

Lifeline, Inc. Board of Directors

June 17, 2015

Call to order: Meeting called to order by Pam Morse at 5:57 p.m.

Personal moment of silence observed

In Attendance: Pam Morse, Sue Whittaker, Anne Curwen, Michelle Herron, Paula Gordos, Rob Moore, Joyce Bates, Holly Hanna Coe, Bill Knapp, Alyea Barajas, Joe Weber

Excused: Kathleen Homyock, Terra Thorpe, Ed Zivkovich, Rita McMahon

Absent/Unexcused: None

Guests: Mary Jo Miller

Staff: Carrie Dotson, Michelle Mezaris

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 May 20, 2015 Board meeting. Anne Curwen seconded. **Motion carried.**

Public Comment: None

Guest Speaker: Mary Jo Miller, Co-chair of the Dancing Under the Stars event, brought information about ad sales. Her materials included the various sizes of ads, cost, and examples. The soft deadline for ads is July 1st but will be accepted for several weeks after that. The packet also included the contact individuals who are managing the ads and can answer questions.

Committee Reports:

Programming/Strategic Planning Committee:

- **Organizational Standards:** Carrie reviewed each of the new CSBG Organizational Standards with the Board. She reported which of the standards the organization has met and which still need to be addressed and the agency's plan for implementation. They will become in effect in January 2016.

By-Laws and Membership Committee:

- Vaughn Johnson has reached out to Lifeline and would like to be reconsidered for a Board position. His schedule has been adjusted to where he will have more time to commit to a role as a Board member. He will be attending the August Board meeting.

Fundraising Committee:

- **Dancing Under the Stars:** Carrie asked that every Board member either buy or sell ads. Invitations will be mailed at the end of June- seats are \$70/each or \$85/VIP tickets. The Firstgiving site is active and can take donations/votes for the celebrity dancers. Event will be held at LaMalfa on August 14th.
- **Raffle:** The Raffle net approximately \$6,000 and 414 tickets were sold. A positive note is that the event had \$1,250 in underwriting.

Finance Committee:

- Carrie reported the committee will be meeting in July to conduct the exit interview with the auditors after the audit and 990 tax filing has been completed.

Human Resources Committee:

- Carrie reported that the committee is in the process of reviewing the staff job descriptions, wage & salary plan, and organizational chart in accordance with the requirements set forth in the CSBG Organizational Standards. Minutes from the meetings are included in your packets.

Finance Report:

- Carrie placed April Finance report in Board packet.

Director's Report:

- **Office Expansion:** Phase III of the renovations is ongoing. Progress is steady and it appears that the August Board meeting will be held there. Carrie provided a tour of the space after the meeting concluded.
- **Geauga Update:**
 - Carrie and Rita McMahon presented at the Chardon Council meeting last week. They spoke to the Council and general public who attended and answered questions. The Resolution to support Lifeline passed 7-1.
 - Carrie spoke to a member of Commissioner Claypool's staff who wanted to get information to some unanswered questions but Carrie.
 - Burgess and Burgess activity is on hold at the moment until the Geauga project either continues or is formally ended. Lifeline has paid half of the fee to date.
- **HEAP Summer Crisis Program:** Begins July 1 and will have much tighter guidelines than last year. The agency will not be ordering any more AC units beyond the 28 that are in the office from last year. The operating budget for SCP is \$66,000 which is about half of what last year's budget was.
- **211 Funding:** As an update, Carrie signed the Title XX agreement with Lake Co. JFS for \$20,000, which is level funding. United Way is voting on funding on June 18 for all Lifeline allocations. The Lake County ADAMHS Board funded 211 at level funding, \$61,425.

Program Report:

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

Old Business:

- None

New Business:

- None

General Board Discussion:

- **No Board meeting for July.**
- Next Board meeting to be held Wednesday, August 19th at Lifeline's office.

Adjournment:

- Anne Curwen made a motion to adjourn. Alyea Barajas seconded. **Motion carried.**

Meeting adjourned at 6:55 p.m.