

**Lifeline, Inc. Board of Directors**  
**August 19, 2020 via Zoom!**

**Call to order:** Meeting called to order by President John Shepard at 6:03 PM

**Personal moment of silence observed**

**In Attendance:** Kate Stein, Lenore Collins, Pam Gouldsberry, Sean Kramer, Pam Morse, Jennilynn Patterson, John Shepard, Christine Shoop, Bob Weger, Sarah Wade, Ryan McGuinness, Melissa Amspaugh, Paula Gordos, Carrie Morgan

**Excused:** Julie Novak

**Absent/Unexcused:** Tony Zampedro, Aaron Burko

**Guests:** Sarah Welch

**Staff:** Michelle Mezaris

**Quorum Determination:** Quorum Achieved

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

**Approval of minutes:** Christina Shoop made a motion to approve the minutes of the July 15, 2020 Board meeting. Sean Kramer seconded. **Motion Carried.**

**Public Comment/Introduction of Guests:** None

**Committee Reports:**

**Executive:**

- Michelle reported that on 8/5 the committee met to discuss the purchase of six new laptops that will be needed for staff who will be working remotely part time. Lifeline has created an adapted work schedule that will require all staff to have laptops to continue work while not in the office. John Shepard made a motion to reaffirm the Committee vote to purchase the six laptops. Bob Weger seconded. **Motion carried.**

**Finance:**

- The Board was provided the 2<sup>nd</sup> quarter endowment statement with Board packets. Michelle reported that the Endowment lost \$9,771.75 during the last quarter. The Board discussed the likelihood that this is in response to COVID-19 uncertainty in the stock market.

**Fundraising:**

- Dancing Under the Stars Updates/Needs: Michelle reported that items for the DUTS raffle are still needed. She stated that Lifeline needs to represent the agency by having raffle items such as baskets, gift cards or other items that can be included. John Shepard asked if any Board member would be willing to lead this initiative and Melissa Amspaugh (Committee Chair) agreed to coordinate the efforts. Board was encouraged to contact her directly regarding donations. Michelle reminded Board that all donations are due to Lifeline no later than August 28<sup>th</sup>.
- Annual Campaign: Michelle referred to Carrie's Director Report that the Annual Campaign will start in September and goals will announced at the next meeting. Michelle reported that this Campaign is specifically important due to the cancellation of DUTS this year. Use of social media will be particularly important.

**Programs & Planning:**

- None

**By-laws & Membership:**

- Sarah Welch is attending her second Board meeting and is eligible to be voted in to be a full member. She represents Geauga County. Paula Gordos made a motion to approve Sarah Welch to become a member of the Lifeline Board. Sean Kramer seconded. **Motion carried.**

**Human Resources:**

- Michelle reported that she and Carrie have worried for the last few months about having to shut down the entire office to quarantine for 14 days if a staff tested positive and the impact this would have on our clients and services. With the CARES Act funding allowing us to purchase additional laptops, we now have the capability for every staff to be able to work remotely. We brainstormed and have devised a new staffing plan that we plan to launch August 31—we’ve split the staff strategically into two teams. One team will work in the office Mondays, Wednesdays and every other Friday. The second team will work in the office Tuesdays and Thursdays and the opposite Fridays. Both teams will work from home/remotely on the days they’re not in the office. We plan to operate this way through the end of 2020. Our hope is that in the event of a positive test, we’d only have to quarantine half of the staff and the other team could work in office five days a week during that quarantine, leaving no disruption of service to our clients. All staff seemed very agreeable to this plan and that we have had conversations about how important communication will be, as well as how important regular disinfecting of surfaces, etc. will be.
- Pam Gouldsberry reported that Carrie’s annual evaluation is underway and that the Board is examining several areas that will contribute to the final report.

**Ad Hoc Facilities Committee:**

- None

**Finance Report:**

- Carrie included the May and June Financial Report in the Board meeting packet.

**Director’s Report:**

- **Emergency Housing Funding:** We have been working furiously over the last two months writing grants to secure adequate housing funding to help the wave of evictions that we anticipate is coming. We’ve been very successful. Here’s a list of funding we have secured since June 1 to assist with eviction prevention:

Ohio Housing Finance Agency Round 1:	\$66,755.91	(general population/COVID related)
Ohio Housing Finance Agency Round 2:	\$26,000	(general population/COVID related)
Ohio Housing Finance Agency Round 3:	\$23,014.05	(reentry population/COVID related)
Housing Families Now Grant	\$91,708	(TANF eligible families)
Homeless Crisis Response CARES	\$155,326	(general population/COVID related)

**TOTAL: \$362,803.96**

**Program Report:**

- ODMHAS—Quality Assurance Activities: None.
- Client Rights Activities/Grievances: None.
- Program Updates: None.

**Old Business:**

- John Shepard thanked Melissa Amspaugh with helping with the staff luncheon. The leftover funds will be used to purchase staff a toaster oven.

**New Business:**

- None

**General Board Discussion:**

- None

**Adjournment:** Christine Shoop made a motion to adjourn at 6:39 p.m. Lenore Collins seconded. **Motion Carried.**