

**Lifeline, Inc. Board of Directors
December 18, 2013**

Call to order: Meeting called to order by Joyce Taylor at 6:35 p.m.

Personal moment of silence observed

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

Excused: Joyce Bates, Anne Curwen, Jeremy Iosue, Bill Knapp

Absent/Unexcused:

Guests: Jacob Daling, Lake County YMCA

Staff: Carrie Dotson

Quorum Determination: Quorum Achieved

Additions or amendments to the agenda: None

Approval of minutes: Sue Whittaker made a motion to accept the minutes of the November 20 Board meeting. Rita McMahon seconds. **Motion carried.**

Public Comment:

Our guest, Jacob Daling, introduced himself and stated that he was interested in joining our Board.

Committee Reports

Programming/Strategic Planning Committee:

- No Report

Fundraising Committee:

- Annual Campaign: Carrie said that donations are coming in and so far we are significantly ahead of last year's giving at this time. She's optimistic for a successful campaign—as of Dec. 17, we had 49 donors who had given \$5,717 gross donations. She encouraged Board members to continue to talk to their contacts about Lifeline and what their contribution can do. She also encouraged those who haven't made a pledge to the campaign to please do so.
- March Mania: The Board kicked off March Mania 2014—how you can help packets and raffle ticket packets were distributed, as well as a sign up sheet for auction donations. Carrie asked that all Board members try to attend the event on Friday, March 7.

Finance

- No Report

By-Laws and Membership

- Carrie distributed information for Board members to keep in their red folders for reference, and went over each handout. These included commonly used acronyms, details on Lifeline funding sources and Lifeline's history.
- Rita handed out copies of the newly formed Board Support Teams, which we will use as a driver for small group discussions and projects in the coming months. She also explained that they're also to be used for mentoring new members.

- Marlaina presented the Board with the new assessment tool that the Committee has developed and asked that everyone take a few minutes to complete it. The committee will tabulate the results and we're hoping that will give us a good idea of what skills & demographics we have on the Board and where there are gaps that we need to fill.
- Carrie announced that, per the committee's recommendation, we will be having a teambuilding session at the February meeting, with the goal of Board members getting to know each other better and working better together.

Human Resources

- Carrie went through the proposed revisions to the personnel policies that are being recommended by the HR Committee. These included:
 - Adjustments and additions to the records retention policy, as recommended by the Ohio Development Services Agency audit office. (Pages 8 & 42).
 - A clarification on staff resignation and when they shall be paid out for unused sick time. This is a clarification of retirement/resignation (page 14).
 - The addition of an inclement weather policy (page 14).
 - The addition to the tuition reimbursement policy to try to retain employees who use the reimbursement and/or to recoup funds if they resign (page 32).
- Lori Adler made a motion to accept the revisions to the personnel policies as recommended by the HR Committee. Sue Whittaker seconds. **Motion carried.**
- Rita McMahan made a motion to adjourn into Executive Session to conduct the Executive Director's annual evaluation. Lori Adler seconds. **Motion carried.**
- Ed Zivkovich made a motion to return to regular session. Lori Adler seconds. **Motion carried.**
- Pam Morse made a motion to accept the annual evaluation of Carrie Dotson and grant a 3% salary increase retroactive to October 1. Michelle Herron seconds. **Motion carried.**

Facilities Ad Hoc

- Rita updated the Board on how the meetings with Dan Smith and Cathy Bieterman went. She thoroughly went through the three options that are available to us right now, including expanding within our current space, renovation of an existing building and a new construction. Several Board members asked questions about the various options, including cost, timeframe, etc.
- The Board broke into their support teams for small group discussion on the pros/cons of each option. The teams were asked to fill out a questionnaire with their feedback and return it to Carrie so that the committee could review.

Nominating

- Joyce Taylor reminded the Board that elections will be held in January and to please let her, or a member of the nominating committee, know if they are interested in an executive position.

Finance Report:

- The Board was provided with both the October and November finance reports. Carrie reported that our cash flow is very good right now because of the HEAP WCP initial advance payment of \$300,000, which we received in late November.

Director's Report

- Carrie distributed a copy of the CAP Facts that discussed how our programs fared in the new FY 14 budget that the federal government is currently considering.

Program Report

- Carrie updated that we are still working to recruit volunteers for the VITA program, and if anyone knows someone who would like to volunteer, please have them contact her.
- She also mentioned that the HEAP Winter Crisis Program has been very busy—busier than in seasons past. Ed Zivkovich commented that the clients that he sees at the St. Vincent DePaul Society have had really positive feedback about their experiences at the HEAP Office.
- ODMH: Quality Assurance Activities – None
- Client Rights Activities/Grievances – None

Old Business

- None

New Business

- None

General Board Discussion

- None

Adjournment: Pam Morse made a motion to adjourn. Rita McMahon seconds. **Motion carried.** Meeting adjourned 7:45 p.m.