

GEAUGA COMMUNITY ACTION, INC.
AUGUST 9, 2016 - SPECIAL MEETING MINUTES

I. ROLL CALL -

The meeting was called to order at 1:00 p.m. by Executive Director Bob Voss.

PRESENT: Bob Voss, Neva Rodgers, Dan Mix, Monica Bricker-Thompson, Ron West, Pat Kraninger, Jim Clements, Linda Toth, Skip Claypool, Joni Stusek

ABSENT: Andy Bushman, Jack Zilly, Sarah Welch, Mary Davis, Chris Anspach, Melanie Blasko

JFS STAFF: Rex Brobst

A. APPROVAL OF MINUTES

Resolution 24-16: Approval of Minutes from July 12, 2016 Meeting. A motion was made by Pat Kraninger to approve the minutes, seconded by Ron West. The motion passed unanimously in a roll call vote.

II. CORRESPONDENCE –

- A. The audit of 2015 financials by NMS, Inc. is underway
- B. Punderson Manor will accept no more referrals for temporary housing until a contract is signed because they were dissatisfied with the clients.
- C. US Treasury reimbursed us \$872.08 from the 501C(3) application fee plus interest
- D. A job description for the Direct Client Service Assistant / Grant Planning was distributed to board members. The Board discussed advertising the position or forming a search committee. The job description will be finalized before the job is advertised.

III. REPORTS -

- A. Chair – Neva Rodgers – a copier is available if we are interested in being considered.
- B. Treasurer – Ron West reported the savings account balance of \$2,274.52 and the checking account balance of \$22,689.36 as of 7/31/2016
- C. Secretary – Dan Mix had no report
- D. Executive Director – Bob Voss
 - 1. Nine GCA, Inc. board members participated in a poverty Simulation on July 28, 2016 Kent State University Geauga
 - 2. Bob will meet with Phil Cole, Executive Director OACAA, on August 25,2016 at Café Michael in Bainbridge. All board members are welcome to attend the meeting
 - 3. We do have director’s and officer’s insurance and a bond in place

IV. OLD BUSINESS –

- A. The Board of Directors Handbook needs to be revised and updated. Linda has been passing the current draft around by email for comments. It was suggested

that board members might review of other handbooks from OACAA and other CACs

V. NEW BUSINESS –

- A. Resolution 25-16: Approve GCJFS July 2016 expenses of \$6,275.13. Linda Toth made a motion to approve the expense, which was seconded by Neva Rodgers. The motion was unanimously approved in a roll call vote.
- B. Resolution 26-16; Approve a payment of \$800 to Cassidy Web Creations to create the website and maintain it for the period July 1, 2016 to June 30, 2017. Monica Thompson-Bricker moved to approve the payment, which was seconded by Jim Clements. The motion was unanimously approved in a roll call vote.
- C. Resolution 27-16 – approve the revised 1515 & 1617 budgets and programs
The board reviewed the proposed budget with the following discussion:
 - 1) Purchase of a van for transportation needs – who would drive it?
Could it be placed within an agency, such as Geauga Transit or Chagrin Falls Park for use by CSBG-eligible residents?
 - 2) The increase of JFS emergency assistance needs limits, expansion of existing programs, and adding new programs, such as the auto loan and car repair programs
 - 3) Increase of United Way 211 funding. The additional funding will be used to develop a plan to pool community resources from many agencies to assist homeless residents. Could another agency be used to provide the research information? Discussion of how 211 is funded followed.

Skip Claypool made a motion to approve a revised 2016/2017 budget, including increasing the cost of office rental and accounting costs, and changing the line item name for purchase of van to transportation assistance; the additional expenses will be offset by reducing emergency assistance contract with JFS. The motion was seconded by Ron West. The motion was approved unanimously in a roll call vote

VI. OTHER BUSINESS - none

VII. ADJOURNMENT - The meeting was adjourned at 3:00 pm for a tour of the potential office space in Building #5 at 470 Center St. Chardon, Ohio

The next regular board meeting will be September 13, 2016 at the Geauga County Public Library Administration building

Neva Rodgers, Chair