

**Lifeline, Inc. Board of Directors
December 20, 2017**

Call to order: Meeting called to order by Anne Curwen at 6:06 PM.

Personal moment of silence observed

In Attendance: Anne Curwen, Alyea Barajas, Joyce Bates, Paula Gordos, Ed Zivkovich, Michelle Herron, Robert Weger, Sue Whittaker, Shannon Majewski, Aaron Burko, John Shepard, Pam Morse

Excused: Holly Hanna, Abby Begeman, Cathy Bush, Carolyn Knox, Rob Moore

Absent/Unexcused: None

Guests: Christine Shoop

Staff: Carrie Dotson, Michelle Mezaris

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 November 15, 2017 Board meeting. Paula Gordos seconded. John Shepard abstained. **Motion carried.**

Public Comment/Introduction of Guests: Christine Shoop attended her first Board meeting as a guest. She was recommended by the City of Painesville and is a current City Council representative.

Committee Reports:

Programming/Strategic Planning Committee:

- CSBG Grant: Carrie presented the 2018-19 CSBG Plan to the full Board and went through the budget and service plan for the grant application. The committee has recommended the passage of the 2018-19 CSBG grant. The plan was submitted to ODSA today after completing the required ten day public comment period. John Shepard made a motion to approve the 2018-19 CSBG Grant application. Sue Whittaker seconded. **Motion Carried.**

By-Laws and Membership Committee:

- Membership Update: Carrie received the resignation of Carrie Knox; she lives in Pennsylvania and the distance has impacted her ability to attend meetings regularly. Joyce Bates is still seeking her replacement because her term expires at the end of 2017. The Lifeline Board currently has six vacancies beginning January 1, 2018 due to resignations and term expirations. Board recruitment and orientation will be a main focus in early 2018.

Fundraising Committee:

- Annual Campaign: Carrie distributed reminder cards to Board members to sign and return. They will be sent out in the beginning of January to remind those who have not yet donated that there is still time to contribute to the campaign. Carrie updated that as of December 19, we had 58 donors and a net profit of \$5,641. We are currently at 31% Board giving. Carrie also announced that our online giving page has been set up on our website and that she'd be sending that link out via email with some talking points for sharing via email and social media.

Finance Committee:

- ODSA Audit: Carrie let the Board know that we'd received our audit report from ODSA on the 3-year audit that was performed in November. Lifeline passed the ODSA audit for years 2015-2017. The auditor looked at

numerous ODSA funded programs and fiscal records and Lifeline did not have any findings or material weaknesses and the audit has been closed.

Human Resources Committee:

- Health Insurance: Carrie updated the Board that Lifeline received the new 2018 health insurance quotes for Medical Mutual. The rates decreased by 6%, which will save Lifeline a little bit of money. The policy renews February 1, 2018.

Nominating Committee:

- The committee will communicate via email to determine the recommended slate for the 2018 Lifeline Board officers. Sue Whittaker has been identified as the lead of this Committee. Elections will be held at the January meeting.

Finance Report: Carrie provided financial report for October.

Director's Report:

- CDBG Grant: Lifeline was awarded CDBG funds for 2-1-1 Lake County through the local Commissioners Office. Funding will begin January 1 at the same level as 2017: \$14,500. The funds are not anticipated to be renewed for 2019.
- Leadership Lake County: Carrie reported that she was selected for a pilot program offered through LLC and funded by the Cleveland Foundation. It was created for women in leadership positions who would like to complete an in-depth work related project—6 female Executive Directors were selected from Lake & Geauga Counties and Carrie is really honored to be chosen. She will participate in several project strategic planning meetings and a weeklong retreat to provide her time to work on her project without interruption from office operations. This will occur in March.
- Lease Extension: Carrie reported that Lifeline has been presented with an extended lease for two years to end December 31, 2019. It will freeze the current rent amount and allow Lifeline to renegotiate the terms as the agency looks for opportunities for expansion. Sue Whittaker made a motion to approve the new 2018-19 lease agreement. Pam Morse seconded. **Motion carried.**
- PIPP Grant: Carrie stated that Lifeline received a large increase in the PIPP Grant offered through ODSA. It was initially designed to be a one-time funding opportunity to assist customers with PIPP applications but Lifeline received notice that it was being extended for another year. Lifeline was awarded \$24,638 for 2018. Carrie shared with the Board how Lifeline planned to allocate those funds. Pam Morse made a motion to approve the PIPP Grant application. Robert Weger seconded. **Motion carried.**

Program Report:

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

Old Business: None

New Business: None

General Board Discussion: Carrie and Anne recognized the Board members, including Michelle Herron, Alyea Barajas, Carrie Knox and Joyce Bates, who have expired terms who will be leaving the Board and thanked them for their years of service to Lifeline.

Adjournment: John Shepard made a motion to adjourn at 6:40 p.m. Alyea Barajas seconded. **Motion carried.**