

Lifeline, Inc. Board of Directors
September 19, 2018

Call to order: Meeting called to order by Anne Curwen at 5:58PM.

Personal moment of silence observed

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

Excused: Abby Begeman, Aaron Burko

Absent/Unexcused: Tony Zampedro, Pam Morse, Shannon Majewski

Guests: Doris Behnke, Larry Johnson

Staff: Carrie Dotson, Michelle Mezaris, Bri Moon, Maribel Young

Quorum Determination: Quorum Achieved

Additions or amendments to the agenda: None

Approval of minutes: Approval of July 18, 2018 meeting minutes. Sean Kramer made a motion to approve minutes and Christine Shoop seconded. John Shepard abstained. **Motion carried.**

Public Comment/Introduction of Guests: Doris Behnke

Committee Reports:

Executive:

- Transfer to Corporate Account: Carrie asked that money be moved into the corporate account of the checking from the unrestricted savings and recommended \$5,000. The Executive Committee voted 3-0 to approve a \$5,000 transfer from the savings to the checking corporate account.
- 2018-2019 HEAP Grant: The HEAP administrative grant was due by August 31st. It does not include client direct funds but does include all staffing and operating expenses. Carrie had reviewed the grant application and budget proposal with the members present at the August meeting. The Executive Committee voted 3-0 to approve submission of the 2018-19 Heap Administrative/Operating Grant application.
- John Shepard made a motion to affirm the votes of the Executive Committee on the two items listed above. Ed Zivkovich seconded. **Motion carried.**

Programming/Strategic Planning Committee:

- Program Presentation: Bri Moon shared with the Board her efforts to grow and improve her work with the Reentry Program. She reported the new initiatives that include collaborations with the Reentry Coalition and Citizen Circle. She also stated that Lifeline continues to receive funding for various projects. Maribel Young also presented information about her Security Deposit Program. She continues to see a great need from the community for her services and will need more funding to finish the 2018 year. She shared a beautiful client success story with the Board.
- Letter from Participant: Lifeline received a letter from an HCRP participant thanking Lifeline for the financial and emotional support she received during a very difficult time in her life. She had been a previous Lifeline award winner but had not been able to attend the Annual Dinner. Carrie shared copies of this letter with the Board.
- 2017 Needs Assessment: During the ODSA Standards Review, one of the items we were found out of compliance with was our 2017 Needs Assessment. The Assessment, unfortunately, did not include demographics related to gender. Lifeline made the appropriate revisions to the 2017 Needs Assessment and added the requested gender demographic information. Rob Moore made a motion to approve the revised 2017 Needs Assessment for resubmission to ODSA. Paula Gordos seconded. **Motion carried.**

- Strategic Plan: Carrie reviewed the final achievements of the previous 2016-2018 Strategic Plan and asked the Board to begin thinking about what they would like to see for the next few years for Lifeline. Carrie reminded the Board that the 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:

- By-Laws Meeting and Schedule: Carrie reported that Lifeline is required to have ten Board meetings per year according to our by-laws. We cancelled June and November's meetings and we didn't achieve a quorum in August. After Board discussion, it was decided that even though a meeting may not have a quorum it can still count as a required meeting to be in compliance with our by-laws.
- Board Self Evaluations: Carrie distributed the Board staff evaluations to be completed at the meeting. She will email the forms to Board members who are not present.

Fundraising Committee:

- Dancing Under the Stars: Carrie shared that the net profit of the event has exceeded \$74,000 to be shared with Signature Health and we still have a handful of outstanding ads to be paid. This will be our highest profiting event ever.
- Annual Campaign: Carrie distributed information about the upcoming Annual Campaign. The desired goal is \$15,000 and to increase the numbers of donors. By October 1st, Carrie asked for all Board members to return their personal contact lists with any revisions or additions. Board members also received their pledge cards and asked that those be returned no later than October 6th. Carrie reported that the online option to make donations is live and a good selling point to donors. She also stated that November 1st the first mailing will go out to the donor list. The campaign will end March 31st.

Finance Committee:

- FY2017 Audit: Larry Johnson, our auditor from Snodgrass of NEO, presented to the Board the 2017 Fiscal Year audit. He had also reviewed the entire report with the Finance Committee at the previous committee meeting. He stated that there were no deficiencies or weaknesses found and no issues on compliance. The audit still requires a final 990 tax form completed and sent to IRS—this should be done in the next two weeks. Paula Gordos made a motion to accept the FY2017 audit. Bob Weger seconded. **Motion carried.**
- Fiscal Policies Revision: Carrie shared that there are some recommended revisions to the fiscal policies that the Finance Committee has reviewed and approved. Carrie distributed copies of the policies with notes on the revisions to each member. Christine Shoop made a motion to approve revised fiscal policies as recommended by the Finance Committee. Rob Moore seconded. **Motion carried.**

Human Resources Committee:

- None

Finance Report: Carrie provided the Board the June and July finance reports.

Director's Report:

- Carrie reported that the agency needs to expand its space and that she met with the building landlord about possible options within the building. The agency staff is sharing offices and the increase in new staffing will only exacerbate the problem. Carrie collected names of Board members interested in participating on an Ad Hoc Facilities Committee. Carrie hopes to have a cost analysis and architect drawings completed to discuss with the Facilities Committee in early November.
- Lifeline has hired the new Volunteer Guardian Program lead position of Program Manager. Gwen Corban will begin the week of September 24th—Gwen's third stint working at Lifeline! Interviews for the support positions have been scheduled for early October.

- Lifeline has filled the two remaining HEAP positions. Both positions will begin early October.
- Carrie shared that Lifeline has two Perry High School students who are doing volunteer work at Lifeline through the Service Learning Program to learn about social services within Lake County. They'll both be with us for the entire school year.
- Sarah Richards, one of our 2-1-1 staff, has been accepted into the Community Builders Program of Leadership Lake County—this is a succession planning program designed for future leaders.
- Carrie shared that the agency will be applying for a T/TA Grant from ODSA. This will allow for the purchase of three new laptops for the Volunteer Guardian Program staff at a cost of approximately \$3,100. Paula Gordos made a motion to submit the T/TA Grant application. Cathy Bush seconded. **Motion carried.**
- The annual National Community Action Partnership Management & Leadership Conference will be held in New Orleans in January and Carrie has recommended that Michelle Mezaris attend this conference. It is a cost that has been included in the agency budget, not to exceed \$2,000. Christine Shoop made a motion for Michelle to attend the National CAP MLTC in New Orleans. Paula Gordos seconded. **Motion carried.**

Program Report:

- ODMH: Quality Assurance Activities – None
- Client Rights Activities/Grievances – None
- 211 Accreditation: Lifeline is in the final phase of accreditation and a site visit on November 15 will conclude the process. This process has been incredibly challenging and Michelle and the 2-1-1 staff has done an outstanding job. We're looking forward to receiving that accreditation by the end of the year.
- Carrie updated that Michelle has been working closely with staff at the Probate Court to improve logistics, develop processes and really create a successful Volunteer Guardian Program. Much progress is being made and we're really looking forward to having the three staff start and get it up and running.

Old Business: None

New Business: None

General Board Discussion:

- Carrie reminded the Board there will be no meeting in November.
- The Board Strategic Planning retreat is on Saturday, October 6th at 9AM at Lifeline.

Adjournment: Christine Shoop made a motion to adjourn the meeting at 7:42PM. Pam Gouldsberry seconded. **Motion carried.**