

Lifeline, Inc. Board of Directors

October 21, 2015

Call to order: Meeting called to order by Joe Weber at 5:56 p.m.

Personal moment of silence observed

In Attendance: Rob Moore, Joyce Bates, Joe Weber, Terra Thorpe, Ed Zivkovich, Rita McMahon, Bill Knapp, Anne Curwen, Alyea Barajas

Excused: Pam Morse, Paula Gordos, Michelle Herron, Holly Hanna Coe, Kathleen Homyock, Sue Whittaker

Absent/Unexcused: None

Guests: John Shepard

Staff: Carrie Dotson, Michelle Mezaris, Marina Rivera

Quorum Determination: Quorum Achieved

Additions or amendments to the agenda: None

Approval of minutes: Rob Moore made a motion to accept the minutes of the September 16, 2015 Board meeting. Rita McMahon seconded. Anne Curwen and Alyea Barajas abstained. **Motion carried.**

Public Comment: John Shepard, Superintendent for Painesville City Schools, introduced himself and shared why he would like to learn more about becoming a Lifeline Board member.

Committee Reports:

Programming/Strategic Planning Committee:

- **Staff Presentation:** Marina Rivera, our HEAP Coordinator, presented information about the upcoming Winter Crisis Program for HEAP. The start date is November 2nd and is designed to assist low income households with reconnecting or maintaining their primary heating source.
- **Strategic Planning Retreat:** Carrie thanked Board members for attending retreat and participating in the process. Her hope is to have a final draft of the 2016-18 Strategic Plan in December that the Board can approve.

By-Laws and Membership Committee:

- Carrie asked the Board if they had any remaining questions about the new Conflict of Interest Policy that was approved by the Board last month. They will revisit the form in January when it is time to sign them. Board members can contact her with any questions.

Fundraising Committee:

- **Annual Campaign:** Carrie stated that the Annual Campaign letters will be mailed around November 13th. She asked that Board members return pledge cards as soon as possible even if arranging payment plan.

Finance Committee:

- **FY 2014 Audit:** The Committee met in early October and conducted the exit interview with the auditor about the FY 2014 report. The audit was clean and there were no findings. The committee made a recommendation to approve the audit. Bill Knapp made a motion to accept this audit. Rita McMahon seconded. **Motion Carried.**
- **FY 990 Filing:** The committee made a recommendation to approve the 990 filing prepared by auditor Jim George. Bill Knapp made a motion to accept this audit. Rita McMahon seconded. **Motion Carried.**

- **Bidding Out for New Auditors:** Carrie will be mailing three RFP's to auditors as required by the new Performance Standards. They are due in November and would be for three years with the option to renew for two additional years.

Human Resources Committee:

- None

Finance Report:

- The August Finance report was included in the Board packet.

Director's Report:

- **Client Lawsuit Update:** Carrie reported that Lifeline has not heard any final ruling on the dismissal of the law suit filed by a Lifeline client. It is expected to be several more weeks. Rita McMahon asked the Board if Lifeline should develop a procedure to address legal issues such as this when they arise. Historically, Lifeline has not had to deal with this issue but formalizing procedures would create a consistent response in the future. The Board agreed to form an ad hoc committee in January to address issues such as this.
- **HEAP Customer Appreciation Week:** Carrie sent around a sign-up sheet for Board members who want to participate in HEAP Customer Appreciation week. There are opportunities to be screeners and to serve coffee and breakfast, as well as to bring food for clients during the first week of programming.
- **CSBG Grant Application:** Lifeline just received notice that the CSBG grant application is due November 23rd for funding the 2016-2017 program years. A quorum is needed at the November meeting to vote on the approval of the grant.
- **HEAP WCP:** The HEAP Winter Crisis Program will begin promptly on November 2nd despite not having a grant amount or agreement from the state yet. Carrie will update the Board next month on our allocation.
- **New Hire:** Lifeline hired a new HEAP Intake Worker last week but she unfortunately resigned yesterday. At this point, the plan is not to hire any additional staff at this time due to the time commitment for training and to instead compensate the existing staff for the added responsibilities they'll have to take on this WCP.
- **Three Year ODSA Audit:** Carrie has been notified that it is time for the Lifeline's three year ODSA audit. The original date was for November but Carrie will contact the auditor to ask for a date in December given that HEAP begins in November as well as the submission of the CSBG grant.
- **VITA:** Lifeline will be seeking a new VITA Coordinator for the 2016 tax season. Our past Coordinator has taken a full time position within a firm. Please let Carrie or Michelle know if you know of a candidate!

Program Report:

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

Old Business:

- None

New Business:

- None

General Board Discussion:

- Next Board meeting is November 18th at the Lifeline office.

Adjournment:

- Ed Zivkovich made a motion to adjourn at 7:05 p.m. Alyea Barajas seconded. **Motion carried.**