

GEAUGA COMMUNITY ACTION, INC.

September 13, 2016 - Regular Meeting Minutes

I. ROLL CALL –

The meeting was called to order at 10:00 a.m. by Executive Director Bob Voss.

PRESENT: Bob Voss, Dan Mix, Monica Bricker-Thompson, Ron West, Sarah Welch, Linda Toth, Joni Stusek, Andy Bushman, Chris Anspach, Jack Zilly, Melanie Blasko

ABSENT: Neva Rodgers, Mary Davis, Pat Kraninger, Jim Clements, Skip Claypool

JFS STAFF: Rex Brobst

GUESTS: Joe Michalski, NMS; Mike Kasper, Geauga Transit

A. Approval of minutes:

Resolution 28-16: Approval of Minutes from Aug. 9, 2016 Special Meeting.

A motion was made by Sara Welch to approve the minutes, seconded by Chris Anspach. The motion passed unanimously in a roll call vote.

II. CORRESPONDENCE –

A. Joe Michalski from NMS, Inc. attended the meeting and presented a DRAFT of the 2015 GCA, Inc. audit report; Joe reviewed the report and found no compliance issues. Joe made the following recommendations:

- 1) Bob will need to submit the report by the end of September.
- 2) Joe recommended using Quickbooks Pro to improve accounting. Recording accounts receivable and payable (balance sheet).
- 3) Request additional information (reports) from JFS or from the software system to justify grant expenditures.
- 4) Need some documentation on volunteer tutoring services that reports how many people are beneficiaries of the expenditures
- 5) Rare that an executive director is a contractor versus an employee of the organization. You will need to amend the contract to reflect increased payments to Bob. Hiring Bob will entail additional expenses, including payroll tax (SS and Medicare) and withholding taxes.
- 6) Pre-signed checks are not a good practice. [The Board will have a vice-treasurer to cover Ron's absences]

B. Mike Kasper, Geauga Transit, was invited to discuss transportation assistance. Several options have been explored, including purchasing vehicles. Mike is concerned that using federal money to purchase vehicles may not meet CFR requirements.

C. Bob Voss reported on the ODSA Compliance Report meeting held with Phil Cole, Executive Director of OACAA. We are working to schedule a board training this years, possibly the November meeting.

III. REPORTS –

A. Chair – Neva Rodgers was absent

- B. Treasurer – Ron West reported the savings balance = **\$2,274.52** and checking balance = **\$30,195.26** as of 8/31/2016.
- C. Secretary – Dan Mix had no report
- D. Executive Director – Bob Voss -
 - 1. Planning Committee – has met many times and working to revise the budget and programs
 - 2. Post part-time position for Grant Planning and Direct Client Assistant. Job was posted on the website and the News Herald. Bob has received 13 applications as of today.
 - a. One applicant, Kelly Schlereth, attended the meeting
 - 3. Pat Kraninger provided a report on the Chagrin Falls Park summer camp program, which was not the tutoring program we had discussed and approved. The director at CF Park has resigned and they are in a transition period.

IV. OLD BUSINESS –

- A. Current Board Members and Elected Officers Terms of Office –
 - 1. Board Member Terms Expiring on Oct. 1, 2016 – Andy Bushman plans to renew 3yr. term
- B. Board Orientation Packet/ Operations Manual - need to revise and update
 - 1. Need to update the Board of Directors Handbook. These are currently being reviewed by volunteer legal counsel and will be available for the October meeting.
- C. ROMA Training/Orientation – Josh Summer, OACAA is coordinating schedule. This is a four-hour training and should be done separately from a regular meeting. Monica has experience with an email-based scheduling system to narrow down the training day.

V. NEW BUSINESS –

- A. **Resolution 29-16:** Approve a payment of **\$10,760.18** to Geauga County JFS for August 2016 expenses. A motion was made by Andy Bushman and seconded by Ron West. A detailed expenditure report was provided by email to Board members. The motion passed unanimously on a roll call vote
- B. **Resolution 30-16:** Approve a payment of \$2,620.30 for salary, travel and other expenses for Bob Voss for July and August 2016. A motion was made by Andy Bushman and seconded by Ron West. A detailed expenditure report was provided by email to Board officers. The motion passed unanimously on a roll call vote.
- D. **Resolution 31-16:** Approve the purchase of Quickbooks Online not to exceed \$1,000 for accounting purposes (estimated at \$40 per month). A motion was made by Andy Bushman and seconded by Sarah Welch. The motion passed unanimously.
- E. **Resolution 32-16:** approve a payment of \$196 to the News Herald for

advertisement of the position. The motion was made by Linda Toth and seconded by Ron West. The motion passed unanimously on a roll call vote.

VI. OTHER BUSINESS –

- A. Monica announced that a tour of United Way 211 will take place on Wednesday 9/21/16. The bus leaves at 1:30 and returns at 6:00 pm
- B. Monica reported that some participants in the KSU STNA course, which costs \$525, may have the opportunity for financial assistance through prevention – retention – contingency (PRC). Can GCA, Inc. funds be used to offset transportation costs to participants through gas vouchers and/or transit vouchers?
- C. **Resolution 33-16:** Andy Bushman made a motion to establish a personnel search committee to review, interview and present up to three qualified applicants by October 11, 2016 for the Grant Planning and Direct Client Assistant position. Sarah Welch seconded the motion. The motion passed unanimously on a roll call vote. The committee is composed of Melanie Blasko, Jack Zilly, Joni Stusek, and Linda Toth.

VII. ADJOURNMENT - The meeting was adjourned at 12:03 pm

The annual Board meeting will take place on October 11, 2016 at 10:00 am at 470 Center St. Building #8 in the small conference room. During the annual meeting we will evaluate the executive director and sign a new contract, evaluate the contracts with GC JFS and United Way.

Neva Rodgers, Chair