

**Lifeline, Inc. Board of Directors**  
**September 20, 2017**

**Call to order:** Meeting called to order by Anne Curwen at 6:04PM.

**Personal moment of silence observed**

**In Attendance:** John Shepard, Joyce Bates, Ed Zivkovich, Michelle Herron, Cathy Bush, Abby Begeman, Pam Morse, Holly Hanna, Carolyn Knox, Robert Weger, Sue Whittaker, Rob Moore, Anne Curwen

**Excused:** Paula Gordos, Alyea Barajas, Aaron Burko, Shannon Majewski

**Absent/Unexcused:** Terra Thorpe

**Guests:** None

**Staff:** Carrie Dotson, Michelle Mezaris, Marina Rivera

**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 August 16, 2017 Board meeting. Abby Begeman seconded. Carolyn Knox, Rob Moore and Anne Curwen abstained. **Motion carried.**

**Public Comment/Introduction of Guests:**

- None

**Committee Reports:**

**Programming/Strategic Planning Committee:**

- Presentation: HEAP Coordinator Marina Rivera shared data about the Summer Crisis Program as well as other pertinent program details for HEAP, PIPP, and the upcoming Winter Crisis Program. She reported that Angela Oldenburgh will remain part of the HEAP staff next year completing PIPP applications for customers.
- Quarterly Strategic Plan Review: Carrie shared that most of the plan has been successfully completed. Highlights include the new IDA Program launch, full Board of Directors, and increase in various media connections such as online Dancing Under the Stars ticket sales and new website.

**By-Laws and Membership Committee:** None

**Fundraising Committee:**

- Dancing Under the Stars Wrap Up: Carrie reported that it is estimated that the event made approximately \$55,000. It was the most profitable and most attended DUTS ever. Next year Dione DeMetro will be the event chair. It will most likely be a joint event with Lifeline and Signature Health. Carrie stated that the event contracts with LaMalfa had been updated to include an additional room if 400 attendees can be guaranteed.
- Spring Raffle: The Fundraising Committee met on September 19<sup>th</sup> and recommended that the Spring Raffle not be continued due to poor outcomes. The committee has asked the Board to focus on increasing the donations for the Annual Campaign.
- Annual Campaign: The Annual Campaign kicked off at the Board meeting. The goal is \$12,000 with 125 total donors between now and March 31, 2018. Carrie will email donor lists to each Board member by Monday and would like revised lists returned by October 2<sup>nd</sup>. Carrie asked Board members to share the ways they ask for Annual Campaign donations. Carrie reported she is researching a way in which donations can be made on the agency on the website. Annual Campaign pledge cards were distributed to all Board members; money can be donated in one payment or spread out through March 31, 2018.

### Finance Committee:

- ODSA 2-Year Audit: Carrie reported that the week after Thanksgiving, an ODSA auditor will be coming to audit agency finances for 2015, 2016 & 2017 to date. It is expected to take four days.
- Unrestricted Balances of Savings and Endowment: Carrie distributed several items that show the current balances in the savings account and endowment. The endowment is now over \$100,000. The Board discussed the potential of moving more money into the endowment but decided to review that matter after the Dancing Under the Stars money was deposited into savings account. The Board asked Carrie to provide a statement that outlines the all transactions in and out of the endowment since its conception to the next Board meeting.
- FY 2016 990 Tax Filing: Carrie had distributed copies of the 990 tax filing to every Board member electronically prior to the meeting. John Shepard made a motion to approve the FY2016 990 filing completed by Snodgrass of NEO. Pam Morse seconded the motion. **Motion carried.**

### Human Resources Committee:

- Executive Session:
  - Pam Morse made a motion to enter into Executive Session to discuss personnel at 6:50 p.m. Michelle Herron seconded the motion. **Motion carried.**
  - Pam Morse made a motion to exit Executive Session and return to regular session at 7:10 p.m. Joyce Bates seconded the motion. **Motion carried.**
  - No action was taken following the Executive Session. The Committee has asked for a second Executive Session on the October Board meeting agenda.

### Facilities Ad Hoc: None

### Finance Report:

- Carrie distributed the July report via email.

### Director's Report:

- CDBG Update: Carrie reported that the funding for 2-1-1 is expected to move through successfully with HUD approval. The County Commissioners will still need to vote on the funding once it returns from HUD for the final vote, but she expects that two of the three Commissioners will approve it. Carrie updated that unfortunately, one Commissioner still has strong concerns and objections to 2-1-1 and continues to make recommendations and advocate for changes to the program that would put us out of compliance with our accrediting body.
- IDA Program: The Ohio CDC has approved Lifeline as the IDA Site for Lake County and the next steps will be taken to formalize the agreement between the two entities. Lifeline would like to enroll its first participants in late fall.
- 100+ Women Who Care: Carrie reported that this philanthropic group has chosen Lifeline as one of three presenters for its December meeting. The IDA Program will be presented to the group by one of its members. The group consists of community women who seek to support projects that improve the lives of Lake County residents. If the group selects Lifeline's IDA Program as their top choice of the three programs presented, they will provide funding up to several thousand dollars to us. Carrie and Father Chris will be meeting with the member who is presenting on our behalf to prepare her.
- Carrie shared that Lifeline successfully became recertified through the Ohio Department of Mental Health and Addiction Services. The certification is good through 2020. She commended Michelle for her hard work on getting this recertification completed.
- Levy Endorsements: Carrie shared that two county issue levies will be on the ballot for this November. The Citizens for Children Levy and the Senior Services Levy support local efforts to provide care for children and seniors. While neither impacts Lifeline directly, the services funded by both levies really impact and benefit

the clients that we serve. Pam Morse made a motion for the Lifeline Board to endorse both levies. John Shepard seconded. Michelle Herron and Anne Curwen abstained. **Motion carried.**

- Transfer of Funding to Corporate Account: Carrie asked that \$7,000 be moved to the corporate account from the savings. Pam Morse made a motion to transfer \$7,000 to the corporate account. Sue Whittaker seconded. **Motion carried.**

**Program Report:**

- ODMHAS: Quality Assurance Activities – None
- Client Rights Activities/Grievances – None
- Carrie stated that the Bike Program and Nutrition Programs have finished for the summer and both were very successful. Expansion for both programs is planned for 2018.
- Carrie stated that the Security Deposit Program is almost out of funds. Lifeline has asked the County for an additional \$21,000 to fund the program through the rest of the year.

**Old Business:** Pam Morse asked for an update on the status of the Facilities Ad Hoc committee. Carrie stated that she had been waiting for a response from our current landlord about options but did not get a response. She will follow up with them.

**New Business:** None

**General Board Discussion:** None.

**Adjournment:** Holly Hanna made a motion to adjourn at 7:29 p.m. Joyce Bates seconded. **Motion carried.**