

Lifeline, Inc. Board of Directors
January 15, 2020

Call to order: Meeting called to order by President John Shepard at 6:01 PM

Personal moment of silence observed

In Attendance: Aaron Burko, Lenore Collins, Paula Gordos, John Shepard, Christine Shoop, Kate Stein, Melissa Amspaugh, Pamela Gouldsberry, Sean Kramer

Excused: Carrie Morgan, Pam Morse, Jennilynn Patterson, Tony Zampedro

Absent/Unexcused: Robert Weger

Guests: Sarah Wade, Julie Novak, Ryan McGuinness, Sarah Welch

Staff: Carrie Dotson, Michelle Mezaris, Christina Corrigan

Quorum Determination: Quorum Achieved

Additions or amendments to the agenda: None

Approval of minutes: Christine Shoop made a motion to accept the minutes of the December 18, 2019 Board meeting. Kate Stein seconded. Sean Kramer, Melissa Amspaugh, and Pamela Gouldsberry abstained. **Motion Carried.**

Public Comment/Introduction of Guests:

- Sarah Wade from Lubrizol is attending her second Board meeting.
- Ryan McGuinness, Sarah Welch and Julie Novak are guests from Geauga County interested in joining the Lifeline Board.

Committee Reports:

Ad Hoc Nominating Committee:

- Committee chair Christine Shoop presented the Committee's recommended slate for 2020 officers:
 - President: John Shepard
 - Vice President: Pamela Gouldsberry
 - Treasurer: Christine Shoop
 - Secretary: Paula Gordos

Christine asked for any nominations from the floor. Hearing none, Aaron Burko made a motion to approve the recommended slate of officers for 2020. Sean Kramer seconded. **Motion carried.**

- As our organizational meeting for 2020, Carrie distributed several items for each Board member to review and sign. These included conflict of interest policies and statements, Board member agreements and skills surveys.

By-Laws and Membership Committee:

- John reported Sarah Wade is attending her second meeting and would like to become a Board member. Sarah would represent the private sector and is recommended by Lubrizol Corporation. Christine Shoop made a motion to approve Sarah Wade to become a Lifeline Board member. Aaron Burko seconded. **Motion carried.**

Finance Committee:

- Carrie requested that \$10,000 be transferred from the savings account to the checking account. Sean Kramer made a motion to move \$10,000 from the savings to checking account. Christine Shoop seconded. **Motion carried.**

Programming/Strategic Planning Committee:

- Carrie reported that after the Board had approved the PIPP Grant in December, ODSA contacted her that the amount was incorrect and has been changed to \$22,687. Carrie presented a revised PIPP Grant budget and plan for Board approval. Lenore Collins made a motion to approve the new PIPP grant amount of \$22,687. Christine Shoop seconded. **Motion carried.**
- Carrie updated the Board that we had submitted a request to ODSA for additional HEAP Admin/Operating funds to hire an additional HEAP staff member to help with the significant volume of HEAP applications that we are receiving. The \$36,877 would cover salary and fringes for one new FTE and allow us to allocate more of our receptionist's time to HEAP. Christine Shoop made a motion to approve the request for additional HEAP funds. Lenore Collins seconded. **Motion carried.**
- Carrie distributed information to the Board regarding the 2020 Annual Dinner award nominations. The award descriptions and list of previous winners were included. Carrie requested that the Board review the materials. The Board is welcome to submit nominations—they're due by February 28. A final vote on nominations will take place at the March Board meeting.

Fundraising Committee:

- Annual Campaign: Carrie reported that the Annual Campaign will run through March 31, 2020. The goal remains at \$15,000. Carrie reported that we are trending ahead of last year's annual campaign, which is good news! Board giving is currently at 53% (9 of 17 Board Members). Reminder post cards were mailed on January 7.

Human Resources Committee:

- Unpaid Leave: Carrie updated the Board about two Lifeline employees who are on leaves of absences. One staff member was reissued her paid leave on January 1st and will be able to continue paid time off until the February Board meeting. The second employee who has been on unpaid leave will also be reissued her 2020 paid time off, however, that will not extend until the February Board meeting. Ongoing documentation is being collected and her status will be reviewed at the February meeting. Pam Gouldsberry made a motion to allow for unpaid leave absence for second employee until February 19, 2020. Christine Shoop seconded. **Motion carried.**

Facilities Ad Hoc:

- The Committee continues to review the lease. We have a meeting scheduled with Dan Smith/Consolidated Investment Corp. on Jan. 23 to review our concerns on the latest draft of the lease.

Geauga Ad Hoc:

- Carrie updated that things are on hold with Geauga County for now, until we receive approval of the CSBG Grant. ODSA is working on reviewing the grants, but ours haven't received approval yet. We do have office space and a staff member ready to begin as soon as the grant is approved.

Finance Report:

- Carrie will be sending the financial reports for November as soon as possible.

Director's Report:

- Carrie thanked the Board for their support in sending she and Marina to Puerto Rico for the National Community Action Partnership Management & Leadership Training Conference—it was a unique, but good experience. They were there for the earthquakes, which did affect the conference, as some speakers cancelled, but it was an excellent networking opportunity and still offered many valuable sessions.
- Carrie reminded the Board that she had tickets to the Support Our Seniors Spaghetti Dinner on Feb. 13—Lifeline is asked to sell 20 tickets. The SOS event helps fund the levy campaign for the senior services levy, which supports our Volunteer Guardian Program. Please see Carrie after the meeting if you'd like tickets.

- Carrie handed out several fliers with information on the 2020 Census and asked the Board to please help spread the word to friends, family and neighbors in Lake County about the importance of completing the Census!

Program Report:

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

Old Business: None

New Business: None

General Board Discussion: None

Adjournment: Aaron Burko made a motion to adjourn at 7:12 p.m. Pam Gouldsberry seconded. **Motion Carried.**