

Lifeline, Inc. Board of Directors
March 21, 2018

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

Personal moment of silence observed

In Attendance: Anne Curwen, Ed Zivkovich, John Shepard, Pam Morse, Abby Begeman, Robert Weger, Christine Shoop, Paula Gordos, Sue Whittaker, Rob Moore, Cathy Bush, Pamela Gouldsberry

Excused: Shannon Majewski, Aaron Burko

Absent/Unexcused: None

Guests: Sean Kramer, Tony Zampedro

Staff: Carrie Dotson, Michelle Mezaris

Quorum Determination: Quorum Achieved

Additions or amendments to the agenda: None

Approval of minutes: Bob Weger made a motion to accept the minutes of the February 21, 2018 Board meeting. Ed Zivkovich seconded. Paula Gordos abstained. **Motion carried.**

Public Comment/Introduction of Guests: Sean Kramer from Lake Erie College attended his second meeting. Tony Zampedro attended his first meeting. He is the Assistant City Manager for the City of Mentor.

Committee Reports:

Programming/Strategic Planning Committee:

- Quarterly Strategic Plan Review: Carrie reviewed the current strategic plan with the Board. She highlighted the progress that has been made including program expansions, increased outreach and online fundraising capabilities, as well as the rebranding success.
- Annual Dinner/Award Nominations: 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 distributed the voting sheets for Board members to choose who will win the four awards that will be presented at the Annual Dinner. Those were returned at the meeting and Carrie will tally and report the results to the Board. Carrie asked that all Board members get their RSVPs in for the Annual Dinner by the May 4 due date.

By-Laws and Membership Committee:

- Membership Update: Sean Kramer has attended his second Board meeting and remains interested in serving on the Board. Ed Zivkovich made a motion to approve Sean's Board membership and Bob Weger seconded. Sean will fill a private sector slot and represent Lake Erie College. **Motion carried.**

Fundraising Committee:

- Annual Campaign: Carrie shared that the Annual Campaign is close to its goal of \$12,000. The campaign will run through March 31. Carrie asked that Board members fulfill their pledges so that we can achieve 100% Board giving.
- Dancing Under the Stars: The August 3rd event will be the 10th Anniversary of DUTS. It will be held at LaMalfa in Mentor. The kick off party will be in April when the celebrities and pros will meet!

Finance Committee:

- Carrie reported that the 2017 fiscal books have been closed. She anticipates that the audit test work will occur in May and hopes to have a draft of the audit by late June/early July.

- 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.

Human Resources Committee:

- Carrie shared that the agency staff are participating in a quarterly book club that is focused on poverty issues. Board members can contact her if they are interested in reading the books or participating in the club.

Finance Report: Carrie provided the Board both the January and February reports.

Director's Report:

- Carrie reported that she is in the process of writing several of the agency's grants and will need to have a quorum at the April Board meeting in order to submit them.
- CDBG Grant Application: Carrie stated that the agency is applying for the IDA Program instead of 2-1-1 for this grant. The Commissioners are steering funding toward new and innovative projects and the IDA Program is a new concept for the community and is focused on long term self-sufficiency.
- Carrie shared that she will be presenting at the Ohio Emergency Management Agency conference in April. She will be speaking about 2-1-1's role in disaster response. Other topics will include Lake County's Code Blue initiative and the 2013 floods.
- AIRS Conference: Carrie reported that the 2018 AIRS Conference will be held in Dallas in early June this year. She asked the Board to send Michelle Mezaris and Sarah Richards to the conference. Together the staff can learn various aspects of 2-1-1 operations as the program moves through accreditation. Carrie estimated the cost for both to attend at around \$3,000. Pam Morse made a motion to approve both staff to attend the AIRS Conference in June in Dallas. Christine Shoop seconded. **Motion carried.**

Program Report:

- ODMH: Quality Assurance Activities – None
- Client Rights Activities/Grievances – None
- Carrie stated the Winter Crisis Program for HEAP ends March 30th. The final week will be all walk-in with applications permitted to be pended for WCP customers.
- Carrie also shared that the VITA Program is going really well this winter and that we are on target to meet our goal of 200 returns.

Old Business: None

New Business: None

General Board Discussion:

- Carrie stated that there will not be a Board meeting in June or November this year. Because our by-laws require 10 meetings, it is essential that we get a quorum at the remaining 10 meetings scheduled.

Adjournment: Rob Moore made a motion to adjourn at 6:58 p.m. Pam Morse seconded. **Motion carried.**