

**Lifeline, Inc. Board of Directors
December 19, 2018**

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

Personal moment of silence observed

In Attendance: Anne Curwen, John Shepard, Christine Shoop, Sue Whittaker, Aaron Burko, Abby Begeman, Tony Zampedro, Doris Behnke, Pamela Gouldsberry, Pam Morse, Ed Zivkovich, Robert Weger

Excused: Cathy Bush, Paula Gordos, Sean Kramer

Absent/Unexcused: Rob Moore

Guests: Jennilynn Patterson, Carrie Morgan, Kate Stein

Staff: Carrie Dotson, Michelle Mezaris

Quorum Determination: Quorum Achieved

Additions or amendments to the agenda: Agenda date should read December 19, 2018.

Approval of minutes: Tony Zampedro made a motion to approve the October 17, 2018 meeting minutes and Christine Shoop seconded. **Motion carried.**

Public Comment/Introduction of Guests: Jennilynn Patterson attended her second meeting and is interested in a low-income representative slot. Kate Stein attended her first meeting and is seeking to replace Ed Zivkovich who represents the low income sector. Carrie Morgan attended her first meeting representing LMHA and would fill a low income sector slot as well.

Committee Reports:

Programming/Strategic Planning Committee:

- Strategic Plan: Carrie reported that she had emailed the Board the final draft of the Strategic Plan that included the revisions that the Programs & Planning Committee had recommended. Pam Morse made a motion to approve the 2019-2021 Strategic Plan. Pamela Gouldsberry seconded. **Motion carried.**
- Reaffirm Mission Statement: The Board discussed the opportunity to make any revisions to the current agency mission statement. The Board concluded that the current mission statement does not need updating. Sue Whittaker made a motion to reaffirm the current mission statement. Pamela Gouldsberry seconded. **Motion carried.**

By-Laws and Membership Committee:

- Attendance Review: Carrie summarized the discussion that occurred in the Committee meeting regarding Board member attendance. Board member unexcused absences were high in 2018 and one meeting did not achieve a quorum needed to vote on agency business—several others, including our strategic planning retreat, were very close on a quorum. The Committee is recommending that each quarter the Board review the attendance record of members as a standing agenda item. Membership Committee members will begin following up on any members who are unexcused at a meeting. As a reminder, a three hour notice is required to have an absence excused.
- Carrie stated that Shannon Majewski resigned from the Board effective December 2018. Carrie also reported that Cathy Bush has chosen not to seek an additional term on the Board when her term expires on Dec. 31. Carrie has asked her to find her own replacement. The final terms of Ed Zivkovich and Anne Curwen expire on December 31, 2018. Each has found replacements for their slots.
- Jennilynn Patterson attended her second meeting and would like to become a full Board member. John Shepard made a motion to vote Jennilynn onto the Board. Abby Begeman seconded. **Motion carried.**

Fundraising Committee:

- Dancing Under the Stars: Carrie asked that the Board save the date—the 11th annual event is Friday, August 2nd.
- Annual Campaign: Carrie shared that the campaign is behind what it was at this time last year. The Board packets included a list of donors who have contributed so far. The Board goal still remains at 100% participation. The campaign will end March 31st.

Finance Committee:

- Endowment Funding 2018: Carrie reviewed the unrestricted funding summary (both the savings account and the Endowment) with the Board and stated that the agency had not made a contribution to the Endowment in 2018. All Dancing Under the Stars money has been distributed and available for Lifeline to use as determined by the Board. After discussion, Pam Morse made a motion to move \$35,000 into the endowment fund. John Shepard seconded. **Motion carried.**

Human Resources Committee:

- Executive Session: At 6:20PM, John Shepard made a motion to enter into executive session to discuss personnel. Christine Shoop seconded. **Motion carried.** At 6:40PM, John Shepard made a motion to return to open Board meeting. Pamela Gouldsberry seconded. **Motion carried.**
- Executive Director Annual Review/Compensation: The Board said that the review of the Executive Director was very positive and recommended an increase in Executive Director's salary, based upon the current Wage and Salary Plan, to \$35.02/hour. This is retroactive to October 1 and will be filed fiscally before the end of the calendar year. Members of the Executive Committee will meet with Carrie to go over her evaluation and goals for 2019. John Shepard made a motion to accept the Executive Director's annual review and approve this salary increase. Abby Begeman seconded. **Motion carried.**
- Personnel Policy Revision: An updated version of the agency Personnel Policies was distributed by Carrie via email after the Committee made recommended revisions. Each Board member was encouraged to review the new policies. Pam Morse made a motion to approve the new Personnel Policies based upon the HR Committee recommendations. Christine Shoop seconded. **Motion carried.**
- 2-1-1 Restructuring: Carrie shared that effective January 1, 2019 the 2-1-1 department will be restructuring to ensure compliance with AIRS required adjustments to program operations. The current structure using remote staff does not allow for specific quality indicators to occur such as warm transfers and call recording. In 2019 Lifeline will staff the call center from 8AM-8PM each day. Our partnering 2-1-1 agency that currently handles our overnight calls will increase the fees by \$100/month for the additional three hours per day. These changes require several current remote staff to be eliminated from the department.

