

**Lifeline, Inc. Board of Directors
February 19, 2014**

Call to order: Meeting called to order by Michelle Herron at 6:15 p.m.

Personal moment of silence observed

In Attendance: Lori Adler, Alyea Barajas, Joyce Bates, Ann Curwen, Michelle Herron, Kathleen Homyack, Jeremy Iosue, Rita McMahon, Pam Morse, Joyce Taylor, Marlaina Tucci, Sue Whittaker, Ed Zivkovich

Excused: Melissa Clayton, Jacob Daling, Bill Knapp

Absent/Unexcused:

Guests: Elaine Barnard, Lake County YMCA, Frank Bates

Staff: Carrie Dotson

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 January 15 Board meeting. Joyce Bates seconds. **Motion carried.**

Public Comment: None

Committee Reports:

Programming/Strategic Planning Committee:

- No Report

Fundraising Committee:

- Annual Campaign: Carrie is pleased to report that we have nearly met our Annual Campaign goal for this year already. She asked Board members to continue to encourage their contacts to give and to fulfill their Board pledges. She reminded that the campaign will wrap up March 31.
- March Mania: Carrie went over details/updates for March Mania, including reminding Board members to get their RSVPs in as soon as possible and to get auction donations in next week and raffle tickets prior to the event. She also asked for volunteers to help the night of the event.

Finance Committee:

- Carrie handed out a sheet detailing Lifeline's unrestricted accounts (2 CDs and a savings account) as of January 31, which totaled nearly \$90,000. Carrie also detailed upcoming revenue to the account (March Mania, remainder of Annual Campaign and eventually Dancing Under the Stars). One of the CDs is maturing on Feb. 24 and she asked the Board for recommendations on whether to allow it to roll over, transfer additional funds, etc.
- Rita McMahon made a motion to move \$10,000 from the unrestricted savings account into the CD that matures on February 24 and recommended to put further evaluation about a third CD on the June meeting agenda. Pam Morse seconds. **Motion carried.**

By-Laws and Membership Committee:

- Committee reviewed the current Board By-laws and only had one recommended change, and it was in response to the new CSBG Performance Standards that ODSA is now using, Carrie explained. This has been presented and will be voted on at the March Board meeting.
 - Page 3, Article II/Section 2Ba—we need to add in a sentence indicating that we all Board members who represent the low-income population must be democratically selected by their appointing organization.
- The Committee presented the results of the Board assessment that was done in December. We currently lack much experience in the areas of financial planning/accounting/auditing, as well as in legal expertise and graphic design. Our Board also tends to be very concentrated in central Lake County and is primarily female. These are all things to keep in mind as we recruit new members, particularly for private sector positions.
- Carrie handed out descriptions of each of the awards we typically give out at our annual dinner and lists of previous winners. She asked the Board to please submit any nominations that they might have, along with descriptions of why they're being nominated. She'll combine these with the staff nominations and email them out prior to the March meeting. The Board will vote on the award winners either in March or April. Carrie is still working on securing a date, location and speaker for the dinner, but it will likely be sometime in early May.

Human Resources Committee:

- Carrie updated the Board that Cate Hearn will be leaving Lifeline and that her last day will be Friday, March 21.
- Rita McMahan made a motion to adjourn into Executive Session to discuss personnel. Pam Morse seconds. **Motion carried.**
- Lori Adler made a motion to adjourn the Executive Session and resume regular session. Anne Curwen seconds. **Motion carried.**
- Pam Morse made a motion to offer a separation agreement for up to 60 days to Cate Hearn, per the HR Committee's recommendation. Lori Adler seconds. **Motion carried.**
- Rita McMahan made a motion to transfer adequate funds from the unrestricted savings account to the corporate account of the checking to cover the separation agreement. Sue Whittaker seconds. **Motion carried.**

Facilities Ad Hoc Committee:

