

Lifeline, Inc. Board of Directors

October 19, 2016

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

Personal moment of silence observed

In Attendance: Ed Zivkovich, Michelle Herron, Carrie Knox, Rob Moore, Sue Whittaker, Holly Hanna, Anne Curwen, Terra Thorpe, Abby Begeman, Aaron Burko, Pam Morse, John Shepard

Excused: Paula Gordos, Alyea Barajas, Joyce Bates, Cathy Bush, Rita McMahon

Absent/Unexcused: None.

Guests: None.

Staff: Carrie Dotson, Michelle Mezaris

Quorum Determination: Quorum Achieved

Additions or amendments to the agenda: None

Approval of minutes: Michelle Herron made a motion to accept the minutes of the September 21, 2016, Board meeting. Ed Zivkovich seconded. Aaron Burko and John Shepard abstained. **Motion carried.**

Public Comment: None.

Committee Reports:

Programming/Strategic Planning Committee:

- **Lifeline Program Presentation:** Marina Rivera, HEAP Coordinator, shared the details of the upcoming HEAP season. The first day of Winter Crisis Program is Nov 1st and ends March 31st. She explained some recent changes that have been announced by the state and her upcoming Coordinator training in Columbus.

By-Laws and Membership Committee:

- **Team Assignments:** Carrie distributed the updated Board teams.

Fundraising Committee:

- **Annual Campaign:** Carrie reminded Board members to return their completed pledge cards for the campaign. She has distributed Annual Campaign letters for each Board member to sign and return to Carrie by the end of the meeting.

Finance Committee:

- Carrie passed around the final FY 2015 audit for each Board member for review. There were no findings, questioned costs or material weaknesses found within the audit. Carrie shared several of the comments made by the auditors. Anne Curwen made a motion to approve the FY15 Audit. Carrie Knox seconded. **Motion Carried.**

Human Resources Committee:

- **Executive Session:** Sue Whittaker made a motion to enter into Executive Session to discuss personnel. John Shepard seconded. **Motion carried.** Session concluded and Rob Moore made a motion to return to regular session. John Shepard seconded. **Motion carried.**

- **Employee Leave of Absence:** Michelle Herron made a motion to allow up to 30 days of unpaid leave to employee who is out on personal leave after she has used her remaining paid time off. Ed Zivkovich seconded. **Motion carried.**
- **Executive Director Annual Evaluation:** John Shepard made a motion to approve a 3% increase in the annual salary of the Executive Director, retroactive to her anniversary date of Sept. 15. Michelle Herron seconded. **Motion carried.**

Marketing/Rebranding Ad Hoc:

- LBL Printing has been chosen to design the new logo for Lifeline. The new design will reflect the Board feedback that our consultant, Robin Baum, collected at a previous meeting. LBL will present several logo options at the November meeting for Board member input and vote.
- The Cleveland Foundation has extended the grant to March 31, 2017.

Client Policy Ad Hoc:

- Michelle distributed the contract that Willo Security prepared for Lifeline. Michelle had met with the owner several weeks prior to discuss needs. After reviewing the contract several Board members were not comfortable with the terms listed. After Board discussion, the Board decided not to vote on the contract at this time and provided Carrie and Michelle recommendations for revisions to the contract in order to move forward with this vote. Staff will ask Willo Security to make the recommended revisions and email out the revised contract for Board feedback. Carrie will convene an Executive Committee to vote so that we can hopefully have security in place by November 1.

Facilities Ad Hoc:

- No report.

Finance Report:

- The August Finance Report will be emailed to the Board tomorrow.

Director's Report:

- **HEAP Appreciation Week:** Carrie passed around a HEAP sign-up sheet that includes various opportunities for Board members to participate in the first week event.
- **Newspaper Article:** Carrie distributed a newspaper article that was printed in the News Herald about Lifeline's Employment Training Program.
- **Security Deposit Funds:** Lifeline has received an additional \$25,000 for the security deposit program. This would total an additional \$50,000 for 2016.
- **ADAMHS Board/OMHAS/ODRC Funds:** The Lake County Reentry Coalition has been identified as the recipient of a \$50,000 one-time grant for reentry efforts. The money is going to be used to improve the outreach of the efforts in Lake County as well as direct service. The money is funneled through the Lake County ADAMHS Board and must be used by June 30, 2017. Lifeline, as the lead of the Reentry Coalition, will be the grantee of the ADAMHS Board for this project.
- **VITA:** The United Way will present Lifeline's VITA Program request for funds at its upcoming Board meeting. Lifeline submitted a request for funding to support the VITA program which will release restraint on the limited income guidelines which has been an ongoing barrier to the program's success.
- **Corporate Fund Transfer:** Carrie asked the Board to approve the move of \$5,000 from the agency savings account to checking account. Ed Zivkovich made a motion to move \$5,000 from the agency savings to checking account Michelle Herron seconded. **Motion Carried.**
- **Laptops:** Lifeline is in need of four additional laptops to meet the needs of the agency's growing staff and VITA volunteers. All other laptops that were previously used for VITA are now being used for current staff. Carrie requested approval to submit a CSBG T/TA Grant that can assist with technology needs of an agency. The Board asked Carrie to review the licenses of the new laptops. Holly Hanna made a motion to approve the grant and the purchase of laptops using the HP bid submitted by Meritech. Rob Moore seconded. **Motion Carried.**

Program Report:

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

Old Business:

- **Pathways to Excellence:** Anne Curwen and Ed Zivkovich shared with the Board that the committee held their first meeting to discuss the Pathways to Excellence. Michelle, Carrie, Ed and Anne discussed a plan to complete the self-study assesement. They will each be attending the first webinar for the process on November 2nd. Updates will be provided as the group moves through the process.
- Next Board meeting is Wednesday, November 16th at 6PM.

New Business: None

General Board Discussion:

Adjournment: Holly Hanna made a motion to adjourn at 7:25 p.m. Michelle Herron seconded. **Motion carried.**