

**Lifeline, Inc. Board of Directors
November 20, 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, Joyce Bates, Melissa Clayton, Anne Curwen, Michelle Herron, Kathleen Homyock, Jeremy Iosue, Bill Knapp, Rita McMahon, Pam Morse, Joyce Taylor, Marlaina Tucci, Sue Whittaker

Excused: Ed Zivkovich

Absent/Unexcused:

Guests: Alyea Barajas, Lake Co. Council on Aging/City of Painesville, Katie Krammer, Lake Erie College

Staff: Carrie Dotson

Quorum Determination: Quorum Achieved

Additions or amendments to the agenda: We did not have an Executive Session, as originally planned on the agenda, due to time constraints. We will have an Executive Session at the December meeting instead.

Approval of minutes: Lori Adler made a motion to accept the minutes of the October 16 Board meeting. Jeremy Iosue seconds. **Motion carried.**

Public Comment:

Our guests, Alyea Barajas and Katie Krammer introduced themselves and stated that they were interested in joining our Board.

Committee Reports

Programming/Strategic Planning Committee:

- Carrie gave a presentation of the 2013 Needs Assessment, which will be submitted with the CSBG application on Monday 11/25. She explained that the assessment was done via focus groups with agency personnel, client surveys at a variety of agencies and then 'real' data from various studies. Carrie went through the assessment and pointed out some of the new data and emphasized the needs shown by the study and how Lifeline's programs tie to those needs.
- Pam Morse made a motion to accept the Needs Assessment and its submission to ODSA with the CSBG Application. Anne Curwen seconds. **Motion carried.**

Fundraising Committee:

- Annual Campaign: Carrie said that donations are coming in and so far we are ahead of last year's giving at this time. She's optimistic for a successful campaign. 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: Carrie announced that we will kick off March Mania at the December Board meeting. The Board had discussion around changes that could be made to March Mania, both for this year and in coming years. Joyce Taylor asked that any feedback on the event please be given to Carrie, or to the fundraising committee.

Finance

- Carrie distributed copies of the FY 2012 990 tax filing to the Board for review and approval. Pam Morse made a motion to accept the FY 2012 990 filing. Sue Whittaker seconds. **Motion carried.**
- Carrie passed out copies of the FY 2014-15 CSBG proposed budget and presented the budget by line item. She also presented Lifeline's program plans/outcomes for 2014-15. Carrie explained how Medicaid expansion in Ohio has really changed this CSBG application, as has the need for an additional staffing. Other variables include funding that we have secured for 2014, but that remains unknown for 2015, as well as our impending facility move in 2015. She advised the Board that though this is the current proposal, to expect revisions forthcoming in 2014 and 2015 as our environment changes. Pam Morse made a motion to approve the 2014-15 CSBG application as proposed. Joyce Bates seconds. **Motion carried.**
- Board asks that it be noted that Lifeline shall pursue any opportunity to add additional resources to the Employment Training Program, given that it was such a demonstrated need in the Needs Assessment.

By-Laws and Membership

- Alyea Barajas is attending her second meeting and is interested in filling the public sector slot which is appointed by the City of Painesville. Alyea's husband works for the City. Carrie and Alyea met in early November to discuss the roles and responsibilities of the Board. Anne Curwen made a motion to accept Alyea as a Board member in a public sector slot. Michelle Herron seconds. **Motion carried.**

Human Resources

- Carrie asked the Board, per our personnel policies, to consider approval of the vacation buyout clause for staff members who are interested. Carrie indicated that three or four staff members have applied for vacation buyouts this year. Pam Morse asked the estimated value of the buyout and Carrie said that it would be under \$3,000. Pam Morse made a motion to approve the vacation buyout for 2013. Rita McMahon seconds. **Motion carried.**
- The Board asked Carrie to make sure that the staff understands that the buyouts must be approved from year to year depending on budget constraints and that it may not be approved for 2014.
- Joyce Taylor suggested that per our personnel policies, we must annually vote to renew the allowance for personal cell phones for administrative staff who also use them for work related activities. The Board asked Carrie how much personal phones are used. Carrie said that she uses hers for her work calendar, as well as regularly for email and phone when she's travelling and on weekends when she needs to be reached. Pam Morse made a motion to renew the cell phone allowances for administrative staff at the level of \$45/month per person. Michelle Herron seconds. **Motion carried.**

Facilities Ad Hoc

- Rita updated the Board that the committee met and that they have scheduled appointments for the first week in December with Dan Smith, our landlord at Consolidated Investment Corp. and Cathy Bieterman, the Economic Development Director for the City of Painesville. Carrie has already sent them the design plan for the new office so that they have an idea of what our needs are. Rita said that by the December meeting we hope to have a better idea of what our direction will be in terms of securing a new facility in 2015.

Finance Report:

- No report this month—Carrie will have both October & November’s finance reports at the December meeting.

Director’s Report

- Carrie thanked the Board members who helped out with the first week of HEAP for Customer Appreciation days.
- Carrie also updated the Board on our holiday giving project and who this year’s donors are.
- Carrie asked the Board to approve a transfer of \$5,000 from our unrestricted savings account to our Corporate Account. Pam Morse made a motion to transfer \$5,000 from our unrestricted account to our corporate account. Rita McMahon seconds. **Motion carried.**
- Carrie asked the Board to consider approval for sending her to the National Community Action Partnership Conference in Florida in January. While she doesn’t typically request to go to national conferences, this one had a particularly good agenda of workshops which she feels will really benefit our needs at Lifeline. These included workshops on developing risk assessments and succession plans, which are both projects that Lifeline will be working on in 2014. Carrie estimated that the total cost of the conference would be around \$1,100. Lori Adler made a motion to approve Carrie’s attendance at the National Community Action Partnership conference in Jan. 2014. Sue Whittaker seconds. **Motion carried.**

Program Report

- Carrie updated that we have hired a VITA Coordinator and are working to recruit volunteers for the VITA program, and if anyone knows someone who would like to volunteer, please have them contact her.
- ODMH: Quality Assurance Activities – None
- Client Rights Activities/Grievances – None

Old Business

- Joyce Taylor reminded everyone that elections are coming up at the January meeting and to please let the nominating committee know if they are interested in any positions.

New Business

- Carrie shared with the Board that Rita McMahon has been named the Painesville Area Chamber of Commerce’s Citizen of the Year for 2014. She will be recognized at their annual dinner on January 31. Congratulations to Rita!

General Board Discussion

- None

Adjournment: Joyce Bates made a motion to adjourn. Michelle Herron seconds. **Motion carried.**
Meeting adjourned 7:45 p.m.