

Lifeline, Inc. Board of Directors
April 19, 2017

Call to order: Meeting called to order by Anne Curwen at 6:08PM.

Personal moment of silence observed

In Attendance: Anne Curwen, Abby Begeman, Holly Hanna, Pam Morse, Sue Whittaker, Alyea Barajas, Cathy Bush, Aaron Burko, Rob Moore, John Shepard Carrie Knox, Joyce Bates

Excused: Michelle Herron, Terra Thorpe, Paula Gordos

Absent/Unexcused: Ed Zivkovich

Guests: Mayor Robert Weger, Vanessa Tey Iosue

Staff: Carrie Dotson, Michelle Mezaris, Tiffany Menosky

Quorum Determination: Quorum Achieved

Additions or amendments to the agenda: None

Approval of minutes: Pam Morse made a motion to accept the minutes of the March 15, 2017, Board meeting. Aaron Burko seconded. John Shepard abstained. **Motion carried.**

Public Comment/Introduction of Guests:

- **Vanessa Tey Iosue- Dancing Under the Stars 2017:** Vanessa distributed packets to each Board member with information about the upcoming event. She shared the various ways the Board can support the event both financially and through promotion. She encouraged them to use the social media outlets to advertise the event and provided templates for them to use when seeking event sponsors.

Committee Reports:

Programming/Strategic Planning Committee:

- **VITA Presentation:** Tiffany Menosky, VITA Coordinator, shared the program's final numbers. The tax season ended one day earlier and the final tally was 171 returns (six more than the minimum requirement of 165). She stated that tax return refunds were over \$195,000. The VITA Program tried a new partnership with the Perry Senior Center and prepared taxes on two occasions at their location. It was a successful collaboration and Lifeline will be pursuing this arrangement for next year's tax season.

By-Laws and Membership Committee:

- Mayor Robert Weger from Willoughby Hills attended his first meeting as a potential Board member. He's been recommended by the Lake County Mayors & Managers Association to fill the slot vacated by Rita McMahon.
- **Annual Dinner Updates:** The Annual Dinner will be on Wednesday, May 17th at Grand River Cellars in Madison. The Board meeting will be at 5:30PM with the event following. Lifeline pays for each Board member to attend; any additional guests are \$45/each. Carrie shared with the Board each of the award winners who will be receiving recognition at the event.

Fundraising Committee:

- **Annual Campaign:** Carrie shared that the annual campaign is close to meeting goal and she is waiting for a couple matching gifts, then we will close out the campaign.
- **Spring Fundraiser:** Carrie stated that of the 600 tickets printed only 10% have been sold to date. Over 500 tickets are still available for purchase. She asked that Board members please get their sold tickets back in to her *before* the Annual Dinner on May 17.

Finance Committee:

- We've closed out the 2016 fiscal year and in early May, the auditors will be in the office to begin their testing. This will be their second audit with Lifeline and Carrie expects it will go much more smoothly than last year.

Human Resources Committee:

- None.

Facilities Ad Hoc:

- Carrie shared that there are ongoing community conversations about sharing space with other agencies. Local social service agencies are discussing ways to meet the needs of clients with the reality of ongoing space issues and budget reductions. She also stated that she will be asking Dan Smith/Consolidated what our options are when our lease ends this December for a short-term lease.

Finance Report:

- Carrie provided financial report for February.

Director's Report:

