

Lifeline, Inc. Board of Directors

February 17, 2016

Call to order: Meeting called to order by Pam Morse at 6:09 p.m.

Personal moment of silence observed

In Attendance: Rob Moore, Rita McMahon, Pam Morse, Ed Zivkovich, Joe Weber, Paula Gordos, Terra Thorpe, Joyce Bates, Anne Curwen, Sue Whittaker

Excused: Alyea Barajas, Holly Hanna, Michelle Herron, John Shepard

Absent/Unexcused: Bill Knapp

Guests: None

Staff: Carrie Dotson, Michelle Mezaris

Quorum Determination: Quorum Achieved

Additions or amendments to the agenda: None

Approval of minutes: Joe Weber made a motion to accept the minutes of the January 20, 2016, Board meeting. Paula Gordos seconded. Terra Thorpe and Joyce Bates abstained. **Motion carried.**

Public Comment: Abby Begeman from Big Brothers and Big Sisters of Northeast Ohio, is interested in becoming a Board member—she was recommended to us by Congressman David Joyce's office to fill a public sector slot. This is her first meeting.

Committee Reports:

Programming/Strategic Planning Committee:

- Louise Yager, Lead 211 Information and Referral Specialist, presented a summary of 2015 as well as some new initiatives and projects both locally and nationally. She distributed a simple quiz to the Board that provoked discussion about 2-1-1 Lake County and its operations.
- Carrie presented the year end outcomes for the agency and each of our programs. She reviewed Lifeline's fiscal and programmatic summary. Each Board member received a packet including demographics, outcome measurements and success stories for all of our programs.
- Strategic Plan Draft: Carrie presented the Board with the new strategic plan that will cover 2016 through 2018. The Programs & Planning Committee has reviewed and recommended it for adoption by the Board. Joe Weber made a motion to approve the newly completed Strategic Plan. Joyce Bates seconded. **Motion carried.** Carrie will convene the Committee to begin plugging in priority dates and responsible parties.
- Mission Statement: Carrie reviewed the new mission statement that the Board and Lifeline staff developed in the fall as part of the strategic planning process. Anne Curwen made a motion to adopt the new mission statement. Ed Zivkovich seconded. **Motion carried.**

By-Laws and Membership Committee:

- At the January Board meeting, members were asked to provide input as to what training topics they would like to have in 2016. Several topics are in the planning phases already and additional information will be provided when finalized. The top three topics included:
 - Poverty Simulation
 - Board recruitment, retention and succession
 - Fundraising

- Carrie distributed the annual award packets to the Board. Board members are encouraged to review the various awards and submit nominations no later than Friday, March 4th. She is asking for a detailed description of why the person/agency/program is being nominated written in a couple paragraphs. Nominations will be discussed and voted on in March.

Fundraising Committee:

- **Annual Campaign:** Carrie reminded the Board that the campaign ends March 31st. There are still numerous Board pledges that have not been fulfilled. Carrie encouraged Board members to send in their pledges to help Lifeline achieve the monetary goal of the campaign.
- **Spring Raffle Fundraiser:** On March 19th, Lifeline will be participating in a nonprofit event at the Great Lakes Mall. Carrie passed around a sign-up sheet for Board members to volunteer time to promote Lifeline and sell raffle tickets.
- **Dancing Under the Stars:** Carrie reminded the Board that the event is August 5th and the event has so far secured seven of the dancers needed for the show.

Finance Committee:

- **Annual Budget:** Carrie prepared materials for Board members to review that included a final 2015 budget. She reviewed fiscal and program details and discussed some variances that are noteworthy. The administration percentage is slightly higher than usual due to the cost of Burges and Burges consulting contract for the Geauga project. Ed Zivkovich made a motion to approve the 2015 annual budget. Paula Gordos seconded. **Motion carried.**

Human Resources Committee: None

Marketing/Rebranding Ad Hoc: None

Client Policy Ad Hoc: None

Finance Report:

- The Finance report was included in the Board packet.

Director's Report:

- **Three Year ODSA Audit:** ODSA has removed the final findings in Lifeline's audit and closed the audit with no findings or questioned costs. Lifeline will not have to pay back any funds and now has another clean audit.
- **Funding Updates:** Carrie reported that the ADAMHS Board issued a statement that the agencies will receive level funding for the next fiscal year and that rather than issuing their usual RFP, they'll issue an RFI for updated information instead, and offer extended contracts for this upcoming fiscal year.

Program Report:

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

Old Business: None

New Business: None

General Board Discussion: None

Adjournment:

- Joyce Bates made a motion to adjourn at 7:10 p.m. Rita McMahon seconded. **Motion carried.**