

Lifeline, Inc. Board of Directors
July 18, 2018

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

Personal moment of silence observed

In Attendance: Anne Curwen, Paula Gordos, Pamela Gouldsberry, Sean Kramer, Rob Moore, John Shepard, Christine Shoop, Robert Weger, Ed Zivkovich, Tony Zampedro

Excused: Shannon Majewski, Pam Morse, Abby Begeman, Sue Whittaker, Cathy Bush

Absent/Unexcused: Aaron Burko

Guests: Jeff Diver

Staff: Carrie Dotson, Michelle Mezaris

Quorum Determination: Quorum Achieved

Additions or amendments to the agenda: None

Approval of minutes: Tony Zampedro made a motion to accept the minutes of the May 16, 2018 Board meeting. Ed Zivkovich seconded. **Motion carried.**

Public Comment/Introduction of Guests: Jeff Diver from OCATO attended to present a Board training.

Committee Reports:

Programming/Strategic Planning Committee:

- Strategic Plan: Carrie shared that the Board strategic plan retreat is scheduled for Saturday, October 6th from 9AM-2PM at Lifeline. Breakfast and lunch will be provided.

By-Laws and Membership Committee:

- Membership Update: Carrie shared that there are currently two Board vacancies but candidates have been identified and will be attending the August meeting as guests. Ed Zivkovich and Anne Curwen will complete their terms on the Board at the end of 2018. They both represent the low income sector and plans for their replacements will need to begin to avoid Board vacancies.

Fundraising Committee:

- Dancing Under the Stars: Carrie shared tickets are still available for the event. The RSVP date is July 27th. The attendance goal of this year's event is 500 guests. Donations are still being accepted online for the cast votes and can be done through the night of the event. Event promotion included a spot on the Channel 3 News station.

Finance Committee:

- Carrie updated that the agency audit is nearly complete and the Board will receive copies of it in August or September.
- Carrie stated that the committee reviewed several options for the agency server backup system that will provide better information restoration in the event of a server failure. They selected an option and Carrie will move forward on implementing their selection.
- Carrie reported that the committee will be reviewing the agency fiscal policies and updating and revising as necessary—look for a Board presentation and vote in September.
- Carrie completed the agency-wide Risk Assessment and presented it to the Committee. Overall the agency scored well but found several items that could be improved to increase our performance as an agency. The four primary areas included an update of the business contingency plan, training plan for new supervisors,

develop volunteer policies and completing a Board self-evaluation. Paula Gordos made a motion to approve agency-wide Risk Assessment results. Rob Moore seconded. **Motion carried.**

Human Resources Committee:

- None.

Finance Report: Carrie provided the Board the April reports. May reports will be sent out within the next week.

Director's Report:

- Carrie reported that Lifeline was the recipient of a one-time Ohio Mental Health and Addiction Services grant in the amount of \$62,000. This grant assists those identified in prison with having a significant mental health diagnosis. Bri Moon, Reentry Coordinator, will work with prison to improve linkages to community providers and offer wrap around funds needed for reentry.
- Carrie stated that Lifeline received an increase in most of its program allocations from the United Way. Lifeline had anticipated level funding and the additional funding will offer services to more individuals. We believe that we are now the highest funded partner agency of UWLC.
- Carrie reported that the HEAP Summer Crisis Program was faced with new regulation and process changes that went into effect July 1st. This has caused some challenges and staff have been working with the State to resolve issues that arise, therefore, the number of actual clients served is lower than average. Beginning next week, Lifeline staff will begin outreach to local senior centers. Our SCP Allocation is \$71,221, just higher than last year.
- Carries reported that Lifeline was awarded an additional \$80,000 in administrative/operating costs for the HEAP grant. This funding was unexpected and will allow Lifeline to restructure the HEAP department and add an additional full time employee and increase security services for the Winter Crisis Program. ODSA has restructured and is passing additional responsibilities on to the local offices that have traditionally been handled at the state level—this is the reason for the increases.
- Lifeline's CSBG Standards Review was completed by ODSA. Overall, Lifeline did well, however, ODSA found two standards not completely in compliance The findings showed that the 2017 Needs Assessment was missing data for gender and they would like us to make a change in Board finance reports. Carrie will send in our response to their review by the deadline and we will work to address these two issues. Carrie said that overall, the reps from ODSA were very pleased and said it was one of the quickest and best organized reviews that they've done, and that they were happy that both findings were minor things.
- Carrie reported that Lifeline is officially launching the Guardianship Program in partnership with the Lake County Probate Court. The MOU was signed today and the internal job posting for the Program Manager will be sent out this week. The funding will be approximately \$220,000 and is scheduled to begin in September.

Program Report:

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

Old Business: None

New Business: None

General Board Discussion:

- Carrie reminded the Board there will be no meeting in November.

Adjournment: John Shepard made a motion to adjourn at 6:30 p.m. Christine Shoop seconded. **Motion carried.**