

Lifeline, Inc. Board of Directors

May 18, 2016

Call to order: Meeting called to order by Anne Curwen at 5:33PM.

Personal moment of silence observed

In Attendance: Rita McMahon, Paula Gordos, Pam Morse, Ed Zivkovich, Terra Thorpe, Anne Curwen, Alyea Barajas, Holly Hanna, Michelle Herron, Bill Knapp, Joyce Bates, Rob Moore, Abby Begeman

Excused: John Shepard

Absent/Unexcused: Sue Whittaker

Guests: Carrie Knox, Aaron Burko

Staff: Carrie Dotson, Michelle Mezaris

Quorum Determination: Quorum Achieved

Additions or amendments to the agenda: None

Approval of minutes: Ed Zivkovich made a motion to accept the minutes of the April 20 2016, Board meeting. Alyea Barajas seconded. **Motion carried.**

Public Comment: None.

Committee Reports:

Programming/Strategic Planning Committee:

- **Bike Program:** Michelle Mezaris provided an update on the new bike program. Today was the first bike safety class conducted by Dave Whittaker from Painesville Recreation Dept. in partnership with Laketrans who brought a bus for the class participants to practice. Eight participants and three case managers attended the class and feedback from both groups was positive. Michelle will order the bikes, locks, and helmets through Walmart this week. The next class will be scheduled for June.

By-Laws and Membership Committee:

- **By-laws Proposed Revision:** The committee has worked to revise some areas within the Board by-laws—these were provided by email to the entire Board and presented at last month's meeting. Bill Knapp made a motion to approve the revisions to Board by-laws as recommended by the Committee. Rob Moore seconded. **Motion carried.** Carrie will send out the revisions to all Board members via email, and will also post on our members only page of the website.
- **New members:** Aaron Burko attended his second meeting and was eligible to become a Board member. Holly Hanna made a motion to approve Aaron as a new member of the Board. Ed Zivkovich seconded. **Motion carried.** Carrie Knox also attended her second meeting and Rita McMahon made a motion to approve her as a new member of the Board. Alyea Barajas seconded. **Motion carried.**

Fundraising Committee:

- **Spring Raffle Fundraiser:** Carrie reports that there were fewer than 25 tickets left for the Napa Valley Raffle and she was hoping to sell a few more before the winner is picked after dinner. 177/200 tickets had been sold as of the last count. There will be a committee meeting held in the beginning of June as a wrap up to the Spring Raffle.
- **Dancing Under the Stars:** Ali Hughes, co-chair of the event, spoke about ways the Board could support the event by selling ads for the program. She explained that ads can be purchased by businesses or individuals.

She provided a folder that included examples of ads and sizes as well as prices for each. The folder also included the process to submit ads and requirements for printing. Carrie challenged the Board to sell at least one ad each. The program goes to print in July with the event date of August 5th.

Finance Committee:

- Carrie reported that the new auditors spent a week at Lifeline and the audit field work had been completed. The auditors hope to have a draft of the FY2015 audit to our Finance Committee for review and to schedule an exit interview with the Finance Committee in July. The goal is to present the final report to the Board at the August meeting.

Human Resources Committee:

- **New Employees:** Lifeline has hired two new employees, one for HEAP and one as a Receptionist. Laura Nygord began work on Monday as a HEAP Intake Specialist. She has worked at the Lake County General Health District for 20 years within the WIC Department. Maria Kusar will be the new Receptionist and begin work on June 6th. She is currently working at Lake Health and will be an important asset to the front desk area with her bilingual skills.

Marketing/Rebranding Ad Hoc:

- Carrie reported the committee is in the early planning phase. The goal is to have a new logo in place by October. All funds assigned to this project must be spent by the end of 2016.

Client Policy Ad Hoc:

- Michelle reported that the group has not met recently. This is HEAP's slow season and Marina continues to experiment with the appointment numbers. Lifeline plans to ask for funds to support a security person to assist with the Winter Crisis Program.

