

## Lifeline, Inc. Board of Directors

June 15, 2016

**Call to order:** Meeting called to order by Pam Morse at 6:00PM.

### **Personal moment of silence observed**

**In Attendance:** Rita McMahon, Paula Gordos, Pam Morse, Ed Zivkovich, , Anne Curwen, Alyea Barajas, , Michelle Herron, Joyce Bates, Abby Begeman, John Shepard, Aaron Burko, Carrie Knox

**Excused:** Terra Thorpe, Holly Hanna, Rob Moore

**Absent/Unexcused:** Sue Whittaker

**Guests:** Cathy Bush, Elaine Barnard

**Staff:** Carrie Dotson, Michelle Mezaris

**Quorum Determination:** Quorum Achieved

**Additions or amendments to the agenda:** None

**Approval of minutes:** Paula Gordos made a motion to accept the minutes of the May 18, 2016, Board meeting. Rita McMahon seconded. **Motion carried.**

**Public Comment:** Cathy Bush, who works as a VP at Lakeland Community College, is interested in becoming a Board member.

### **Committee Reports:**

#### **Programming/Strategic Planning Committee:**

- **Quarterly Strategic Plan Review:** Carrie reviewed the progress Lifeline has made toward meeting the strategic plan goals. She states that the plan has been easy for her to track successes and Lifeline is making great strides toward achieving outlined goals. There have been numerous changes within the agency with new programs and funding to Lifeline that will be new in the upcoming months.

#### **By-Laws and Membership Committee:**

- **None.**

#### **Fundraising Committee:**

- **Spring Raffle Fundraiser:** Carrie reports the fundraiser's net profit was \$6,607.55. The sponsors contributed \$1,900 of that amount. Lifeline's final sales tally was 179/200 tickets sold. The winner of the raffle kindly donated \$1,200 back to Lifeline. A wrap up meeting was completed on May 31<sup>st</sup> with the committee.
- **Annual Campaign Results/Wrap Up:** Carrie reports that Lifeline had an increase in donors this year and the campaign made \$11,390 net profit. She distributed a summary sheet to Board members that outlined the highlights of the campaign. The next Annual Campaign will begin planning in September.
- **Dancing Under the Stars:** Carrie reminded the Board that the event will be August 5<sup>th</sup> at La Malfa in Mentor.

#### **Finance Committee:**

- Carrie reported the auditors will be scheduling the exit interview with the Finance Committee sometime this summer. The Committee will share the results of the meeting with the Board at a future Board meeting for approval.

### Human Resources Committee:

- **New Employees:** Lifeline has formally hired two new employees. Laura Nygord is the new HEAP Intake Worker who has been working with Lifeline for about one month and is integrating well into the agency. Lifeline completed orientation for the new Receptionist, Becky McBride. She will begin June 20<sup>th</sup>. Lifeline also has three open positions that are still posted: Reentry Coordinator and two case managers under the CCMEP grant. All three positions will begin at various times in July. Due to Lifeline's expanded staff, the current office capacity is at maximum capacity. Pam Morse suggested that the Facilities Committee begin talking again and contacting the landlord about expansion of space.

### Marketing/Rebranding Ad Hoc:

- Carrie reported the committee is in the early planning phase. The goal is to have a new logo in place by this fall. All funds assigned to this project must be spent by the end of 2016.

### Client Policy Ad Hoc:

- Michelle reported that the Committee has had only one meeting but she and Marina have been working with the suggestions the committee discussed and actively integrating them into the Summer Crisis Program. Marina and Michelle have decided to wait to increase the number of appointments due to the new staff who is training and the extended outreach to the senior centers. A significant change will be the intense prescreening for customers to reduce the number of pending cases. Lifeline will implement a policy that all customers must have all of their required documentation prior to an application being started. If they are missing any information, a checklist will be provided and they will be asked to return.

### Finance Report:

- The Finance report was included in the Board packet.

### Director's Report:

- **DJFS Comprehensive Case Management Employment Grant:** Lifeline has been awarded the CCMEP grant to begin July 1<sup>st</sup>. This will address the employment needs of transitional youth. Lifeline will hire 1 and ½ case managers to implement the program with a maximum program participant size of 20 customers. This will be a new funding source, program area, and training process for Lifeline.
- **ADAMHS Technology Grant:** Lifeline has been awarded the full amount of the grant proposal from the ADAMHS Board to cover upgraded technology such as two copiers, firewall, server and support items. The grant was in the amount of \$24,357.78.
- **HEAP Admin Budget:** Lifeline has asked for an increase in the HEAP Admin budget. It has not been increased since 2010. The primary reason for asking is that Lifeline is asking for additional funds to cover the cost of a security guard on walk in days during Winter Crisis Season. Carrie is waiting for final approval of the request. Grant applications for the HEAP Admin Grant, which runs Sept. 1-August 31, are usually due in early August.
- **AIRS Accreditation:** Michelle and Louise attended the AIRS Conference in May and Lifeline is now prepared to send the initial application and fee to start the process. The fee is \$6,000 which covers the processing of application and the travel cost of two AIRS staff who must complete an on-site review. Lifeline must move forward with the accreditation to meet the standards as outlined by AIRS Ohio. John Shepard made a motion to approve the funds and process of accreditation. Ed Zivkovich seconded. **Motion Carried.**
- **Transfer of funds for HEAP SCP:** Lifeline has been awarded \$116,000 for the SCP. Lifeline has decided to purchase 50 air conditioners from Home Depot as part of the SCP. Like in the past, the funds have not been provided to Lifeline this early but Lifeline needs to secure the units before they are no longer available at the store. Carrie is requesting that \$8,250 be moved from the savings to purchase the air conditioners. Once the funds have been received from ODSA, they will be deposited back into the savings account. The customers will use vouchers to obtain the units (they are not held at the Lifeline office). Anne Curwen made a motion to move \$8,250 from the savings account to purchase 50 air conditioners. Joyce Bates seconded. **Motion carried.**

**Program Report:**

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

**Old Business:** Reminder: No meeting in July. Next Board meeting is Wednesday, August 17<sup>th</sup>.

**New Business:** None

**General Board Discussion:**

- None.

**Adjournment:** Michelle Herron made a motion to adjourn at 6:40 p.m. Carrie Knox seconded. **Motion carried.**

**Board Teambuilding Training with Elaine Barnard from the Lake County YMCA!**