

Lifeline, Inc. Board of Directors
April 15, 2015

Call to order: Meeting called to order by Pam Morse at 5:59 p.m.

Personal moment of silence observed

In Attendance: Pam Morse, Sue Whittaker, Anne Curwen, Michelle Herron, Paula Gordos, Rob Moore, Joyce Bates, Holly Hanna Coe, Bill Knapp, Rita McMahon, Alyea Barajas, Joe Weber, Terra Thorpe

Excused: Kathleen Homyock, Sue Whittaker

Absent/Unexcused: Ed Zivkovich

Guests: None

Staff: Carrie Dotson, Michelle Mezaris, Corwin Sorley

Quorum Determination: Quorum Achieved

Additions or amendments to the agenda:

Approval of minutes: Michelle Herron made a motion to accept the minutes of the March 18, 2015 Board meeting. Joyce Bates seconded. **Motion carried.**

Public Comment: None

Cleveland Foundation Endowment Presentation: Ann Fairhurst and Paul Ritman, PhD, presented information related to the Lifeline endowment. They reviewed the resources available to Lifeline now that the agency is fully engaged in the process. They shared that Lifeline (Carrie) will have access to see progress of the account which she can report to the Board.

Committee Reports:

Programming/Strategic Planning Committee:

- **VITA Program Presentation:** Corwin Sorley, VITA Coordinator, presented the final numbers of the VITA season. His report included the total volunteer hours, tax refunds, and EITC totals. Lifeline needed a minimum of 50 returns to be considered for next year and it met that expectation. Board members were given spreadsheets that outlined the statistics.
- **Board Training and Strategic Planning Retreat Dates:** Carrie has spoken with Jeff Diver who will be conducting the Strategic Plan for 2016-18. OACAA/OCATO will be covering the costs associated with developing the plan. After discussion, Saturday, October 17th was agreed upon by the Board. Location to be determined.
- **Strategic Plan:** Carrie gave a presentation about progress made in the strategic plan. Some highlights included:
 - Goal 1- Board team work improved and Board trainings
 - Goal 2- Office safety improved; all staff meetings. To do: Completion of salary surveys.
 - Goal 3- Phase III of renovation begun, new grant for furniture, TTA grant for new computers.
 - Goal 4- Website has been updated, HEAP newspaper story, Carrie met with politicians.
 - Goals 5- New grant opportunities available.
 - Goal 6- Continuation of Geauga project. To do: Lake County Needs Assessment.

By-Laws and Membership Committee:

- **Annual Dinner:** The Annual Dinner RSVP's are due to Carrie by May 8th. The award winners will include: Elaine Waytes, Old South Church, and St. Mary's Warming Center.
- **Melissa Clayton Resignation:** Melissa has resigned from her post on the Board effective March. This leaves three private sector openings.

Fundraising Committee:

- **Annual Campaign:** The Annual Campaign has collected \$11,259 gross revenue. All Board members donating through the basket technique used at a previous meeting. There have been 101 donors which surpassed the agency's goal.
- **Raffle Tickets:** Carrie still has raffle tickets and the winner will be announced at the Annual Dinner.
- **DUTS:** Judge Gibson and his wife will be hosting a cocktail event where the cast members and partners are announced. It will be May 7th at their home.

Finance Committee:

- None.

Human Resources Committee:

- **New Employee:** Lifeline's new employee (Angela Wrana) completed her third day and is completing her orientation and learning agency culture.
- **Retirement:** Linda Grimshaw who has worked with 211 for 17 years has retired from the agency.

Finance Report:

- Carrie placed February report in Board packet.

Director's Report:

