

**Lifeline, Inc. Board of Directors  
December 17, 2014**

**Call to order:** Meeting called to order by Michelle Herron at 6:02 p.m.

**Personal moment of silence observed**

**In Attendance:** Joyce Bates, Pam Morse, Alyea Barajas, Sue Whittaker, Lori Adler, Bill Knapp, Holly Hanna Coe, Melissa Clayton, Marlaina Tucci, Ed Zivkovich, Anne Curwen, Michelle Herron, Rita McMahon

**Excused:** Kathleen Homyock, Jeremy Iosue, Joyce Taylor

**Absent/Unexcused:** Joe Weber

**Guests:** Leslie Iosue, Bob Cahen, Rob Moore, Paula Gordos

**Staff:** Carrie Dotson, Michelle Mezaris

**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 19, 2014 Board meeting. Lori Adler seconded. **Motion carried.**

**Public Comment:** None

**Fundraising Training:** Bob Cahen, Executive Director of the Lakeland Foundation, shared with the Board basic ideas and historical activities he and his groups have done in the past that have been successful in raising money for a variety of projects. His current project involves how to get young professionals engaged in Board level positions because the dynamics of Board are changing. He believes that “telling the story” of the program or agency is 9/10ths of the success in fundraising today. Agencies should focus on one-on-one fundraising and look at planned giving. He provided materials that Board can review and contact him with questions.

**Committee Reports:**

**Programming/Strategic Planning Committee:**

- None.

**By-Laws and Membership Committee:**

- Committee introduced Rob Moore who is an attorney and interested in joining our Board in the slot appointed by the Lake County Courts or Bar Association. Leslie Iosue, who attended previously, will continue attending Board meetings and will wait until an appropriate slot opens. Paula Gordos, from Lake Health, attended her second meeting and was seeking membership in the slot opening up from Joyce Taylor of Lake Health. Pam Morse made a motion to vote Paula onto the Lifeline Board. Alyea Barajas seconded. **Motion Carried.**
- Three Board members are leaving their positions at the end of their terms as of December 2014 and Lifeline honored their service by providing them proclamations from the County Commissioners and Congressman Joyce to thank them for their service: Marlaina Tucci, Jeremy Iosue, and Joyce Taylor. A fourth Board member, Lori Adler, was honored with a prestigious proclamation for her dedication and

has termed out of her Board membership. Thank you to everyone who has given time and energy to Lifeline.

**Fundraising Committee:**

- **Annual Campaign:** Carrie passed out reminder postcards for Board members to sign that will be mailed to donors mid-January. Please sign and return to Carrie. Carrie updated that the annual campaign is slightly down from this time last year, but is hopeful that it will rebound. Details of donors to date, as well as a cost/profit analysis were included with the Board packet.

**Finance Committee:**

- None

**Human Resources Committee:**

- **Executive Session:** Rita McMahon made a motion to enter into executive session to review Executive Director's annual performance appraisal. Pam Morse seconded the motion. **Motion Carried.** Marlaina Tucci made a motion to adjourn executive session and resume the Board meeting. Lori Adler seconded. **Motion Carried.**
- The HR Committee recommended that upon review of her 2014 annual performance appraisal, Carrie receive a 4% increase in salary that would be retroactive to November 1, 2014. Rita McMahon made a motion to approve salary increase of 4%. Alyea Barajas seconded. **Motion Carried.**
- **Health Insurance:** Lifeline health insurance renewal is February 1, 2015. The agency received notice that the current plan will be discontinued. A new plan was selected that has lower premiums while keeping high level of care. No staff member will be paying for premium out of pocket.
- **Management Succession Plan:** As a part of the new Organizational Performance Standards, each agency must have a succession plan in place that details what would happen in the event that either Executive Director any other management level employee left the agency permanently. Carrie has drafted a plan, which has been reviewed and approved by the HR Committee. The plan includes both an immediate and a long term action plan the Board would implement to replace the vacant position. A copy of the plan was provided to Board members. Lori Adler made a motion to approve the plan. Joyce Bates seconded. **Motion Carried.**
- **Cell Phone Allowance:** Pam Morse made a motion to approve the continued cell phone allowance for Michelle Mezaris and Carrie Dotson in the amount of \$45/monthly each. Sue Whittaker seconded. **Motion Carried.**

**Nominating Ad Hoc Committee:** New officer positions will be voted on in January. Please let Carrie know if you are interested in being on the nominating committee, or want to hold a position.

**Facilities Ad Hoc Committee:**

- None.

**Finance Report:**

- Carrie will distribute report upon its completion.

**Director's Report:**

- Carrie distributed an update from NCAF with the new federal CROmnibus funding for fiscal year 2015. The budget was passed by both the House & Senate and President Obama has signed. Community Action faired pretty well, particularly since domestic spending was on the chopping block. CSBG funding remained frozen at FY '14 levels and LIHEAP is anticipated to get a 1% cut.

- CSBG T/TA Grant: Carrie has finished writing the grant that would allow Lifeline to significantly improve technology for several of our programs, including HEAP, 211 and VITA. The grant is for \$11,784 to purchase 8 desk top computers and 4 lap top computers. Rita McMahon made a motion to approve the submission of the CSBG T/TA Grant. Anne Curwen seconded. **Motion carried.**

**Program Report:**

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

**Old Business:**

- None

**New Business:**

- Beginning January 2015, Board meetings will be held at Morley Library in Painesville. They will be held in the basement level of the building. Dinner will be provided at 5:30PM as usual with meeting to begin at 6PM.

**General Board Discussion:**

- Next Board meeting to be held Wednesday, January 21, 2015.

**Adjournment:**

- Pam Morse made a motion to adjourn. Joyce Bates seconds. **Motion carried.**

**Meeting adjourned at 7:11 p.m.**