

## Lifeline, Inc. Board of Directors

August 19, 2015

**Call to order:** Meeting called to order by Pam Morse at 6:02 p.m.

### **Personal moment of silence observed**

**In Attendance:** Pam Morse, Anne Curwen, Michelle Herron, Rob Moore, Joyce Bates, Holly Hanna Coe, Alyea Barajas, Joe Weber, Terra Thorpe, Ed Zivkovich, Rita McMahon

**Excused:** Sue Whittaker, Paula Gordos, Bill Knapp

**Absent/Unexcused:** Kathleen Homyock

**Guests:** Jeff Diver

**Staff:** Carrie Dotson, Michelle Mezaris

**Quorum Determination:** Quorum Achieved

**Additions or amendments to the agenda:** None

**Approval of minutes:** Joyce Bates made a motion to accept the minutes of the June 17, 2015 Board meeting. Joe Weber seconded. Rita McMahon and Ed Zivkovich abstained. **Motion carried.**

**Public Comment:** None

**Guest Speaker:** Jeff Diver from SELF in Butler County was guest speaker. Following the Board meeting, Jeff provided a Roles and Responsibilities training for the Board. He is an OCATO trainer who will also assist Lifeline with their Strategic Plan in October.

### **Committee Reports:**

#### **Programming/Strategic Planning Committee:**

- The Board confirmed that October 17<sup>th</sup> will be the date of the Strategic Planning Retreat from 9AM-2PM. Pam Morse will contact Lake Erie College about a rental space and catering of lunch. Carrie has offered to contact Tri Pointe as a secondary location.

#### **By-Laws and Membership Committee:**

- Anne Curwen reported that the Committee discussed the Conflict of Interest Policy at length and would be presenting it at the next Board meeting.
- Carrie reported that from Oct 13-15<sup>th</sup> the History of the War on Poverty training will be held in Columbus and invited any Board member who wished to attend to contact her. It is a comprehensive history of community action presented by David Bradley of the National Community Action Foundation.

#### **Fundraising Committee:**

- **Dancing Under the Stars:** Carrie reported that this could be DUTS best year ever. While not all revenue is in, to date we expect that the event will have raised between \$45,000-\$50,000 net. This amount will be split evenly between Lifeline and FPANEO.

#### **Finance Committee:**

- Carrie reported the exit interview for the audit will be September 16<sup>th</sup> and a report will be given to the Board at that night's meeting.

- Carrie has received the quarterly statement on the Endowment with the Cleveland Foundation. The endowment has earned more than \$1,500 since its inception nine months ago. The Board will discuss further funding for the endowment in October.

#### **Human Resources Committee:**

- Carrie reported that Lifeline recently has had two vacancies. One as a part time 211 Info and Referral Specialist that was filled this week by a volunteer who has been assisting Lifeline since the fall. The second position was a full time HEAP position that has not been filled. Once the Summer Crisis Program has finished, the staff will meet to discuss options of that vacancy.
- Zakiya Jackson-Boyd submitted a letter requesting tuition reimbursement toward her school expenses as she works toward her Bachelor degree in Non Profit Management. This is available to employees once per calendar year and requires Board approval. Carrie and Michelle strongly recommended that Zakiya is an excellent candidate to consider for tuition reimbursement. Rita McMahon made a motion to approve Zakiya's request. Anne Curwen seconded. **Motion carried.**

#### **Finance Report:**

- Carrie included May and June Finance report in Board packet.

#### **Director's Report:**

- **HEAP Administration and Operating Grant:** This grant covers the cost of staff salaries, overhead, and all other operational expenses of the HEAP Program. Carrie went through the grant application and budget with the Board and explained that it was submitted in early August, but is pending Board approval. Rita McMahon made a motion to approve the grant. Alyea Barajas seconded. **Motion carried.**
- **United Way Allocations:** Lifeline received a cut in all programs that UW funds. Michelle Herron made a motion to accept allocations and the UWLC Grant Agreement. Holly Hanna Coe seconded. **Motion carried.**
- **Geauga Update:** Carrie reported that Lifeline will not be receiving grant money for Geauga for the upcoming year. Lifeline was able to gain one endorsement, but not the others required to move the process forward. Lifeline Board sent a letter to ODSA outlining steps Lifeline has taken to actively pursue endorsements but has not been successful. Lifeline indicated an interest in future discussions if the opportunity presents. At this time, the allocations of Geauga funds are on hold. ODSA is giving Geauga time to establish its own CAA which is needed to regain the funding.

#### **Program Report:**

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

#### **Old Business:**

- None

#### **New Business:**

- Holly Hanna Coe reported to the Board that as an employee of LMHA she has discovered a possible issue with a landlord that LMHA and Lifeline both work with. Holly is both an employee of LMHA and a Lifeline Board member. Holly has found possible evidence that the management company is using Lifeline funds and LMHA Section 8 funds to cover the same tenant charges (i.e. first month's rent or security deposit). She notified Lifeline of her initial findings this afternoon and is working with her supervisor at LMHA to determine course of action. In the meantime, Lifeline will assist LMHA with any documentation that is requested and permitted by Lifeline Release of Information. Several Board members were concerned about the legal implications of such a matter and Holly and Carrie agreed to be in continuous contact in the near future and

Carrie will keep Board aware of the situation. The Board requested a formal update at the next Board meeting.

**General Board Discussion:**

- Next Board meeting is September 16<sup>th</sup> at Lifeline office.

**Adjournment:**

- Michelle Herron made a motion to adjourn. Alyea Barajas seconded. **Motion carried.**

**Meeting adjourned at 6:47 p.m. and was followed by training from Jeff Diver.**