

GEAUGA COMMUNITY ACTION, INC.

March 7, 2017 @ 10:00AM

SPECIAL MEETING MINUTES

I. ROLL CALL –

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

Attendance: Neva Rodgers, Monica Bricker-Thompson, Sarah Welch, Skip Claypool, Chris Anspach Jim Clements, Pat Kraninger, Andy Bushman, Melanie Blasko

Absent: Ron West, Joni Stusek, Linda Toth,, Jack Zilly, 2 vacancies

Community members present:

Scott Wayt, only present to introduce self;

Note on recruitment efforts to fill vacancies:

Public official – Bob has reached out to Bob Weisdach to see who may replace Dan Mix;

Low Income – announcement should be posted at JFS, Chagrin Falls Park,

Will need to replace Neva Rodgers in April 2017 – Bob will reach out to CASA, Veterans.

Any other suggestions please let Bob know.

A. **Resolution 01-17** - Approval of Minutes from December 13th, 2016 Sarah Welch made motion, seconded by Andy Bushman. The motion passed unanimously.

B. **Resolution: 01-17B** Approval of Minutes from February 9, 2017 Regular Meeting Sarah Welch made a motion to approve the minutes from February 9, 2017 Regular Meeting, seconded by Chris Anspach. The motion passed,. 4 abstentions

II. CORRESPONDENCE –

III. REPORTS –

A. Interim Chair – Sarah Welch

B. Treasurer – Chris Anspach

1. Financials as of 2/28/17 - Savings Balance = **\$2,275.09**; Checking Balance = **\$19,030.88**

2. Statement of Position – NMS working on 2016 Audit with Bob Voss.

C. Secretary - Monica Bricker-Thompson

D. Executive Director - Bob Voss

1. Carmen Kuula, Ashtabula Community Action - ROMA Specialist

3. Michael Higgins - Revised 1617 Grant Update

IV. OLD BUSINESS –

A. Board of Directors Handbook - update; Officers plus Linda Toth will review and send updated draft to Board prior to April Regular meeting

B. Executive Director job description – update; Sarah Welch to provide new job description for Executive Director to Bob Voss

C. Grant Planning and Direct Client Assistant – update; Bob will continue to recruit, will update board.

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**

Neva Rodgers made a motion, seconded by Chris Anspach Motion passed unanimously.
Discussion: Sarah Welch noted that letter was sent to GCJFS Exec Director Craig Swenson that CSBG funding would not continue effective January 1, 2017 for the Financial Literacy and Volunteer Tutoring programs; due to lack of information on how CSBG eligibility is determined of individuals served as well as lack of information on impact of the program.

- B. Resolution 03-17:** Approve United Way Services of Geauga 4th Qtr. 2016 Expense = **\$2,500**
Sarah Welch made a motion, seconded by Pat Kraninger - Motion passed unanimously.

- 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**
Pat Kraninger made a motion, seconded by Neva Rodgers; Motion passed unanimously.

- D. Resolution 05-17:** Approve a 3-yr. lease agreement with Geauga County Commissioners
Neva Rodgers made a motion, seconded by Pat Kraninger, Motion passed unanimously. January 1, 2017 – December 31, 2019
\$176.70 year 1; \$182 year 2; \$187.50 year 3. Payments will be made quarterly \$2,120.40 total for January – December 2017.

- E. Resolution 06-17:** Approve Revised By-Laws
Neva Rodgers, seconded by Pat Kraninger Motion passed unanimously.
Discussion to add information on attendance requirements/expectations.
Suggestion was made to create a document signed by new Board Members in orientation confirming they understand their obligation to the Board. Bob will reach out to State to confirm if there are requirements for attendance of Board at meetings that should be included in the By-Laws.

VI. OTHER BUSINESS – Next Regular Board Meeting - April 11, 2017 10am
470 Center Street., Building 5 small conference room.

VII. ADJOURNMENT - Sarah Welch, made a motion to adjourn, seconded by Jim Clements. At 11:51am