

**Lifeline, Inc. Board of Directors**  
**January 16, 2019**

**Call to order:** Meeting called to order by John Shepard at 6:00 PM.

**Personal moment of silence observed**

**In Attendance:** Pam Morse, Aaron Burko, Rob Moore, John Shepard, Paula Gordos, Doris Behnke, Pamela Gouldsberry, Sean Kramer, Jennilynn Patterson, Christine Shoop, Robert Wagner, Tony Zampedro

**Excused:** Abby Begeman, Sue Whittaker

**Absent/Unexcused:** None

**Guests:** Kate Stein

**Staff:** Carrie Dotson, Maribel Young

**Quorum Determination:** Quorum Achieved

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

**Approval of minutes:** Pam Morse made a motion to accept the minutes of the December 19, 2018 meeting and Aaron Burko seconded. **Motion carried.**

**Public Comment/Introduction of Guests:**

- Kate Stein is attending her second meeting and is interested in joining the Board.

**Committee Reports:**

**Nominating Committee:**

- Officer Elections: The committee presented the following slate of officers for consideration for 2019:
  - President – John Shepard
  - Vice President – Aaron Burko
  - Secretary – Paula Gordos
  - Treasurer – Christine Shoop

As no nominations were made from the floor, Pam Morse made a motion to accept the slate of officers as nominated by the Committee. Robert Weger seconded. **Motion carried.**

**Programming/Strategic Planning Committee:**

- Annual Dinner: Carrie stated that the Annual Dinner will be held in May and that she is waiting to hear from a keynote speaker for the event. She shared the descriptions of the Annual Awards given at the dinner and asked Board members to submit a short paragraph on who they would like to nominate for each award. This is due by the March 1<sup>st</sup>. We will vote on award winners at the March Board meeting.

**By-Laws and Membership Committee:**

- Kate Stein has attended her second meeting and is interested in becoming a Board member—she has been recommended by former Board member Ed Zivkovich to represent the low income sector slot and St. Mary's Church in Painesville. Christine Shoop made a motion to approve Kate Stein as a new Board member. Tony Zampedro seconded. **Motion carried.**

- Organizational Meeting: The following documents were discussed and circulated between all present Board members:
  - Board Committee Sign-Up Sheet
  - Board Member Agreements
  - Board Conflict of Interest Agreement and Disclosure Statement
  - Carrie asked that all Board members sign and return the Conflict of Interest Disclosure Statements and the Board Member Agreements to her by the end of the meeting.
- Board Training Survey: Carrie handed out a survey to all present members to determine what kind of trainings Board members are interested in doing for 2019.
- Board Skills Analysis: Carrie also distributed a Skills Analysis that will be used for recruitment efforts to ensure that Lifeline has a well-rounded Board of Directors.

**Finance Committee: None**

**Fundraising Committee:**

- Dancing Under the Stars: Carrie asked Board members to save the date for the 11<sup>th</sup> Annual Dancing Under the Stars event. This event will be held on Friday, August 2<sup>nd</sup>, 2019.
- Annual Campaign: Carrie shared that as of date we are close to \$9,700 in donations. She is hopeful that the goal of \$15,000 will be reached along with 100% Board participation. The campaign will end on March 31<sup>st</sup>.

**Human Resources Committee:**

- Carrie updated the Board that our HEAP Coordinator, Jewel White, resigned her position in early January. This position was posted internally, and then externally. Carrie is happy to report that Erika Taylor has accepted the job. Erika is a previous Lifeline employee with nine years of experience in the HEAP department. She will start on February 4<sup>th</sup>.

**Finance Report:**

- Carrie provided the Board the financial report for November 2018. In February there will be a review of the end year report.

**Director's Report:**

- Kinship Navigator Program: Carrie shared that this program was partially developed by RSVP and serves grandparents and other relatives who have custody of their grandchildren, nieces, nephews, etc. RSVP does not wish to operate the program and approached Lifeline to finish development and launch the program sometime this year. We will partner with JFS and RSVP to provide referrals and support to the kin who are raising children who not their own. There will be three components to this program, including educational workshops, peer to peer support groups and one-on-one resource navigating. We have estimated a budget for this program at \$60,000 and we will be requesting funding from the Lake County ADAMHS Board, the Lake County Senior Services Levy and will contribute some of our CSBG funds. We would like to launch before summer.
- Government Shutdown: Carrie updated that 211 has been receiving shutdown-related calls regarding food stamps and taxes and we are working with our partners to have updated information regarding the shutdown. At this time our tax clinics are scheduled to proceed as planned, but we are concern about refund delays. HEAP is also starting to experience some issues due to the shutdown in terms of lack of accessibility to required documents through the IRS website. HUD programs are ok for now, however if the shutdown continues there maybe staff at other agencies that may have to be furloughed. We will continue to monitor and keep our 211 resource database as updated as possible.

- Carrie reported that she spoke to our landlord today and they discussed the options of remodeling the third floor or rebuilding the unit on the first to meet Lifeline’s growing needs. There was Board discussion about cost, the pros, and cons to both options. Board members asked Carrie to request drawings for the first floor unit from the landlord in order to make a decision. Carrie will do so tomorrow. Pam Morse, John Shepard, Pamela Gouldsberry, and Rob Moore volunteered to serve on the Ad Hoc Facilities Committee.

**Program Report:**

- ODMH: Quality Assurance Activities – None
- Client Rights Activities/Grievances – Carrie discussed the possibility of a grievance from a HEAP client. However the client did not leave any contact information in order to do a follow up.
- VITA clinics will start next week. There will be several off site locations available to Lake County residents. Our goal for this year is to complete 225 tax returns.
- The HEAP program continues to have a high volume of clients.
- 211 is anticipating a Code Blue this weekend due to the weather forecast. The Church of the Nazarene, Life-Brand Cowboy Church, and Life Spring Church are available this year to assist with Code Blue.

**Old Business:** None

**New Business:** None

**General Board Discussion:** Carrie asked the Executive Committee to stay for a few minutes longer after the Board meeting to discuss banking logistics.

**Adjournment:** Christine Shoop made a motion to adjourn at 7:15 p.m. Aaron Burko seconded. **Motion carried.**