

Lifeline, Inc. Board of Directors
January 21, 2015

Call to order: Meeting called to order by Michelle Herron at 6:09 p.m.

Personal moment of silence observed

In Attendance: Joe Weber, Pam Morse, Alyea Barajas, Sue Whittaker, Bill Knapp, Holly Hanna Coe, Ed Zivkovich, Anne Curwen, Michelle Herron, Rita McMahon, Kathleen Homyock, Paula Gordos

Excused: Joyce Bates

Absent/Unexcused: Melissa Clayton

Guests: Rob Moore

Staff: Carrie Dotson, Michelle Mezaris

Quorum Determination: Quorum Achieved

Additions or amendments to the agenda:

- None

Approval of minutes: Anne Curwen made a motion to accept the minutes of the December 17, 2014 Board meeting. Ed Zivkovich seconded. **Motion carried.**

Public Comment: None

Committee Reports:

By-Laws and Membership Committee:

- Rob Moore attended his second meeting tonight and would like to be considered as a Board member. Bill Knapp made a motion to vote Rob onto the Lifeline Board. Rita McMahon seconded. **Motion Carried.**
- Carrie distributed the annual Board agreements to be signed and returned to her at the meeting.
- Carrie reported that she's working on a draft of a new Board Conflict of Interest Policy and Agreement, which will be a new requirement of the CDP National Performance Standards. Carrie has been working with CAPLAW to finish the document. The By-laws committee will review and present to the full Board meeting.
- Board members completed the Skills Analysis which identifies their interests, strengths, and demographics. Carrie will tally results. These will be used to help the By-laws & Membership Committee in their recruitment efforts.

Programming/Strategic Planning Committee:

- Carrie stated that later this year, the agency will need to draft a new strategic plan—our current plan is a 2013-15 plan and has really been worked nearly to completion. As Lifeline is poised to undergo significant transformations this year, the fall looks to be a good time to begin work on a new plan, to take us from 2016-2018. Carrie has reached out to OACAA about providing the consulting for the plan again, as it is free of charge because we're a member.

Fundraising Committee:

- **Annual Campaign:** The Annual Campaign will wrap up March 31 and, to date, the agency has raised \$7,914 (gross) in donations. The goal is \$10,000. There have been 78 donors. There are several Board members who have not fulfilled their pledge to date. Carrie asked that they please do so when they can and to please continue encouraging their contacts to give.

- **Dancing Under the Stars:** This year the event will be co-chaired by Mary Jo Miller from Bella Donna Spa in Painesville and her daughter, Lake County prosecutor Maria Rowan. The event is August 14th and there is a promising group of dancers already committed. Stay tuned for the big cast announcement!
- **Endowment:** Carrie and Pam met with representatives from the Cleveland Foundation to review the progress of our new Lifeline Endowment Against Poverty. The \$50,000 initial investment into the Cleveland Foundation has earned \$1,500 return on this investment this past quarter, which we're really pleased with. We'll have folks from the Cleveland Foundation come give a more thorough presentation to the full Board in April, once we've also got 1st quarter results.

Finance Committee:

- Carrie reports that the second CD will reach maturity on February 24th and has approximately \$27,000 in it. The Board recommended to close it and discussed what should be done with the funds, whether they should be left in the unrestricted savings or a contribution made to the endowment. The savings account has approximately \$28,000. Rita McMahan made a motion to move CD monies into the savings account and revisit this issue at a future Board meeting, perhaps after the annual campaign and spring raffle has wrapped up. Sue Whittaker seconded. **Motion Carried.**
- Jim George, our auditor, has already been in contact with Carrie about the FY 2014 audit. The hope is to complete this audit during the summer because the ODSA three year audit is scheduled for September.

Human Resources Committee:

- Carrie informed the Board that Lauri Jackson, Consumer Education Coordinator, had put in her resignation on Tuesday. She had been with the agency almost two years. An internal posting will go out tomorrow and external posting after one week.
- The HR Committee has recommended three revisions to the Lifeline Personnel Policies. Proposed revisions are as follows:
 - **Page 9, Section II, A, 2:** *For internal job postings, interested staff should notify the Executive Director in writing within five days of the job posting.* The revision is the insertion of the five day time allowance. This was recommended to clarify and expedite the hiring process, so that available positions are not left open for too long.
 - **Page 9, Section II, A, 2:** *Inserted "In the event that the Executive Director or Director of Community Services permanently leaves the agency, the Executive Director or the Board, shall follow the procedures outlined in the Lifeline Management Succession Plan."* This revision is being inserted to refer back to the new Management Succession Plan that was adopted in Dec. 2014.
 - **Page 37-38, Section X, A:** Carrie read through the policy in its entirety with the Board. The political activity policy has been significantly lengthened to be more specific and clear as to what agency employees can and cannot do in relation to the political process. The previous policy was very short, outdated and unclear. CAPLAW assisted in drafting this policy.
- Paula Gordos made a motion to approve the revisions proposed by the HR Committee. Joe Weber seconded. **Motion carried.**

Nominating Ad Hoc Committee:

- Michelle Herron reported that there was poor Board response to nomination of new Board leadership. However, the Nominating Committee has proposed the following slate of new Board Executive Committee members for 2015:
 - Pam Morse, President (Motion made by Holly Hanna-Coe. Seconded by Kathleen Homyock). **Motion Carried.**
 - Joe Weber, Vice President (Motion made by Pam Morse. Seconded by Alyea Barajas). **Motion Carried.**
 - Sue Whittaker, Treasurer (Motion made by Alyea Barajas. Seconded by Ed Zivkovich). **Motion Carried.**
 - Anne Curwen, Secretary (Motion made by Pam Morse. Seconded by Alyea Barajas). **Motion Carried.**
- Carrie passed around the committee sign up form for 2015.

Finance Report:

- Carrie will distribute report upon its completion after final 2014 numbers are calculated.

Director's Report:

- Carrie reported that the National Community Action Partnership Management & Leadership Training Conference that she and Michelle attended in January was very beneficial. She attended several risk-management classes and Michelle attended HR and NexGen ROMA classes. Two field representatives from ODSA were also at the training, so in addition to great sessions, there were also good opportunities to network.
- The Geauga County CAA has officially closed and forfeited their CSBG funds as of December 31, 2014. They voluntarily closed and are no longer an agency. ODSA said that they will be in touch with Lifeline in the near future to begin discussing interim status and the long-term designation process. Carrie and Pam talked with representatives from The Cleveland Foundation Lake Geauga Fund and they have expressed interest in assisting Lifeline with rebranding and other transition related costs. Carrie has recommended that, once we have officially been awarded interim status, we look into a political consultant to help us through the designation process. More discussion to come once we receive official notification from the ODSA.
- The construction crews have been busy renovating the office. We hope to relocate the 2-1-1 staff into their new call center by the end of February and promptly start phase 3 construction.

Program Report:

- VITA Program begins the beginning of February and there are 11 volunteers that will begin training this week.
- 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, February 18, 2015.

Adjournment:

- Pam Morse made a motion to adjourn. Rita McMahon seconds. **Motion carried.**

Meeting adjourned at 7:19 p.m.