

Lifeline, Inc. Board of Directors
December 21, 2016

Call to order: Meeting called to order by Pam Morse at 6:08PM.

Personal moment of silence observed

In Attendance: Michelle Herron, Rob Moore, Sue Whittaker, Anne Curwen, , Pam Morse, John Shepard, Paula Gordos, Alyea Barajas, Cathy Bush, Rita McMahon, Ed Zivkovich, Aaron Burko, Abby Begeman

Excused: Carrie Knox, Holly Hanna, Joyce Bates

Absent/Unexcused: Terra Thorpe

Guests: Brian Gidley, Robin Baum

Staff: Carrie Dotson, Michelle Mezaris, Doug Percival, Bri Moon

Quorum Determination: Quorum Achieved

Additions or amendments to the agenda: None

Approval of minutes: Michelle Herron made a motion to accept the minutes of the November 16, 2016, Board meeting. Alyea Barajas seconded. Abby Begeman abstained. **Motion carried.**

Public Comment: None.

Committee Reports:

Marketing/Rebranding Ad Hoc:

- **Brian Gidley, LBL Printing /Robin Baum, Consultant Presentation:** Robin and Brian led the Board in a discussion related to the final selections of the agency logo. Board members reviewed and chose the logo that they felt best represented Lifeline. Carrie will work with Brian on materials and other tasks that can now be completed that the logo has been chosen.

Programming/Strategic Planning Committee:

- **Lifeline Program Presentation:** Bri Moon, Reentry Coordinator/CCMEP Program Coordinator, shared her experiences working with the Reentry Coalition and the projects that she is working on such as branding, prison outreach and streamlining client processes. Doug Percival, CCMEP Program Coordinator, shared the evolution of the program and clients since beginning in July and the anticipated outcomes of the clients.

By-Laws and Membership Committee:

- Rita McMahon, Board member, is retiring from the Board tonight. She has been on the Lifeline Board at various capacities for over 13 years. She will be extending her involvement with Lifeline by participating in Board committees.

Fundraising Committee:

- **Annual Campaign:** Carrie shared that the campaign is half way to goal. She circulated reminder postcards to Board members who need to sign them so they can be mailed to donors. She also reminded the Board that pledges can be fulfilled until end of March.
- **Dancing Under the Stars:** The 2017 event is looking to be more innovative and exciting. Vanessa Tey Iosue, event chair, has new ideas that she believes will increase attendance and profit. Carrie will keep the Committee and Board updated. Please save the date for Friday, August 4, 2017.
- **Spring Fundraiser:** Rita McMahon reported that there has been a change to the first prize of the raffle. It will now be a \$3,000 gift certificate to the Traveline Travel Agency or a \$2,500 cash prize. The gift certificate

would allow the winner to select a travel plan(s) that best suits their needs. Carrie will be sending out the sponsorship letters soon and hopes to have all costs paid for. Ticket packets were distributed to all Board members, as well as posters. Carrie will also send digital version of the poster to all Board members.

Finance Committee:

- **Fiscal Policies Manual:** Carrie distributed copies of the Committee's recommended revisions to the fiscal policies manual, which had also been emailed out with Board packets. John Shepard made a motion to approve the updated fiscal manual. Ed Zivkovich seconded. **Motion carried.**
- **Endowment Contribution:** Carrie shared with the Board the financial information related to the endowment and the agency's savings account. The endowment showed significantly more growth than the savings account in 2016. After Board discussion about varying amounts, Rita McMahon made a motion to transfer \$20,000 to the endowment from the savings account. Anne Curwen seconded. Pam Morse and Aaron Burko opposed. **Motion carried.** Anne Curwen proposed a quarterly review of the endowment and savings account balances. She stated that the Board could decide each quarter if they wanted to add more to the endowment after seeing the report from the endowment. Rita McMahon made a motion for the full Board to re-evaluate the savings and endowment balances/earnings each quarter beginning in 2017 and determine if additional transfers in the account should occur. John Shepard seconded. **Motion carried.**
- **Insurance Proposals:** Carrie stated that over the next year, she will be looking at local comparable quotes because the new vendor bid was approximately four times Lifeline's current rate for our agency liability policy. At this time the agency will keep the current company and do more research in the meantime. The renewal rate is \$838.11/annually and the renewal date is 12/31/16.

Human Resources Committee:

- **Personnel Policies-** Carrie distributed the Committee's proposed revisions to the Personnel Policies to the Board—they were also emailed out last week to allow for a longer review period. Carrie stressed that the HR Committee met several times over the last four months working on these extensive revisions. Carrie also noted that the proposed revisions had been reviewed and given the OK by labor attorney Jeremy Iosue, as required by the CSBG Performance Standards. After discussion, Rob Moore made a motion to approve the proposed revisions to the Personnel Policies. Anne Curwen seconded. **Motion carried.** Carrie will send out the final version of the policies.
- Rob Moore made a motion to adjourn into Executive Session to discuss personnel. Rita McMahon seconded. **Motion carried.**
- Rita McMahon made a motion to return to regular session. Paula Gordos seconded. **Motion carried.**
- **Employee Unpaid Leave Extension:** The Board discussed this topic and decided to end the employee's unpaid leave extension. Michelle Herron made a motion to terminate the unpaid employee leave effective immediately. Anne Curwen seconded. **Motion carried.**

Client Policy Ad Hoc:

- Carrie shared that the new security guard has been helpful to the agency and staff. He has been able to work with staff to deescalate several issues that have arisen.

Facilities Ad Hoc:

- No Report

Finance Report:

- Carrie emailed the finance report for October.

Director's Report:

- **United Way Allocations:** Carrie shared that United Way of Lake County funding applications are out and due January 27. She will be bringing her recommendations for funding to the January Board meeting for a vote.

- **CSBG Grant Amendments:** ODSA has informed Lifeline that they are being given approximately \$36,000 in funds due to a grant increase at the federal level awarded in 2015. Michelle and Carrie will meet to discuss possible uses for the money and bring a recommendation for vote at the Board at the January meeting. Grant Amendments are due to OCA by January 31.
- **PIPP Administrative Grant:** Lifeline has received approximately \$14,000 in an administrative grant to be used toward PIPP needs. It stems from funds that regulated utility carriers used to use to complete PIPP applications but now CAA staff complete the forms and are not being compensated for the work. This is likely to be a one-time only opportunity. Carrie and Michelle will brainstorm about possible uses for the money and bring a recommendation to the Board for a vote at the January meeting.
- **Standards Review:** Alicia Sullivan, our field representative from OCA, came to Lifeline in November and completed the CSBG Organizational Standards review. She identified several findings that will need to be addressed, which includes the timely filling of Board vacancies. Carrie said that we will receive a formal report, likely not until after the holidays and we'll have 30 days to respond with our corrective action plan.

Program Report:

- ODMH: Quality Assurance Activities – None
- Client Rights Activities/Grievances – None
- Carrie shared that Lifeline is currently recruiting for VITA volunteers for the 2017 season.

Old Business:

- **Pathways to Excellence:** Carrie reported that the group will be doubling up on meetings for January and February to catch up on the project.

New Business:

- In January there will be committee sign ups as well as other annual Board tasks for 2017. Elections for new officers will also be held at the January meeting.

General Board Discussion:

Adjournment: Aaron Burko made a motion to adjourn at 8:06 p.m. John Shepard seconded. **Motion carried.**