

## Lifeline, Inc. Board of Directors

January 20, 2016

**Call to order:** Meeting called to order by Pam Morse at 6:00 p.m.

### **Personal moment of silence observed**

**In Attendance:** Rob Moore, Rita McMahon, Alyea Barajas, Pam Morse, Holly Hanna, Ed Zivkovich, Joe Weber, John Shepard, Paula Gordos, Terra Thorpe, Joyce Bates, Michelle Herron

**Excused:** Anne Curwen Bill Knapp

**Absent/Unexcused:** Sue Whittaker

**Guests:** None

**Staff:** Carrie Dotson, Michelle Mezaris

**Quorum Determination:** Quorum Achieved

**Additions or amendments to the agenda:** None

**Approval of minutes:** Joe Weber made a motion to accept the minutes of the December 16, 2015 Board meeting. John Shepard seconded. Terra Thorpe, Michelle Herron, and Joyce Bates abstained. **Motion carried.**

**Public Comment:** None

### **Committee Reports:**

#### **Programming/Strategic Planning Committee:**

- Carrie reported that due to inclement weather, the committee was unable to meet. It will be rescheduled and the committee will report back to the Board at the February meeting.

#### **By-Laws and Membership Committee:**

- Rita McMahon and Alyea Barajas led the coordination of the 2016 Board officer selection. The following slate of officers was recommended:
  - President- Pam Morse
  - Vice President- Anne Curwen
  - Treasurer- Ed Zivkovich
  - Secretary- Alyea Barajas.
- Rita McMahon made a motion to approve the recommended slate of officers for 2016. Joe Weber seconded. **Motion carried.**
- The 2016 committee sign ups were passed around and completed. Two new ad hoc committees were added: one related to the rebranding of the organization and the other related to customer issues and policies.
- Each Board member completed the skills assessment which allows the agency to review Board members strengths and skill sets. This will be used to more strategically recruit Board members.
- Each Board member completed the training survey for 2016 to identify what training they would like to have and think would be beneficial to their role on the Board.
- Pam Morse reviewed the Board Member Agreements with the members. Each member completed form.
- Each Board member was given the Conflict of Interest Agreements which have been previously reviewed and approved by the Board. Each Board member signed the conflict of interest statement.

**Fundraising Committee:**

- **Annual Campaign:** Carrie stated that reminder cards have been mailed to those who have not yet donated. There is an updated donor list in each Board packet and several have participated in corporate matching programs with their employers.
- **Spring Fundraiser:** Board members have received their tickets within the past month and should begin selling. Carrie shared that Lifeline will advertise the raffle on our website and social media pages.
- The Board participated in a team activity to brainstorm other avenues that tickets can be sold such as the Painesville Chili Cook-off and bridal events.

**Finance Committee:**

- **Auditor:** Carrie has sent out the rejection letter to the firms that were not chosen by the Board. Carrie is scheduled to meet with the new auditing firm, Snodgrass, on Friday, Jan 22<sup>nd</sup> at 11AM. Any Board member is invited to attend if they desire.
- **Risk Assessment Presentation:** Carrie reports that the completed risk assessment was sent to Board members electronically to review before meeting. She states that the risk assessment is beneficial and will allow Lifeline to make a plan for reducing risk moving forward. Joe Weber made a motion to adopt the risk assessment. Ed Zivkovich seconded. **Motion carried.**

**Human Resources Committee:**

- None.

**Finance Report:**

- The Finance report was included in the Board packet.

**Director's Report:**

- **Client Lawsuit Update:** Rob Moore stated that the case has been dismissed and will send Lifeline the final docket information.
- **Three Year ODSA Audit:** The ODSA 3-year Audit overall was good. Lifeline had \$442.05 in questioned costs which Lifeline will attempt to get removed. Carrie explained to the Board what those costs were and how we are working to resolve them. Carrie and Barb Crabtree will respond to the audit and will find out if that amount will need to be repaid or perhaps will be forgiven by the state. The state has 30 days to respond to Lifeline's response.
- **New Orleans Training:** Carrie expressed gratitude for the opportunity to attend the National Partnership Management and Leadership Training Conference in January. She was able to meet with local CAA who has dealt with the aftermath of Hurricane Katrina and the rebuilding of the community, as well as attended sessions on Board recruitment and succession planning and community assessment.
- **TANF Funding:** Lifeline has received a \$7,000 grant to assist TANF eligible families with job training. The funds need to be spent by June 30<sup>th</sup>. Carrie stated that this might be an opportunity for additional funding in the future.

**Program Report:**

- ODMH: Quality Assurance Activities – None
- Client Rights Activities/Grievances – None

**Old Business:**

- None

**New Business:**

- None.

**General Board Discussion:**

- None.

**Adjournment:**

- John Shepard made a motion to adjourn at 7:46 p.m. Rob Moore seconded. **Motion carried.**