

Lifeline, Inc. Board of Directors
June 18, 2014

Call to order: Meeting called to order by Michelle Herron at 6:06 p.m.

Personal moment of silence observed

In Attendance:, Lori Adler, Joyce Bates, Melissa Clayton, Michelle Herron, Bill Knapp, Rita McMahon, Pam Morse, Joyce Taylor, Marlaina Tucci, Sue Whittaker, Ed Zivkovich, Kathleen Homyock

Excused: Jeremy Iosue, Alyea Barajas, Anne Curwen

Absent/Unexcused: Jacob Daling

Guests: None

Staff: Carrie Dotson, Michelle Mezaris, Louise Yager

Quorum Determination: Quorum Achieved

Additions or amendments to the agenda:

- None.

Approval of minutes: Pam Morse made a motion to accept the minutes of the march 19, 2014 Board meeting. Lori Adler seconds. **Motion carried.** As no quorum was achieved, there are no minutes for the April meeting.

Public Comment: None

Committee Reports:

Programming/Strategic Planning Committee:

- Louise Yager, 2-1-1 Lead I&R Specialist, shared information related to current 2-1-1 statistics as well as significant local events that they have been involved with including 2013 flooding, Mosely Suites housing crisis, and power outages.
- Carrie reported that the current strategic plan will be broken down into quarters for 2014 and 2015 and work towards goals will continue.

Fundraising Committee:

- **Annual Campaign:** Carrie reviewed results of Annual Campaign with Board members. A detailed breakdown was provided in the Board packet.
- **Dancing Under the Stars:** The event will be held on **August 1st at LaMalfa in Mentor.** Carrie reports there have been several cast changes and the final members include six men and five women. Lifeline's Board member, Jeremy Iosue, is dancing again this year. Invitations will go out within the next two weeks. The event still needs ads from local businesses and community members. Ads can showcase a business and/or wish the dancers good luck.
- **Endowment Presentation:** Pam Morse provided information about an endowment opportunity available through the Cleveland Foundation. Due to changes in the CF's policies, fees have been reduced and Lifeline could earn a significantly higher return on investment than in the CD's. Minimum investment is \$10,000 which must come from unrestricted funds. CF completes the necessary taxes and documentation for the endowment. Several other local agencies have been using CF as a part of their fundraising efforts already. CF would allow Lifeline to use their logo on annual campaign and related marketing materials. Board discussion including how Lifeline

implemented before upcoming campaign begins. Pam encouraged the Board to discuss this at next meeting in July and she will have representative from CF meet with them.

Finance Committee:

- Carrie shared that audit is wrapping up and final numbers will be available in July or August.

By-Laws and Membership Committee:

- Carrie asked the Board for their input on the Annual Dinner held in May. Board members shared their thoughts including positive aspects and challenges.
- Carrie announced that the Board is losing several members this year in addition to slots that have been vacant for over a year. Carrie explained that she has reached out to all of her connections at this time and is encouraging the Board to research some options for new members. By the September's Board meeting, Carrie states that the agency needs to show improvement in this area because having a full Board is a requirement of the agency to receive funding from the state.

Human Resources Committee:

- None.

Facilities Ad Hoc Committee:

- Carrie reported that carpet will be installed in the new space next week. Move date will be Friday, June 27th and Pam's company will be assisting. Phase II of the new conference room space will begin shortly (July or August) and Phase III renovation timeline is still unknown.

Finance Report:

- Carrie will email the Board the May report.