- Rita updated that the Committee has met three times over the last month, including with a local developer, Mike Warmington, and our architect, Ray DelaMotte. Mr. Warmington presented us with two proposals—one to renovate the existing building on St. Clair Street and one to build a new office on property that he owns on Mentor Ave. The renovation was estimated at approximately \$12,000/month rent and the new build was estimated at \$8,500/month rent. We currently pay just under \$4,000/month in rent for our current spaces.
- The Committee has come to the conclusion that we just cannot afford the significant jump in rent from what we currently pay to the \$8,500/month for the new build.
- In the meantime, our current landlord notified us that the offices of Dr. Forbes, the chiropractor, which is located on our floor, will be vacant as early as this spring. It could easily be connected to our current space and would provide an additional 1,200 square feet at an estimated additional \$1,000/month. The space would allow us to increase our HEAP lobby space, as well as provide four additional offices. The Committee has recommended meeting with Dan Smith, our landlord, to pursue details on acquiring this space and extending all of our leases for an

additional few years. And then maybe in a couple of years, we re-evaluate with a goal of eventually having our own building.

Finance Report:

- Carrie had provided both a 2013 YTD report, as well as the January 2014 report. Carrie noted that our 2013 YTD expenditures were just over \$1.4 million and that we were at a 17% administration cost, which is good. She stated that we hope to close out FY 2013 in the next couple of weeks.

Director's Report:

- Carrie updated that January was a busy month for legislative activities. She spent a date down in Columbus at the Statehouse and met with legislative aids for both Representatives Young and Rogers, as well as with Senator Eklund himself. It was a great chance to educate them about Lifeline and community action. Since then, Rep. Rogers has called about making an appointment to our Board and Senator Eklund's office has called to schedule a site visit. The Senator will be visiting Lifeline on Friday, Feb. 28 at 8:45 a.m. and Carrie encouraged Board members to be here if they'd like.
- Carrie reminded that in August, Alicia Sullivan had been here to do a CSBG & HEAP Monitoring Review of our programs and of the agency using proposed CSBG Performance Standards. We received our report of that review in January and Carrie distributed and presented on our response to the evaluation. Of the 66 proposed standards, Lifeline was not in compliance with 12 of them and Carrie went through our action plan for correcting them—several have already been corrected through fall 2013 and several we will work on in the coming months. There were also several minor findings in the HEAP customer files, all of which have been corrected already and issues with governance, including Board vacancies, which we are currently addressing. Pam Morse made a motion to accept Lifeline's response of the ODSA Monitor Review and submit it. Alyea Barajas seconds. **Motion carried.** Carrie will submit our response and await further notification from ODSA.
- Carrie distributed and went through her recommendations for FY 2015 UWLC Funding Applications. These include requests for modest increases in prescription assistance, rental assistance and 2-1-1 funding and a more substantial request for Transitional Housing. Board discussed the increase in Transitional Housing and questioned why and if it should be more? Carrie explained that we could be missing out on state and federal funding for Transitional Housing because we do not have an adequate local match. Our program is the only program in Lake County that meets HUD definitions/guidelines for a Transitional Housing program, yet we do not receive the local match for that program, another agency does. Carrie is asking to try to get more local match so that we can try to leverage it and bring in some additional state/federal dollars. Pam Morse made a motion to submit UWLC FY 2015 applications for funding based on Carrie's recommendations. Joyce Bates seconds. **Motion carried.**

Program Report:

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

Old Business:

- Anne asked how VITA Clinics were going and Carrie said well so far. We're about two weeks in and we have a lot of great volunteers. We're currently doing clinics on Mondays, Tuesdays and Saturdays.
- Sue asked about the CSBG funding levels—with the funding going back to pre-sequestration levels, will we see an increase in funding? Carrie said that as far as she knows, that hasn't been determined yet. When the sequestration cuts were made last year, the Ohio Development Services Agency absorbed the cuts through their Training/Technical Assistance program, which is a pot of CSBG funds the ODSA sets aside for Community Action Agencies to access for training & technology. She had not heard whether ODSA would just be restoring the T/TA pot, or if they would give additional funds to the agencies in the form of a budget amendment. She will keep the Board informed as she hears more.

New Business:

- None

General Board Discussion:

- None

Adjournment:

- Joyce Bates made a motion to adjourn. Lori Adler seconds. **Motion carried.**

Meeting adjourned at 7:45 p.m.

Teambuilding Training with Elaine Barnard 8:00 p.m. to 9:00 p.m.