENTATION PACKET / OPERATIONS MANUAL

This is a work in progress. Linda Toth was asked to provide an update to board members.

C. OFFICE OF COMMUNITY ASSISTANCE

Bob reported that a budget revision for the 2014-15 CSBG was approved.

Bob reported that the 2016-17 CSBG grant application is still in the approval process.

D. 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. Two Board members have not submitted signed policies.

E. ROMA TRAINING/ORIENTATION

Bob reported that free training is available if you join the state community action association, which will cost \$1,500 per year plus other fees totaling about \$2,500. Bob will look into the possibility of getting David Shea from Portage County to provide ROMA training to the Board.

F. Establish a Website with e-mail accounts – Hugh Cassidy, Cassidy Creations, Inc. previously presented his services to the Board. The cost of the website will be about \$600 first year and \$350 per year after that. Hugh has experience with many local agency websites. At the May meeting, we should have a better outlook on financial obligations and reserves to invest in the project.

V. NEW BUSINESS

A. Resolution 06-16: Approve RFP specs for bidding 2015 regular audit and ~~IRS Form 990~~

The motion was made by Pat Kraninger, seconded by Jack Zilly.

Discussion: the RFP due a date was changed to May 23 for an October submission (based on federal fiscal year). Neva reported that the IRS Form 990 is due by May 15 for non-profits, which does not work with this timeline. Joni asked how much time to respond to RFP? Portage asks for RFPs in June because tax season is over and applicants have more time to respond. Rex suggested seeking out help from H&R Block, who may do this for a reduced cost. ODSA advised that we cannot have the audit done pro-bono because of ethical reasons.

Move to amend motion to remove IRS Form 990 by Dan Mix, seconded by Sara Welch.

Vote: All in favor, the motion passed.

B. Resolution 07-16: Approve Request For Expenditures of earned-interest income of \$1,200 for a laptop computer and printer, contingent on approval of the expense by ODAS.

The motion was made by Sarah Welch, seconded by Ron West.

Discussion: ODSA must sign off on the use of interest income. Rex suggested that you get firm prices before submitting the request to expend the funds. Bob will get some prices for laptop and printer and purchase a laptop/printer. Bob will get quotes for the website and report back at the May meeting.

Vote: All in favor, the motion passed.

C. Resolution 08-16: Approve salary and travel expense for Exec. Dir. for January and February 2016 \$2,429.48

The motion was made by Pat Kraninger, seconded by Jack Zilly.

Discussion: Bob noted that he has expended about half of the budget in two months, but hopes that this will decrease in the future as much of this is due to fulfilling ODSA requirements. Bob will determine if he can appropriate a portion of his expense to programmatic, which will reduce the administrative costs. The Board members should help with certain tasks, such as getting bids. The budget can also be amended, which we will examine at the May meeting after we know carryover amounts.

Vote: All in favor, the motion passed.

D. Resolution 09-16: Approve GCJFS January and February 2016 expenses \$7,983.22

The motion was made by Jim Clement, seconded by Sara Welch

Discussion: We would like a report to see how the money is expended. Rex will look at OCEAN reports to see what is available. The monthly financial reports do show how much was expended on each program, which will give an idea of caseload.

Vote: All in favor, the motion passed.

VI. OHER BUSINESS

A. Agency LOGO: We don't have a logo. We should consider this in the future through a subcommittee process.

B. NEXT BOARD MEETING: Tuesday, May 10, 2016 at 11:00 a.m. at the Library Administration Building.

VII. ADJOURNMENT

The meeting was adjourned at 12:35 pm

Neva Rodgers, Chair