

Lifeline, Inc. Board of Directors
April 18, 2018

Call to order: Meeting called to order by Anne Curwen at 6:04 PM.

Personal moment of silence observed

In Attendance: Abby Begeman, Aaron Burko, Anne Curwen, Paula Gordos, Pamela Gouldsberry, Sean Kramer, Shannon Majewski, Rob Moore, Pam Morse, John Shepard, Christine Shoop, Sue Whittaker, Ed Zivkovich

Excused: Cathy Bush

Absent/Unexcused: Robert Weger

Guests: Tony Zampedro, Greg Markell

Staff: Carrie Dotson, Bri Moon, Sarah Richards

Quorum Determination: Quorum Achieved

Additions or amendments to the agenda: None

Approval of minutes: Christine Shoop made a motion to accept the minutes of the March 21, 2018 Board meeting. Pam Morse seconded. Aaron Burko abstained. **Motion carried.**

Public Comment/Introduction of Guests: Tony Zampedro, the Assistant City Manager for the City of Mentor, is back for his second meeting. Greg Markell from the Lake County ADAMHS Board is also joining us.

Committee Reports:

Programming/Strategic Planning Committee:

- Lake County ADAMHS Board / Issue 3 Presentation: Greg Markell distributed materials and presented to the Board on the importance of the Lake County ADAMHS Board's Issue 3, which will be on the ballot on May 8. Issue 3 is a renewal levy and funds critical behavioral health services at many local providers, including Lifeline. Greg asked Lifeline Board members to please consider participating in the Mine + 9 mailing efforts, and to also promote and vote for the levy on May 8. Pam Morse made a motion for the Lifeline Board to formally endorse Issue 3. John Shepard seconded. **Motion carried.**
- 2-1-1 Presentation: Sarah Richards, Lifeline I&R Specialist, attended the meeting and presented on the 2-1-1 program and her role within the program.
- Annual Dinner/Award Nominations: Carrie reminded the Board that the Annual Dinner will be Wednesday, May 16th at 6:30PM with a full Board meeting at 5:30PM that evening. It will be held at Mooreland Mansion at Lakeland Community College. Carrie asked that all Board members get their RSVPs in for the Annual Dinner by the May 4 due date.
- The Programs & Planning Committee is scheduled to meet on May 3.

By-Laws and Membership Committee:

- Membership Update: Tony Zampedro has attended his second Board meeting and remains interested in serving on the Board. Rob Moore made a motion to approve Tony's Board membership and Ed Zivkovich seconded. Tony will fill a public sector slot and represent the City of Mentor. **Motion carried.**

Fundraising Committee:

- Annual Campaign: Carrie shared that the Annual Campaign is technically wrapped up, although she does have a couple of outstanding pledges still—attached to my report is a list of donors as of 4/12/18. As of 4/12, we have 107 donors (goal is 125 donors)—eight of these donors have given online through our new online giving portal! We are at 80% Board giving (12 of 15 members have contributed)—please consider contributing something, even if you cannot fulfill your pledge—we really would like to have 100% Board

support of this campaign. Even without 100% Board giving, we are at \$12,843 in net profit (\$843 over our goal of \$12,000 net profit and \$,1,252 over last year's campaign!) If you haven't given yet, please do so ASAP, as we'd like to get this closed out very, very soon.

- Dancing Under the Stars: The August 3rd event will be the 10th Anniversary of DUTS. It will be held at LaMalfa in Mentor. Carrie announced the 10th Anniversary Celebrity cast for this year to the Board and encouraged them to plan to attend the event and support the celebrities in their fundraising efforts. We'll be hosting our kick-off for the entire cast and committee tomorrow, April 19. Adam and Nancy Sanden are generously hosting at the Brunner, Sanden, Deitrick Funeral Home Reception Center.

Finance Committee:

- Carrie updated that work has begun on the FY 2017 Audit and that she expects the auditors to be in to do testing in early to mid-May.
- Carrie stated that this summer, the agency needs to update its risk assessment; it has been over three years since the last one was completed. The Finance Committee will be meeting on June 13 to review the draft of the revised risk assessment.

Human Resources Committee:

- Carrie shared that the agency staff and a volunteer participated in the first book club discussion group last week on the book *Hillbilly Elegy* and everyone seemed to really enjoy it. We had really good discussion about some of the underlying issues associated with poverty and how what we learned from the book can impact how we understand our clients' needs/values and improve the way we serve them.
- The HR Committee is scheduled to meet on May 7.

Finance Report: Carrie provided the Board the February reports.