Nominating Committee:

- New office elections will occur in January. Carrie asked for volunteers to organize the officers slate for voting. Pam Morse, Sue Whittaker, Abby Begeman and Pamela Gouldsberry have volunteered to serve on the Nominating Committee and present their recommended slate of officers in January.

Finance Report: Carrie provided the Board the October financial report.

Director's Report:

- Carrie reported that HCRP got additional funds to serve the target populations of transitional age youth and individual adults in the amount of \$77,000 per year (for two years). We will receive a total of \$211,503/year for two years—a significant increase over 2018.

- Carrie shared that the Winter Crisis Program grant was lower this year than in previous years but Lifeline does not spend the entire awarded amount so this will not affect the current WCP season. Total funding awarded for WCP was \$310,000.
- Carrie stated that a new program that was developed by RSVP that serves grandparents who have custody of their grandchildren may be transferred to Lifeline in July (anticipated start date). RSVP is seeking to pass the program to Lifeline who will be able to provide referrals and support to grandparents. A “navigator” will be hired to operate the program and complete tasks such as referrals and facilitating groups to support the grandparents.
- Carrie reported that the Volunteer Guardian Program received \$20,000 from Lake Heather to support the program. Lifeline has created rack cards to promote the recruitment of volunteers and Board members are encouraged to share this with others they know. These were distributed to the Board.
- PIPP Grant: Carrie presented the PIPP Grant application for 2019, totaling \$22,607, and asked for Board approval to submit the PIPP grant. Tony Zampedro made a motion to submit the grant and Christine Shoop seconded. **Motion carried.**
- FY 2020 UWLC Allocation: Carrie reported that the UWLC funding application is due for the upcoming fiscal year on January 31, 2019. This grant partially funds programs such as Supportive Housing, VITA, Security Deposit Program, Health Services Program and 2-1-1. The UWLC will begin using a new funding model next year and it may impact some of Lifeline’s programs. Carrie recommended a total funding request of \$141,000 broken down as follows: Supportive Housing \$5,000; Health Services \$21,000; Security Deposit Program \$18,000; 2-1-1 \$90,000; and VITA \$7,000. This would be an increase of \$14,327 over FY 19 funding. Pam Morse made a motion to approve the 2020 UWLC allocation as recommended by the Executive Director. Ed Zivkovich seconded. **Motion carried.**
- Transfer to Corporate: Carrie requested that \$7,000 be moved from the saving account to the corporate account to cover agency expenses. Sue Whittaker made a motion to move \$7,000 to the corporate account from savings. Christine Shoop seconded. **Motion carried.**
- LLC Deep Dive CEO Project: Carrie presented her identified project for the Leadership Lake County program that supports female CEO’s in the county. Carrie will be working on a volunteer management project that will assist with all Lifeline programs that use volunteers. John Shepard made a motion to support the cost of \$250 to pay for the cost of the LL Deep Dive CEO Project. Christine Shoop seconded. **Motion carried.**

Program Report:

- ODMH: Quality Assurance Activities – None
- Client Rights Activities/Grievances – None
- 211 Accreditation: John Shepard represented the Lifeline Board for the November 15th accreditation visit. We have been awarded conditional accreditation and have several items to remedy before final response due April 1, 2019.
- Carrie reported that VITA has approximately 15 volunteers who are in the training process to prepare returns for the 2018 tax season. Clinics will operate five days per week from mid-January through mid-April at four different sites. The goal is between 200-250 returns.

Old Business: None

New Business: None

General Board Discussion:

- Carrie thanked both Ed and Anne for their contributions to the Board during their tenures—both have chaired committees and served as officers. They were given gifts of appreciation from the Board.

Adjournment: Pam Morse made a motion to adjourn the meeting at 7:24PM. Pamela Gouldsberry seconded. **Motion carried.**