Finance Report:

- The Finance report was included in the Board packet.

Director's Report:

- **HEAP Program Evaluation:** Carrie reported that this month's HEAP Program Evaluation conducted by Lifeline's ODSA monitor, Alicia Sullivan, was clean and free from any findings. She stressed what a great job the staff does in maintaining very clean, accurate client files and in adherence to program guidelines.
- **UW Allocations:** Carrie reports that the UW has informed agencies that they will be voting on RFP's in June. Their new funding cycle would begin July 1.
- **UW VITA:** Carrie shared that she had a brief conversation with Don Joss from the UW on Tuesday. He stated that the new CEO at UW supports Lifeline's efforts to provide free tax preparation through the VITA program and wants to provide financial support volunteers if possible. Don asked that we submit a proposal and Carrie submitted one requesting \$10,000 for the VITA Program, plus an agreement that they'll assist with volunteer recruitment.
- **DJFS Comprehensive Case Management Employment Grant:** This is Governor Kasich's brand new program to provide case management and employment services to transitional age youth (ages 16-24) using a combination of TANF and WIOA funds. Lake Co. Job & Family Services has been designated as the lead agency in Lake Co., but have decided to contract out to various providers the case management and employment parts of the program. On April 22, Michelle and Carrie attended the Bidders' Conference for the CCMEP and after discussing, decided it was worth submitting a proposal to be one of the providers of the program. The CCMEP is a great compliment to our existing employment training program and we know we excel at providing high quality case management services, as evidenced by our Supportive Housing and HCRP programs. And, in theory, we strongly support the notion of working to get this age group into living wage jobs so that they're less at risk of falling into poverty later. The deadline to apply was May 6—we submitted a proposal to serve 20 participants between July 1, 2016 and June 30, 2017 with a budget of \$109,334. We are

aware that several other agencies also submitted proposals and should know in the next couple of weeks if we've been selected as a provider agency. Because of the strict participant/case manager ratios required by the program, to serve 20 participants, we would need to hire 1 ½ staff to operate the program—these positions would be posted immediately upon notification of selection.

- **CSBG 2015-16 Carryover Revision:** Lifeline has carryover funds from the previous CSBG grant (\$35,244.19) and these funds can be re-allocated to our current year budget. Carrie proposed that the funds be used primarily to hire a part-time Reentry Coordinator to take over the reentry tasks that Michelle and her Co-Coordinator are unable to complete due to their other responsibilities. This person would work as an advocate for Lake County and run the Coalition activities. There will be a small amount of direct to client funds to be used for emergency purposes for those clients referred by Citizen Circle. This would be a part time position at 24 hours/week to begin July 1. The Reentry program was identified as a need in our 2015 Community Needs Assessment, and is also listed as a priority in our new strategic plan. Rita McMahon made a motion to approve the revision. Anne Curwen seconded. **Motion carried.**

Program Report:

- ODMH: Quality Assurance Activities – None
- Client Rights Activities/Grievances – None
- **Nutrition:** Lifeline will be operating the Nutrition Program again for 2016. The agency will be working more closely with the City of Painesville by having a booth at the Farmers Market more frequently. Lifeline will also be hosting food demonstrations to promote the program and other Lifeline programs. Some classes will be held at Lifeline and a series is also conducted at the Madison Food Bank.
- **Summer Crisis Program:** The program is scheduled to start July 1. There has not been any additional information provided at this time.

Old Business: None

New Business: None

General Board Discussion:

- **Reminder:** There will not be a Board meeting in July.
- Carrie reported to the Board that the Bridges Out of Poverty event that we co-hosted on Tuesday was successful. Carrie shared that the feedback from participants was positive. Lifeline Board members reported that the discussion after lunch was engaging and the simulation was an interesting way to demonstrate what it is like to live in poverty from the client's perspective.

Adjournment: Joyce Bates made a motion to adjourn at 6:18 p.m. Rita McMahon seconded. **Motion carried.**