

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

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

**Personal moment of silence observed**

**In Attendance:** Doris Behnke, Aaron Burko, Lenore Collins, Pamela Gouldsberry, Sean Kramer, Jennilynn Patterson, Kate Stein, Melissa Amspaugh, Sue Whittaker, Paula Gordos, Rob Moore, Carrie Morgan, John Shepard

**Excused:** Tony Zampedro, Christine Shoop, Robert Weger

**Absent/Unexcused:** Pam Morse

**Guests:** None

**Staff:** Carrie Dotson, Michelle Mezaris

**Quorum Determination:** Quorum Achieved

**Additions or amendments to the agenda:** The October agenda should reflect the finance report is for the month of August, not July.

**Approval of minutes:** Lenore Collins made a motion to accept the minutes of the September 18, 2019 Board meeting. Sean Kramer seconded. Rob Moore, Paula Gordos and John Shepard abstained. **Motion Carried.**

**Public Comment/Introduction of Guests:**

- None

**Committee Reports:**

**Programming/Strategic Planning Committee:**

- Community Needs Assessment: Carrie reviewed the draft of the 2019 CNA. She shared some trends identified in the report including a decrease in food insecurity, continued gaps in transportation and housing needs. Carrie stated that the focus groups identified social service provider gaps related to translation and non-traditional hours of services as concerns. Rob Moore made a motion to approve the 2019 CNA. Paula Gordos seconded. **Motion carried.**
- Quarterly Strategic Plan Review: Carrie reviewed the agency's current strategic plan and reviewed items that have been accomplished, in progress or not yet started. This is the ending of the first year of this three-year plan and many items have been completed.

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

**Fundraising Committee:**

- Dancing Under the Stars: Carrie reported that the 2019 Dancing Under the Stars Event was record setting. The event raised a net of \$103,500 in which Lifeline will receive \$51,805.
- Annual Campaign: Carrie distributed the Annual Campaign letters to Board members to sign and return by conclusion of the meeting. The mailing is scheduled to go out on October 31. Carrie will email the AC letter that will allow Board member to use it as a template for emails and other communication methods to encourage donations through the online donation option. The AC goal is set for \$15,000.

**Finance Committee:** NONE

**Human Resources Committee:**

- Carrie shared Lifeline is in the interviewing and hiring process for both vacant positions within the agency that include a Program Manager and Administrative Assistant.

**Facilities Ad Hoc:**

- Carrie updated the Board that the agency is still awaiting a lease for the new property and will review with the committee once received.

**Finance Report:**

- Carrie provided financial reports for August.

**Geauga Ad Hoc:**

- Carrie provided an update regarding the various aspects of the Geauga County CSBG funding. At the last Geauga County's Commissioners meeting, the officials decided to vote against supporting Lifeline as the designee for funds. Two commissioners voted against this motion and one abstained from voting. Also, as part of this process, Lifeline still needs a letter of endorsement from Aquila Township in order to proceed. If this does not occur then Geauga County will be an unserved county and lose CSBG funding for its residents.

**Director's Report:**

- HEAP Customer Appreciation Days: Carrie distributed the sign-up sheet for the first day of HEAP Friday, November 1<sup>st</sup>. Board members had the option of volunteering time on this day to assist with customer service or donate items that can be used for lobby snacks for clients such as granola bars and water.
- Carrie was informed by the agency attorney, Glenn Forbes, that Lifeline is receiving \$6,970 from a foreclosure on a property that the agency had assisted with down payment assistance in 1999. Carrie stated the funding will be used toward moving expenses.

**Program Report:**

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

**Old Business:** None

**New Business:**

- Carrie distributed an article that was printed in the Lake Legal News by the Lake County Bar Association. The article highlighted Lifeline's Volunteer Guardian Program and was written by Probate Court Judge Mark Bartolotta.

**General Board Discussion:** None

**Adjournment:** Kate Stein made a motion to adjourn at 7:03 p.m. Sean Kramer seconded. **Motion Carried.**