

**LIFELINE FOR THE EMPOWERMENT AND DEVELOPMENT OF CONSUMERS, INC.**  
**Board Minutes**  
**September 16, 2009**

**CALL TO ORDER:** Meeting called to order by Rita McMahon

**PERSONAL MOMENT OF SILENCE**

**ROLL CALL/QUORUM DETERMINATION:**

**Present:** Dianne Rafferty, Erin Johnson, Mark Pohovey, Rita McMahon, Lori Adler, Michelle Herron, Joyce Taylor, Dan Culliton

**Absent:** Linda Child, Denise Powell

**Excused:** Anita Savastano, Jeremy Iosue, Cliff Bolling

**Guests:** Pam Morse

**Staff:** Carrie Dotson, Maribel Young

**APPROVAL OF MINUTES:**

- A motion to approve the Minutes for the August board Meeting was made by Lori Adler, second by Michelle Herron. **Motion Carried**

**ADDITIONS OR AMENDMENTS TO THE AGENDA:** Executive Session

**PUBLIC COMMENT:** Pam Morse introduced herself and is considering joining Lifeline's Board. Pam is the owner of Morse Van Lines. The family own company has been in business for the past 50 years here in Painesville. Pam is a strong advocate of people with special needs and seniors.

**FINANCE REPORT:**

- Carrie is still working on the Board finance report and will be able to send it out next week.

**COMMITTEE REPORTS**

**Finance Committee:**

- 2008 Audit: State granted an extension until the end of September to submit the audit. Rita spoke to Anthony from Kolita who had concerns about the deadline since he just received the information last week. Carrie has requested extra time from the State but has not received an answer as of yet. Anthony stated he will do his best to try and get everything done by the end of September.
- Board discussed how next year we will need to do a Federal Single Audit due to the acquirement of HEAP. There is concern about the ability of Kolita to handle this particular audit. It is desirable to bid out and see if we can get a company who is knowledgeable about the Federal Single Audit. A motion to bid out to other audit companies made by Erin Johnson, second by Dan Culliton. **Motion Carried**
- Next meeting for the Finance Committee will be in early October.

**Fundraising Committee:**

- Pledge cards were handed out to Board members who did not have them.

- Board members were reminded to turn in updated contact list as soon as possible in order for members to be able to sign their letters at the October Board meeting. List can be e-mail to Carrie. Our goal is to have 500 contacts and to make \$6,000.
- March Mania event is schedule for March 12, 2010.
- Dancing Under the Stars fundraiser is just about closed out. Everyone is welcome to go to Lifeline's website to check out the photo gallery for this event. Board members were encouraged to participate in the committee for next year's Dancing Under the Stars.

#### HR Committee:

- **Executive Session:** Dan Culliton requests that the board adjourn to executive session. Second by Erin Johnson. Meeting Adjourned to Executive Session.
- **Regular Session:** Erin Johnson recommends that the Board return to regular session. Second by Dianne Rafferty. Board recommends a 3% increase in salary for Carrie Dotson with further discussion about her goals. Motion to approve Carrie's compensation made by Dan Culliton, second by Mark Pohovey. **Motion Carried**

#### 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. These slots must be filled quickly, as we are mandated to a 15 person board.
- Board members reviewed and discussed the Lifeline Board Member Agreement. Members decided that the Agreement is important but would like to see some of the language change. Mark will make the necessary changes to the document and members can review it at the October Board meeting.

#### Programming Committee:

- None.

#### DIRECTOR'S REPORT:

- Carrie requested moving \$4,000 out of our savings account for use for the Eye Care program. Motion to move \$4000 out of savings made by Erin Johnson, second by Dianne Rafferty. **Motion Carried.**
- Carrie requested disposing of an old copier that no longer works and has not been used since 2002. Motion to dispose copier made by Dan Culliton, second by Michelle Herron. **Motion Carried.**
- Lifeline is now the administrators of the HEAP program in Lake County. Executive committee meeting was held in late August to make some urgent decisions about logistics for the program. Due to a drastic increase in rent from the current landlord the HEAP office will relocate to 8 N. State St., Suite 435 on September 22, 2009. We will do a mass mailing along with significant marketing to ensure everyone is aware of the location change.
- Final development for the VITA Program is underway. Carrie and Michelle are in the process of recruiting the volunteers for this program in order to have training in late October/November. Carrie asked Board members to refer anyone interested in this program. Volunteers do not need to have much financial experience as training will be provided. Flyers for the volunteers will be sent to all Board members.

- Carrie asked Board members to consider the potential acquisition of 2-1-1 as the United Way has the intention of spinning the program off to another agency. Board members request that a meeting is set with the Finance committee once the RFP is out.

**Program Reports:**

- Employment & Training is doing well and we have about 20 clients register for classes.
- Rita requested that HEAP be included in the monthly report. Carrie stated the information will be included in the November report.

**OLD BUSINESS:** None

**NEW BUSINESS:** None

**BOARD COMMENTS:**

- Carrie is working on transitioning the certification for the Ohio Benefit Bank (OBB) from Ashtabula County to Lake County. Carrie is also meeting with the reverend from St. James Church to recruit volunteers for the OBB.

**NEXT MEETING DATE & TIME:** The next board meeting will take place on October 20<sup>th</sup>.

**ADJOURNMENT:**

- Motion to adjourn the meeting made by Michelle Herron. Second by Dianne Rafferty. **Motion carried.**

Respectfully submitted,

Dianne Rafferty, Secretary