

LIFELINE FOR THE EMPOWERMENT AND DEVELOPMENT OF CONSUMERS, INC.  
Board Minutes  
August 19,2009

**CALL TO ORDER:** Meeting called to order by Jeremy Iosue

**PERSONAL MOMENT OF SILENCE**

**ROLL CALL/QUORUM DETERMINATION:**

**Present:** Dianne Rafferty, Erin Johnson, Mark Pohovey, Cliff Bolling, Rita McMahon, Lori Adler, Michelle Herron, Jeremy Iosue, Joyce Taylor

**Absent:** Linda Child, Dan Culliton, Denise Powell

**Excused:** Anita Savastano

**Guests:** Jennifer Dimmick

**Staff:** Carrie Dotson, Cate Hearn

**APPROVAL OF MINUTES:**

- A motion to approve the Minutes for the July board Meeting was made by Erin Johnson, second by Cliff Bolling. **Motion Carried**

**ADDITIONS OR AMENDMENTS TO THE AGENDA:**

**PUBLIC COMMENT:** None

**FINANCE REPORT:**

- June report from Pike County included in red folders. Carrie is still working on compiling the Board finance report and hopes to be able to e-mail it out next week. Because of the new HEAP & ARRA programs, the report is taking a little extra time to allocate out.

**COMMITTEE REPORTS**

**Finance Committee**

- Preparations are being made for audit, which is due August 31st.
- Committee reviewed copier bids to replace the copier at the HEAP office, which is leased by ACCAA and will be removed by 8/31/09. Committee recommends the refurbished Kyocera 3035 copier from IGM. Bid is quoted is \$2,500 plus .0089 cents per copy for the support contract. Board discussed all bids and agreed with the committee's recommendation. A motion to purchase the copier made by Mark Pohovey, second by Erin Johnson. **Motion carried**

**Fundraising Committee:**

- Dancing Under the Stars was a great success. Board and committee members had wonderful feedback. Estimated profit from the event was \$14,200 which will be split evenly between Lifeline and Family Planning. Board discussed ways to improve the event next year.
- Annual Campaign kicked off at tonight's board meeting. Fundraising committee set goals to have 500 contacts this year, and to make \$6,000. **Carrie passed out last year's contact lists to board and asked that these be updated and returned to her by the September board meeting.** Erin and Carrie also passed out pledge cards to Board members, explaining that each

member is asked to pledge something to the annual campaign. They explained that the amount of the donation is less important than the fact that each member makes a donation of some size, so that we may be able to have 100% participation from our Board of directors. Campaign mailing will go out in mid-November, with a follow-up mailing in January.

#### HR Committee:

- Carrie has made some staff changes at the HEAP office. Two staff members have been terminated during their probationary period because they were not meeting the standards required for their positions. Carrie has worked consistently with the HR Committee through this process. One new full-time staff person, Marina Rivera, has been hired for the HEAP Coordinator position and the remaining part-time staff member will increase her hours to fill the gap left by the other position.
- Additionally, we've hired Katrina Harris as our new Administrative Assistant in our office. Katrina's position is ARRA funded and she began on Aug. 10.

#### By Laws and Membership:

- Mark reports that we currently have 4 unfilled Public sector slots on our board. He asked that members consider possible candidates. He and Rita have reached out to a couple of people but have not gotten a response yet. These slots must be filled quickly, as we are mandated to a 15 person board.
- Mark also briefly discussed a Lifeline Board Member Agreement. Committee feels that it is important to have this agreement in place with each Board member so that they clearly recognize their roles and responsibilities and make this commitment to Lifeline in writing. Carrie will e-mail this to the board and more discussion will take place at the next meeting after everyone has had a chance to review and consider it.
- Rita moved that Jennifer Dimmick be appointed to our board, as she has returned and continues to be interested in participating. Jennifer is a pharmacist with Ashtabula County Medical Center and previously worked as a pharmacist with CVS. At CVS she worked regularly with our Prescription and Diabetes programs. Motion second by Lori Adler. **Motion carried.** Welcome, Jennifer!

#### Programming Committee:

- No report

#### DIRECTOR'S REPORT:

- We received our allocation from United Way, which reflected a cut of \$4,609. This cut was not unexpected and because of the stimulus money, we'll be able to continue all programs. Carrie & Rita said that all agencies experienced some cuts from UWLC and ours was a relatively small cut comparatively.
- HEAP will officially transition to Lifeline on September 1<sup>st</sup>. At this point, the two ACCAA staff members will become our employees.
- Carrie presented the FY 2010 HEAP Admin grant, including the \$140,000 budget. The HEAP budget was reviewed and discussed at length. Carrie said that this budget was submitted with the HEAP Admin grant, but that it is being held pending Board approval. The Board asked questions and received clarification from Carrie on several of the line items. Carrie also explained that Mark Alderman at OCS said that we will receive a one-time grant addition of \$7,500 to cover transitional costs including equipment and software costs and moving expenses. Rita moved that the board approve the HEAP grant. Second by Dianne. **Motion carried.**

**Program Reports:**

- New ARRA programs are up and running and have been successful so far. The Ohio Benefit Bank should be in place by mid-September. Carrie and Michelle met with the Volunteer Income Tax Assistance group and discussed working together during tax season. This program will begin January 2<sup>nd</sup>. Recruitment and training of volunteers will begin as early as October.

**OLD BUSINESS:** None

**NEW BUSINESS:** None

**BOARD COMMENTS:** None

**NEXT MEETING DATE & TIME:** The next board meeting will take place on September 16<sup>th</sup>. *Location of this meeting is yet to be decided. Carrie will notify board when this is finalized.*

**ADJOURNMENT:**

- Motion to adjourn the meeting made by Erin Johnson. Second by Rita McMahon. **Motion carried.**

Respectfully submitted,

Dianne Rafferty, Secretary