

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

Call to order: Meeting called to order by Michelle Herron at 6:00 p.m.

Jim George: *Understanding Financial Statements Training*—1 hour

Personal moment of silence observed

In Attendance: Lori Adler, Alyea Barajas, Joyce Bates, Melissa Clayton, Ann Curwen, Michelle Herron, Bill Knapp, Rita McMahon, Pam Morse, Joyce Taylor, Marlaina Tucci, Sue Whittaker, Ed Zivkovich

Excused: Jeremy Iosue, Kathleen Homyock

Absent/Unexcused: Jacob Daling

Guests: Jim George & Alicja Klysz, James A George PC

Staff: Carrie Dotson, Laura Behnke

Quorum Determination: Quorum Achieved

Additions or amendments to the agenda:

- Joyce Taylor, HR Committee Chair, requested to add an Executive Session to address Wage & Salary Plan Adjustments to the agenda.

Approval of minutes: Sue Whittaker made a motion to accept the minutes, with the correction of the typo noted by Joyce Taylor, of the February 19 Board meeting. Alyea Barajas seconds. **Motion carried.**

Public Comment: None

Committee Reports:

Programming/Strategic Planning Committee:

- Laura Behnke, Lifeline's VITA Site Coordinator, gave an overview of the VITA program so far this year, including statistics about the number of clients served.

Fundraising Committee:

- Annual Campaign: Carrie is pleased to report that we have exceeded 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: Joyce Bates and Carrie went over results from March Mania, which netted a profit of just over \$10,000 this year. Carrie thanked the Board for their support of the event. Of particular note was that sponsorships were down considerably this year—Board had discussion as to if calls should be made to former sponsors to see why they chose not to sponsor this year. Board also discussed that this was the final March Mania and began to brainstorm potential ideas for a new fundraiser for 2015.

Finance Committee:

- No report

By-Laws and Membership Committee:

- Carrie reviewed the proposed revision to the Board By-laws that was presented at the February meeting and is now ready for a vote. Rita McMahon made a motion to amend the by-laws as proposed by the By-laws & Membership Committee. Pam Morse seconds. **Motion carried.**
 - 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.
- Carrie announced that the Annual Dinner will be Monday, May 12 at 6:30 p.m. at the Match Works Tavern in Mentor. Congressman David Joyce has been secured as a keynote speaker and our lobbyists from DC and Columbus are coming up for the event. Carrie went through descriptions of each of the awards we typically give out at our annual dinner and lists of nominees. The Board voted on the awards and returned to Carrie to tally. Invitations will be going out soon.

Human Resources Committee:

- Carrie updated the Board that Cate Hearn will be leaving Lifeline and that her last day will be this Friday, March 21. Carrie updated that she did sign the separation agreement for 30 days severance. Interviews with three candidates are scheduled for March 28.
- Rita McMahon made a motion to adjourn into Executive Session to discuss Wage & Salary Plan adjustments. Lori Adler seconds. **Motion carried.**
- Joyce Taylor made a motion to adjourn the Executive Session and resume regular session. Pam Morse seconds. **Motion carried.**
- Joyce Taylor made a motion to offer a three percent wage/salary increase effective immediately to Carrie Dotson, Executive Director, per the HR Committee's recommendation from the September 2013 Board meeting. Joyce stressed that this is not a part of Carrie's annual review and an additional raise may be recommended in the fall when her annual review is completed. Pam Morse seconds. **Motion carried.**

Facilities Ad Hoc Committee:

- Rita updated that Dan Smith/Consolidated Investment Corp. has submitted a proposal for Lifeline to roll all of their lease agreements into one, and add the additional space in Suite 301. Carrie distributed copies of the new floor plan, as well as the proposal from Dan Smith.
- Dan Smith's proposal to extend our lease agreement at 54 S. State, includes the addition of the additional 1,000 square feet that is coming available May 1. He has proposed a lease of \$5,075/month for all 4,766 square feet (current space, plus the additional space), which works out to \$12.78/sq. foot. Lease would commence May 1, 2014.
- Dan provided two options for renovations:
 - Option one was a three year lease, through December 31, 2017—this would include preliminary renovation to connect our existing office with the new office, Suite 301). It would also provide \$5/sq. foot allowance for additional renovations (\$23,830).
 - Option two is a five year lease, through December 31, 2019—this would include preliminary renovation to connect our existing office with the new office, Suite 301). It would also a \$9/sq. foot allowance for additional renovations (\$42,894).
- After Board discussion, Rita McMahon made a motion to renew our lease with Consolidated Investment Corp. and to accept option one, with the lease agreement ending December 31,

2017. Pam Morse seconds. **Motion carried.**

Finance Report:

- No Finance Report this month due to timing—next month Board will receive February & March financial reports.

Director's Report:

- Carrie distributed year-end results for both the Community Services/HEAP programs and for 2-1-1 Lake County. Pam Morse requested that Carrie develop some type of informational marketing card with this information that we could have available at the Annual Dinner.
- Carrie updated that we have closed the books on 2013 and it looks like we'll have about \$40,000 in CSBG carryover. Once we get confirmation from ODSA, she'll be bringing a formal budget revision/proposal to the Board for approval to reallocate the funds.
- Carrie also updated that for the first time in recent history, the ODSA has extended the HEAP Winter Crisis Program by two weeks, through April 15. We'll close out pending files through April 30. We haven't heard what impact this may or may not have on Summer Crisis Program yet.
- Carrie asked the Board to consider moving \$5,000 from the savings account to the corporate account of the checking account for the Diabetic Assistance Program. This program was traditionally funded with CSBG, but we did not allocate funding this year because of the Medicaid expansion conflicting with the CSBG guidelines. If we would like to continue this program, we need to fund it primarily ourselves. Pam Morse made a motion to transfer \$5,000 from the savings to the Corporate Account for the Diabetic Assistance Program. Lori Adler seconds. **Motion carried.**

Program Report:

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

Old Business:

- None

New Business:

- None

General Board Discussion:

- Next month's Board meeting will be held in the formal dining room in the TriPoint Cafeteria, just down the hall from our regular meeting rooms—we'll do our best to have signage directing the way.

Adjournment:

- Rita McMahon made a motion to adjourn. Bill Knapp seconds. **Motion carried.**

Meeting adjourned at 8:45 p.m.