

LIFELINE FOR THE EMPOWERMENT AND DEVELOPMENT OF CONSUMERS, INC.
Board Minutes
April 15, 2009

CALL TO ORDER: Meeting called to order by Rita McMahon

PERSONAL MOMENT OF SILENCE

ROLL CALL/QUORUM DETERMINATION:

Present: Rita McMahon, Michelle Herron, Lori Adler, Dianne Rafferty, Erin Johnson, Mark Pohovey, Cliff Bolling, Denise Powell, Anita Savastano

Absent:

Excused: Linda Child, Jeremy Iosue, Dan Culliton

Staff: Carrie Dotson, Cate Hearn

APPROVAL OF MINUTES:

- A motion to approve the Minutes for the February Board Meeting was made by Denise Powell, second by Anita Savastano. **Motion Carried**

ADDITIONS OR AMENDMENTS TO THE AGENDA: None

PUBLIC COMMENT: None

FINANCE REPORT:

- Finance reports are included in packets.

COMMITTEE REPORTS

Finance Committee

- Finance Committee discussed estimated budget for the HEAP program. Committee feels comfortable that we will be able to afford to run the program effectively. The long term plan is that the office will move into the space currently occupied by Fair Housing Resource Center, next door to Lifeline, and the walls will be opened to create one large office. Monthly rent will be \$1200 plus utilities. The timeline on this move will be based on Fair Housing relocating and the time it will take for that office to be renovated to meet our needs. Until that time, we hope to negotiate that rent will be paid month to month at the current location. Carrie said that a T&TA grant from the state may be available to help with the cost of new equipment and moving expenses, as it was for ACCAA.

Fundraising Committee:

- Meeting to wrap up the Annual Campaign and March Mania event took place on March 23. Both events exceeded last year's profits. The final cost/profit analyses are attached. The committee discussed ideas for next year's event, which is already scheduled for March 12, 2010. United Way has stated that save-the-date cards can be mailed out during the blackout so work will begin on those very soon.

- The committee noticed that we only had 58% board participation for the Annual Campaign. We hope to see this number greatly increased, and discussed with the full board that the amount of the donation is not as important as the participation. Next year, the committee will present pledge cards to board members to sign as the kick-off to the campaign. We will also ask board members to discuss the campaign with their contacts.
- Next event is Dancing under the Stars and it is a joint event with Family Planning. Attendance for this event is encouraged, but not required. All dancers are booked and will begin rehearsing next month.

HR Committee:

- Positions and salary ranges for the HEAP staff were reviewed and decided upon. Staff will consist of one full-time coordinator, one full time intake worker, one full time receptionist and two part-time intake workers. We hope to have the coordinator position filled by late May.
- Carrie will continue to meet with ACCAA staff members to review HEAP processes and begin work on the HEAP Admin grant that we will submit this summer.
- Jeremy and Carrie are working on combining Lifeline's and HEAP's job descriptions.

Programming Committee:

- Carrie sent copies of the new Strategic Plan to all board members and has added them to the red folders for review during board minutes when needed. A meeting will be scheduled soon for committee to review the plan.

By Laws and Membership:

- An ad-hoc committee will be created to set a marketing plan.
- In order to be in compliance with ODMH guidelines, our by laws must be revised to include representation of mentally ill and minority populations on our Board. New phrasing will state that the low income segment of our board will also represent minority or mentally ill populations. Motion to approve the revision made by Lori Adler. Second by Anita Savastano. **Motion carried.**
- ***We are in need of public sector representatives for our board.*** Committee requests that board members give thought to possible candidates and contact Carrie or Mark if you have thoughts.

DIRECTOR'S REPORT:

- Carrie has sat before both the Basic Needs and the Health E&I committees at United Way to advocate for funding. We likely won't know our allocations until mid-June.
- A meeting has been scheduled in Columbus to discuss the stimulus money and how we will be able to spend it. Carrie will attend this meeting and report at next month's board meeting.
- WRJSL has granted us \$4000 to be spent on medication.
- The Willoughby Junior Women's Club sent a check for \$1500 to be spent as we see fit.
- Security concern: Painesville police department is currently waiting on a response to a subpoena sent to Yahoo. Additional security has been added to agency computers and the locks on the doors have been changed.

- Carrie and Michelle met with ADAHMS board staff, who explained that funding is very tight due to State budget cuts. We will reduce Lifeline's ask, but will still apply. The grant is due May 1, 2009. Motion made to present grant request to ADAHMS board made in an amount not to exceed \$20,000 by Michelle Herron, second by Erin Johnson. **Motion carried.**
- Mentor CDBG grants are due in early May. Traditionally we have received around \$1,500 to help with security deposits to families moving into the City of Mentor. In the past, the program has been run the same way the County's program has been for the rest of the County. Several concerns have arisen because of the limited amount of money available and small number of people who can be helped. Additionally, the confusion caused by having to decline Mentor recipients so early in the grant year and the fact that the County program has significantly changed its components has compounded the problems. Carrie recommends to the board that Lifeline does not apply for this funding. After discussion, the board agreed. No application will be made to the City of Mentor for CDBG funds this year.
- Carrie requests permission from the board to apply to Lake County Commissioners for \$130,000 for the Home Funds program. Motion to apply made by Anita Savastano, second by Denise Powell. **Motion carried.**

OLD BUSINESS: None

NEW BUSINESS: Reminder that there will be no board meeting in June.

BOARD COMMENTS: None

NEXT MEETING DATE & TIME:

- **The next board meeting will be held on May 20th.**

ADJOURNMENT:

- Motion to adjourn the meeting made by Denise Powell, second by Anita Savastano.
Motion carried.

Respectfully submitted,

Dianne Rafferty, Secretary