

**Lifeline, Inc. Board of Directors
November 15, 2017**

Call to order: Meeting called to order by Anne Curwen at 6:00 PM.

Personal moment of silence observed

In Attendance: Anne Curwen, Abby Begeman, Alyea Barajas, Cathy Bush, Joyce Bates, Paula Gordos, Ed Zivkovich, Michelle Herron, Carolyn Knox, Robert Weger, Sue Whittaker, Rob Moore, Shannon Majewski

Excused: Holly Hanna, Aaron Burko, John Shepard

Absent/Unexcused: Pam Morse

Guests: None

Staff: Carrie Dotson, Maribel Young, Michelle Mezaris

Quorum Determination: Quorum Achieved

Additions or amendments to the agenda: None

Approval of minutes: Sue Whittaker made a motion to accept the minutes of the October 18, 2017 Board meeting. Joyce Bates seconded. **Motion carried.**

Public Comment/Introduction of Guests: None

Committee Reports:

Programming/Strategic Planning Committee:

- Presentation: Program Coordinator, Maribel Young, shared information about her Security Deposit Program. Maribel distributed information on the program process as well as current income guidelines. She also shared several stories of clients successfully becoming housed.

By-Laws and Membership Committee: None

Fundraising Committee:

- Annual Campaign: Carrie stated that each Board member had a current list of donors in their packets. To date, Lifeline has received approximately \$3,000 in campaign donations. Next month, Board members will sign reminder cards that will be mailed in January to those who have not yet given.

Finance Committee:

- Unrestricted Funding: Carrie distributed the quarterly statements of the endowment and savings accounts. The endowment has approximately \$124,000 and the savings has just over \$56,000. Carrie also included a historical summary of the endowment and 2017 has shown the most growth since its inception in 2014. Ed Zivkovich made a motion to move \$20,000 from the savings account to the endowment. Sue Whittaker seconded. **Motion carried.**
- ODSA Audit: On November 29th and 30th, Lifeline will undergo a three-year ODSA audit covering all ODSA funding for 2015, 2016 and 2017.

Human Resources Committee:

- Wage & Salary Plan: Carrie shared that, per the recommendation of the HR Committee, the agency Wage and Salary Plan has been updated to include a total of 6% increases in staff salaries for the two year period—it was last updated in fall 2015, so that includes 3% for 2016 and 3% for 2017. It also included adding Paygrade

19 to be used for future growth. Sue Whittaker made a motion to approve the updated Wage and Salary Plan per the Committee's recommendation. Joyce Bates seconded. **Motion carried.**

Finance Report: Carrie provided financial report for September.

Director's Report:

- CSBG Grant 2018-19: Carrie stated that Lifeline has not yet received the grant application for the 2018-19 grant cycle. Normally it has already been distributed to agencies to complete, but due to the changes the State is making to the application, it has not been released. Please plan to attend the December Board meeting, as it will be presented and voted on at that meeting.
- Operation Resolve: Carrie distributed information about a new program aimed to assist in the fight against the opiate crisis. Operation Resolve focuses on educating employers about the various aspects of opioid use and addiction and the community resources available. The program is supported by the Lake County ADAMHS Board and Leadership Lake County.
- IDA Program Fundraising Collaboration: Carrie made a presentation at Lakeland Community College to a class of Health and Human Services students who are completing a fund raising project for the semester. Students choose a program that they want to help and the class has chosen Lifeline's IDA Program. The class will pitch their fundraising plan to local individuals who can contribute to the class fundraising goal of \$5,000. This money will be used as match funds for the IDA Program. Carrie will provide update to Board in December.
- Facilities Update: Carrie spoke with Lifeline's landlord and shared the current space needs of the agency. She will provide update when available.
- Lobbyists for Citizens: Carrie shared that she received a public inquiry requesting copies of the agency's 990 tax filing forms for the last five years from Lobbyists for Citizens. This group has stated they are concerned about the increased property taxes in the community. The Board recommended sending a letter back letting them know that those documents are all available online for free, or, if they want to obtain hard copies, we can provide, but will charge a fee to cover costs. Carrie will draft a response letter to Brian Massie and Rob Moore will review the letter before it is sent.
- Board Nominations: Carrie asked for Board members to volunteer to serve on the Nominating Committee for 2018 to develop a slate of officers. Volunteers were selected and Carrie will email instructions to the group.

Program Report:

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

Old Business: None

New Business: None

General Board Discussion: None

Adjournment: Abby Begeman made a motion to adjourn at 6:36 p.m. Alyea Barajas seconded. **Motion carried.**