- **Geauga County Expansion:** After reviewing our fiscal policies, we realized that the bid we voted on last month from Burges and Burges was high enough that our policies require that we review three competitive bids. We've secured additional bids from two other consultants. Board took time to review all three bids and discussion followed. Rita McMahon made a motion to accept Burges and Burges as bid for consulting. Paula Gordos seconded. **Motion Carried.** Alicia from ODSA updated that there will be a public hearing in Geauga County on May 12 hosted by ODSA that will provide information on the details and timeline of this process. She strongly encouraged that as many of our supporters attend that session as possible. We are unsure if we'll have an opportunity to speak formally or present, but we will be able to network before/after. She said I'll be receiving a letter soon with details, which I will share.
- **ADAMHS Proposal:** All ADAMHS funded agencies have been advised to submit SFY 2016 proposals that are either level funding, or if possible, reduced funding requests. The ADAMHS Board funds our 2-1-1 program operations, including space costs, fiscal and IT contracts and some salary costs. Carrie's recommendation is to put in a request for level funding, at \$61,425—we are one of the smaller grants that ADAMHS funds and a cut to our funding would have a deep impact on 2-1-1 operations. Rita McMahon made a motion to approve Carrie's recommended proposal to submit to the ADAMHS Board for SFY 16. Joyce Bates seconded. **Motion carried.**
- **Lake CDBG/2-1-1 Lake County Proposal:** Lake County has traditionally funded 2-1-1 Lake County operations with CDBG funding—this funding is used to cover annual user fees associated with our data and taxonomy subscriptions, as well as with audit costs, and travel/training costs. Our current year funding is \$15,000 and Carrie is recommending that we request \$20,000 for FY 2015. Anne Curwen made a motion to approve

Carrie's recommended FY '15 proposal submission of Lake CDBG funding for 2-1-1. Michelle Herron seconded. **Motion carried.**

- **HOME Funds/Rental Assistance Proposal:** For the Rental Assistance Program, our current year allocation is \$133,000, which is split \$115,710 direct client to pay for security deposits/first month rent payments and \$17,290 to pay a portion of the salary for our Housing Coordinator who administers this program full-time. For FY 2015, Carrie's recommendation is to request \$140,000, which would equal \$119,000 direct client services and \$21,000 for a portion of the Housing Coordinator salary. Holly Hanna Coe made a motion to approve Carrie's recommended submission of the FY '15 HOME Funds grant application for Rental Assistance. Anne Curwen seconded. **Motion carried.**
- **HOME Funds/Supportive Housing Proposal:** Our current year allocation is \$42,000. These HOME Funds are all direct client funds used to pay the rental subsidy for those participants in our Supportive Housing Program. For FY 2015 Carrie's recommendation is to again request \$40,000. Alyea Barajas made a motion to approve Carrie's recommended submission of the FY '15 HOME Funds grant application for Supportive Housing. Holly Hanna Coe seconded. **Motion Carried.**
- **Fair Housing Resolution:** This resolution is a requirement of both the HOME and CDBG grants and verifies Lifeline's commitment to supporting fair housing practices. A sample is included in your packet. Our Board is required to adopt it for 2015. Board read the resolution aloud and discussed. Joe Weber made a motion to adopt this resolution demonstrating Lifeline's commitment to ensuring and promoting fair housing practices. Anne Curwen seconded. **Motion Carried.**
- **Cleveland Foundation Lake Geauga Fund Grant:** In March, I submitted an inquiry to the Cleveland Foundation's Lake Geauga Fund to request funding to help cover some of the costs associated with the Geauga Expansion. They had previously expressed interest in this project. The Inquiry was accepted and we were invited to submit a full grant proposal, which is due April 30. We are requesting \$16,000 to help with some of the costs of the consultants (not all, as the work funded by the grant cannot begin until after the grant is awarded), costs of re-branding, printing and website re-design and Board training post-expansion. We should know by early June if we have been awarded the grant. Joyce Bates made a motion to submit full grant for Geauga acquisition partnership with Lake Geauga Fund Grant. Rita McMahon seconded. **Motion Carried.**
- **WRJSL Grant:** Lifeline received a \$2,000 grant from the Western Reserve Junior Service League for our office expansion, specifically to purchase conference room furniture.
- **ODSA/TTA Grant:** Lifeline was approved for a technical assistance grant through ODSA that covers the cost of eight new desk tops (HEAP and 211) and four new laptops which will be purchased for VITA. Computers have been ordered and will begin installation next week.
- **Office Expansion:** Phase III of the renovations has been waiting for permit but preliminary demolition has begun. Carrie will send updates as needed. The goal is to be able to hold June Board meeting at agency.

Program Report:

- ODMH: Quality Assurance Activities – None
- Client Rights Activities/Grievances – None

Old Business:

- None

New Business:

- None.

General Board Discussion:

- Next Board meeting to be held Wednesday, May 20th at 5:30- prior to Annual Dinner at 6:30. Both will be held at Quail Hollow Resort.

Adjournment:

- Michelle Herron made a motion to adjourn. Rita McMahon seconded. **Motion carried.**

Meeting adjourned at 7:13 p.m.