- Carrie shared with the Board that she has been more active in advocacy activities over the last month. She was in Columbus meeting with all of our local state legislators about the transportation issues of Lake County such as the restricted hours of operation and limited routes and how this affects our clients' abilities to get to and from work, school, medical appointments, etc. She also met with the two new Lake County Commissioners and talked about Lifeline and its programs. They were receptive to what the agency offers, particularly 2-1-1 Lake County.
- Carrie also mentioned the annual Western Reserve Junior Service League fundraiser that will be held at Harvey High School on May 12 and 13. The Service League has awarded Lifeline numerous grants over the years. Carrie has tickets for those interested.
- **Lake County ADAMHS Proposal:** The ADAMHS Board funds our 2-1-1 program operations, including space costs, fiscal and IT contracts and some salary costs. Our FY 2017 non-Medicaid contract with ADAMHS is \$61,425, which expires June 30, 2017. To help fund some of the upcoming technology projects, which will in turn allow us to reach a wider audience, we are asking for approximately a 10% increase in funds for FY 2018, for a total of \$67,425 We have discussed this potential increase with ADAMHS staff. Pam Morse made a motion to approve the grant proposal. Joyce Bates seconded. **Motion carried.**
- **Home Funds—Rental Proposal:** For the Rental Assistance Program, our current year allocation is \$120,000, which is split \$108,000 direct client to pay for security deposits/first month rent payments and \$12,000 to pay a portion of the salary for our Housing Coordinator who administers this program full-time. In calendar year 2016, we spent just under \$142,000. For FY 2017, Carrie's recommendation is to request \$140,000 which would equal \$126,000 direct client services and \$14,000 for a portion of the Housing Coordinator salary. John Shepard made a motion to approve the grant proposal. Holly Hanna seconded. **Motion carried.**
- **Home Funds—Transitional Housing Proposal:** Our current year allocation is \$9,942, but we're also spending out unspent grant funds from the previous year. These HOME Funds are all direct client funds used to pay the rental subsidy for those participants in our Supportive Housing Program. For FY 2017 Carrie's recommendation is to request \$27,000. Joyce Bates made a motion to approve the grant proposal. Sue Whittaker seconded. **Motion carried.**
- **Lake County CDBG Proposal:** Lake County has traditionally funded 2-1-1 Lake County operations with CDBG funding—this funding is used to cover annual user fees associated with our data and taxonomy subscriptions, as well as with audit costs, and travel/training costs. Our current year funding is \$14,500 and Carrie is recommending that we request \$20,000 for FY 2018 in an effort to make up some of the looming UWLC cuts. Abby Begeman made a motion to approve the grant proposal. Aaron Burko seconded. **Motion carried.**

- **Fair Housing Resolution:** This resolution is a requirement of both the HOME and CDBG grants and verifies Lifeline’s commitment to supporting fair housing practices. A sample is included in your packet. Our Board is required to adopt it for 2017. Pam Morse made a motion to approve the resolution. Carrie Knox seconded. **Motion carried.**
- **Mentor CDBG Proposal:** The City of Mentor has also traditionally funded 2-1-1 Lake County operations with CDBG funding—this funding is used to cover annual user fees associated with our data and taxonomy subscriptions, as well as with audit costs, and travel/training costs. Our current year funding is \$4,500 and Carrie is recommending that we request \$5,000 for FY 2018 in an effort to make up some of the looming UWLC cuts. Carrie submitted the grant prior to Board meeting. Pam Morse made a motion to ratify the submission of the grant proposal. Joyce Bates seconded. **Motion carried.**
- **Corporate Account Transfers:** Carrie requested the Board to approve transfer of \$7,050 from the savings to the Corporate Account of the checking to cover three specific costs, which have been planned for. These costs include: \$1,350 for our nutrition program; \$2,700 for final costs associated with our re-branding/printing project; and \$3,000 in legal fees incurred by our personnel issues. John Shepard made a motion to move money from the savings to the corporate account. Holly Hanna seconded. **Motion carried.**

Program Report:

- ODMH: Quality Assurance Activities – None
- Client Rights Activities/Grievances – None
- 2-1-1 Accreditation Application: Michelle reviewed important key items included in the AIRS accreditation packet that will be send in May. Each Board member received a copy of the documents electronically from Carrie earlier in the week. The process has taken approximately nine months. Once the packet is submitted Lifeline will await a response from AIRS about the in-person evaluation of the program that will occur later in the summer. Pam Morse made a motion to approve submission of the AIRS Accreditation packet. Sue Whittaker seconded. **Motion carried.**

Old Business:

- **Pathways to Excellence:** The committee continues to work on each section of standards and hopes to have a complete report to the Board in June.
- **Rebranding:** Carrie shared that the agency is waiting for the website to be finished and a formal announcement of the new logo can be made publically.

New Business: None

General Board Discussion: Reminder that the May Board meeting will be earlier—at 5:30 p.m. and will be at Grand River Cellars prior to our Annual Dinner.

Adjournment: John Shepard made a motion to adjourn at 6:58 p.m. Aaron Burko seconded. **Motion carried.**