

Lifeline, Inc. Board of Directors

November 18, 2015

Call to order: Meeting called to order by Pam Morse at 6:04 p.m.

Personal moment of silence observed

In Attendance: Rob Moore, Joyce Bates, Rita McMahon, Anne Curwen, Alyea Barajas, Pam Morse, Michelle Herron, Holly Hanna Coe, Sue Whittaker

Excused: Paula Gordos, Kathleen Homyock, Joe Weber, Terra Thorpe, Ed Zivkovich, Bill Knapp

Absent/Unexcused: None

Guests: John Shepard

Staff: Carrie Dotson, Michelle Mezaris, Maribel Young

Quorum Determination: Quorum Achieved

Additions or amendments to the agenda: None

Approval of minutes: Anne Curwen made a motion to accept the minutes of the October 21, 2015 Board meeting. Joyce Bates seconded. **Motion carried.**

Public Comment: None

Committee Reports:

Programming/Strategic Planning Committee:

- **Staff Presentation:** Maribel Young, Program Coordinator, made a presentation about the Security Deposit Program she manages at Lifeline. Maribel shared the process for customers as well as provided handouts for additional information.
- **2015 Needs Assessment:** Carrie had presented the full needs assessment at the October Strategic Planning Retreat. Rita McMahon made a motion to approve the 2015 Needs Assessment. Rob Moore seconded. **Motion carried.**

By-Laws and Membership Committee:

- John Shepard, Superintendent for Painesville City Schools, returned for his second meeting and continues his interest in becoming a Board member. Rita McMahon made a motion to approve John Shepard's nomination as a Board member. Rob Moore seconded. **Motion carried.**

Fundraising Committee:

- **Annual Campaign:** Carrie stated that the Annual Campaign letters were mailed November 16th; there were 400 donors on the list. She is still missing pledge cards for Board members and asked to have those returned as soon as possible. Lifeline campaign goal is \$12,000.
- **Spring Fundraiser:** The committee proposed another raffle as the fundraiser for this spring, however, this raffle will have different prizes than last year's raffle. The raffle will be for a week-long trip to Napa Valley with \$2,500 in money to cover travel expenses. There is an alternate prize of a \$4,000 cash payout. After much Board discussion, it was decided that tickets will be \$50 and only 200 tickets will be sold. Carrie will try to have tickets printed for the December Board meeting which will allow Board members to sell tickets to others as potential Christmas gifts. Rita McMahon made a motion to accept the raffle proposal of \$50 tickets (200 total to sell) with prizes being trip or cash payout. Holly Hanna Coe seconded. **Motion carried.**

Finance Committee:

- **Updates: IT and Audit Contracts-** The finance committee met earlier this week and reviewed the status of the Audit RFP's and unanticipated IT bidding out process. Thus far, Lifeline has received one proposal back from an auditor and the deadline was for the end of the week for the remaining contenders. The committee will have recommendations at the December Board meeting. Lifeline received a renewal contract from our current IT provider which was more than double our current arrangement. Carrie and Michelle will be meeting with several other IT companies to determine the best course of action for the agency. Lifeline has one bid already and along with the current provider's proposal.
- **United Way Applications:** Carrie reported that the United Way is changing their application process, by combining their outcomes report and application into one document (historically they were separate processes). They will be due on January 29, which is earlier than in past years. Carrie will be taking her recommendations to the Finance Committee on Dec. 10, for Board approval at the December meeting.
- **Risk Assessment Update:** The Agency-wide risk assessment is the final component that Lifeline needs to fully meet the new CSBG Organizational Standards, which go into effect Jan. 1, 2016. This is a new document that's never been required of CAAs before. Fortunately, our national association invested to have an online tool built and we're using that to create our custom assessment for Lifeline. This finished assessment will be presented to the Finance Committee, and to the full Board for approval at the December meeting.
- **Unrestricted Funding Transfer:** The finance committee reviewed the balances of all unrestricted accounts Lifeline currently holds. The committee recommended moving \$17,000 to the Lifeline Endowment from the savings account. The Board discussed various options and agreed, because of the differences in interest rates, a higher amount should be moved at this time and an annual goal of \$25,000 should be set. Rob Moore made a motion to move \$25,000 to the endowment and Sue Whittaker seconded. **Motion carried.**

Human Resources Committee:

- Lifeline is currently conducting interviews for the VITA Coordinator and 211 Evening/Weekend staff.

Finance Report:

- The Finance report was included in the Board packet.

Director's Report:

- **Client Lawsuit Update:** Carrie reported there is no update at this time.
- **HEAP Customer Appreciation Week:** Carrie thanked all Board members who participated in this event.
- **Three Year ODSA Audit:** The ODSA Audit is scheduled for December 8-10. This will include both HEAP and CSBG programs for three fiscal years.
- **HEAP Winter Crisis Program Allocation Update:** Lifeline received the grant agreement and funds for HEAP WCP. The allocation was \$300,000- the lowest amount ever for the agency. Last year Lifeline assisted customers with approx. \$295,000 for this program. We're hopeful for a mild winter and that the \$300,000 will be enough to get us through the entire season.
- **2016-2017 CSBG Grant Application:** Carrie reviewed the grant application, including program outcomes, and explained the various line items of the budget including expenses for staff, overhead, and programs. Lifeline was pleased to receive an increase in funding for this grant period, with the grant totaling \$474,114 for 2016-17. Sue Whittaker made a motion to approve the CSBG Grant Application for 2016-17. Michelle Herron seconded. **Motion carried.**

Program Report:

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

Old Business:

- None

New Business:

- Nominations for 2016 officers need to be finalized. Rita McMahon will chair the nominating committee for next year and Board will vote on officers in January.

General Board Discussion:

- Next Board meeting is December 16th at the Lifeline office and will include a holiday dinner/party at beginning at 5 p.m. The Board would like to extend an invitation to the Lifeline staff to join them to mingle at the holiday party/dinner.

Adjournment:

- Rita McMahon made a motion to adjourn at 7:51 p.m. Anne Curwen seconded. **Motion carried.**