

Lifeline, Inc. Board of Directors
February 18, 2015

Call to order: Meeting called to order by Pam Morse at 6:07 p.m.

Personal moment of silence observed

In Attendance: Joe Weber, Pam Morse, Sue Whittaker, Ed Zivkovich, Anne Curwen, Michelle Herron, Paula Gordos, Rob Moore

Excused: Joyce Bates, Alyea Barajas, Melissa Clayton, Holly Hanna Coe, Kathleen Homyock, Bill Knapp, Rita McMahon

Absent/Unexcused: None

Guests: Terra Thorpe (WomenSafe)

Staff: Carrie Dotson, Michelle Mezaris, Louise Yager

Quorum Determination: Quorum Achieved

Additions or amendments to the agenda:

- None

Approval of minutes: Sue Whittaker made a motion to accept the minutes of the January 21, 2015 Board meeting. Anne Curwen seconded. **Motion carried.**

Public Comment: None

Committee Reports:

Programming/Strategic Planning Committee:

- **211 Presentation:** Louise Yager, Lead Information and Referral Specialist from 211, presented at the meeting. She shared the current statistics of the group including an increase of online usage of the 211 site. Louise shared the most common unmet needs of the county which includes food and housing. She reported that 211 is proud that they are able to connect with the community by offering 211 services operating from within Lake County.
- Lifeline 2014 Outcomes and Year End Data will be discussed at next month's meeting.
- Carrie reported that Lifeline's strategic plan is nearly completed and we'll need to revisit and develop a new plan that most accurately reflects the agency's current status and future plans. We're looking at probably October for a Board retreat. Jeff Diver from Butler County's CAA, who did our last plan, may facilitate the process and write the new plan. OACAA, our State Association, will cover the cost of the plan development.
- Carrie reports that in August Jeff Diver will also be coming up to do a Board Roles & Responsibilities and History of Community Action training. The new performance standards require that we participate in this training at least every other year.

By-Laws and Membership Committee:

- **Annual Dinner:** We're working on scheduling our Annual Dinner, hopefully for May 2015. We'd like to have the monthly Board meeting the same night as the Annual Dinner to avoid having to schedule an additional meeting that month. Stay tuned for details.
- **Annual Nominations:** Carrie asks that the nominations be submitted by the end of February, as the Board will be voting on them at the March Board meeting. Carrie passed out information with descriptions of the awards and a list of previous winners.

Fundraising Committee:

- **Annual Campaign:** The Annual Campaign has been very successful so far and has raised more than the 2013-14 campaign. If all Board member commitments are fulfilled, the agency will meet its goal.
- **Dancing Under the Stars:** Reminder: Event date is August 14th. The cast will be announced soon.
- **Raffle Tickets:** Carrie distributed raffle tickets for the new fundraiser this year. The winner will be drawn at the Annual Dinner. Each ticket is \$20 and only 500 tickets will be sold.

Finance Committee:

- Carrie reported that the agency pushed the audit fieldwork back two months because we are not finished closing out 2014. It has been rescheduled for mid-May. This should still allow plenty of time to get the completed audit in to ODSA as required.

Human Resources Committee:

- None

Finance Report:

- Carrie presented the 2014 Agency Wide Year End Budget (also included in packet). Michelle Herron made a motion to approve the 2014 Agency Wide Year End Budget. Sue Whittaker seconded. **Motion Carried.**

Director's Report:

- Carrie reported that another local county CAA (Portage County) has stated that they would like an opportunity to bid on the non-functioning Geauga CAA and so ODSA has put their transition plans on hold. Carrie hopes to know more next month and a discussion will occur with the Board at the March meeting.
- The United Way of Lake County FY '16 applications are due March 6 and Carrie has recommended that we request the following:
 - **Transitional Housing Program:** \$15,000—this is a significant increase from last year (\$5,100) because we really need local matching funds for our HCRP and other transitional housing grants.
 - **Prescription Assistance Program:** \$28,000—this is level funding from last year.
 - **Rental Assistance Program:** \$25,000—this is small increase (\$4,000) over last year.
 - **2-1-1 Lake County:** \$105,000—this is a small increase (\$3,000) over last year.
 - Overall, this would be approximately \$20,000 in additional funding, mostly for Transitional Housing.
 - Michelle Herron made a motion to approve the Lake County United Way FY '16 Applications and Anne Curwen seconded. **Motion Carried.**
- **VITA Program:** Carrie asked Board for permission to move \$5,000 from savings to corporate to cover salary costs of VITA Coordinator when clients exceed the traditional income guidelines of program (125% of FPL). The maximum income guidelines for the program cannot exceed 175% of FPL. Paula Gordos made a motion to move \$5,000 from savings to corporate. Ed Zivkovich seconded. **Motion Carried.**
- **Expansion:** The second phase of renovation has been completed and the 211 staff will be getting settled. Carrie will meet with Bill from Consolidated Investments to discuss plans and budget for phase three.
- **NOACA Appointment:** Carrie has been appointed to participate in the Northeast Ohio Areawide Coordinating Agency, a regional group that focuses on the transportation planning needs of the area. She was recommended by County Administrator Jason Boyd and the Lake County Board of Commissioners to represent Lake County on this committee and was officially selected in January.
- **Cleveland Professional 20/30 Club Award:** Carrie let the Board know that she was selected to receive one of the Cleveland Professional 20/30 Club's Top 25 Under 35 Movers & Shakers Awards for 2015. She said she was really surprised to win, but that it was a great reflection on what we've accomplished at Lifeline. Several board members indicated that they would like to try to attend the awards ceremony.

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, March 18, 2015.

Adjournment:

- Michelle Herron made a motion to adjourn. Paula Gordos seconds. **Motion carried.**

Meeting adjourned at 7:08 p.m.