

**Lifeline, Inc. Board of Directors**  
**September 18, 2014**

**Call to order:** Meeting called to order by Michelle Herron at 6:09 p.m.

**Personal moment of silence observed**

**In Attendance:** Joyce Bates, Michelle Herron, Pam Morse, Alyea Barajas, Sue Whittaker, Kathleen Homyock, Anne Curwen, Lori Adler, Rita McMahon, Bill Knapp, Joe Weber

**Excused:** Jeremy Iosue, Melissa Clayton, Joyce Taylor, Marlaina Tucci

**Absent/Unexcused:** Ed Zivkovich

**Guests:** Holly Hanna Coe

**Staff:** Carrie Dotson, Michelle Mezaris

**Quorum Determination:** Quorum Achieved

**Additions or amendments to the agenda:**

- Under Finance Committee reports- the two items listed related to the agency audit will not be addressed in this meeting, as they were addressed at last months' meeting.

**Approval of minutes:** Sue Whittaker made a motion to accept the minutes of the August 20, 2014 Board meeting. Lori Adler seconded. **Motion carried.**

**Public Comment:** None

**Committee Reports:**

**Programming/Strategic Planning Committee:**

- **ADAMHS Board Presentation:** Kim Fraser, Executive Director of the Lake County ADAMHS Board, shared with the Lifeline Board about the importance of the Lake County ADAMHS Board and Issue 3. Issue 3 is a renewal levy (ten years) that supports local mental health and addiction services which will not increase current taxes. Lifeline receives funding, approximately \$62,000, through the ADAMHS Board to operate our 2-1-1 hotline. Sixty percent of the ADAMHS Board funding comes through local levies. Kim distributed Mine + Nine packets for each Board member to give to family and friends with the hope that voter turnout will increase and Issue 3 will pass. Yard signs will be available soon— please let Carrie know if you want one.

**Fundraising Committee:**

- **Annual Campaign:** The fall newsletter is underway and will be mailed out mid-October. Annual Campaign letters will be mailed in November when the United Way black out ends. There will be client success stories in the mailings on an insert. Carrie has created a flyer that summarizes ways a Board member can contribute to the Campaign. Carrie passed out last year's donor lists for Board members to review and update- due to Carrie September 26<sup>th</sup>. Board members received a donor card for themselves that outlines the various ways they can contribute. Carrie encouraged everyone to donate as she would like to have 100% Board participation. The Board also discussed that because there will not be a March Mania in 2015, this is less of a financial commitment for the Board, and perhaps that would affect what they pledge for the annual campaign. Campaign goal is \$10,000.

#### **Finance Committee:**

- No Report

#### **By-Laws and Membership Committee:**

- Holly Hanna Coe is in attendance again for Board meeting and wishes to become a member. According to the by-laws she is eligible to be voted in at this time. Pam Morse motioned to approve nomination of Holly to become a member of Lifeline's Board. Lori Adler seconded. **Motion Carried.** Holly will fill a low income representative slot on the Board and be appointed by the Lake Metropolitan Housing Authority.

#### **Human Resources Committee:**

- No Report

#### **Facilities Ad Hoc Committee:**

- Carrie shared that Consolidated Investment Corp. is in the process of getting permits needed to start Phase 2 renovations. 211 will now be moving into the old #309 lobby area and therefore, all staff will be in the same suite once renovation is complete. A new staff lunch area will be created and overall better use of space will be a benefit of this renovation. Suite #300 will be converted into a large conference room and storage area. If there is money left after renovations, Carrie would like to divide the current conference room into two additional offices.

#### **Finance Report:**

- This report is attached to Board packet.
- Carrie mentioned that cash flow is tight right now due to slow reimbursements and being between HEAP seasons—it is being monitored regularly.

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

- Carrie requested that \$5,000 be moved from the savings account to the corporate account to cover expenses that cannot be charged to other funding areas. She believes this will be sufficient for the remainder of the year. Pam Morse made a motion to move funds. Rita McMahon seconded. **Motion Carried.**
- The Board reviewed a resolution endorsing the work of the Lake County ADAMHS Board and supporting Issue 3. Rita McMahon made a motion to approve Resolution. Joe Weber seconded. **Motion Carried unanimously.**
- HEAP Winter Crisis Program begins November 3<sup>rd</sup>. Carrie asked if Board would be willing to assist with activities for the first week including serving coffee and helping with the prescreening process. Board discussed and agreed. Carrie will have sign up next month available.
- Geauga County: Carrie shared several updates about this transition. Carrie, Pam, and Michelle met with Geauga County CSBG Advisory Board and Carrie reports she is not sure if Geauga will voluntarily give back funding or if State will need to intervene. Lifeline acquiring Geauga programming will only include CSBG money, not HEAP. Geauga receives approximately \$133,000 per year in CSBG funding. It is sub-granted to DJFS, tutoring services, Cleveland 211, and some financial literacy programs. Carrie will update Board as necessary.
- Diabetes Program: Bikers Aiding Local Diabetics has donated \$4,200 to Lifeline. For several years they have been supporting that program. They informed Lifeline that they believe next year will be the final year they will run the event but will keep us updated on how this will impact Lifeline.
- Staff Training: Staff is attending numerous trainings recently and expected to participate in several more. Four staff attended History of Community Action Training in September, four staff to attend

annual HEAP training next week, and Michelle will attend week long ROMA Trainer training late September.

- Carrie has been elected to the 211 Ohio AIRS Board which is the statewide governing body of 211.

**Program Report:**

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

**Old Business:**

- None

**New Business:**

- Lori Adler encouraged Board to watch a new movie titled “Rock Hill” about poverty in America.

**General Board Discussion:**

- **Next Board meeting to be held October 15<sup>th</sup> at 6PM at TriPoint Hospital.**

**Adjournment:**

- Pam Morse made a motion to adjourn. Alyea Barajas seconds. **Motion carried.**

**Meeting adjourned at 7:36 p.m.**