

Lifeline, Inc. Board of Directors
February 15, 2017

Call to order: Meeting called to order by Anne Curwen at 6:08PM.

Personal moment of silence observed

In Attendance: Rob Moore, Anne Curwen, John Shepard, Paula Gordos, Ed Zivkovich, Abby Begeman, Carrie Knox, Holly Hanna, Joyce Bates, Terra Thorpe, Pam Morse

Excused: Sue Whittaker, Michelle Herron, Alyea Barajas, Cathy Bush

Absent/Unexcused: Aaron Burko

Guests: None.

Staff: Carrie Dotson, Michelle Mezaris, Louise Yager

Quorum Determination: Quorum Achieved

Additions or amendments to the agenda: None

Approval of minutes: John Shepard made a motion to accept the minutes of the January 18, 2017, Board meeting. Joyce Bates seconded. **Motion carried.**

Public Comment: None.

Committee Reports:

Programming/Strategic Planning Committee:

- **2-1-1 Lake County Presentation:** Louise Yager, Lead 2-1-1 Information and Referral Specialist, reported to the Board several projects that they are currently working on including AIRS accreditation and coordinating the Code Blue initiative. Louise stated that the accreditation process will be wrapped up this summer.
- **IDA Program Update:** The Individual Development Account Program research has been ongoing as reported by Carrie. She, Michelle, and Tiffany Menosky met with the representative from the Ohio CDC who assists with coordination of IDA programs. Carrie reported that she is working to secure the matching funds that are required before the program can begin. The long term asset building program is designed to work with clients to buy homes, start businesses, or attend school. Carrie shared that the hope is to have the program in place late summer and will provide updates as they become available.
- **Year End Program Outcomes Presentation:** Carrie shared the year end data for the agency as well as specific program information. She pointed out several items that were new trends for Lifeline and others that have been common in the past. Each Board member received a packet including demographics, outcome measurements and success stories for all of our programs.

By-Laws and Membership Committee:

- **Board Training:** Carrie reported that the Board training survey was tabulated and that the top three topics of interest were Roles and Responsibilities, Recruitment and Retention of Board Members, and Fundraising. Carrie will arrange for these trainings to occur throughout 2017.
- **Annual Award Nominations:** The award descriptions were distributed to Board members as the agency begins planning for Annual Dinner in May. There are four awards each year. Carrie asked that Board members submit nominations by writing a description as to why they have chosen to nominate that person or entity. Board members were asked to send nominations to her by March 10th. The Board will vote for winners at the March Board meeting.

Fundraising Committee:

- **Annual Campaign:** Carrie shared that overall the Campaign is going well and is likely to exceed goal, however, Board giving is very low. She asked Board members to fulfill their pledges and to encourage their contacts to give. The Annual Campaign wraps up March 31.
- **Spring Fundraiser:** Carrie encouraged Board members to continue to sell tickets. So far, Lifeline has received \$2,350 in sponsorships for the event. This covers almost all of the overhead costs of the raffle.

Finance Committee:

- **Annual Budget:** Carrie prepared materials for Board members to review that included a final 2016 budget. She reviewed fiscal and program details and discussed some variances that are noteworthy. Rob Moore made a motion to approve the 2016 annual budget. Ed Zivkovich seconded. **Motion carried.**

Human Resources Committee:

- **Executive Session:** Paula Gordos made a motion to enter into an executive session at 6:45 p.m. to discuss personnel related issues. Joyce Bates seconded. **Motion carried.** Holly Hanna made a motion to exit executive session at 6:51 p.m. Abby Begeman seconded. **Motion carried.**
- John Shepard made a motion to reaffirm the actions of the Executive Committee at their January 31, 2017 meeting. Joyce Bates seconded. Rob Moore abstained. **Motion carried.**

Client Policy Ad Hoc: No Report

Facilities Ad Hoc:

- Lifeline has been presented with a potential opportunity to share space with the Painesville Area Senior Center—they are currently in the very early planning stages of researching a new facility and they've asked if we are interested in sharing space. Carrie shared that many community action agencies operate or partner with senior centers within their communities and it may be cost effective as there could be sharing of common space and overhead. Carrie indicated to them that we are potentially interested and asked that they keep us informed.

Finance Report:

- Carrie emailed the finance report for year-end 2016.

Director's Report:

- Carrie updated the Board that she's recently learned that the Family Planning Association of Northeast Ohio will be merging with Signature Health. As part of Signature Health's designation as a Federally Qualified Health Center, they are required to provide women's health services. Family Planning is seeing continuous funding cuts thus the merger will allow the needs of the community to continue to be met. It is expected that the merger will conclude by end of calendar year. This merger will not affect the 2017 Dancing Under the Stars Fundraiser, however, in 2018 and 2019 the fundraiser will become a partnership between Lifeline and Signature Health.
- Carrie updated the Board that Cuyahoga County's Community Action Agency, CEOGC, has been in the news recently. An article in the Plain Dealer outlined a series of issues that have unfolded between the Board and agency administrators. Although they do not involve Lifeline, Carrie shared that the agency may receive calls because we are in the neighboring county and wanted our Board to be aware. Carrie distributed the news article for Board reference. Carrie received guidance from Phil Cole, Executive Director of OACAA, that all calls should be forwarded to him in response to any inquiry.
- Carrie updated the Board that February is Lifeline's month for its annual quality review with the Lake County ADAMHS Board. Lifeline's 2-1-1 program met all ADAMHS Board quality standards and we were found in full compliance. Our presentation and plan were accepted by the EQI Committee.

- Carrie stated at this week's United Way Agency Director's Council, agencies were informed that the United Way is anticipating cuts as high as 30% again this year. The agency does have an opportunity to make a presentation to the United Way panels for each program this year. Carrie has elected to do so.
- **CAPLAW Conference:** Carrie requested Board permission to attend the CAPLAW Conference in Denver this June. CAPLAW (Community Action Program Legal Services) is the national non-profit agency that assists Community Action Agencies with various legal concerns, including education/training and policy development. This conference has very specialized tracks for HR, Finance, Board Governance and Sustainability. It has been highly recommended by several of Carrie's colleagues around Ohio. Carrie said that she estimates total cost (including travel, hotel/per diem and conference registration) to be around \$2,500 and it is budgeted for. John Shepard made a motion to approve Carrie's attendance at the CAPLAW conference. Holly Hanna seconded. **Motion carried.**
- **Transfer to Corporate:** Carrie asked that \$5,000 from the savings account be moved to the corporate account of the checking account to cover expenses not covered by grants. Ed Zivkovich made a motion to approve the transfer of funds. Paula Gordos seconded. **Motion carried.**

Program Report:

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

Old Business:

- **Pathways to Excellence:** The committee has completed two of the seven standards and is currently working on the third. Ed Zivkovich and Anne Curwen shared that each of the standards has several subparts which has expanded the work involved in the project. During the last webinar, Lifeline was told that an extension beyond May is allowable.
- **Rebranding:** Carrie shared that the agency has ordered letterhead and envelopes and many of the other materials with the new logo. We're also working on a website and social media redesign. The agency will not be sharing the new logo until the website has been redone which should be in March or early April.

New Business: None

General Board Discussion: None

Adjournment: Joyce Bates made a motion to adjourn at 7:11 p.m. Rob Moore seconded. **Motion carried.**