

Lifeline, Inc. Board of Directors
October 18, 2017

Call to order: Meeting called to order by Anne Curwen at 6:15 PM.

Personal moment of silence observed

In Attendance: Anne Curwen, Abby Begeman, Pam Morse, Alyea Barajas, Cathy Bush, Aaron Burko, John Shepard, Joyce Bates, Paula Gordos, Ed Zivkovich, Michelle Herron, Carolyn Knox, Robert Weger, Sue Whittaker.

Excused: Holly Hanna, Shannon Majewski, Terra Thorpe

Absent/Unexcused: Rob Moore

Guests: None

Staff: Carrie Dotson, Maribel Young

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 September 20, 2017, Board meeting. Carolyn Knox seconded. **Motion carried.**

Public Comment/Introduction of Guests: None

Committee Reports:

Programming/Strategic Planning Committee:

- **Presentation:** CCMEP Coordinator Breanna Horton and Reentry Coordinator, Bri Moon described their programs. Breanna shared information regarding the CCMEP's case management, life skills workshops, and work experience. Bri Moon talked about the Lake County Reentry Coalition history, 2017 accomplishments and what is expected for 2018.
- **2017 Community Needs Assessment:** Carrie presented the final 2017 Community Needs Assessment and copies were handed out to each Board member in attendance. A draft of the Assessment had been presented to the Programs & Planning Committee, and a few of the recommended changes had been made. Carrie discussed the findings with Board members and how it will be used in preparation for the CSBG grant application. Abby Begeman made a motion to approve the 2017 Community Needs Assessment. Pam Morse seconded. **Motion Carried.**
- **AIRS Accreditation Consultant:** Due to our small staff size the national AIRS recommended that we hire a consultant to help with the completion of the AIRS Accreditation in order not to compromise the quality of our services—during the daytime we only have two staff answering phone calls and accreditation activities are keeping one of them off the phone. Requests for proposals were posted on the nation AIRS Networker site and Cathleen Dwyer from CDK Consulting submitted a proposal as she is already very familiar with our 2-1-1. John Shepard made a motion to hire Cathleen Dwyer from CDK Consulting for a total of up to 60 hours at a rate of \$85 per hour. Joyce Bates seconded. **Motion Carried.**
- **HEAP: Customer Appreciation Week:** Lifeline will be providing coffee and doughnuts for our HEAP customers on Wednesday Nov. 1st, Thursday Nov. 2nd, and Friday Nov. 3rd. All three days will be walk-in days and the staff will be in the down stairs lobby at 6:30 am to start screening clients as soon as possible. The following week we will go back to the normal schedule. Carrie encouraged Board members to join the staff and a Customer Appreciation Week sign-up sheet was passed to all members in attendance.
- **Strategic Planning:** The current strategic plan is almost completed and Carrie asked Board members their opinion on doing a planning session in the spring instead of fall—this was a topic of discussion at our last

Programs & Planning Committee Meeting. After a brief discussion Board members agreed, recommending a planning session in March or April of 2018.

By-Laws and Membership Committee:

- Carrie updated that both Holly Hanna and Terra Thorpe have submitted resignations effective at the end of the year. Carrie stated that between term expirations and their resignations, there will be five Board member openings by the end of the year. Both she and Joyce have reached out to several entities to fill those slots. They hope to have some candidates at the December meeting that can be voted in at the January meeting.
- By-laws Review: Joyce and Carrie evaluated the Board By-laws and noted a couple of revisions. However they did not feel comfortable making the recommendations on their own. Attendance has been an issue for this Committee and there was Board discussion about how to resolve this issue. Ann Curwen and John Shepard volunteered to join the By-laws Committee. They will meet with Carrie and Joyce to discuss any changes and present any revisions at a future meeting.

