

Lifeline, Inc. Board of Directors
August 21, 2013

Call to order: Meeting called to order by Joyce Taylor at 5:45 p.m.

Personal moment of silence observed

In Attendance: Joyce Bates, Melissa Clayton, Anne Curwen, Michelle Herron, Jeremy Iosue, Rita McMahon, Pam Morse, Joyce Taylor, Sue Whittaker, Ed Zivkovich

Excused: Lori Adler, Kathleen Homyock, Bill Knapp, Marlaina Tucci

Absent/Unexcused: Stella Llamas

Guests: Alicia Sullivan, ODSA/OCA

Staff: Carrie Dotson, Cate Hearn

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 June 19 Board meeting. Jeremy Iosue seconds. **Motion carried.**

Public Comment:

Alicia Sullivan, ODSA/OCA: Alicia is our field representative for the Ohio Development Services Agency. After introducing herself, she explained to the Board that new performance standards for Community Action Agencies are being put in place nationally and shared a letter from Randy Hunt, the Director of ODSA. These standards have not yet been officially adopted by the state of Ohio, but ODSA feels that it would be helpful if all CAAs are introduced to them and are preparing to meet them within the next year. Alicia and other field reps around the state have begun testing the agencies against these standards in order to get a sense of any difficulties that might arise. Alicia explained that our agency is doing very well, with only a few corrections needed. We are out of compliance in the area of Board recruitment and retention based on the three vacancies on the Board. The current by-laws state that the Board must fill vacancies within 90 days. Alicia stressed the need for the Board to respond more quickly in the future and try to be more prepared to fill vacancies. The standard also states that the low-income representatives of the Board must be democratically elected to the Board by their appointing agency. The appointing agency will need to provide documentation that states that the person they appoint has been democratically elected. Alicia said that a formal letter with items needed for correction will be forthcoming.

Committee Reports

Programming/Strategic Planning Committee:

- Carrie and Cate are continuing to work on the Needs Assessment and plan to present the final draft to the Board at the October or November meeting for approval.
- Board Training: October meeting: Jeff Diver, an Internal Consultant for OACCA, will be here in October for a Board training on best practices of Board recruitment and retention. **The October 16 meeting will begin at 5:30 p.m. to accommodate the training session.**

Fundraising Committee:

- Dancing Under the Stars wrap up: The Board members that attended the event said that it was a very fun evening. Carrie reports that the early estimated profit for the even this year is \$50-55,000 after costs. This is a considerable jump over last year's profit of \$36,000. Next year's event has been booked for Friday, August 1, 2014. This will be an All-Star event, featuring dancers who have participated in past events, including our own Jeremy Iosue!
- Annual Campaign Launch: September Carrie will have each Board member's donor list and Annual Campaign pledge cards at the September meeting. Please begin thinking of new contacts to add to your list as well as a comfortable donation amount.

Human Resources

- Executive Session- Joyce Bates makes a motion to adjourn to Executive Session. Second by Jeremy Iosue. **Motion carried.**
- Sue Whitaker makes a motion to return to full Board meeting. Second by Ed Zivkovich. **Motion carried.**
- Wage and salary plan: Joyce Taylor states that they are in the process of finalizing the wage and salary plan but would like to speak to Board members who were not present tonight. The plan will be brought for a vote in September.

Finance

- Single year audit is complete. Carrie expects to receive bound copies any day. She will have them at the next meeting for Board members to review and approve.

By-Laws and Membership

- The Board discussed the need to focus more on recruitment, especially after the reminder from Alicia Sullivan.
- Michelle Herron has a guest that will be attending the September meeting, and Joyce has a name of someone she works with who is also interested. Joyce Bates suggests that the Membership Committee ask for a nomination from the Willoughby Chamber of Commerce.

Finance Report:

- Carrie had copies of the finance report for Board and explained that the balances shown are from July 31. She explained why some of the balances are in the negative, for example, the United Way failed to pay the 2-1-1 allocation for the last two months due to a technical error. Also, several of the funding sources, CDBG and Title XX, for example, are reimbursed quarterly, so we will receive that payment in August. Finally, the HEAP SCP funds weren't received until early August. Carrie stated that our August balances should be considerably higher.

Director's Report

- **HEAP Administration/Operating Grant:** HEAP Administration/Operating grant application was reviewed. Carrie clarified that it was due to ODSA in early August, so it has been submitted pending Board approval. Carrie states that she requested an increase in administrative/operating funding from ODSA/OCA in an effort to increase the staffing in the HEAP Office—we received an additional \$26,171. Our total allocation for FY 2014 is \$193,171. This will allow us to hire another full-time HEAP intake worker. The remainder of the budget is similar to last year. Pam Morse made a motion to approve the 2014 HEAP Administration/Operating grant application as presented. Second by Anne Curwen. **Motion carried.**

- **Flood Response: 2-1-1:** Cate and Carrie gave a report regarding the response of 2-1-1 to the flood in July. Over a 6-day period, 2-1-1 responded to 2,065 calls from residents looking for assistance or information. The I&R Specialists worked 12 hour days for several days in a row and after-hours took extra shifts in order to meet the needs of callers. Cate states that their efforts were extraordinary. United Way of Lake County has granted Lifeline's emergency request of \$3,500 to cover the overtime costs associated with the flood. Ed Zivkovich makes a motion that a resolution be created to thank the 2-1-1 staff for their outstanding efforts. Second made by Anne Curwen. **Motion carried.**
- **Pathways to Excellence:** This is a national training program that teaches and promotes Best Practices in Community Action. It will be offered this fall in Ohio and Lifeline was selected to participate. We are one of only three agencies in the state that was selected. Carrie will be traveling to Columbus several times this fall to attend the trainings and may need Board participation. Thee training cost will be paid for by OACCA. The only cost to Lifeline will be costs associated with travel.
- **2-1-1 Marketing Committee Updates:** The 2-1-1 Marketing Committee has been working very hard to create promotional materials and find opportunities for us to distribute them. We have a 2-1-1 card that was designed and printed. We also have posters being created and Carrie ordered t-shirts for volunteers to wear for parades.
- After reviewing our inquiry, the Cleveland Foundation Lake Geauga Fund has invited a full proposal for our request for the VITA Program. This proposal is due in September. Carrie will request \$45,000 to fund VITA for 2 years. If this is approved, it will allow us to open our income guidelines and help more people. We will have a response from the Foundation in late November.
- The Friends of Lake ADAMHS Board is holding its annual Celebrity Art Auction fundraiser on Thursday, September 26 at St Noel's Church. The event will begin at 5:30 p.m. Please let Carrie know if you would like to attend as part of Lifeline's table.
- Lifeline has been asked by the Lake County Continuum of Care to apply to be the recipient of the HCRP (Homeless Crisis Response Program) state funding historically administered by Project Hope. Project Hope does not plan to apply again. This funding is for Transitional Housing, specifically to help those coming out of emergency shelters obtain stable housing and work to become self-sufficient. Carrie has not yet been told the amount of this funding but should know soon.

Program Report

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

Old Business

New Business

General Board Discussion - None

Adjournment: Joyce Bates made a motion to adjourn. Second by Jeremy Iosue. Meeting adjourned 7:45 p.m. **Motion carried.**