

**Lifeline, Inc. Board of Directors
September 16, 2020 via Zoom!**

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

Personal moment of silence observed

In Attendance: Kate Stein, Lenore Collins, Pam Gouldsberry, Sean Kramer, Pam Morse, Jennilynn Patterson, John Shepard, , Bob Weger, Ryan McGuiness, Melissa Amspaugh, Paula Gordos, Carrie Morgan, Julie Novak, Aaron Burko, Sarah Welch

Excused: Christine Shoop

Absent/Unexcused: Tony Zampedro, Sarah Wade

Guests:

Staff: Michelle Mezaris, Carrie Dotson

Quorum Determination: Quorum Achieved

Additions or amendments to the agenda: None

Approval of minutes: Lenore Collins made a motion to approve the minutes of the August 19, 2020 Board meeting. Sean Kramer seconded. **Motion Carried.**

Public Comment/Introduction of Guests: Carrie introduced Tom Quade, Geauga County Health Commissioner. Tom was on the former GCA Board and is interested in joining our Board.

Committee Reports:

Finance:

- Carrie reported that there were no new updates but the Committee will be meeting soon regarding the FY19 audit and an audit services RFP.

Fundraising:

- Dancing Under the Stars Updates/Needs: Carrie thanked the Board members who contributed to the DUTS raffle that goes live this weekend. The Board thanked Melissa Amspaugh and Sarah Wade for helping to coordinate this piece of the project. Please help spread the word on our raffle and purchase if you're able!
- Annual Campaign: Carrie said that the net goal of the AC this year is \$15,000. She is working on the annual newsletter that will be distributed to the community and will also include news regarding the expansion into Geauga County and program success stories. Carrie explained to the Board that the funds from the AC go into the unrestricted account that is used for new programs and costs such as the most recent move. Carrie asked for updated donor lists from each Board member and pledge cards no later than October 2.

Programs & Planning:

- None

By-laws & Membership:

- Carrie reported that Carrie Morgan has resigned as a member of the Board. She is relocating to Toledo, Ohio. John thanked Carrie for her service to the Lifeline Board

Human Resources:

- Carrie reported that Michelle Mezaris has resigned in her position as Director of Community Services at Lifeline. Her last day is in October. The agency is in the process of interviewing for her replacement.
- Carrie requested an unpaid leave of absence for an employee through October 21 due to an unexpected surgery. At that time, her situation can be reevaluated for further discussion. Aaron Burko made a motion to approve employee unpaid leave of absence. Pam Morse seconded. **Motion carried.**
- **Executive Session:** Executive Director Annual Review
 - 6:19 PM Pam Morse made a motion to leave regular session and enter into Executive Session. Bob Weger seconded. **Motion carried.**
 - 6:34 PM Jennilyn Patterson made a motion to exit Executive Session and return to regular session. Aaron Burko seconded. **Motion carried.**
- Pam Gouldsberry made a motion to accept the annual review of the Executive Director and approve a salary increase of 2.5% for the Executive Director. Sarah Welch seconded. **Motion carried.**

Ad Hoc Facilities Committee:

- **New Facility Lease:** Carrie shared with the Board that Lifeline has received the final draft of the lease for the new space. There was an additional section added that reflects the construction deadline. This states that if the project is not completed by June 1, 2021, that Lifeline can terminate the contract without penalty. The draft has been reviewed by our attorney, David Harvey, who is happy with it and approves it. Pam Morse made a motion to approve the new facility lease. Paula Gordos seconded. **Motion carried.**

Finance Report:

- N/A

Director's Report:

- Lifeline, in collaboration with RSVP, Laketran, Council on Aging, UWLC and Lake County Senior Services, was awarded the Lake County Development Council's Top 20 of 2020 Award for the Senior Grocery Delivery Program this past spring. We're incredibly proud to have been involved with that project and its successes and thrilled to have been recognized for it. We received the award virtually at LCDC's annual meeting.
- **Governor's Imagination Library:** Carrie updated that we were approached by First Lady Fran DeWine's office and asked to partner on her primary project, the Ohio Governor's Imagination Library—they were in need of a county-wide partner for Lake County. We have happily agreed to step into that role. The OGIL provides one book a month to all registered children in Ohio—any child under the age of 5 is eligible to register and books are provided from birth to age 5 at no cost whatsoever to the child or family. As a partner, Lifeline will have three primary functions—first is fundraising, outreach and enrollment and inventory/ordering. We are excited to get this program up and running quickly!
- Carrie reported that the last day to complete the national census is September 30th. Lifeline assisted with a mailing to 3,500 low income renters through a grant Lifeline was awarded by the Cleveland Foundation.

Program Report:

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

- Program Updates: Due to COVID-19, Lifeline will not be hosting the Customer Appreciation Week normally held the first week of the Winter Crisis Program.

Old Business:

- None

New Business:

- None

General Board Discussion:

- John Shepard thanked Michelle Mezaris for her tenure at Lifeline and the Board wished her luck in her new position.
- Carrie reminded the new Board members and the Executive Committee that Board Orientation will be held via Zoom on Thursday, October 8 at 6:00 p.m.

Adjournment: Pam Morse made a motion to adjourn at 7:09 p.m. Aaron Burko seconded. **Motion Carried.**