

**Lifeline, Inc. Board of Directors**  
**January 18, 2017**

**Call to order:** Meeting called to order by Anne Curwen at 6:00PM.

**Personal moment of silence observed**

**In Attendance:** Michelle Herron, Rob Moore, Anne Curwen, John Shepard, Paula Gordos, Alyea Barajas, Cathy Bush, Ed Zivkovich, Aaron Burko, Abby Begeman, Carrie Knox, Holly Hanna, Joyce Bates, Terra Thorpe

**Excused:** Sue Whittaker, Pam Morse

**Absent/Unexcused:** None.

**Guests:** None.

**Staff:** Carrie Dotson, Michelle Mezaris

**Quorum Determination:** Quorum Achieved

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

**Approval of minutes:** John Shepard made a motion to accept the minutes of the December 21, 2016, Board meeting. Ed Zivkovich seconded. Holly Hanna, Joyce Bates, Terra Thorpe, and Carolyn Knox abstained. **Motion carried.**

**Public Comment:** None.

**Committee Reports:**

**Programming/Strategic Planning Committee:** No Report

**By-Laws and Membership Committee:**

- **Membership Issue:** Anne Curwen reported that it was discovered that Michelle Herron is currently already one year into her third term, rather than her second term as a Board member as our records show. According to the Board By-Laws, Board Members may only serve two full terms. The Committee stressed that we do recognize the error and has recommended two options to rectify this matter: terminate her slot on the Board immediately OR allow her to finish her role on the Board through 2017 while we seek an appropriate replacement. After Board discussion, Joyce Bates made a motion to allow Michelle Herron to finish 2017 as a Board member while an appropriate new candidate is found. Holly Hanna seconded. Michelle Herron abstained. **Motion carried.** Carrie will review all Board member files and documentation to prevent this from occurring again.

**Fundraising Committee:**

- **Annual Campaign:** Carrie shared that the Campaign is almost to goal with over \$9,000 raised so far; the goal for the Campaign is \$12,000. There was a list of donors in each Board packet and she encouraged everyone to make contact with donors who have not yet given.
- **Spring Fundraiser:** The Spring Raffle is underway. Carrie has extra tickets and posters available if any Board members would like them. She will collect money each month at Board meetings.
- **Team Activity:** Board members participated in an activity intended to brainstorm new ways to reach out to Annual Campaign contacts as well as selling Spring Raffle tickets. Teams shared their suggestions with the Board and the feedback will be used to improve fundraising initiatives.

**Finance Committee:** No Report

**Human Resources Committee:**

- **Employee Issue:** Carrie updated the Board on status of the employee who had been on unpaid leave.

**Client Policy Ad Hoc:** No Report

**Facilities Ad Hoc:** No Report

**Nominating Committee:**

- **Elections:** The Nominating Committee has recommended the following slate of officers for 2017.
  - President: Anne Curwen
  - Vice President: Alyea Barajas
  - Treasurer: Ed Zivkovich
  - Secretary: Holly Hanna

No other nominations were presented by the Board from the floor. Joyce Bates made a motion to accept the Nominating Committee's Slate of Officers. Michelle Herron seconded. **Motion carried.**

- **Committee Sign Up:** Carrie distributed the committee sign-up sheet for 2017 to the Board. She will email each committee with their members.
- **Board member Agreements and Conflict of Interest Agreements:** Each Board member received the two agreements to read and sign. These are completed annually.
- **Board Skills Analysis:** Each Board member was given a skills analysis to complete that will identify their strengths. This information is used to support the agency's recruitment activities by identifying gaps.
- **Training Survey:** Carrie distributed a survey of various training topics that could be presented in 2017 as well as an option to add their own ideas. Carrie will arrange trainings for the Board based upon the feedback.

**Finance Report:**

- Carrie emailed the finance report for November.

**Director's Report:**

- **Standards Review:** Lifeline received our formal report from the ODSA CSBG Organizational Standards Review in November. Carrie went through the four items that were not met and the reasons why. Carrie said that two of these items have already been corrected and the others we are working on. Carrie indicated that she will be preparing a formal response to send to ODSA by Friday.
- **CSBG Grant Amendments:** Carrie presented the staff's proposed revision based upon agency needs and plans for growth—the revision includes an additional \$35,991 based on a federal grant increase. Included in the revision will be the creation of a new program in partnership with the Ohio Community Development Corp, an Individual Development Account Program, which is a financial literacy and asset building program. This program was a demonstrated need in both our needs assessment and our current strategic plan. Other costs associated include travel and training, equipment and additional funds for our Re-Entry program. Alyea Barajas made a motion to approve the proposed CSBG Grant Revision. Carolyn Knox seconded. **Motion carried.**
- **PIPP Administrative Grant:** Lifeline has received \$13,689 in an administrative grant to be used toward PIPP needs and processes. Carrie presented that her proposed plan will be to hire a part time staff member to process PIPP applications; this position will *not* process Crisis Program applications. The Grant will allow Lifeline to hire the additional staff member through 2017. Alyea Barajas made a motion to approve the proposed PIPP Administration Grant. Joyce Bates seconded. **Motion carried.**
- **United Way Allocations:** Carrie presented her proposal for the United Way of Lake County funding applications, which are due January 27. The proposal requests an increase in funding with the hope of maintaining current funding status. The proposal includes a request for the following: \$4,000 for Supportive Housing; \$21,000 for

Prescription Assistance; \$15,000 for Rental Assistance; and \$90,000 for 2-1-1. Michelle Herron made a motion to approve the proposed UWLC Applications. Carolyn Knox seconded. **Motion carried.**

**Program Report:**

- ODMH: Quality Assurance Activities – None
- Client Rights Activities/Grievances – None
- **VITA Program:** Carrie shared that the VITA Program starts next week and the agency has a goal of 165 returns. She asked that Board members pass along information. She will email the flier out.

**Old Business:**

- Pathways to Excellence: None

**New Business:** None

**General Board Discussion:** None

**Adjournment:** John Shepard made a motion to adjourn at 7:18 p.m. Aaron Burko seconded. **Motion carried.**