

Lifeline, Inc. Board of Directors

March 16, 2016

Call to order: Meeting called to order by Pam Morse at 6:05 p.m.

Personal moment of silence observed

In Attendance: Rob Moore, Rita McMahon, Pam Morse, Ed Zivkovich, Joe Weber, Paula Gordos, Terra Thorpe, Joyce Bates, Anne Curwen, Sue Whittaker, Alyea Barajas, Holly Hanna, Michelle Herron, John Shepard

Excused: Bill Knapp

Absent/Unexcused: None

Guests: Carolyn Knox

Staff: Carrie Dotson, Zakiya Jackson

Quorum Determination: Quorum Achieved

Additions or amendments to the agenda: None

Approval of minutes: Michelle Herron suggested one small change to the February minutes—please remove her name from abstaining to on the approval for the January minutes—she was excused from the meeting, therefore couldn't have abstained.

Rob Moore made a motion to accept the minutes of the February 20, 2016, Board meeting. Paula Gordos seconded. Holly Hanna, Michelle Herron, John Shepard and Alyea Barajas abstained. **Motion carried.**

Public Comment: Carolyn Knox from Lake Erie College is interested in becoming a Board member. She has background experience with Habitat with Humanity in Erie, PA. Joe Weber has suggested she would be a good candidate for the Board and continue our connection with LEC after he leaves.

Committee Reports:

Programming/Strategic Planning Committee:

- Zakiya Jackson-Boyd completed a presentation of the Employment Training, Bike Program, Medication Assistance Program and Nutrition Program. She discussed the new ways she is reaching out to partner with other agencies to increase program participation.
- Strategic Plan: Carrie said that the Committee will meet on Monday 3/28 and will focus on assigning priorities and responsible parties to the new strategic plan.

By-Laws and Membership Committee:

- **Annual Dinner and Award Nominations:** Carrie distributed the nominations for the annual awards. Each board member was given the opportunity to vote on winners for each award. Carrie stated that invitations will be sent out to the Board via email. Each Board member can attend for free and each additional guest is \$45/person. The event will be held at Pine Ridge Country Club in Wickliffe on May 18 at 6:30PM.
- The Committee met and reviewed our current by-laws. They do have some recommended revisions, which will be presented at the April Board meeting, for a May Board meeting vote.

Fundraising Committee:

- **Annual Campaign:** We're in the home stretch for the campaign, which wraps up March 31. Carrie and Pam asked that all Board members please fulfill their pledges to the annual campaign by March 31. We're very close to our \$12,000 goal and hopeful that we'll reach it.

- **Spring Raffle Fundraiser:** On March 19th, Lifeline will be participating in a nonprofit event at the Great Lakes Mall. Carrie asked that Board volunteers should bring their raffle tickets to the mall on Saturday to sell. Please let Carrie know if you will not be able to sell all of your tickets.

Finance Committee: No Report

Human Resources Committee:

- **Vacant Position:** Lifeline will be posting the vacant HEAP intake worker position soon. It will be a part time opportunity to begin in April.

Marketing/Rebranding Ad Hoc: No Report

Client Policy Ad Hoc: Carrie stated that the committee is scheduled to meet on March 28th.

Finance Report:

- The Finance report was included in the Board packet.

Director's Report:

- **Grant Applications:** Carrie let the Board know that we're entering spring grant season—we will have at least six grant applications to approve submission of at the April Board meeting. She'll be very busy writing these grants over the next month and a half.
- **Poverty Simulation/Training:** On May 17th, Lifeline, in partnership with several other community agencies, will host a Bridges out of Poverty Training at La Malfa. There will be CEU's available to those who are interested. Carrie spoke about the importance of this event and the positive impact it will have to increase awareness of poverty in Lake County. The Board will receive invitations to register.
- **211 AIRS Conference:** The national AIRS conference will be held in St. Louis in May and will offer networking opportunities and educational sessions that would benefit Michelle and Louise as they work towards accreditation for 211. Lifeline hopes to learn more about the technological advances that some 211's use to provide improved communication with their callers. Lifeline applied for a scholarship for the conference, but we've also budgeted to attend. Joe Weber made a motion to approve the conference and travel for Louise and Michelle. Rita McMahon seconded. **Motion carried.**

Program Report:

- **WCP:** The Winter Crisis Program for HEAP ends March 31st.
- **VITA:** Carrie stated the Tiffany is doing a great job screening client for services and that our no-show rate is much lower this year. As a professional tax preparer, she is able assist with the specialized needs of each person. Overall, VITA is looking to meet its goal of 100 returns.
- **ODMH:** Quality Assurance Activities – None
- **Client Rights Activities/Grievances** – None

Old Business:

- Carrie reminded the Board that next month will be a longer meeting because Jeff Diver will be conducting a Board Recruitment/Retention/Succession Planning training for the Board.

New Business:

- Carrie updated that she attended a strategic planning meeting at the ADAMHS Board with Michelle Mezaris and Michelle Herron. The goal of the meeting was to discuss the future of ADAMHS Board funding and prompted interactions between the agencies to determine the priority topics that Lake County should focus on. Carrie shared that the priorities suggested at the session included restructuring of smaller agencies, a

greater emphasis on housing and increased outreach and awareness for ADAMHS programs/services.

General Board Discussion: None

Adjournment:

- Alyea Barajas made a motion to adjourn at 7:15 p.m. Joyce Bates seconded. **Motion carried.**