

GEAUGA COMMUNITY ACTION, INC.

November 3, 2016 @ 9:00AM

SPECIAL MEETING MINUTES

I. ROLL CALL –

The meeting was called to order at 9:00 a.m. by Executive Director Bob Voss.

Attendance: Neva Rodgers, Ron West, Dan Mix, Jack Zilly, Monica Bricker-Thompson, Sarah Welch, Skip Claypool, Joni Stusek, Chris Anspach

Absent: Pat Kraninger, Linda Toth, Melanie Blasko, Andy Bushman, Jim Clements

- A. **Resolution 39-16:** Neva Rodgers made a motion to approve the minutes from October 11, 2016 Annual Meeting, seconded by Ron West. The motion passed unanimously

II. CORRESPONDENCE –

- A. NMS, Inc. – Final 2015 audit invoice; see Resolution 40-16 under New Business.

III. REPORTS –

- A. Chair – Dan Mix – no report.

- B. Treasurer – Chris Anspach – as reported by Bob Voss

Financials as of 10/30/16 – Savings Balance = **\$2,274.81**; Checking Balance = **\$22,667.82**
Chris and Dan to be added to bank accounts as Board Officers.

- C. Secretary – Monica Bricker-Thompson – no report.

- D. Executive Director – Bob Voss

1. ROMA Board Training/Orientation – Josh Summer, OACAA Mon., Nov 14th
Confirmed - 9am-1pm, Building 8, conference room.

2. 1617 Grant Update – rejected by the state. Revisions have to be made to fit ROMA requirements. Bob has asked Phil Cole for ROMA training for Bob and GCA Board to help complete the Grant revision. Skip Claypool would like to see what the requirements of the grant are and offered to reach out to Michael Higgins on behalf of the Board.

- a. Discussion on outcomes based funding – all contracts through state must set and prove outcomes. Funded partners delayed in getting quarterly reports to Bob delays Bob in reporting to the state. State has suggested to stop funding programs that are not meeting or providing outcomes required of CSBG dollars. No motion made.

IV. OLD BUSINESS –

- A. Board of Directors Handbook – need to make final revisions and approve

- a. Bob suggests a committee to meet and update

- B. Office space lease agreement - occupancy update

- a. Office is almost ready. Hope to be in within 4-6 weeks.

- C. Executive Director contract

- a. At the October 11, 2016 Annual Meeting, the GCA Board approved hiring Bob Voss as an

employee of the organization starting November 1, 2016. Bob suggested having NMS handle payroll; Search committee consists of: Joni Stusek, Jack Zilly, Pat Kraninger, Melanie Blasko, Skip Claypool – Search committee will review independent contract with Bob and revise/update contract as an employee.

V. NEW BUSINESS –

A. **Resolution 40-16:** Approve payment to NMS, Inc. for 2015 audit = **\$3,700.00**

Neva Rodgers made a motion to approve payment to NMS, Inc. for 2015 audit, Skip Claypool seconded. The motion passed unanimously.

Bob reminded Board that NMS, Inc. presented the lowest & best bid to complete the GCA, Inc. 2016 audit and the 990 form; NMS also helped get us on Quickbooks Online. Bob is working to input organization information in the online system.

B. **Resolution 41-16:** Approve hiring Beatrice Uljanic for the Grant Planning and Direct Client Assistant position.

1. Joni Stusek and Bob Voss interviewed 6 candidates on October 27, 2016. Jack Zilly was present for three of the interviews. Joni Stusek reported 2 candidates most closely matched our organization's needs. Joni was able to speak with 2 of Beatrice Uljanic's references.
2. Neva Rodgers motioned to hire Beatrice Uljanic at \$15/hour, 20-25 hours/week, seconded by Jack Zilly. The motion passed unanimously.
Next steps: Bob will reach out to Beatrice Uljanic to have her do a background check and search committee will reach out to current employer. Would like to have her start November 14, 2016 so she can join the ROMA Board Training/Orientation.
 1. Bob will arrange to have GCA, Inc. cover cost of background check with Sheriff's Department.
3. Discussion on updating bylaws for hiring employees, including length of probationary period for new hires.

VI. OTHER BUSINESS – Next Regular Board Meeting - Dec. 13th, 2016, 10am-12noon.

Location 470 Center St., Building 8, small conference room.

Don Bagley will be present answer questions on the revised bylaws.

Bylaws need to be approved.

VII. ADJOURNMENT -

Sarah Welch made a motion to adjourn, seconded by Ron West. Adjourn unanimously.