

LIFELINE FOR THE EMPOWERMENT AND DEVELOPMENT OF CONSUMERS, INC.

Board Minutes

April 21, 2010

CALL TO ORDER: Meeting called to order by Erin Johnson

PERSONAL MOMENT OF SILENCE

ROLL CALL/QUORUM DETERMINATION:

Present: Joyce Bates, Michelle Herron, Jennifer Dimmick, Dianne Rafferty, Joyce Taylor, Don Waytes, Pam Morse, Erin Johnson, Rita McMahon, and Lori Adler.

Absent:

Excused: Dan Culliton, Mark Pohovey, Jeremy Iosue, Cliff Bolling

Guests: Georgette Black

Staff: Carrie Dotson, Maribel Young

APPROVAL OF MINUTES:

- A motion to approve the minutes for the March 10th Board meeting was made by Dianne Rafferty, second by Pam Morse.
Motion Carried

ADDITIONS OR AMENDMENTS TO THE AGENDA: none

PUBLIC COMMENT: none

FINANCE REPORT:

- Finance report was completed and Carrie will resend the report in the morning as board members state they did not receive the information with their board packets.

COMMITTEE REPORTS

Finance Committee:

- After a careful evaluation of the audit proposals the Committee recommends to accept James A. George, P.C. proposal. This firm has experience auditing community action agencies and in addition they emphasized consistency in staff who will work on the audit. Rita McMahon made a motion to approve the recommendation, Second by Pam Morse. **Motion carried.**
- James A. George, P.C. was contacted and they sent out a representative to get started on the audit.
- Carrie is currently working on an equipment needs plan for the expansion of the office. We are in need of furnishings for the conference room and much of the HEAP furniture is in poor condition.
- Due to the recent growth of Lifeline's staff ODOD is requesting a Wage & Salary Plan for the agency. Jeremy Iosue offered to develop the plan as his firm often develops Wage & Salary Plans.
- A review of the Fiscal Policies Manual will need to be done by the Committee; it has not been updated since 2005.
- Next Committee meeting is scheduled for May 6th at 5:00 p.m. at Lifeline.

Fundraising Committee:

- Annual Campaign profit has exceeded last year's donations. We have 70 donors to date and our goal is 80.
- March Mania event has been schedule for March 11, 2011 at La Malfa.
- Dancing Under the Stars event is schedule for August 7th at the Madison Country Club. Carrie encouraged all Board members to attend as Lifeline will be getting half the profits. Jill and Joe Gibson will be hosting a party for the dancers and professional instructors at the end of May. Carrie asked board members to make a contribution in order to help cover cost.

HR Committee: No report

By Laws and Membership:

- Georgette Black attended her second board meeting and is interested in filling a low-income sector position. Georgette will represent LMHA. A motion to approved Georgette Black as a board member effective 4-21-10 made by Rita McMahon and 2nd by Lori Adler. **Motion carried.**

Programming Committee:

- Next Committee meeting schedule for April 26th at 6:00 p.m. at Lifeline.

Director's Report:

- HOME funds application is a work in progress and Carrie will be asking for an increase in funding. Carrie will also apply for a second grant of \$25,000 to \$30,000 to supplement utility assistance for households who are above the HEAP income guidelines. Applications are due in May.
- At this time the renovations at the new HEAP office are on schedule and we should be able to make the move at the end of May. Carrie advised Board that we are in need of equipment for the new conference room and requested to move \$4,000.00 from the Savings to the corporate account to purchase the necessary equipment. Motion to approve the request made by Pam Morse, second by Georgette Black. **Motion carried.**
- Carrie received notification that the 211 Lake County Advisory Board recommended to the UWLC Board of directors to deny Lifeline's request to administer the program. The UWLC Board members had concerns about rejecting Lifeline's proposal for 211 and voted to continue talks with Lifeline. Lifeline's board members discussed at length this issue and decided to continue talks with UWLC but suggest having board representation when meeting with UW to show support for the program. Erin Johnson agreed to represent the board at the meetings. Carrie agreed to e-mail 211's proposal and RFP to all board members for further review.
- We have closed out 2009 and if the Ohio Department of Development grants CSBG carryover, we'll have approximately \$21,000. We have a high carryover because we began heavily spending ARRA funds in September. If and when approval is given by ODOD, Carrie will present an allocation plan to the Board for approval.
- Carrie thanked Don Waytes & Jeremy Iosue for attending a Financial Management Series at Lakeland and handed out information to all Board members about other upcoming training sessions that will be held at Lakeland.

Program Reports:

- The VITA program was successfully completed.
- The Down Payment Assistance program has enough funding left to help two more households. Once funding is exhausted the program will be terminated as funding for this program stopped.
- Lifeline was able to help two households with moving expenses thanks to a generous donation from Riders Inn in Painesville.
- The HEAP Winter Crisis Program successfully ended on March 31. Nearly 1,800 Lake County households were assisted between Nov. 1 and March 31.

Old Business: None

New Business: None

Board Comments:

- Lifeline's annual meeting is schedule for July 21st, 2010 at Chester's Tavern in Painesville. Carrie asked Board members to start thinking of who they want to recommend for the awards. Carrie will sent out information on past award recipients to all Board members.

NEXT MEETING DATE & TIME: May 19th, 2010 at 5:30 in the Key Bank Conference Room

ADJOURNMENT:

- Motion to adjourn the meeting made by Michelle Herron, second by Pam Morse. **Motion carried.**

Respectfully submitted,

Erin Johnson, Secretary