

Lifeline, Inc. Board of Directors
March 20, 2019

Call to order: Meeting called to order by John Shepard at 6:00 PM.

Personal moment of silence observed

In Attendance: Pam Morse, Rob Moore, John Shepard, Paula Gordos, Doris Behnke, Pamela Gouldsberry, Jennilyn Patterson, Robert Wagner, Tony Zampedro, , Sue Whittaker, Kate Stein Sean Kramer, Christine Shoop, Carrie Morgan

Excused:, Aaron Burko, Abby Begeman

Absent/Unexcused: None

Guests: Melissa Amspaugh, Lenore Collins

Staff: Carrie Dotson, Michelle Mezaris, Marina Rivera, Gwen Corban

Quorum Determination: Quorum Achieved

Additions or amendments to the agenda: None

Approval of minutes: Paula Gordos made a motion to accept the minutes of the February 20, 2019 meeting and Tony Zampedro seconded. Christine Shoop abstained. **Motion carried.**

Public Comment/Introduction of Guests:

- Melissa Amspaugh from Lakeland Community College is attending her second Board meeting and is interested in joining the Board.
- Lenore Collins from RSVP is attending her first Board meeting.

Committee Reports:

Programming/Strategic Planning Committee:

- Marina Rivera Presentation: Marina shared with the Board the updates related to the current Winter Crisis Program as it enters the final days. She also reported the changes made to the application process for traditional HEAP benefits and the Percentage of Income Payment Plans (PIPP).
- Gwen Corban Presentation: Gwen shared an update with the Board related to the new Volunteer Guardian Program. She described some of the outreach activities they attend as well as the supportive services they are providing to the volunteer guardians to ensure ongoing successful participation.
- Annual Dinner: Carrie stated that the 2019 Annual Dinner will be on Thursday, May 30th at Mooreland Mansion at Lakeland Community College at 6:30PM. That was the day Congressman David Joyce was available to attend—he will be our keynote speaker. Board members are able to attend for free and any guests are an additional \$50. Carrie distributed the nominations for the annual awards to the Board to vote. They completed their voting cards and Carrie will announce winners at the April meeting.
- New Program Ad Hoc Committee: Prior to the Board meeting Carrie received a call about a potential expansion with the addition of programs from another community agency. Rob Moore made a motion to create a committee to discuss this matter. Christine Shoop seconded. **Motion carried.** Carrie took volunteers to serve on the Ad Hoc Committee

By-Laws and Membership Committee:

- Melissa Amspaugh has attended her second meeting and is interested in becoming a Board member—she is representing the private sector and works at Lakeland Community College. Christine Shoop made a motion to approve Melissa Amspaugh as a new Board member. Rob Moore seconded. **Motion carried.**

Finance Committee:

- Carrie shared that the annual audit has been scheduled for April 23-26th.

Fundraising Committee:

- Annual Campaign: Carrie shared that as of date we are slightly behind 2018 campaign. The campaign will end on March 31st.
- Annual Dinner: To help with the cost of this year's Annual Dinner, the agency is looking for event sponsors. A mailing already went out and several sponsors have already committed. Their sponsorship will receive publicity in the program and announced during event remarks.

Human Resources Committee:

- John Shepard shared that Carrie's goals have been finalized and approved for 2019.

Finance Report:

- Carrie provided the Board the January 2019 Finance report.

Director's Report:

- Carrie will be completing numerous grants within the next few months which require Board approval to submit. Board member attendance is crucial during that to ensure a quorum.
- Carrie stated that Lifeline received its plaque in the mail with the final National AIRS accreditation certificate. Carrie thanked the staff for their hard work throughout the accreditation process—this was a huge accomplishment for our agency and 2-1-1.
- Carrie shared that the Friends of Lake ADAMHS event is April 11th at St. Noel's church in Willoughby Hills. Board members can contact Carrie if they wish to attend.

Program Report:

- ODMH: Quality Assurance Activities – None
- Client Rights Activities/Grievances – None
- HEAP will end their Winter Crisis Program March 29th.
- VITA is working toward its goal. The program will end April 15th.
- Financial Empowerment Classes are doing well and have been opened up to community partners as well.

Old Business:

- John Shepard reminded Board member of the staff picnic on Friday, June 28th. If any Board members are interested in participating, please contact him.

New Business:

- John Shepard reported that he sent out an email to the Board about Board engagement.

General Board Discussion:

- In years past, Lifeline has held its Annual Dinner on the night of the monthly Board meeting. However, this year that is not an option due to conflicting schedules with the Congressman's availability. The Board agreed that the scheduled Board meeting of May 15th will remain as usual as 6:00 PM at Lifeline.
- Carrie stated that New Board Member Orientation will be after April's meeting.
- Carrie shared that at the June meeting, a Kathryn Clausen from OACAA will be attending to facilitate a training in which the Board will develop an elevator speech that can be used in marketing and sharing about Lifeline.

Adjournment: Tony Zampedro made a motion to adjourn at 6:50 p.m. Christine Shoop seconded. **Motion carried.**