

Lifeline, Inc. Board of Directors

November 16, 2016

Call to order: Meeting called to order by Pam Morse at 6:01PM.

Personal moment of silence observed

In Attendance: Michelle Herron, Carrie Knox, Rob Moore, Sue Whittaker, Holly Hanna, Anne Curwen, Terra Thorpe, Pam Morse, John Shepard, Paula Gordos, Alyea Barajas, Joyce Bates, Cathy Bush, Rita McMahon

Excused: Ed Zivkovich, Aaron Burko, Abby Begeman

Absent/Unexcused: None.

Guests: Brian Gidley, Robin Baum

Staff: Carrie Dotson, Michelle Mezaris, Maribel Young

Quorum Determination: Quorum Achieved

Additions or amendments to the agenda: None

Approval of minutes: John Shepard made a motion to accept the minutes of the October 19, 2016, Board meeting. Carrie Knox seconded. Joyce Bates, Rita McMahon, Alyea Barajas, and Paula Gordos abstained. **Motion carried.**

Public Comment: None.

Committee Reports:

Marketing/Rebranding Ad Hoc:

- **LBL Printing /Robin Baum, Consultant Presentation:** Robin and Brian led the Board in a series of exercises and discussions to narrow down the possible eight new logo options for the agency. The Board was able to decide on a logo but has asked Brian to adjust the color, font, and sizes so the Board can see how the logo would be used in a variety of media outlets. Brian will share with Carrie via email the updated requests. A final decision will be made at the December meeting.

Programming/Strategic Planning Committee:

- **Lifeline Program Presentation:** Maribel Young, Program Director, provided information about the Security Deposit program as well as a success story from a recent customer. She walked the Board through each of the steps required to receive assistance for a deposit.
- **Quarterly Strategic Plan Update:** Carrie reviewed the plan and the progress we've made in the last quarter with the Board. She reported that the agency is almost done with the first year of the plan.

By-Laws and Membership Committee:

- Lifeline is still seeking a Board member from the private sector.

Fundraising Committee:

- **Annual Campaign:** Carrie shared that the campaign currently has 22 donors and over \$2,200 gross raised so far. There are eight new donors. The Annual Campaign goal is net \$12,000.
- **Dancing Under the Stars:** The 2016 event hit a record of over \$54,000 net proceeds raised. Lifeline received over \$27,000 of those profits. The next three years have been scheduled and all three will be the first Friday in August. Vanessa Tey Iosue will be leading the upcoming event as Chair of 2017.

- **Spring Fundraiser:** Rita McMahon reported that the committee has brainstormed a new spring fundraiser which will be a travel themed raffle. Tickets will be \$25/each and will include three prize levels. The theme of the raffle will be “Experience, Explore, and Enjoy”.
 - 1st Prize: Alaskan Cruise for Two or \$2500 cash
 - 2nd Prize: Cabin for 6 for a long weekend at Lake Chautauqua, NY
 - 3rd Prize: Geneva on the Lake State Park Lodge overnight

There will not be a limit as to the number of tickets to be sold. Carrie will have tickets ready for the December Board meeting. Paula Gordos made a motion to approve the 2017 Raffle Fundraiser as presented by the Fundraising Committee. Sue Whittaker seconded. **Motion Carried.**

Finance Committee:

- Carrie distributed copies of Lifeline’s FY 2015 990 tax filing. Rob Moore made a motion to approve the FY 2015 990 Filing. Michelle Herron seconded. **Motion Carried.**

Human Resources Committee:

- **Personnel Policies- Presentation of recommended revision:** Carrie reported that this topic will be moved to December’s meeting due to time constraints.
- **Executive Director’s Annual Evaluation**—As it was not clear in the October Board meeting minutes, the annual evaluation of the Executive Director was completed by the HR Committee in September 2016 and discussed with the full Board during an Executive Session at the October Board meeting. The evaluation was very positive. Following the Executive Session, a salary increase was approved, which is reflected in the October minutes. Rita subsequently met with Carrie to go over the evaluation and her goals for the next year.
- **Wage and Salary Plan- Reclassification:** Rita presented that because of Carrie’s salary increase last month, she no longer fits in her current pay grade and we need to adjust to move her position to the next grade (from level 16 to level 17). Carrie distributed copies of what such revision would look like in the Wage & Salary Plan. Michelle Herron made a motion reclassify the Executive Director’s placement in the Wage and Salary Plan to level 17. Alyea Barajas seconded. **Motion carried.**
- **Employee Unpaid Leave Extension:** The Board discussed this topic and agreed to extend the employee’s unpaid leave. It is to be noted for the record that the employee’s unpaid leave will terminate on December 31, 2016. Rob Moore made a motion to approve extended leave until the end of 2016. Holly Hanna seconded. **Motion carried.**

Client Policy Ad Hoc:

- Carrie distributed the final draft of the security contract with Willo Security, which was approved by the Executive Committee last month. The Board required changes have been made and the contract signed. Rita McMahon made a motion to reaffirm the contract approved by the Executive Committee. Rob Moore seconded. **Motion carried.**

Facilities Ad Hoc:

- Carrie reported that she met with Dan Smith from Consolidated Investments about our spacing needs and options available. There are no current structures that can accommodate Lifeline. There is extra space on the first floor that could be discussed if Lifeline wanted to consider the location. There are other options we may be able to look at within our existing space, as well. Carrie & Dan agreed to meet again after the holidays.

Finance Report:

- The September finance report is included in Board packets.

Director’s Report:

- **ODSA OCA Visit- Alicia Sullivan:** On November 21st, Alicia will be conducting a review of Lifeline's progress on the CSBG Organizational Performance Standards, as well as an audit of CSBG files.
- **HEAP WCP:** Lifeline has received level funding for WCP in the amount of \$350,000. This is the same funding level as the 2015-16 WCP.
- **VITA:** The United Way granted Lifeline a \$5,000 grant for VITA's 2017 year. This will allow Lifeline to use the VITA income guidelines and expand the customer base.
- **Post-Election Webinar:** Carrie will be participating in a webinar by David Bradley on Thursday, Nov 17. It will include how the recent election results will affect community action funding and relationships with politicians in Washington, DC.

Program Report:

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

Old Business:

- **Pathways to Excellence:** Carrie shared with the Board that Lifeline needs to approve the agency's participation in the Pathways to Excellence program. Sue Whittaker made a motion to approve agency's participation. Carrie Knox seconded. **Motion carried.**
- Next Board meeting is Wednesday, December 21st at 5:30 p.m. This will be our annual holiday mixer with the staff, as well as our celebration of Rita's final meeting as a Lifeline Board member.

New Business:

- **Nominating Committee:** Carrie reported that a nomination team needed to be created to lead the selection of 2017's officers. John Shepard, Sue Whittaker and Joyce Bates have volunteered for that committee.

General Board Discussion:

Adjournment: John Shepard made a motion to adjourn at 8:06 p.m. Joyce Bates seconded. **Motion carried.**