

Lifeline, Inc. Board of Directors

September 16, 2015

Call to order: Meeting called to order by Pam Morse at 6:03 p.m.

Personal moment of silence observed

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

Excused: Anne Curwen, Alyea Barajas

Absent/Unexcused: None

Guests: None

Staff: Carrie Dotson, Michelle Mezaris

Quorum Determination: Quorum Achieved

Additions or amendments to the agenda: None

Approval of minutes: Ed Zivkovich made a motion to accept the minutes of the August 19, 2015 Board meeting. Holly Hanna Coe seconded. Sue Whittaker abstained. **Motion carried.**

Public Comment: None

Committee Reports:

Programming/Strategic Planning Committee:

- **Staff Presentation:** Angela Wrana, Consumer Education Coordinator, shared with the Board the programs she operates: HCRP and Supportive Housing. She provided a summary of her programs and several success stories in a packet for each Board member.
- **Strategic Planning Retreat:** The Board confirmed that October 17th will be the date of the Strategic Planning Retreat from 9AM-2PM. Pam Morse has confirmed the location to be on the Lake Erie College Campus, with parking located off Gillette Street in Painesville. Continental breakfast and lunch will be provided. Carrie will send out a map with directions closer to the retreat.
- **2013-15 Strategic Plan Review:** Carrie reviewed each of the goals and strategies in the current strategic plan to determine if it has been successfully completed or needs to be addressed at the retreat. She reported that most items were accomplished and several the Board can consider if they need to be rolled over into next plan or abandoned.

By-Laws and Membership Committee:

- Carrie reported that the Conflict of Interest Policy has been drafted and ready for a vote—the Committee has met several times over the spring/summer to draft this policy, which is a requirement of the new Organizational Standards. The Committee recommends that the Board approves it now, but not sign until the January 2016 organizational meeting, as this will give the Board an opportunity to review and ask questions about the new policy at upcoming meetings. Rob Moore, attorney and Board member, said he has reviewed and approved it. Paula Gordos made a motion to approve the new Conflict of Interest Policy. Rita McMahon seconded. Holly Hanna Coe abstained. **Motion carried.**

Fundraising Committee:

- **Dancing Under the Stars:** Carrie reported that DUTS has raised approx. \$47,000 net and will be divided between Lifeline and FPANEO. Next year's date is scheduled for August 5th at La Malfa.
- **Annual Campaign:** Carrie stated that she will send out last year's contact lists for the Campaign to the Board members to review and make revisions. **Please provide responses to her by October 2nd.** Carrie will bring letters for each Board member to sign for the contacts they provided at the October Board meeting. The Annual Campaign goal is \$12,000 this year; slightly more than last year's accomplishment. If contacts do not respond by January 1st, 2016, they'll receive a follow up reminder mailing. Carrie passed out Board pledge cards which allows for several payment options for Board members to contribute to the Annual Campaign. Please complete card and return to her at earliest convenience. The Fundraising Committee stressed the importance of 100% Board giving to this campaign, at whatever level each individual Board member feels comfortable with.

Finance Committee:

- **FY 2014 Audit:** Originally the Committee was to present results of the exit interview with the auditor, which was scheduled to occur before this meeting. The auditor's representative was ill and cancelled. Committee recommended that the follow up with auditor be completed before the Board votes on audit. It will be reviewed in October. Board members were provided a copy of the FY 2014 audit to review prior to the October Board meeting.
- Lifeline's 990 tax filing has already been submitted. Again, Board members were provided a copy to review and a vote will occur at the October Board meeting.
- Per the new organizational standards, all CAAs will be required to bid out on auditing contracts at least every five years. Lifeline last bid for auditing firms in 2009, to encompass the FY 2010, 2011 and 2012 audits, with options on 2013 and 2014. The Committee will begin the RFP process and gather proposals from potential firms—Carrie is compiling a list of recommendations from both local agencies and other Ohio CAAs, as well as from ODSA. The Committee will have a recommendation in December.

