

Lifeline, Inc. Board of Directors
May 20, 2015

Call to order: Meeting called to order by Pam Morse at 5:38 p.m.

Personal moment of silence observed

In Attendance: Pam Morse, Sue Whittaker, Anne Curwen, Michelle Herron, Paula Gordos, Rob Moore, Joyce Bates, Holly Hanna Coe, Bill Knapp, Rita McMahon, Alyea Barajas, Joe Weber, Terra Thorpe, Ed Zivkovich

Excused: Kathleen Homyock

Absent/Unexcused: None

Guests: None

Staff: Carrie Dotson, Michelle Mezaris

Quorum Determination: Quorum Achieved

Additions or amendments to the agenda: None

Approval of minutes: Holly Hanna Coe made a motion to accept the minutes of the April 15, 2015 Board meeting. Paula Gordos seconded. Ed Zivkovich and Sue Whittaker abstained. **Motion carried.**

Public Comment: None

Committee Reports:

Programming/Strategic Planning Committee:

- **Board Training and Strategic Planning Retreat Dates:** Jeff Diver will be conducting Board training on August 19th. Carrie confirmed that the Board Retreat will be Saturday, October 17th. A location and time will be announced soon.

By-Laws and Membership Committee:

- None

Fundraising Committee:

- **Annual Campaign:** The Annual Campaign's final figures include a net profit of \$10,759 which is the best campaign to date. Lifeline had 101 donors this year. Carrie thanked everyone for their support of the Annual Campaign.
- **Raffle Tickets:** Carrie still has raffle tickets for event tonight. Board will attempt to sell remaining ones before drawing.
- **Dancing Under the Stars:** Judge Gibson and his wife had to cancel as being host of the DUTS Cocktail Party due to a family emergency and it was relocated to the Steele Mansion in Painesville. The final cast is set and invitations will be mailed mid-June. Event will be held at LaMalfa on August 14th.

Finance Committee:

- Carrie reported that the independent auditors were at Lifeline last week. The agency should receive a draft of the audit to be reviewed by Board in July or August.

Human Resources Committee:

- Rita McMahon reported that the committee is in the process of reviewing the staff job descriptions, wage & salary plan, and organizational chart in accordance with the requirements set forth in the CSBG Organizational Performance Standards. The committee is meeting next week and any changes will be presented and voted on by the Board.

Finance Report:

- Carrie placed March report in Board packet.

Director's Report:

- **Office Expansion:** Phase III of the renovations is underway. The construction crew is working on the drywall and getting the wiring installed for technology. The goal is to be able to hold June Board meeting at the agency.
- **Geauga Update:**
 - We attended the public hearing in Geauga County on May 12—we were pleased to speak on why we feel Lifeline is the best fit to secure the designation in Geauga County and provide services to its residents. Carrie thanked the Board members who attended, particularly Anne Curwen, who spoke on our behalf. Carrie, the Executive Committee and the Burges & Burges Consultants have been hard at work making calls and working to secure the endorsements needed by the June 30 deadline. To date, U.S. Senator Sherrod Brown has endorsed us and we have a meeting scheduled with the Chardon City Manager.
 - We're also hearing that efforts are underway in Geauga County to establish a new agency in Geauga County to be designated as the CAA so it can be a contender in receiving CSBG funding. They would like to serve the county's needs themselves without another county's acquisition. This may prove to be a roadblock for us. The timeline remains the same in that to be considered a candidate for designation as a CAA in Geauga County, 2/3 of the public officials need to endorse the agency. The State is firm with the June 30th deadline so that they can continue with their plan to include Geauga County in the next grant cycle.

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 Wednesday, June 17th at Lifeline's office.

Adjournment:

- Anne Curwen made a motion to adjourn. Alyea Barajas seconded. **Motion carried.**

Meeting adjourned at 6:01 p.m.