

**Lifeline, Inc. Board of Directors**  
**August 16, 2017**

**Call to order:** Meeting called to order by Alyea Barajas at 6:04PM.

**Personal moment of silence observed**

**In Attendance:** Alyea Barajas, Aaron Burko, John Shepard, Joyce Bates, Ed Zivkovich, Michelle Herron, Cathy Bush, Abby Begeman, Pam Morse, Holly Hanna

**Excused:** Rob Moore, Anne Curwen, Paula Gordos, Carolyn Knox, Robert Weger, Sue Whittaker

**Absent/Unexcused:** Terra Thorpe

**Guests:** Shannon Majewski, Jeff Diver, Larry Johnson, Pam Parobek, Iysha Trout

**Staff:** Carrie Dotson, Michelle Mezaris, Angela Wrana

**Quorum Determination:** Quorum Achieved

**Additions or amendments to the agenda:** None

**Approval of minutes:** John Shepard made a motion to accept the minutes of the June 21, 2017 Board meeting. Joyce Bates seconded. Abby Begeman abstained. **Motion carried.**

**Public Comment/Introduction of Guests:**

- Shannon Majewski- Shannon works at BBBS and is interested in joining Lifeline's Board. This was her second meeting.

**Committee Reports:**

**Programming/Strategic Planning Committee:**

- Angela Wrana—Angela shared information about the Homeless Crisis Response Program and Supportive Housing Program. Iysha Trout, a SH participant, attended the meeting to tell her story about how she got involved with Lifeline and how the programs have benefited her family.

**By-Laws and Membership Committee:**

- New member: Shannon Majewski attended her second meeting and is interested in becoming a full Board member. Abby Begeman made a motion to approve Shannon as a Lifeline Board member. Holly Hanna seconded. **Motion carried.**

**Fundraising Committee:**

- Dancing Under the Stars: The 2017 event sold out with 485 people in attendance. Carrie did not have the final figures yet but estimates the event made over \$50,000 (to be split with FPANEO). Carrie reported that LaMalfa will not let Lifeline/FPANEO out of the contract, therefore, the event will be held in 2018 and 2019- Save the date for Friday, August 3, 2018.
- Annual Campaign: The Annual Campaign will kick off next month. The United Way no longer has blackout dates, therefore, Lifeline can begin their campaign earlier. Next month Carrie will distribute the current donor lists for Board members to review and return.

**Finance Committee:**

- FY 2016 Audit: Larry Johnson and Pam Parobek from Snodgrass NEO, reviewed the FY 2016 audit with the Board. They provided handouts to the Board that outlined the fiscal analysis as well as adjustments and recommendations. Board members were also provided copies of the FY 2016 Audit, as well as the management representation letter. No findings or material weaknesses were identified and Larry said that

overall they were very pleased with the audit. Aaron Burko made a motion to accept the FY 2016 audit and Ed Zivkovich seconded. **Motion carried.**

- IDA Program Updates: Carrie distributed the minutes from the most recent Finance Committee meeting. Ed reported that Father Chris Zerucha has raised nearly \$6,000 for the program and has a goal of \$10,000. The Ohio CDC will match Lifeline's contribution to the program with federal AFI Funds. Carrie reported that Lifeline would like to begin the program this fall with current Lifeline clients with the possibility of expanding at some point in the future. Ed said that in an effort to assist more clients, the Finance Committee is recommending that the Board match Father Chris' fundraising efforts with funds from our unrestricted fundraising account. The Committee felt this was a very good use of our unrestricted dollars. John Shepard made a motion to approve a match from the unrestricted account of Father Chris' funds up to \$10,000. Pam Morse seconded. **Motion carried.**

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

- Carrie reminded the Board that her annual review is typically conducted in September.

#### **Facilities Ad Hoc: None**

#### **Finance Report:**

- Carrie distributed the June report in the Board packet.

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

- CDBG Update: Carrie provided Board members with copies of all of the letters that were submitted to the County for the CDBG grant proposal---these were all included with the county's application to HUD. She stated that it appears that Lifeline will receive funding for 2-1-1 Lake County for the upcoming year. She also updated that Commissioner John Hamercheck and Lake County Right to Life Executive Director Jacqui Fetsko had taken their concerns to our national accrediting body, AIRS, and that the AIRS leadership team had taken a look at the situation and decided that our 2-1-1 was doing everything as we should be and that we should not make the changes that John & Jacqui had requested.
- HEAP Evaluation Report: Carrie reported that we received the final report from the June program evaluation and there were two minor adjustments that needed to be made. Overall the evaluation was very positive.
- UWLC Agreements: Carrie had emailed copies of all of the various agreements required by the United Way of Lake County, including a couple that were new for 2017-18, to the Board to review prior to signature. Carrie asked the Board if they had any questions related to the agreements. No Board discussion was needed.
- HEAP Admin and Operating Grant: Carrie reviewed the 2017-18 HEAP Administrative and Operations Grant with the Board—the grant was submitted last week by its due date. The grant total was \$222,600, a very slight increase over 2016-17. In the submitted grant, Carrie shared that it includes the continuation of the temporary staff raises that were granted with the one-time PIPP Grant, keeping the part time PIPP only intake employee, and the security contract. Pam Morse made a motion to approve the HEAP Admin and Operating Grant submission. Joyce Bates seconded. **Motion carried.**

#### **Program Report:**

- ODMHAS: Quality Assurance Activities – None
- Client Rights Activities/Grievances – None
- Program Updates: The HEAP Summer Crisis Program has been slower than predicted and only 40 of 80 air conditioners have been given to clients. Carrie expects that they will have units left after the end of the seasonal program, which will be kept in inventory until next summer. VITA is looking into expanding to a Willoughby site for tax preparation and volunteer recruiting will begin in September. The agency will need more volunteers to increase the program capacity.

#### **Old Business: None**

**New Business:** None

**General Board Discussion:**

**Adjournment:** Ed Zivkovich made a motion to adjourn at 7:12 p.m. Ed Burko seconded. **Motion carried.**

**Board Roles & Responsibilities Training with OCATO's Jeff Diver**