

Lifeline, Inc. Board of Directors
May 16, 2018

Call to order: Meeting called to order by Anne Curwen at 5:38PM.

Personal moment of silence observed

In Attendance: Abby Begeman, Aaron Burko, Anne Curwen, Paula Gordos, Pamela Gouldsberry, Sean Kramer, Rob Moore, John Shepard, Christine Shoop, Sue Whittaker, Robert Weger, Cathy Bush

Excused: Shannon Majewski, Ed Zivkovich, Pam Morse, Tony Zampedro

Absent/Unexcused: None

Guests: Doris Behnke

Staff: Carrie Dotson, Michelle Mezaris

Quorum Determination: Quorum Achieved

Additions or amendments to the agenda: None

Approval of minutes: John Shepard made a motion to accept the minutes of the April 18, 2018 Board meeting. Christine Shoop seconded. **Motion carried.**

Public Comment/Introduction of Guests: Doris Behnke from Lubrizol was a guest. She is interested in becoming a Board member.

Committee Reports:

Programming/Strategic Planning Committee:

- Customer Satisfaction Surveys: Carrie updated that Lifeline completed customer satisfaction surveys this past spring with 89 customers and that overall customers indicated that they were satisfied with the services received at Lifeline. Carrie shared survey data and feedback from the surveys with the Board. Surveys may be completed again this fall at the beginning of WCP.
- CCMEP Program: Lifeline's CCMEP Program grant was not renewed for FY19. Carrie reported that there were fewer slots available in the county for program participants and the local Department of Job and Family Services agency was reducing the number of CCMEP Program providers from four to three. The current grant will end June 30th. Lifeline employed 1.5 staff members for this program. One will be transitioning to become full time in the Reentry Program and the other staff member was offered a position within Lifeline and will let Carrie know by May 31st if she plans to stay an agency employee.
- Guardianship Program: Lifeline is developing a new program in conjunction with the county Probate Court that will assist individuals who are deemed "incompetent" by the court with guardianship services. This program will assign wards to volunteer guardians who will make decisions related to areas such as medical care, housing, and other life decisions. Lifeline will employ 2.5 staff to operate the program who will serve as guardians, recruit volunteers to become guardians, and work with Probate Court. The new staff would be housed at the Probate Court building and be easily accessible to the court and also be required to spend some time at the Lifeline office as well. Funding for the Guardianship Program is being provided by Lifeline, the Lake County ADAMHS Board, local Senior Levy funds and potentially the Lake Health Foundation. The Program is slated to begin in September. Abby Begeman made a motion to move forward with the development of the Guardianship Program. Aaron Burko seconded. **Motion carried.**
- 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: Doris Behnke was a guest at the Board meeting. She has been involved in the agency for several years, both through Leadership Lake County working with 2-1-1 and through Dancing Under the Stars. Doris would like to use her skills working as Community Relations Manager at Lubrizol to assist the agency mission. Carrie shared that there is another potential Board member being referred by RSVP. She will provide an update about that candidate as needed.

Fundraising Committee:

- Annual Campaign: Carrie shared that the Annual Campaign exceeded its goal and raised a total of \$13,478 and there was 100% Board member giving. This was the most successful Annual Campaign to date. Carrie thanked the Board for its support of the Campaign.
- Dancing Under the Stars: Carrie shared that the First Giving page is operational for the event. People can make contributions to various celebrity dancers to assist them with their fundraising goals. There is an opportunity to purchase ads for the program; Carrie will be emailing information to all Board members soon. The August 3rd event will be the 10th Anniversary of DUTS. It will be held at LaMalfa in Mentor. Invitations will be mailed mid-June.

Finance Committee:

- Carrie updated that the Snodgrass auditors will be at Lifeline next week to conduct their fiscal testing. A draft of the audit should be available sometime this summer.
- The Finance Committee will be meeting on June 13th to review the draft of the risk assessment for the agency.
- Endowment Update: Lifeline's current balance for the agency endowment is over \$149,000 as of March 31. Carrie asked the Board if moving money out of the current savings account should occur now or in the fall after Dancing Under the Stars. The Board discussed and decided to wait until after DUTS is over and determine the best course of action at that time.

Human Resources Committee:

- Carrie shared that the agency recently had to terminate an employee. The vacancy is being covered by other staff to ensure no disruption of services. The HR committee was informed of the situation and provided guidance.
- Program Manager: Job Description: Carrie distributed a new job description for the Program Manager. This role would have the same responsibilities of the Program Coordinator but also have the additional responsibilities of staff supervision—it is similar to the lead 211 Specialist and the HEAP Coordinator position. Board members made several suggestions in the revision of the job description. One revision was to change the verbiage of "Pay Grade" rather than "Pay Class" and another was to clarify that specialized certifications may be required for certain programs. John Shepard made a motion to approve the job description with requested changes made. Christine Shoop seconded. **Motion carried.**
- Wage and Salary Plan Addition: Carrie presented the Board with the current plan. The newly accepted Program Manager position would need to be added to Pay Grade 11 with other supervisory staff. Sue Whittaker made a motion to add Program Manager to Pay Grade 11. Abby Begeman seconded. **Motion carried.**

Finance Report: Carrie provided the Board the March reports.

Director's Report:

- CSBG Carryover Plan: Lifeline had \$68,840 in carryover from the previous CSBG grant ending December 31, 2017. This money is added into the current CSBG budget once approved by the State. Carrie shared that the additional funds will be allocated as follows and provided an allocation plan to the Board:
 - Expanding the Reentry Coordinator position to full time

- Funding Tiffany Menosky position into 2019
- Guardianship Program funding for \$4,500 in 2018 and \$15,000 ongoing
- Additional \$6,000 into By Car Program
- The balance would go into consumable items such as postage and office supplies

John Shepard made a motion to accept the CSBG Carryover Plan for submission to ODSA. Paula Gordos seconded. **Motion carried.**

- ADAMHS Grant SFY19- Revision: Carrie shared that with the additional \$15,000 the ADAMHS Board will be awarding Lifeline for the Guardianship Program the grant was revised to include this new program after the Board had approved last month. Abby Begeman made a motion to approve the revised ADAMHS Board FY19 grant with the new Guardianship Program included. Paula Gordos seconded. **Motion carried.**

Program Report:

- ODMH: Quality Assurance Activities – None
- Client Rights Activities/Grievances – None
- Carrie reported that the HEAP staff will be attending a mandatory training in Columbus in June.
- Carrie updated that many of our summer programs will be kicking off soon, including the Bike Safety Program, Nutrition Program which has been expanded and recreated and the HEAP Summer Crisis Program.

Old Business: None

New Business: None

General Board Discussion:

- Carrie reminded the Board that there will be no meeting in June, as she'll be attending the CAPLAW Conference that week.
- Carrie told the Board that we'll have a Roles & Responsibilities training immediately following the July meeting, and to plan on a little longer of a night than usual.

Adjournment: John Shepard made a motion to adjourn at 6:17 p.m. Aaron Burko seconded. **Motion carried.**