Director's Report:

- Carrie shared that Lifeline was unable to make quorum in April and there was no meeting in May, therefore, the Executive Committee met to discuss and vote on several items that needed approval before June's meeting. Please see Executive Committee meeting minutes for additional details. All items must be re-confirmed by the full Board.
 - **ODSA/CSBG Carryover Revision:** CSBG carryover amount is \$41,694 which will be used to fund the office expansion, travel/training, and Employment Training Program. Rita McMahon made a motion to approve the ODSA/Carryover Revision. Sue Whittaker seconded. **Motion Carried.**
 - **ADAMHS Proposal:** ADAMHS Board advised agencies to submit requests of either level funding or reduced funding. Lifeline submitted a level funding proposal of \$16,425 to support 211 programming, salaries, office space, and IT contracts. Sue Whittaker made a motion to submit ADAMHS Proposal. Pam Morse seconded. **Motion Carried.** Carrie updates that the ADAMHS Board approved proposal at amount requested on Monday.
 - **Mentor CDBG Proposal:** Mentor typically funds the 211 annual user fees associated with our data and taxonomy subscriptions. This proposal requests \$3,000 to support 211 operations. Rita McMahon made a motion to approve Mentor proposal. Lori Adler seconded. **Motion Carried.**
 - **HOME FUNDS/TRANSITIONAL HOUSING PROPOSAL:** Due to increase in County allocation, Lifeline is increasing their request to \$42,000. This proposal funds

the rental subsidy for Supportive Housing program. Joyce Bates made a motion to approve Home Funds proposal. Pam Morse seconded. **Motion Carried.**

- **HOME FUNDS/RENTAL ASSISTANCE PROPOSAL:** This grant supports the Rental Assistance Program which helps clients with security deposit/first month's rent as well as pays part of Housing Coordinator's salary. Proposal submitted is for \$140,000 which is an increase from prior year's allocation. Pam Morse made a motion to approve Home Funds Proposal. Joyce Bates seconded. **Motion Carried.**
- **Lake CDBG/211 County Proposal:** This grant typically has covered 211 operations such as annual user fees associated with data and taxonomy subscriptions, audit costs, and travel/training costs. Proposal submitted requests \$20,000; this is an increase to cover an anticipated cut in other funds. Rita McMahon made a motion to approve Lake CDBG proposal. Pam Morse seconded it. **Motion Carried.**
- **Lake CDBG/Employment Training Proposal:** This is a new funding request that would assist customers with job training programs. At this time the Employment Training program has a waiting list. Request is for \$15,000 and would all be for direct client funding. Pam Morse made a motion to approve Lake CDBG proposal. Sue Whittaker seconded. **Motion Carried.**
- **Fair Housing Resolution:** This resolution is a requirement for both HOME and CDBG grants. A sample is included in Board packets. Bill Knapp made a motion to approve resolution. Rita McMahon seconded. **Motion carried.**
- **Title XX Funding:** This source is funneled through ODJFS in Lake County. Each year Lifeline is notified of its allocation which covers 211 evening/weekend operators. Lifeline has been told there will be a decrease in local funding due to cut at federal level. Lifeline is traditionally allocated #25,000 but was told to anticipate a \$5-\$10,000 cut in funding. This contract is due to arrive at Lifeline this month with funding to begin July 1. To make up for decreased allocation, Lifeline is tightening 211's budget and asking for additional funds from UWLC and Lake County CDBG. **No vote required.**
- **HEAP SCP:** Lifeline received notice that summer HEAP funds will not arrive prior to program beginning July 1. Carrie is requesting #16, 500 be used from the savings account to purchase air conditioning units for the program. The money will purchase 100 units from the Mentor Home Depot. Home Depot will not allow clients to pick up units until Lifeline has paid for them in full. When the state funds arrive, they will replenish the savings account. Ed Zivkovich made a motion to use this amount from savings to purchase air conditioners for summer HEAP. Lori Adler seconded. **Motion Carried.**
- **MISC:** Carrie requested \$5,000 be moved from the saving account to cover miscellaneous expenses for the remainder of the calendar year. Rita McMahon approved this transfer of money. Ed Zivkovich seconded. **Motion Carried.**

Program Report:

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

Old Business:

- None

New Business:

- None

General Board Discussion:

- **Next Board meeting to be held August 20th at 6PM at TriPoint Hospital.**

Adjournment:

- Rita McMahon made a motion to adjourn. Pam Morse seconded. **Motion carried.**

Meeting adjourned at 8:11 p.m.