

**Lifeline, Inc. Board of Directors  
March 18, 2015**

**Call to order:** Meeting called to order by Pam Morse at 6:08 p.m.

**Personal moment of silence observed**

**In Attendance:** Pam Morse, Sue Whittaker, Ed Zivkovich, Anne Curwen, Michelle Herron, Paula Gordos, Rob Moore, Joyce Bates, Holly Hanna Coe, Bill Knapp, Rita McMahon, Alyea Barajas

**Excused:** Melissa Clayton, Kathleen Homyock, Joe Weber

**Absent/Unexcused:** None

**Guests:** Terra Thorpe (WomenSafe)

**Staff:** Carrie Dotson, Michelle Mezaris, Zakiya Jackson-Boyd

**Quorum Determination:** Quorum Achieved

**Additions or amendments to the agenda:**

**Approval of minutes:** Michelle Herron made a motion to accept the minutes of the February 18, 2015 Board meeting. Sue Whittaker seconded. **Motion carried.**

**Public Comment:** None

**Committee Reports:**

**Programming/Strategic Planning Committee:**

- **Health Services Presentation by Zakiya Jackson-Boyd.** Zakiya shared with the Board about the various health related services offered by Lifeline and the benefits they provide to the community. Diabetic Supplies & Medication, Prescription Assistance Program, and Patient Assistance Programs offer a variety of options to clients. The Nutrition Program begins in June and will offer expanded eligibility guidelines to encourage clients to attend. Zakiya also shared about her additional roles such as running the Employment Training Program and working with HCRP staff to ensure client rental payments and files are accurate.
- Carrie gave a presentation and handed out packets of the Lifeline 2014 Outcomes and Demographics for 2014. Year-end data and outcomes, including those in the CSBG IS Report, were provided to Board members to review. The demographic information includes both HEAP and CSP Programs. Approximately 3,200 households were assisted by Lifeline programs in 2014. The packet also includes success stories from the programs, as well as a 2-1-1 Fact Sheet.

**By-Laws and Membership Committee:**

- **Annual Dinner:** The Annual Dinner has been booked at Quail Hollow in Concord. It will held Wednesday, May 20<sup>th</sup> with an RSVP date of May 8<sup>th</sup>. The Board meeting will be held at 5:30 p.m. that evening followed by cocktails and dinner to be served at 7 p.m., followed by the awards presentation at 8 p.m. Each Board member will be able to attend at no cost but any guests will be \$45 each.
- **Annual Award Nominations:** Carrie passed out the nominees' ballot for the awards. Board members were asked to review, vote and return to Carrie before leaving meeting.
- **New Member:** Terra Thorpe from WomenSafe attended her second meeting. She is interested in joining the Board and is affiliated with both Lake and Geauga Counties. She would be a low-income representative. Rita McMahon made a motion to approve Terra's confirmation to the Lifeline Board. Michelle Herron seconded. **Motion Carried.**

### **Fundraising Committee:**

- **Annual Campaign:** The Annual Campaign ends March 31<sup>st</sup>. There are still outstanding commitments from Board members that have not been given to Carrie. Please do so by above date.
- **Raffle Tickets:** Carrie provided a summary of progress for the Raffle. The agency has been able to secure \$1,200 in underwriting, which will cover some of the costs. Sponsors will receive advertisement on Lifeline's agency page, website, and newsletter.
- **Activity:** Board members completed a fundraising activity to brainstorm ways to improve sales of Raffle tickets.

### **Finance Committee:**

- None.

### **Human Resources Committee:**

- **New Employee:** Lifeline has hired Angela Wrana as the new Consumer Education Coordinator to begin April 13<sup>th</sup>. She will oversee the Supportive Housing and HCRP Programs. She has previous experience with homeless, mentally ill, and low income clients.

### **Finance Report:**

- Carrie reported she emailed the January finance report that afternoon.

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

- **Geauga County Expansion:** Carrie reported that there have been changes with the Geauga status. It has now been determined by ODSA that a public hearing must occur in order to determine who will run programming in Geauga County. Portage County has expressed continued interest in this acquisition. Lifeline must acquire 2/3 of Geauga County's public officials' approval to move forward. Lifeline is looking at resources to assist them with this project. Lifeline received a quote for consultation in the Geauga Project in the amount of \$8,000- a 50% discount to the agency, from Burges & Burges Strategists. After much Board discussion about the pros and cons of continuing to pursue Geauga Community Action designation, the Board decided to proceed.
  - Holly Hanna Coe made a motion to move forward with proceedings to pursue designation as the Community Action Agency for Geauga County. Ed Zivkovich seconded. **Motion Carried.**
  - Anne Curwen made a motion to approve proposal submitted by Burges & Burges to help with consultation on the Geauga Expansion Project. Holly Hanna Coe seconded. **Motion Carried.**
- **Mentor CDBG:** Lifeline is asking for \$3,000 in this grant to fund with 2-1-1 operating expenses. Rita McMahon made a motion to submit grant. Anne Curwen seconded. **Motion Carried.**
- **Office Expansion:** The second phase of renovation has been finished. Carrie met with landlord to review the new space Lifeline would like to renovate. There are issues with the permits at this time and Carrie will keep Board updated on progress.
- **Senior Needs:** Carrie participated in a brief needs assessment addressing the needs of local senior citizens. Carrie stated that dental needs and basic household maintenance (lawn mowing or snow plowing) were a common need. She stated that Lifeline would like to participate in such programming if funds were available.
- **Cleveland Professional 20/30 Club Award:** Carrie and several Board members attended the award ceremony on March 20<sup>th</sup> in downtown Cleveland. She received an award and recognition for her hard work at Lifeline and within the community.

### **Program Report:**

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

**Old Business:**

- None

**New Business:**

- None.

**General Board Discussion:**

- Next Board meeting to be held Wednesday, April 15, 2015.

**Adjournment:**

- Anne Curwen made a motion to adjourn. Alyea Barajas seconds. **Motion carried.**

**Meeting adjourned at 7:31 p.m.**