Director's Report:

- CCMEP: Carrie update that we submitted two proposals for CCMEP this year, as we have done in the past. We submitted a proposal for 40 participants at \$241,642 and a proposal for 50 participants at \$263,680. These are both significant increases over our current funding of \$109,334 for 20 slots, but we think that we've done a good job over the last two years and can handle the additional case load. This grant was due Monday 4/9 and has already been submitted, but does need Board approval. Funding would cover July 1, 2018-June 30, 2019. Pam Morse made a motion to re-affirm the submission of the two CCMEP proposals. Christine Shoop seconded. Anne Curwen abstained. **Motion carried.**
- SFY 19 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, as well as our reentry program. We propose asking the Lake County ADAMHS Board for level funding this year, at \$77,425—this includes \$67,425 for 2-1-1 operations and \$10,000 for our reentry program. Funding would begin July 1, 2018 and run through June 30, 2019. We do need Board approval to submit our proposal, which is due Tuesday, May 1. John Shepard made a motion to submit the SFY 19 Lake County ADAMHS for \$77,425. Abby Begeman seconded. **Motion carried.**
- FY 18 Lake County CDBG: This year Carrie recommends asking for \$16,000 for our IDA Program, which would be matched by the Ohio CDC and all used as actual savings match funds for our participants. This would assist 6-8 participants. In the past we were awarded \$14,500 for 2-1-1 operations. This grant is due Tuesday, May 1 and requires Board approval. Funding is for calendar year 2019 funding. Paula Gordos made a motion to approve submission of the Lake County CDBG Grant Application for \$16,000 for the IDA Program. Christine Shoop seconded. **Motion carried.**
- FY 18 Home Funds—Rental Proposal: For the Rental Assistance Program, our current year allocation is \$130,000, which is split \$115,000 direct client to pay for security deposits/first month rent payments and

\$15,000 to pay a portion of the salary for our Housing Coordinator who administers this program full-time. For FY 2018, Carrie's recommendation is to request \$140,000 which would equal \$125,000 direct client services and \$15,000 for a portion of the Housing Coordinator salary. This grant is due Tuesday, May 1 and does require Board approval. Funding is for calendar year 2019. Ed Zivkovich made a motion to approve submission of the FY 18 Home Funds application for \$140,000 for the Rental Assistance Program. Christine Shoop seconded. **Motion carried.**

- FY 18 Home Funds—Transitional Housing Proposal: This year we are spending out unspent grant funds from the previous years. These HOME Funds are all direct client funds used to pay the rental subsidy for those participants in our Supportive Housing Program. For FY 2018 Carrie's recommendation is to request \$36,000. This grant is due Tuesday, May 1 and does require Board approval. Funding is for calendar year 2019. Pam Morse made a motion to approve submission of the FY Home Funds application for \$36,000 for the Supportive Housing Program. Rob Moore seconded. **Motion carried.**
- Fair Housing Resolution: One of the requirements of the Lake County CDBG grant and the two HOME funds grants is that the Board pass a resolution supporting Fair Housing Rights and efforts in Lake County, and pledging that the agency will do their part to do so as well. Carrie distributed copies of the proposed resolution for Board review and assured the Board that the agency is doing all that it can to support Fair Housing, including promotion, education and training. John Shepard made a motion for the Lifeline Board to adopt the Fair Housing Resolution as drafted. Aaron Burko seconded. **Motion carried.**

Program Report:

- ODMH: Quality Assurance Activities – None
- Client Rights Activities/Grievances – None
- Carrie updated that Board that the Winter Crisis Program had ended and that over 825 Lake County households were approved for assistance through the program between November 1 and March 31. This is a slight decrease in the number served compared to the prior year.
- Carrie also shared that the VITA Program concluded yesterday and that we significantly surpassed our goal of filing 200 returns—the staff and volunteers did an amazing job and filed 227 returns this year. She updated that we had a really successful season at Perry Senior Center and that our efforts at McKinley Outreach Center was a good learning experience and something to build on for next year.
- Carrie said that the next month will be a bit quieter, and then we move into our summer programs, including the Bike Safety Program and Nutrition Classes, which will be new and improved for 2018!

Old Business: None

New Business: None

General Board Discussion:

- John Shepard commended Carrie and her staff on their accomplishments at Lifeline—they've all worked very hard to grow the agency and provide quality programming to our clients.
- Carrie reminded the new Board members that we will take a five minute break and then have Board Orientation.

Adjournment: Christine Shoop made a motion to adjourn at 6:54 p.m. Abby Begeman seconded. **Motion carried.**

Board Orientation