

# GEAUGA COMMUNITY ACTION, INC.

February 9, 2017 @ 10:00AM

## REGULAR MEETING MINUTES

### I. ROLL CALL –

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

Attendance: Neva Rodgers, Monica Bricker-Thompson, Sarah Welch, Joni Stusek,  
Chris Anspach Jim Clements,  
Absent: Ron West, Pat Kraninger, Andy Bushman, Skip Claypool, 2 vacancies  
Linda Toth, Melanie Blasko, Jack Zilly

Community members present:  
GCJFS Staff: Rex Brobst

**There was not a quorum and therefore, no Resolutions approved.**

**Dan Mix, former Chair of GCA Board has resigned. Per agency by-laws, the former Vice-Chair automatically serves as Interim Vice-Chair. Sarah Welch is active Interim Board Chair; no official board action required to nominate/approve this position.**

A. **Resolution 01-17:** Meeting minutes from December 13, 2016 Regular Meeting

### II. CORRESPONDENCE –

A. Thank you letters to Alvin Norris and Phil Cole for OACAA 2<sup>nd</sup> Half 2016 Dues  
a. GCA has already paid for 1<sup>st</sup> Half 2017.

B. IRS – 2016 Interest Earnings \$22.08

C. Engagement Letter with NMS, Inc. for 2016 audit – cost \$3,700.

D. Michael Higgins – 1617 Revised Grant comments

Updates: Randy Hunt, Melissa Stanford, and Michael Higgins held a conference call 2/9/17 – Bob Voss and Sarah Welch present.

- 1) As we have not been able to verify who is receiving services, how is eligibility determined, and lack of program results for Financial Literacy program and Volunteer Tutoring Program – we have to remove both programs from the 1617 budget. Bob Voss will send a letter to GCJFS Executive Director Craig Swenson to explain funding will be discontinued as of January 1, 2017.
- 2) Details required on ROMA Workplans: Bob Voss will ask Frank Prihoda certified ROMA Workplan trainer to help GCA edit the ROMA Workplans; hopefully to have this meeting prior to March 7<sup>th</sup> Special Meeting of the Board.
  - a. Board Members refer to February 2, 2017 correspondence from Michael Higgins explaining needed corrections.

To Do: Compliance issues: Sarah Welch has list of items needed and is working with Bob Voss; they will reach out to other board members as needed.

### III. REPORTS –

A. Chair – Dan Mix – resigned on 2/1/17

1. Vice Chair Sarah Welch will serve as Interim Chair

2. Board will need to fill 2 low income Board members and 1 Public Official Board member.

B. Treasurer – Chris Anspach

1. Financials as of 2/3/17 - Savings Balance = **\$2,275.09**; Checking Balance = **\$30,404.16**

Bob Voss will work with Chris on what dollars need to be transferred out of savings as prior

interest earnings.

3. Statement of Position – generated through QuickBooks
4. Dan Mix will be removed from Checking Account, Sarah Welch will be added to Checking Account.

C. Secretary - Monica Bricker-Thompson

- Executive Committee (Dan Mix was not present), Linda Toth, and Bob Voss met on January 13<sup>th</sup>, 2017 to review Board Handbook.

D. Executive Director - Bob Voss

1. OACAA Conference – Frank Prihoda, Lorain Co. Dir. of Planning and Community Services  
Certified ROMA Trainer
2. Michael Higgins - Revised 1617 Grant Update

#### IV. OLD BUSINESS –

- A. Board of Directors Handbook - update – draft should be sent to the Board prior to March 7<sup>th</sup> meeting.
- B. Executive Director evaluation/job description – update
  - a. Evaluation complete and signed by Bob Voss.
  - b. Sarah Welch will present new contract to Bob Voss, effective 1/1/2017.
- C. Grant Planning and Direct Client Assistant – update
  - a. 2 offers have been made; candidates declined.
  - b. 2 more interviews have been had., no offers.
  - c. Still searching.
  - d. Recommendation from Joni Stusek to contract with a consultant. Will email full Board options of how to move forward.

#### V. NEW BUSINESS –

- A. **Resolution 02-17:** Approve GCJFS Dec. 2016 Expense = **\$3,708.66** and  
Jan. 2017 Expense = **\$6,441.25 Total Amount = \$10,149.91**
- B. **Resolution 03-17:** Approve United Way Services of Geauga 4<sup>th</sup> Qtr. 2016 Expense = **\$2,500**
- C. **Resolution 04-17:** Approve Exec. Dir. Salary/Travel/Misc. Expense  
for Dec 2016. = \$1,202.40 & Jan. 2017 = \$1,373.51 = **\$2,575.91**
- D. **Resolution 05-17:** Approve a 3-yr. lease agreement with Geauga County Commissioners
- E. **Resolution 06-17:** Approve Revised By-Laws

**Special meeting to be held: Tuesday, March 7<sup>th</sup> 10am. 470 Center Street, Building 5, Chardon OH**

- 1) Approve revised By-Laws
  - a. Review old-bylaws to see if Board can approve agency bills via email
- 2) Grant Planning & Direct Client Assistant: Consultant vs. hiring an employee.
- 3) Areas of agency non-compliance and ROMA Work plan issues.
- 4) Executive committee, Chair nominations.

#### VI. OTHER BUSINESS –

Next Regular Board Meeting - April 11<sup>th</sup>, 2017 10am  
Location: 470 Center Street, Building 5, Chardon OH

#### VII. ADJOURNMENT -