Human Resources Committee:

- **Job Descriptions:** Carrie updated that again, in preparation for the upcoming Organizational Standards, our job descriptions needed to be reviewed. The new standards require that they are reviewed at least every five years and most had not been reviewed since prior to 2009. Rita McMahon reported that the Committee met several times over the summer to review the current job descriptions and the team went through several drafts to revise them to be more inclusive and accurate as to what the staff is doing daily in their roles. Rita stated that they ensured that the language is symmetric and inconsistencies addressed and went through the significant changes. Rita also showed that the organizational chart had been revised to reflect the changes in supervisory duties for several of the positions. Rita McMahon made a motion to approve new job descriptions. Michelle Herron seconded. **Motion carried.**
- **Wage and Salary Plan:** The new plan includes a 3% salary increase on all positions levels, which was based on Rita's research—a salary increase in the plan had not been made since Sept. 2013. Although much of the plan remained the same, two positions were adjusted to reflect the new supervisory roles they will undertake with the newly revised job descriptions (Lead 211 I/R Specialist and HEAP Coordinator). Bill Knapp made a motion to approve the Wage and Salary Plan. Sue Whittaker seconded. **Motion carried.**
- **Executive Session:** Rita McMahon made a motion to leave regular session and go into Executive Session to conduct the annual evaluation of the Executive Director. Seconded by Bill Knapp. **Motion Carried.** Rob Moore made a motion to adjourn Executive Session and return to regular session. Michelle Herron seconded. **Motion carried.**
- Rita McMahon, as chair of the HR Committee, said a complete review of Executive Director's evaluation was done by the Board Executive and HR Committees and Board members were very pleased with Carrie's job performance. The Committee has recommended a five percent raise, retroactive to Carrie's anniversary date of Sept. 15. Rita and Pam will meet with Carrie within the next week to review the evaluation and her 2015-

16 goals. Rita made a motion to approve Carrie's evaluation and salary adjustment as recommended by the HR Committee. Rob Moore seconded. **Motion carried.**

Finance Report:

- Carrie included July's Finance report in Board packet.

Director's Report:

- **Community Action Partnership Management and Leadership Conference:** This conference is designed to offer sessions specifically related to work of CAA administrative staff. This is the conference that Carrie and Michelle have attended in the past and found really useful. The 2016 conference will be held the first week in January in New Orleans. Joyce Bates made a motion to approve Carrie and Michelle to attend conference. Paula Gordos seconded. **Motion carried.**
- **Transfer of Funds:** Carrie asked approval to move \$5,000 from the savings to the corporate account. Michelle Herron made a motion to make transfer of funds. Kathleen Homyock seconded. **Motion carried.**
- **HEAP Compliance Review by ODSA:** There were minimal findings in the monitoring review and we received high praise from our ODSA Field Rep, Alicia Sullivan for our operation of the HEAP program. One issue that was noted in the review that we are working on resolving relates to storm water charges attached to electric bills from Painesville City Utilities. Carrie and Marina are working with both the state and utility company to determine best course of action to resolve this problem.
- **Oak Hill Village Update:** Carrie reviewed Lifeline's security deposit assistance guidelines and the situation at Oak Hill Village with Lifeline's contact at Lake County Planning and Community Development and it was determined that Lifeline is in compliance with our current process. Lifeline will cooperate with LMHA if they require records if they decide to pursue this issue further with the apartment complex. Lifeline will continue to conduct the program in its current manner.
- **Statement of Continued Existence/Statutory Agent:** Carrie let the Board know that due to unfortunate miscommunication with our statutory agent, we were not notified that our statement of continued existence was expiring at the end of August. We learned of this when we received the cancellation notice from the State of Ohio. Subsequently, we have paid the fine and filed the paperwork to get reinstated and paid to have it expedited. Carrie said that she does not know our current agent, a local attorney, and that he'd been our agent since before she started at Lifeline in 2001. The Board and Carrie discussed that perhaps it was time to change our statutory agent. Carrie will look into this matter further.
- **HEAP Customer Appreciation Week:** Carrie asked Board if they wanted to continue the tradition of HEAP Customer Appreciation Week for the upcoming WCP season. The Board supported the idea of continuing this and it will be up for further discussion next month.
- **Governor's Office Site Visit:** A representative from the Governor's Office of Faith Based Initiatives came for a tour of Lifeline as his first visit to various Community Action Agencies in Ohio. He spoke very highly of our office and of the programs we provide to our residents. He said that we set the bar high for other CAAs.
- **Local Credit Unions:** Throughout the month of August, both the Painesville City Credit Union and Lake County Employees Federal Credit Union collected cleaning supplies for Lifeline's HCRP program. These items will be given to participants when they enroll as a welcome gift when they move into their new homes. We're very appreciative of the efforts of the credit unions.
- **Friends of Lake ADAMHS Celebrity Art Auction:** Carrie distributed information about this event and asked Board members to please RSVP to Carrie by 10/2 if they would like to attend as a guest at Lifeline's table.

Program Report:

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

Old Business:

- None

New Business:

- None

General Board Discussion:

- Next Board meeting is October 21st at Lifeline office.

Adjournment:

- Joyce Bates made a motion to adjourn at approximately 8:30 p.m. Rita McMahon seconded. **Motion carried.**