

**Lifeline, Inc. Board of Directors
September 18, 2013**

Call to order: Meeting called to order by Michelle Herron at 6:05 p.m.

Personal moment of silence observed

In Attendance: Lori Adler, Joyce Bates, Melissa Clayton, Anne Curwen, Michelle Herron, Kathleen Homyock, Jeremy Iosue, Bill Knapp, Rita McMahon, Pam Morse, Marlaina Tucci, Sue Whittaker

Excused: Joyce Taylor, Ed Zivkovich

Absent/Unexcused:

Guests: Stacy Rihaly/Crossroads, Ray DelaMotte/Branstetter Carroll, Inc.

Staff: Carrie Dotson, Zakiya Jackson

Quorum Determination: Quorum Achieved

Additions or amendments to the agenda: None

Approval of minutes: Jeremy Iosue made a motion to accept the minutes of the August 21 Board meeting. Anne Curwen seconds. **Motion carried.**

Public Comment:

Ray DelaMotte, Architect with Brandstetter Carroll, Inc.: We've been working with Ray over the last six months to create a design plan for what Lifeline needs for a new facility when our lease is up in May 2015. Ray presented handouts to the Board with a proposed design for the new facility, which encompasses about 6,000 square feet. The plan includes a large conference room in the center, which can be divided into two, as well as a large lobby, individual offices and a call center, plus plenty of storage space onsite. Ray also distributed a cost estimate for the proposed facility, including furnishings and finishes, of about \$1,500,000. He stated that the timeframe to build would be 9-12 months. Rita informed the Board that the next steps would be to decide if we want to approach a developer to build for us with a long-term lease option, etc.

Committee Reports

Programming/Strategic Planning Committee:

- Zakiya gave a nice presentation of Lifeline's Health Services programs, including prescription assistance, eye care assistance and diabetic supplies assistance. She gave out informative packets to each Board member and answered questions about how the programs work.
- Carrie and Cate are continuing to work on the Needs Assessment and plan to present the final draft to the Board at the November meeting for approval.
- Board Training: October meeting: Jeff Diver, an Internal Consultant for OACCA, will be here in October for a Board training on best practices of Board recruitment and retention. **The October 16 meeting will begin at 5:30 p.m. to accommodate the training session and we will provide dinner.**

Fundraising Committee:

- Dancing Under the Stars: We're still waiting on final numbers for Dancing Under the Stars, but anticipate it to be around \$50,000 profit. Next year's event has been booked for Friday, August 1,

2014. This will be an All-Star event, featuring dancers who have participated in past events, including our own Jeremy Iosue!

- Annual Campaign Launch: Carrie distributed packets to each Board member that included an annual campaign goal sheet, a list of their previous year's contacts and a pledge card. She asked that all Board members return their updated contact lists by Sept. 30 and their pledge cards as soon as possible.

Finance

- The single year audit is complete. The Finance Committee had their exit interview with auditor Jim George and Pam Morse gave a summary of what was discussed—in summary, the audit went extremely well and we had no questioned costs, findings or recommendations. The audit will be submitted on time to the State. Pam Morse made a motion to accept the full audit report for fiscal year 2012. Second by Rita McMahon. **Motion carried.**

By-Laws and Membership

- Carrie announced that Stella Llamas resigned from the Board today, with little indication as to why. She held a private sector position.
- Carrie updated that she has been working with the current representatives of low income populations on the Board to revise their appointment letters so that they have been democratically selected by their agencies, per the new ODSA guidelines. Currently two members have already submitted revised letters and the others are working on doing so.
- Michelle Herron introduced Stacy Rihaly from Crossroads who is interested in filling our low-income representative position.

Human Resources

- Executive Session- Pam Morse makes a motion to adjourn to Executive Session. Second by Joyce Bates. **Motion carried.**
- Michelle Herron makes a motion to leave Executive Session and return to full Board meeting. Second by Jeremy Iosue. **Motion carried.**
- Jeremy Iosue presented the HR Committee's recommendation for amending the wage and salary plan with a nine percent cost of living adjustment. Pam Morse made a motion to amend the wage and salary plan based on the HR Committee's recommendation. Second by Rita McMahon. **Motion carried.**
- Jeremy Iosue presented the HR Committee's recommendation to adjust the Executive Director salary by nine percent to fit the new wage and salary plan and to make the adjustment retroactive to January 1, 2013. Jeremy stressed that this is a cost of living/wage and salary plan adjustment and is separate from the Executive Director's annual evaluation and any salary increase that may arise from that. Pam Morse made a motion to accept the HR Committee's recommendation as presented in reference to the Executive Director's salary. Second by Anne Curwen. **Motion carried.**
- Jeremy Iosue presented the HR Committee's recommendation to revisit the Executive Director's pay scale in six months, in March 2014 for another possible cost of living adjustment. Pam Morse made a motion to accept the HR Committee's recommendation to revisit the Executive Director salary in March 2014. Second by Michelle Herron. **Motion carried.**

Finance Report:

- Carrie had copies of the finance report for Board and clarified that the balances shown are from August 31.

Director's Report

- Lifeline has been asked by the Lake County Continuum of Care to apply to be the recipient of the HCRP (Homeless Crisis Response Program) state funding historically administered by Project Hope. Project Hope does not plan to apply again. This funding is for Transitional Housing, specifically to help those coming out of emergency shelters obtain stable housing and work to become self-sufficient. Lifeline has been allocated \$139,219 to assist 15-18 households beginning in January 2014. Rita McMahon makes a motion to approve Lifeline's HCRP allocation. Second by Lori Adler. **Motion carried.**
- Carrie announced that we've hired a new HEAP Intake Specialist who will begin on Sept. 18.
- The Friends of Lake ADAMHS Board is holding its annual Celebrity Art Auction fundraiser on Thursday, September 26 at St Noel's Church. The event will begin at 5:30 p.m. Please let Carrie know if you would like to attend as part of Lifeline's table.

Program Report

- Carrie updated that we are beginning to recruit volunteers for the VITA program, and if anyone knows someone who would like to volunteer, please have them contact her.
- Carrie also asked the Board if they were interested in doing the Customer Appreciation Days at the beginning of HEAP WCP Season. The Board all agreed that they wanted to participate. Carrie will have a sign-up sheet at the October meeting.
- ODMH: Quality Assurance Activities – None
- Client Rights Activities/Grievances – None

Old Business--none

New Business--none

General Board Discussion – Reminder that next month's meeting will be at 5:30 p.m.

Adjournment: Pam Morse made a motion to adjourn. Second by Joyce Bates. Meeting adjourned 8:05 p.m. **Motion carried.**