

LIFELINE FOR THE EMPOWERMENT AND DEVELOPMENT OF CONSUMERS, INC.

Board Minutes  
December 15, 2010

**CALL TO ORDER:** Meeting called to order by Mark Pohovey

**PERSONAL MOMENT OF SILENCE**

**ROLL CALL/QUORUM DETERMINATION:**

**Present:** Lori Adler, Joyce Bates, Rita McMahon, Mark Pohovey, Pam Morse, Erin Johnson, Michelle Herron, Don Waytes, Dianne Rafferty

**Absent:** Georgette Black, Cliff Bolling

**Excused:** Dan Culliton, Cliff Bolling, Jeremy Iosue, Paul Stefanko, Jennifer Dimmick, Julia Evola

**Guests:**

**Staff:** Carrie Dotson, Cate Hearn

**APPROVAL OF MINUTES:**

- A motion to approve the minutes from the November Board meeting was made by Erin Johnson, second by Michelle Herron. **Motion Carried**

**ADDITIONS OR AMENDMENTS TO THE AGENDA:** none

**PUBLIC COMMENT:** none

**FINANCE REPORT:** none

**COMMITTEE REPORTS**

**Finance Committee:**

- The committee recommends the purchase of 6 new computer systems for the Community Services staff to replace computers purchased in 2004. The funding for this purchase was budgeted in the 2010-2011 CSBG Application. Three quotes were obtained and the recommendation is for acceptance of the quote by Skoda Minotti. After discussion, Michelle Herron moves to buy computers as soon as arrangements can be made. Second by Don Waytes. **Motion carried.**
- As Lifeline expands and grows, space is becoming more of a challenge. With the addition of the 211 program, the committee feels there is a need to begin to actively pursue a change of location. Because we are currently in a 5 year lease with Consolidated Investments, we will need to continue to rent from them. The space at 53 S St Clair Street is a possible option for us and the staff and a Board representative will meet with Dan and Tina from Consolidated Investments after the first of the year.

**Fundraising Committee:**

- An Annual Campaign update is in board folders; giving is down considerably compared to this time last year. Carrie asks that board members talk to their contacts about our mission.
- January's meeting will be the kick-off for March Mania.
- Fundraising committee will meet immediately following this meeting.

**HR Committee:**

- Final revisions to the Wage and Salary Plan were reviewed. Changes included the addition of the 211 positions, as well as the Director of Community Services position. Motion to adopt made by Rita McMahon, second by Pam Morse. **Motion carried**
- Effective January 1, Cate Hearn will assume the position of Director of Community Services. In this position, Cate will supervise all Community Services staff and assist Carrie with administrative duties, including the 211 transition. Health Services position will not be filled until July. The duties of this position will be carried by Maribel and Cate jointly until such a

time as the HEAP program staff is available to learn the position and help out. A permanent Health Services Coordinator will be hired in July.

- Carrie shared and reviewed the new organizational chart with board.
- New health insurance will go into effect January 1, 2011. After reviewing our options, we will be changing to Kaiser Permanente. With this option, most of the staff was able to enroll and the agency's obligation will be reduced substantially.

#### **By Laws and Membership:**

- Election of officers will take place at January's meeting. Mark asks that anyone who is interested in running make contact with him as soon as possible.
- Board members will be asked to sign up for a committee at the January meeting. **All board members must choose at least one committee in which to participate fully.**

#### **Programming and Planning Committee:**

- 211 Transition teams from United Way and Lifeline met and agreed that transition will take place July 1, 2011. An official transition agreement is being written up by Jeremy. Carrie will present to United Way's board and committees in January and February so that they have an opportunity to learn about our agency.
- Carrie and Cate will be submitting an application to Ohio AIRS (the governing agency for 211) requesting permission to be designated a call center for 211. We will need approval before we are able to take over the program. We hope to present this application at the January Board meeting.
- Board requests that Carrie asks Debra Foley to contact Joe Dildine from Ohio AIRS and let him know that United Way is fully supportive of this transition.
- Carrie reviewed the timeline for 211 transition. We expect to have a budget for the program ready for board review by February.

#### **Director's Report:**

- The HEAP program continues to see high numbers of community members and things are running smoothly. The staff took 449 applications in the month of November. This was managed with only 3 intake staff! A mailing will go out in January with guidelines and program options so that we will know that we are reaching the people in the county who are most in need.

#### **Program Reports:**

- VITA tax clinics will start in January and run until the end of March. The program needs more volunteers; The Board is asked to spread the word to anyone they know with a finance background who may want to work with us.
- Board requests that Tiffany attend the next meeting so they can meet her.

#### **Old Business:**

- Health Fair – board requests that Program and Planning committee discuss and consider collaboration possibilities.

#### **New Business:**

- Dianne Rafferty has decided not to renew for a new term on the board. This is her last meeting. The board thanks her and Dan Culliton for their service to the agency.
- Pam suggests that board members sign up to help staff on the day of March Mania event for two hour increments. In this way, the staff has plenty of help and the board is not committed to the whole day. She also offered her staff and a small truck to move the silent auction baskets to La Malfa.

**Board Comments:** None

**NEXT MEETING DATE & TIME:** Wednesday, January 19<sup>th</sup> at 5:30 p.m. at Lifeline's office.

#### **ADJOURNMENT:**

- Motion to adjourn the meeting made by Dianne Rafferty, second by Pam Morse. **Motion carried.**

Respectfully submitted,

Erin Johnson, Secretary