

Lifeline, Inc. Board of Directors

August 17, 2016

Call to order: Meeting called to order by Pam Morse at 6:04PM.

Personal moment of silence observed

In Attendance: Rita McMahon, Paula Gordos, Pam Morse, Ed Zivkovich, , Alyea Barajas, , Michelle Herron, Joyce Bates, Abby Begeman, Aaron Burko, Carrie Knox, Rob Moore, Sue Whittaker

Excused: John Shepard, Holly Hanna, Anne Curwen

Absent/Unexcused: Terra Thorpe

Guests: Cathy Bush, Jeffrey Diver

Staff: Carrie Dotson, Michelle Mezaris

Quorum Determination: Quorum Achieved

Additions or amendments to the agenda: None

Approval of minutes: Joyce Bates made a motion to accept the minutes of the June 15, 2016, Board meeting. Ed Zivkovich seconded. Rob Moore and Sue Whittaker abstained. **Motion carried.**

Public Comment: Cathy Bush, who works as a VP at Lakeland Community College, is in attendance for her second meeting.

Committee Reports:

Programming/Strategic Planning Committee:

- None.

By-Laws and Membership Committee:

- Cathy Bush was present for her second Board meeting. Rita McMahon made a motion to approve Cathy as a Lifeline Board member. Michelle Herron seconded. **Motion carried.**

Fundraising Committee:

- **Annual Campaign:** Carrie shared that the 2016-17 Annual Campaign will kick off in September. Board members they will receive their materials and prepare for the official October start date.
- **Dancing Under the Stars:** Carrie stated that the event was very successful and should net over \$50,000 to be shared between Lifeline and FPANEO. The attendance was the second highest with just shy of 500 attendees. Lifeline and FPANEO signed a three year agreement with LaMalfa with locked prices.

Finance Committee:

- Carrie reported that our FY 2015 has been held up a bit. Our previous auditor so far has not released Lifeline's 2014 audit work papers to the new auditors. Numerous phone calls and emails efforts have remained unsuccessful. The audit work papers are essential to the integrity of our current audit. The plan at this time is for our current auditors to repeat the 2014 audit next week to ensure it all can be submitted on time. We expect to have a Finance meeting in early September to review the draft and have an exit interview with the auditing firm, and then a vote on the final audit at the September Board meeting. The FY 15 audit is due to ODSA by Sept. 30.
- **D&O Insurance Policy:** The Executive Committee met in July to discuss the current Directors' & Officers insurance policy. At the recommendation of several of our partnering agencies, Lifeline worked with Zito

Insurance to get additional bids for our Directors' & Officers policy—this hadn't been done in at least 10 years. The Board received a copy of the best bid received by Zito Insurance with a comparison to our current policy—the new bid offers higher rates of coverage and is priced nearly \$1,100/year less. The Executive Committee unanimously voted in July to accept the new proposal for coverage through Zito Insurance. Rita McMahon made a motion to confirm the Executive Committee's approval of the new Directors' & Officers insurance policy. Ed Zivkovich seconded. Rob Moore disclosed that his wife works for Zito Insurance and abstained from voting. **Motion carried.**

Human Resources Committee:

- **Personnel Issues:** Rita McMahon made a motion to enter into Executive Session at 6:16 p.m. to discuss personnel. Ed seconded. **Motion carried.** Rita made a motion to adjourn from Executive Session and re-enter regular session at 6:25 p.m. Rob Moore seconded. **Motion carried.**
- Rita McMahon shared that Carrie's annual review is due in October. Board members can provide feedback to Rita via an emailed evaluation form. Board members were told to contact Rita directly if interested in participating in the process.

Marketing/Rebranding Ad Hoc:

- Carrie reported that the original designer selected for the rebranding unfortunately passed away last month. Therefore, the committee is regrouping and will have to find another designer. Our marketing consultant, Robin Baum will be attending September's meeting to lead the Board in a re-branding research session and the original deadline for the project may be moved to November for the Board to vote.

Client Policy Ad Hoc:

- Michelle reported that the Committee has had only one meeting but she and Marina have been working with the suggestions the committee discussed and actively integrating them into the Summer Crisis Program. Marina and Michelle have decided to wait to increase the number of appointments due to the new staff who is training and the extended outreach to the senior centers. When the SCP ends, Marina and Michelle will evaluate success of any changes. Additional changes will likely be made for the upcoming WCP.

Finance Report:

- The Finance report was included in the Board packet.

Director's Report:

- **2016-17 HEAP Administrative & Operating Grant:** Last week we received the 2016-17 HEAP Administrative & Operating Grant Application from ODSA. The grant covers all HEAP admin and operating costs from Sept. 1, 2016-August 31, 2017. We have had flat funding in this grant since 2010, but were awarded a \$9,000 increase this year to allow for staff salary increases and security during the WCP. Carrie presented the proposed budget to the Board. Michelle Herron made a motion to approve the 2016-17 HEAP Administrative & Operating grant application for submission to ODSA. Alyea Barajas seconded. **Motion carried.**
- **UW Allocations:** Carrie provided the Board with the United Way allocations for the current fiscal year as well as a history of allocations. She discussed what our final cuts for FY17 have been and how Lifeline is adjusting for those cuts and what impacts they'll have on the programs and the agency overall.
- **Pathways to Excellence:** Lifeline is one of five CAAs in Ohio that has been selected to participate in the national Pathways to Excellence program. The Board was provided information on what Pathways to Excellence is and how it can help our agency to evaluate and plan for the future. The process includes a two day training about the initiative to improve quality. On September 13-14, Carrie, Michelle, and two Board members will be attending. After that, staff will participate in monthly webinars and take part in a self-study of our entire operations. OACAA, our state association received a grant to fund this project and Lifeline will

participate at no cost to our agency—OACAA will cover the cost of the program, as well as all travel costs. At the September Board meeting, Carrie will provide an update.

- **FOLA Event:** Carrie reported that the Friends of Lake ADAMHS is hosting their annual event on September 22 and Lifeline will be purchasing a table—all Board members are invited to attend. Anne Curwen will be one of the featured artists and your support of both Anne and FOLA would be appreciated! A flyer was provided in each Board folder. Please contact Carrie if you are interested in attending the event.
- **United Way Kick-Off Event:** Carrie included a flier in each Board folder. Lifeline will have a table to share agency information to attendees. Please contact the United Way directly to RSVP.

Program Report:

- Michelle shared that the new programs are all going well. The Bike Program was successful and helped almost 20 people with education and getting a new bicycle for transportation. We received a lot of really positive feedback on this new program.
- The Reentry Coordinator is also working at Lifeline as a CCMEP case manager. Her reentry activities will include institution visits, events and marketing.
- CCMEP staff has received their first couple clients. They have been making connections with local employers to prepare for future clients.
- ODMH: Quality Assurance Activities – None
- Client Rights Activities/Grievances – None

Old Business: Next Board meeting is Wednesday, September 21st at 6PM.

New Business: None

General Board Discussion:

- The Board will be reactivating the Facilities Ad Hoc committee because of the space issues that are impacting Lifeline. Some staff members are sharing offices due to lack of space. Board members were encouraged to contact Carrie if interested in this committee.

Adjournment: Michelle Herron made a motion to adjourn at 6:55 p.m. Alyea Barajas seconded. **Motion carried.**