

GEAUGA COMMUNITY ACTION, INC.

December 13, 2016 @ 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: Dan Mix, Jack Zilly, Monica Bricker-Thompson, Sarah Welch, Joni Stusek,
Chris Anspach Linda Toth, Melanie Blasko, Jim Clements,

Absent: Neva Rodgers, Ron West, Pat Kraninger, Andy Bushman, Skip Claypool, 1 vacancy

Community members present:

Don Bagley

GCJFS Staff: Rex Brobst

A. **Resolution 42-16:** Sarah Welch made a motion to approve the minutes from November 3, 2015 Special Meeting, seconded by Monica Bricker-Thompson. The motion passed unanimously; 2 abstentions.

II. CORRESPONDENCE –

A. ODSA – Conclusion of Audit - period ended April 30, 2016

B. US Department of Health and Human Services – increases HCBS funding to 1617 Grant –
GCA received an additional \$15,000 for 16-17

C. Phil Cole – OACAA 2nd Half 2016 Dues – paid by other CAA Executive Directors’ personal contribution of \$771. Bob Voss will reach out to Phil Cole to send a thank you.

D. Chagrin Valley Times Article published December 1, 2016

III. REPORTS –

A. Chair – Dan Mix no report

B. Treasurer – Chris Anspach

1. Financials as of 11/30/16 - Savings Balance = **\$2,274.81**; Checking Balance = **\$32,670.24**

2. Chris Trock from NMS, Inc. helped set up Quickbooks On-Line Account; Bob Voss updated and reconciled through November 2016.

C. Secretary - Monica Bricker-Thompson – no report

D. Executive Director - Bob Voss

1. Don Bagley - Attorney assisting with reviewing and revising our current By-Laws. We are now in compliance with the state as we have had an attorney to review the By-Laws. Don will forward edited version based on today’s revisions/discussion. Final version to be voted on by the GCA Board at the February 2017 meeting. The last revision of By-Laws was August 2015.

2. Revised 1617 Grant Budget and Programs Update

One edit required in order to submit final Grant Budget to the state.

Confident Michael Higgins will approve as soon as possible.

Bob confident we will spend the 14-15 carryover.

Not sure how much of the 16-17 budget will be used by December 31, 2017 - hope to have that carried over into 18-19.

Urgency of current funded programs to be able to show the state how individuals served are determined eligible for services and to show outcomes/impact

IV. OLD BUSINESS –

- A. Board of Directors Handbook - need to make final revisions and approve
 - a. Officers to review; ensure handbook matches the revised By-Laws
- B. Office space lease agreement - \$200/mo. ? (Have not received final lease agreement)
- C. Executive Director contract – executive board to draft. Board to check with Neva Rodgers on progress made revising original contract.
 - a. Job description to be finalized, Bob can sign that as contract.
 - b. **Resolution: 47-16:** Linda Toth moved to amend the 10.11.16 motion made to hire Bob as an employee of GCA Inc. to 1.1.2017. Until such time he remains an independent contractor.
 - c. Motion passed unanimously.
- D. ROMA Board Training/Orientation - Josh Summer, OACAA Mon., Nov 14
- E. Grant Planning and Direct Client Assistant
 - a. Sarah Welch moved to authorize Bob Voss to move forward with hiring, seconded by Jim Clements.
 - b. Motion passed unanimously. Bob Voss asked Board members to share the job description with contacts who may be interested.

V. NEW BUSINESS –

- A. **Resolution 43-16:** Approve GCJFS Oct. 2016 Expense = **\$4,811.23** and
Nov. 2016 Expense = **\$6,593.60 Total Amount = \$11,404.83**
 - a. Sarah Welch made a motion to approve, seconded by Jack Zilly.
 - b. Motion passed unanimously.

It was brought to the attention of the Board that the Pleasant Hill County Home will be increasing rate from \$300/month to \$500/month effective 1/1/2017. Suggestion by Rex Brobst to look at temporary shelter as our budget used to be \$60/day for 10 days at Chardon Motel. Dan Mix made a motion to increase temporary shelter to up to \$1000/individual in a 12 month period, seconded by Sarah Welch. Motion passed unanimously.

- B. **Resolution 44-16:** Approve Exec. Dir. Salary/Travel/Misc. Expense
for Oct. & Nov. 2016 = **\$4,174.03**
Linda Toth, seconded by Jim Clements Motion passed unanimously.
- C. **Resolution 45-16:** Approve 1 yr. lease agreement with Geauga County
No vote as have not received lease agreement
- D. **Resolution 46-16:** Approve Windstream- Phone/Internet bundle – Payment was due on 12/5/16 = **\$128.72**
(Bob Voss has already set up auto payment from our checking account)
 - a. Sarah Welch made a motion to approve, seconded by Jack Zilly.
 - b. Motion passed unanimously. (M.Blasko had stepped out.)

VI. OTHER BUSINESS –

- A. Next Regular Board Meeting - Feb. 9th, 2017 10 AM. 470 Center Street., Building 8 small conference room.

B. Linda Toth raised concern about GCA Secretary recording minutes on personal and/or United Way computer or flashdrive. Bob Voss offered for future meetings to bring GCA laptop to Board meetings for Secretary use.

VII. ADJOURNMENT -

Sarah Welch made a motion to adjourn, seconded by Jim Clements. Adjourn unanimously.