

**GEAUGA COMMUNITY ACTION, INC.**  
**MAY 10, 2016 REGULAR MEETING**  
**REVISED MINUTES**

**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, Linda Toth, Pat Kranginger, Jim Clements, Melanie Blasko, Skip Claypool (tardy)

ABSENT: Mary Davis, Andy Bushman, Jack Zilly

JFS STAFF: Rex Brobst, Sara Shininger

ODSA: Michael Higgins

**A. APPROVAL OF MINUTES**

**Resolution 10-16:** To approve the minutes of the March 8, 2016 meeting of the Geauga Community Action Board. Motion made by Pat Kranginger, seconded by Monica Bricker-Thompson. Vote: All were in favor; motion passed.

**II. CORRESPONDENCE –**

- A. IRS 2012-2014 990-EZ Late Filing Tax Penalties - **all penalties waived**
- B. IRS Tax-Exempt 501(c)(3) Status – **approved effective May 15, 2010**
- C. IRS Form 2015 990-EZ Schedule A & O– **completed and e-filed**
- D. ODSA – 1415 Final report - **completed**
- E. CSBG-IS Annual Report – **completed**
- F. ODSA program compliance review – immediately following the board meeting
- G. ODSA Financial Audit for period May 1, 2014 through April 2016 – scheduled July 12 & 13th

**III. REPORTS –**

- A. Chair – Neva Rodgers – met with Ashtabula County Community Action
- B. Treasurer – Ron West  
As of 4/30/16 – Savings Balance = **\$2,274.24**; Checking Balance = **\$35,625.83**
- C. Secretary – Dan Mix – planning subcommittee meeting minutes were distributed by email
- D. Executive Director – Bob Voss -
  - a. RFP Audit Process – To date, sent to eight agencies, received two CPA firms inquiries by NMS and Snodgrass
  - b. Planning Committee – two meetings were held to discuss potential budget revisions and program revisions or additions

**IV. OLD BUSINESS –**

- A. Current Board Members and Elected Officers Terms of Office –
  - 1. Board Member Vacancies – Public (1) – Chris Anspach, CFO at the Dept. on Aging has been appointed by the Geauga County BOCC.
  - 2. Board Member Terms Expiring on July 1, 2016 – Melanie Blasko, Jack Zilly, Sarah Welch
- B. Board Orientation Packet/ Operations Manual- will form a subcommittee to review and update
- C. Office of Community Assistance

- a. Revised 2014-2015 CSBG application – Has been APPROVED, but in the grant closing process
- b. Revised 2016-2017 CSBG application – status APPROVED
- D. Conflict of Interest and Whistle Blower Policy – all have been signed and returned
- E. ROMA Training/Orientation- need to finalize budget; board needs to review ROMA performance reports and make adjustments/approve to satisfy the requirement; Caplaw trainings will also satisfy the requirement
- F. Establish business e-mail account and website – Hugh Cassidy, Cassidy Creations, Inc. is awaiting any decision
- G. Microcenter quote for the laptop with MS Office 365 with a MFP printed \$831 Bob will purchase the laptop

## V. NEW BUSINESS

- A. **Resolution 11-16:** Approve GCJFS March 2016 Expense = \$8,846.90 and \$8124.57 for April total expenses \$16,971.47; moved by Linda Toth the seconded by Ron West. Motion approved in roll call vote
- B. **Resolution 12-16:** Approve United Way Services of Geauga 1<sup>st</sup> Qtr. Expense = \$2,500.00; moved by Pat Kraninger seconded by Sara Welch; Motion approved in roll call vote with one No vote.
- C. **Resolution 13-16:** Approve Salary/Travel/Misc. Exp. for Exec. Dir. Mar. & April '16 = \$2,119.25; moved by Pat Kraninger seconded by Neva Rodgers. Some discussion about limits on administrative costs; some discussion about amending the contract for the Executive Director because of the amount of time Bob is investing. Motion approved in roll call vote.
- D. **Resolution 14-16:** Approve Revised 1415 & 1617 Budget and Programs; moved by Neva Rodgers seconded by Linda Toth. Motion approved in roll call vote.

## VI. OTHER BUSINESS

- A. Jack Zilly is getting an insurance quote for D & O liability insurance to protect against losses.
- B. Sara Shininger reported on the volunteer tutoring program; currently there are 35 volunteers in Cardinal, Berkshire and Newbury LSDs. 800-900 unduplicated students receiving services from the volunteer tutoring services, including one-on-one and large group. No current stats on which of these students are within the 125% of poverty level limit.  
To more effectively report the outcomes, we need to track volunteer hours and students within 125% of FPL that are receiving services
- C. Budget revision discussion:
  - a. Increase/decrease the emergency service programs caps - Bob
  - b. Add car repair program – Bob and Rex
  - c. Increase the 211 contract - Bob
  - d. Establish a car loan program – Bob and Skip
  - e. Create a separate volunteer tutoring program for Chagrin Falls Park – Pat and Bob
  - f. Purchase a multi-passenger agency vehicle - Neva

## VII. ADJOURNMENT – The meeting adjourned at 1:30 PM

Next Board Meeting – July 12, 2016 at 11:00 AM at the Geauga County Library Administration Building