

**GEAUGA COMMUNITY ACTION, INC.**  
**JULY 12, 2016 REGULATORY MEETING**  
**MINUTES**

**I. ROLL CALL –**

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

PRESENT: Bob Voss, Andy Bushman, Jack Zilly, Dan Mix, Sarah Welch, Neva Rodgers, Monica Bricker-Thompson, Ron West, Pat Kraninger, Jim Clements, Mary Davis, Chris Anspach, Linda Toth, Melanie Blasko; Skip Claypool (late due to Auditor Meeting)

ABSENT: Joni Stusek

JFS STAFF: Rex Brobst

**A. APPROVAL OF MINUTES**

Resolution 16-16: Approval of minutes from May 10, 2016 meeting. Motion made by Sara Welch to approve revised minutes, seconded by Pat Kraninger with one correction to minutes. Vote: All were in favor; motion passed.

**II. CORRESPONDENCE –**

A. RFP Award letter to NMS, Inc.

B. ODSA Compliance Report Plan of Correction

C. ODSA Financial Audit for period May 1, 2014 through April 2016 – scheduled July 12 & 13th

D. Statement of Continued Existence – Ohio Secretary of State; Bob processed an application with Secretary of the State of Ohio as a registered 501c3 agency. The EIN needs to be updated, which will require dissolving the old GCA, Inc. and reapply with the new information.

E. Punderson Manor Emergency Shelter Contract for a room and/or cabin to be reserved was reviewed; Skip asked, what is the magnitude of the homeless problem?

F. Poverty Simulation – July 28, 2016 (9:00-12:00) Kent State Univ. Geauga

**III. REPORTS –**

A. Chair – Neva Rodgers

B. Treasurer – Ron West

Financials as of 6/30/16 – Savings Balance = **\$2,274.24**; Checking Balance = **\$47,005.56**

C. Secretary – Dan Mix – no report

D. Executive Director – Bob Voss -

1. Interest Generated Income – Laptop, printer, website, e-mail account
2. Planning Committee – Revise Budget and programs
3. Post part-time position for program planning assistant

**IV. OLD BUSINESS –**

- A. Current Board Members and Elected Officers Terms of Office –
  - 1. Board Member Vacancies – Public (1) – appointed Chris Anspach, CFO at the Dept. on Aging
  - 2. Board Member Terms Expiring on July 1, 2016 – Melanie Blasko, Jack Zilly, Sarah Welch; Melanie Blasko has submitted new appointment letter; Jack is working on appointment letter; Sarah is awaiting approval by GMHA board
- B. Board Orientation Packet/ Operations Manual- need to revise and update
  - 1. Revise Board of Directors Handbook – Establish Committee
- C. ROMA Training/Orientation – Lorain Co. CSBG Director, Frank Prihoda
- D. Establish business e-mail account and website – Hugh Cassidy, Cassidy Creations, Inc.
- E. Discussion on auto loan repayment program – the participant will have a loan with the bank that must be repaid and a portion of the payment recycles back into GCA, Inc. to sustain the program. The process would be monitored by GCA, Inc. through the financial caseworker.
- F. Skip Claypool reported that he is working on office space for GCA, Inc. Skip is still trying to determine which location at 470 Center St. Skip will then add it to the commissioners agenda.

**V. NEW BUSINESS –**

- A. **Resolution 17-16:** Approve GCJFS May and June 2016 Expense = **\$17,471.92**  
Moved by Pat Kraninger seconded by Neva Rodgers; Motion approved in roll call vote. Bob will look into providing a statistical report on services and costs
- B. **Resolution 18-16:** Approve United Way Services of Geauga 2<sup>nd</sup> Qtr. Expense = **\$2,500.00**  
Moved by Ron West seconded by Andy Bushman; Motion approved in roll call vote.
- C. **Resolution 19-16:** Approve Salary/Travel/Misc. Exp. for Exec. Dir. May & June = **\$3,573.28**  
Moved by Monica Bricker-Thompson seconded by Neva Rodgers; Motion approved in roll call vote. Includes website startup costs, laptop, and printer; [gcainc.org](http://gcainc.org) [Robert.voss@gcainc.org](mailto:Robert.voss@gcainc.org)
- D. **Resolution 20-16:** Approve the OACAA 2<sup>nd</sup> half 2016 Dues = **\$771.00**  
Moved by Sarah Welch seconded by Jim Clements; Motion approved in roll call vote. Being a member is helpful in networking, resources, and training. We are currently not paying the legal and lobbying portion of assistance available to Community Action Agencies. (e.g. Information fund \$500 which cannot be government funds)
- E. **Resolution 21-16:** Approve directors and officers (D&O) insurance from Althans Insurance / Chub for \$796 per year starting ASAP. Jack Zilly present several quotes obtained through an RFP. State Farm, Western Reserve and Althans Insurance were solicited. Althans and Western Reserve provided quotes. State Farm provided no quote.

Moved by Linda Toth seconded by Sarah Welch. Motion approved in roll call vote.

**F. Resolution 22-16:** Approve 2015 Audit NMS, Inc. in the amount of **\$3,700.00**

Moved by Linda Toth seconded by Pat Kraninger; Motion approved in roll call vote. This was sent to eight accounting firms and had two responses. NMS was \$500 lower than Snodgrass. The audit is due in September and NMS is ready to move forward.

**G. Resolution 23-16:** Approve Revised 1415 & 1617 Budget and Programs  
Moved by seconded by XX; Motion approved in roll call vote.

**VI. OTHER BUSINESS -**

**A. Mike Kasper from Geauga Transit presented to the Board ...**

Mike outlined the services including of Geauga Transit's on demand system, including scheduling up to seven days in advance on a first come, first serve basis, funding source restrictions, fare costs (direct fare is charged at \$3.06 per mile; public fares are \$6 and \$3 senior and disabled; Real time dispatching has allowed for shorter scheduling times and same day appointments in some cases. Denials are mostly because request are outside business hours. In all, there are approximately 2-3% denials per year.

Board members expressed their client needs include evening and weekends trips. Mike will work with any agency to address a specific need.

Potential ways GCA, Inc. can use Geauga Transit include distributing ride vouchers, contracting by the mile, or purchasing a vehicle and paying for maintenance, housing, fuel and driver.

**VII. ADJOURNMENT - The meeting adjourned at 1:30 PM**

A special Board meeting has been scheduled for August 9, 2016 at 1:00 PM at 470 Center St. Building #4. Bob will advise on the exact meeting location

The next regular Board meeting will be on September 13, 2016 at 11:00 AM at the Geauga County Library Administration Building

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Neva Rodgers, Chair