Fundraising Committee:

- Dancing Under the Stars: The final numbers are in and it was our highest attendance AND highest profit to date. The event raised a total of \$58,014, with us receiving \$29,007 in net profits! We're already working with our 2018 event chair to begin planning for the 10th Anniversary event in August 2018.
- Annual Campaign: Carrie distributed the letters to all Board members in attendance for signatures. The letters will go out on October 31st. She also mentioned that she is working with the Web people to install a "Donate Now" button on Lifeline's website.

Finance Committee: None

Human Resources Committee:

- Employment: Lifeline currently has one job posting for a full time position in the 2-1-1 department.
- Vacation Payout Request: The HR Committee recommended that the staff have a vacation pay out option this year for a maximum of one week. Carrie explained that this is a policy option in our personnel policies manual that does require Board approval and that it is not something done on a yearly basis. Several employees who have a lot of time off due to their years of service have asked for the option. At this time Carrie feels that the agency can afford to have the payout. Pam Morse made a motion to offer the vacation payout for a maximum of one week to staff members. Michelle Heron seconded. **Motion Carried.**
- Personnel Policies Review: The committee met to review the policies in place and had discussion about several issues that need revision. The committee will present the proposed revisions at the November meeting.
- Wage & Salary Plan: The committee suggested an update of the Wage & Salary Plan with a cost of living adjustment as the last one was done in 2015. Carrie will make the necessary adjustments and forward the information to the Committee and HR attorney for review before presenting it to the Board for a vote.
- Executive Session:
 - John Shepard made a motion to enter into Executive Session to discuss personnel at 7:35 p.m. Abby Begeman seconded the motion. **Motion Carried.**
 - Pam Morse made a motion to exit Executive Session and return to regular session at 8:00 p.m. Aaron Burko seconded the motion. **Motion Carried.**
- Executive Director Evaluation: The HR Committee has performed the Executive Director's annual evaluation and discussed with the full Board during the Executive Session. They found her review to be favorable—it will be discussed with Carrie by Anne & John at a later date. Michelle Heron made a motion to increase the Executive Director's salary to \$70,000 per year (level 18). Joyce Bates seconded the motion. **Motion Carried.**

Facilities Ad Hoc: None

Finance Report: Carrie provided financial report for August.

Director's Report:

- 2018-19 CSBG Grant: Carrie shared that the 2018-19 CSBG grants are coming out on Monday 10/23 and that she and Michelle attended the roll-out training today in Columbus. Michelle and Carrie will meet next week to look at potential CSBG funded-programs and develop a proposed 2018-19 CSBG Plan based on findings in the 2017 Community Needs Assessment, which was approved tonight. It is her hope that there's enough time to get a quick Programs & Planning Committee together to review that proposed plan—we're working on a tight timeframe. Carrie anticipates that the Plan will be posted for public comment from November 6-17, as required by the grant—public notices will be placed in the local newspaper and letters will be sent to local elected officials. Carrie will present the final 2018-19 CSBG Plan at the November Board meeting for Board approval. The grant is slated to be due Monday, November 27.
- HEAP WCP: Allocations and grant agreements for the WCP have not been received as of yet, however we are required to begin the season on November 1, as usual. Carrie also shared that Lifeline will again have a security guard during the WCP.
- Re-Branding: Carrie shared that the last of our re-branding is completed and she handed out our new agency brochures. She also mentioned that the newsletter has been redesigned.
- Christmas Giving: Carrie asked Board members to spread the word to anyone who is interested in adopting some of our families for Christmas. We currently have seven or eight families in need of gifts. John Shepard agreed to sponsor two families. Pam Morse agreed to sponsor one family. Carrie Knox asked if we can send her something to send out to her students. Carrie will have Michelle contact the Board members with the details.

Program Report:

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

Old Business:

- Pam asked if there are any updates from Dan Smith regarding Lifeline's lease. Carrie stated that she has left messages and sent emails to Dan, however he has not responded as of yet. She will keep trying.

New Business: None

General Board Discussion: None

Adjournment: John Shepard made a motion to adjourn at 8:10 p.m. Pam Morse seconded. **Motion carried.**