

**LIFELINE FOR THE EMPOWERMENT AND DEVELOPMENT OF CONSUMERS, INC.**  
**Board Minutes**  
**November 18, 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, Rita McMahon, Jennifer Dimmick, Jeremy Iosue, Dan Culliton, Lori Adler, Joyce Taylor

**Absent:** Anita Savastano, Cliff Bolling

**Excused:** Michelle Herron

**Guests:** Joyce Bates and Pam Morse

**Staff:** Carrie Dotson, Michelle Mezaris, Marina Rivera

**APPROVAL OF MINUTES:**

- A motion to approve the minutes for the October 21st Board meeting was made by Rita McMahon, second by Dianne Rafferty. **Motion Carried**

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

- Guest introduction: Joyce Bates is attending her first Board meeting after being nominated by the mayor of Eastlake. Joyce would represent the public sector.

**PUBLIC COMMENT:** none

**FINANCE REPORT:**

- Report is a work in progress. Carrie reports financials will be available in December because the new CSBG application is priority and has a fast turn around time- budget due December 2<sup>nd</sup> for Board approval.

**COMMITTEE REPORTS**

**Finance Committee:**

- Lifeline was granted another extension regarding the audit by the ODOD. It has been extended to December 31, 2009. The 990 has been sent on 11-17-09 (non profit filing status form).
- Carrie is working on RFP for new audit firm that has more experience with Lifeline's funding sources.
- ODOD audit will be 12-9-09 at Lifeline. ODOD is scheduling more audits because of the additional ARRA money that the agency has received even though the agency isn't due for one. If Board members are interested in attending the exit interview to the audit please contact Carrie.
- Lifeline received the new lease proposal from Consolidated Investments for the available office space next door (old FHRC office). The new lease would be for five years (would include both Lifeline new space and current space located at 54 S. State Street). Current rent between Lifeline office and current HEAP office is approx \$1800/month. New lease would be approx \$2100/month. Lifeline will not be charged separately for any remodeling of the new acquired space. Lifeline would not be charged rent for the new space until the occupancy permit is approved when construction is completed. Remodeling of new space cannot begin until the lease is signed. If Lifeline were to need additional space in the future there is a provision in the lease that would allow us to move to another Consolidated owned property. Committee recommended

signing of new lease. Motion made by Mark Pohovey and 2<sup>nd</sup> by Dan Culliton. **Motion Carried.**

#### **Fundraising Committee:**

- Annual Campaign began on 11-9-09. To date, Lifeline has raised \$1,500.
- Reminder: MARCH MANIA is on March 12, 2010.

**HR Committee:** No report

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

- Lifeline will lose two Board members in November. Denise Powell has resigned from the Board. Anita Savastano has not met attendance requirements and will be discharged from her duties as a Board member. Both Denise and Anita were low income representatives. Official letter to be sent to Anita that will inform her of the discharge. Motion to send letter made by Mark Pohovey and 2<sup>nd</sup> by Erin Johnson. **Motion Carried.**
- There is a potential new Board member from the Mentor Senior Center. Her name is Laura and Mark will be meeting with her on 11-19-09.
- Reminder: Officer elections will be done in January. New committee sign ups will also occur.
- An updated Board agreement has been drafted. In January all Board members will be signing it as well as new Board members who join throughout the year. The change to the current by-laws to include the requirement of the agreement was presented and will be voted on at the January Board meeting.
- Pam Morse has attended her second Board meeting tonight and is interesting in filling a private sector slot. Motion to approve Pam as a Board member as of 11-18-09 by Mark Pohovey and 2<sup>nd</sup> by Jeremy Iosue. **Motion carried.**

**Programming Committee:** No report

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

- Carrie reports that Lifeline received their new CSBG application on 11-13-09. It is due mid December and Lifeline is anticipated to receive an increase of \$120,000. Total grant amount is \$483,992 over two years. At the December meeting the Board will need to vote on the CSBG grant.
- 2-1-1 Update: Carrie reports that a group of Lake County social service agencies met to discuss the proposal the United Way wanted by December 2<sup>nd</sup>. Agencies included Crossroads, Pathways, ADAMHS Board, etc. Agencies are interested in developing an initial plan to have Lifeline and Pathways jointly operate the 2-1-1 program. Lifeline has the experience with basic needs and Pathways has experience operating hotlines. A letter was sent to 2-1-1 explaining that no agencies would be submitting applications for the December 2<sup>nd</sup> date but a new proposal may be sent at a later date (approx six months or more). To date, the agencies have not heard back from the United Way or 2-1-1.
- Rita proposed that a Lifeline committee should be involved in the processing of possibly taking on the additional program of 2-1-1. The Program and Planning committee will be assigned to the task with the following members: Lori Adler (chair), Michelle Herron, Michelle Mezaris, and Jennifer Dimmick.

#### **Program Reports:**

- HEAP Update: Marina Rivera, the new HEAP Coordinator, reports that the HEAP season has gone well thus far. To date they have served 207 clients. Marina anticipates those numbers to raise when the cold weather comes and when the gas companies send out their shut off notices. There have been not complaints from Consolidated Investments regarding the lines that form early in the morning from those hoping to get a walk in appointment. Approximately 30 customer surveys have been collected from HEAP clients and all reflect a positive experience with the service they received.

- VITA Update: Michelle Mezaris reports that Lifeline has hired a new VITA Site Coordinator. Her name is Stephanie Beres. Stephanie started work this week and they have gotten busy the tasks associated with VITA operations. Michelle reports a good start to her working relationship with Stephanie and believes the challenges of beginning a new program will be met with patience and flexibility. Lifeline will be holding tax clinics on Mondays, Tuesdays, Wednesdays, and Saturdays. We will offer both appointment and walk in hours. Lifeline will make adjustments as needed throughout the tax season to best meet the needs of the community. Michelle reports that the next meeting with the IRS representative is tomorrow morning.

**OLD BUSINESS:** None

**NEW BUSINESS:** None

**BOARD COMMENTS:** None

**NEXT MEETING DATE & TIME:** The next board meeting will take place on December 2<sup>nd</sup> at 5:30PM.

**ADJOURNMENT:**

- Motion to adjourn the meeting made by Erin Johnson. Second by Mark Pohovey. **Motion carried.**

Respectfully submitted,

Dianne Rafferty, Secretary