

**Lifeline, Inc. Board of Directors**  
**August 20, 2014**

**Call to order:** Meeting called to order by Michelle Herron at 6:09 p.m.

**Personal moment of silence observed**

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

**Excused:** Jeremy Iosue, Melissa Clayton, Bill Knapp

**Absent/Unexcused:** NA

**Guests:** Joe Weber from Lake Erie College, Vaughn Johnson from Painesville Credit Union, Holly Hanna Coe from LMHA

**Staff:** Carrie Dotson, Michelle Mezaris, Lauri Jackson

**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 July 16, 2014 Board meeting. Joyce Bates seconded. **Motion carried.**

**Public Comment:** None

**Committee Reports:**

**Programming/Strategic Planning Committee:**

- **Consumer Education Presentation by Lauri Jackson:** Lauri provided an overview of the Employment Training, HCRP, Supportive Housing programs that she operates. She offered handouts to the Board with statistics and demographic information about participants.

**Fundraising Committee:**

- **Dancing Under the Stars:** Carrie thanked everyone who attended. The final numbers will be available next month but the estimate is approximately \$30-\$35,000 to be shared with FPANEO. The attendance was slightly lower than in past years. Half of the cast for next year has already been selected. Lifeline/FPANEO have signed for an additional two years with LaMalfa to lock in rates. The next two events will be held on August 14, 2015 and August 12, 2016.
- **Annual Campaign:** At the October Board meeting, Bob from Lakeland Community College will conduct a training on fundraising. Carrie will pass out contact lists next month for Board members to review for the upcoming campaign.
- **Endowment:** Board discussion focused on the benefits of Lifeline participating and some additional questions were raised. Rita suggested that the Finance Committee draft the document that outlines Lifeline's specific information that will be better for the Board to understand the impact on Lifeline. The Board can review and vote.

**Finance Committee:**

- The committee met last week and completed the exit interview with the auditor via teleconference. There were no findings, material weaknesses or recommendations for improvement, which is

outstanding. The auditor spoke very highly of the staff and fiscal consultant and how clean the books are and how easy the audit is.

- The committee also reviewed information related to the HCRP program, as well as received a brief update on the Geauga County acquisition (see Director's Report, below).
- Lifeline's FY 2013 Audit was distributed to all Board members and was formally presented to the Finance Committee. The Finance Committee has reviewed and recommends acceptance of the audit report. Joyce Taylor made motion to accept audit and Anne Curwen seconded. **Motion Carried.**
- Lifeline's corresponding 990 Tax filing was distributed to all Board members and needs approval for filing. Rita McMahon made a motion to approve filing and Sue Whittaker seconded. **Motion Carried.**

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

- Joe Weber is in attendance again for Board meeting and wishes to become a member. According to the by-laws he is eligible to be voted in at this time. Pam Morse motioned to approve nomination of Joe to become a member of Lifeline's Board. Rita McMahon seconded. **Motion Carried.** Joe will fill a private sector slot and be appointed by Lake Erie College.

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

- None.

#### **Facilities Ad Hoc Committee:**

- Carrie shared that there will be a two-step process for the remaining portion of the office renovation. There will be new offices created in the former lobby area of Suite #309 where 211 daytime staff will be relocating. The former offices and current 211 space in Suite #300 will be renovated into a large conference room that could be used for Board meetings or trainings. The hope is to have this entire renovation completed by November 1<sup>st</sup>.

#### **Finance Report:**

- Not completed yet but will be distributed when completed.

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

- Carrie reached out to the Director of the Lake County Health Department after their building caught fire this morning. Lifeline offered to help in any way they needed.
- The Lake County ADAMHS Board Director, Kim Frasier, will be conducting a brief presentation about the upcoming levy renewal at the next Board meeting.
- Lifeline has received a two year grant for HCRP that begins in January 2015. There is also an increase in funding that has been granted as well.
- Lifeline is in the final steps of completing the OMHAS application that expires in September. This renewal is for three years and covers Information and Referral Services and Other Mental Health Services.
- Carrie led discussion on the news that the Geauga Community Action Agency that receives CSBG and HEAP funds has been evaluated and was found out of compliance for many of the new nationally mandated CSBG Performance Standards. A letter has been sent to them from the Ohio Development Services Agency which indicates they are at risk of losing all funding and operation support. The ODSA has asked that Lifeline consider acquiring Geauga County's funding and becoming a multi county agency. There are many things to consider about this, including financial, HR, marketing/branding, and Board structure/composition. Right now we have a lot of questions and few answers. On September 9<sup>th</sup> Carrie, Pam Morse, and Michelle Herron will meet with the Geauga CAA Board to discuss a possible acquisition of Geauga funding by Lifeline. There are many unanswered questions including unknown

timeline, operations, and funding uncertainties. Carrie will report back to Board next month about result of meeting.

**Program Report:**

- ODMH: Quality Assurance Activities – None
- Client Rights Activities/Grievances – None
- The Summer Crisis Program demand is lower than anticipated. There are still over 40 air conditioners available. The assumption is that the trend is because of cooler temperatures this year. Carrie states that this is true in most counties in Ohio.

**Old Business:**

- None

**New Business:**

- None

**General Board Discussion:**

- **Next Board meeting to be held September 17<sup>th</sup> at 6PM at TriPoint Hospital.**

**Adjournment:**

- Pam Morse made a motion to adjourn. Alyea Barajas seconds. **Motion carried.**

**Meeting adjourned at 7:32 p.m.**