

## Lifeline, Inc. Board of Directors

December 16, 2015

**Call to order:** Meeting called to order by Pam Morse at 6:11 p.m.

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

**In Attendance:** Rob Moore, Rita McMahon, Anne Curwen, Alyea Barajas, Pam Morse, Holly Hanna Coe, Kathleen Homyock, Bill Knapp, Ed Zivkovich, Joe Weber, John Shepard

**Excused:** Paula Gordos, Terra Thorpe, Joyce Bates, Michelle Herron, Sue Whittaker

**Absent/Unexcused:** None

**Guests:** None

**Staff:** Carrie Dotson, Michelle Mezaris

**Quorum Determination:** Quorum Achieved

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

**Approval of minutes:** Holly Hanna Coe made a motion to accept the minutes of the November 18, 2015 Board meeting. Rob Moore seconded. Ed Zivkovich abstained. **Motion carried.**

**Public Comment:** None

### **Committee Reports:**

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

- Carrie reported that the next committee meeting will be scheduled soon.
- Strategic Plan: Jeff Diver sent Carrie the draft of the Strategic Plan and she states that it represents what the group wanted for the agency going forward. The Committee will be reviewing it at its upcoming meeting and it will be distributed at the next Board meeting for consideration for adoption.

**By-Laws and Membership Committee:** No Report

#### **Fundraising Committee:**

- **Annual Campaign:** Carrie stated that the Annual Campaign letters were mailed November 16<sup>th</sup>; there were 400 donors on the list. The goal is for 100 donors to send contributions toward campaign. Lifeline campaign goal is \$12,000.
- **Spring Fundraiser:** The tickets for the spring raffle have arrived and were distributed at the Board meeting. Each Board member received 12 tickets. The drawing will be at the May Dinner. The committee is discussing connecting with local businesses to help sell tickets.
- **DUTS:** The final tally for DUTS 2015 is complete. The event raised \$47,268 net and Lifeline will receive \$23,635 in funds. The cast for 2016 is 2/3 complete and the event will be August 5<sup>th</sup> at LaMalfa.

#### **Finance Committee:**

- **Audit Vote:** The Board packet includes a summary sheet for the four audit firms that submitted proposals for Lifeline's audits. The Committee reviewed each one carefully and recommended Snodgrass because of the extensive proposal and lower cost. It will be a three year contract with the option to renew. Joe Weber made a proposal to approve Snodgrass as Lifeline's new auditor beginning with the FY 2015 audit. Bill Knapp seconded. **Motion carried.**

- **IT Contract:** The Committee reviewed the three vendors who bid to be Lifeline's IT provider after receiving a significant increase from the agency's current provider. A summary sheet is enclosed in the Board packet. The Committee recommends Meritech because of the comprehensive service package that best meets the needs of the growing agency, as well as the cost. Anne Curwen proposed the approval of Meritech as new agency IT provider beginning 2016 (based on proposal). Alyea Barajas seconded. **Motion carried.**
- **Cell Phone Allowance:** The Committee annually reviews the cell phone allowance for Carrie and Michelle. It is currently \$45/month per person. The Committee recommended the allotment remain the same. Anne Curwen made a motion to keep the allowance unchanged. Rita McMahon seconded. **Motion carried.**
- **Risk Assessment Presentation:** Enclosed is Lifeline's Risk Assessment required for the CSBG Organizational Standards. This is the first one completed for Lifeline. Carrie completed a series of surveys and worked over eight months to compile the information needed to complete project. The Board is asked to review the document before the January meeting and come ready to approve the Assessment. The Board will not vote to make changes to the document but it will be used as a tool to assist the agency and lowering the risk level going forward. The Committees will be assisting in developing strategies to address the risks.

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

- **Staffing:** Lifeline's 211 department is fully staffed. Tiffany Menosky has been hired as VITA Coordinator for the upcoming tax season. She has numerous years of experience in finance and tax preparation in the private sector.

#### **Finance Report:**

- The Finance report was included in the Board packet.

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

- **UWLC Applications FY 2017:** Enclosed in the Board packet is a summary of the last ten years of funding allocations from the UWLC, as well as the Finance Committee's proposed allocation proposals for FY 2017. Supportive Housing, Rental Assistance Program, Prescription Assistance Program, and 211 all receive funding through the UWLC. The total amount proposed by Board is \$141,500. Bill Knapp made a motion to approve the grant allocations totaling \$141,500 for the above programs. Ed Zivkovich seconded. Rita McMahon abstained. **Motion carried.**
- **Client Lawsuit Update:** Rob Moore stated that the case has been dismissed as of yesterday. The plaintiff cannot receive services for 30 days.
- **Three Year ODSA Audit:** The ODSA Audit overall was good. Carrie stated that there were two items that were questioned, but that the dollar amounts were minimal. She will contest them in hopes of having them removed from our findings. Lifeline will receive a report by the end of January and have 30 days to issue a response.
- **Cleveland Foundation Grant Update:** The Cleveland Foundation has agreed to fund a re-branding project for Lifeline in the amount of \$10,000. This can include redesign of our logo, and any printing costs associated with the project. The grant must be expended by November 30, 2016.
- **OACCA Needy Family Project:** Lifeline received \$1,000 from OACAA to use toward projects that would improve the lives of low income families. Lifeline submitted a proposal that included both a family quality time aspect as well as a self-care and stress management portion for the parents. It was immediately approved and Lifeline is purchasing gift cards for the bowling alley, YMCA, movies, restaurants and a local company that provides relaxation services run by cosmetology students.

#### **Program Report:**

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

**Old Business:**

- None

**New Business:**

- None.

**General Board Discussion:**

- December's Board meeting marks the last for Kathleen Homyock who has served on Lifeline's Board since 2011. A huge thank you to Kathleen for her service.

**Adjournment:**

- Rob Moore made a motion to adjourn at 7:40 p.m. Rita McMahon seconded. **Motion carried.**