

**Lifeline, Inc. Board of Directors  
February 17, 2021 via Zoom!**

**Call to order:** Meeting called to order by Paula Gordos at 6:01 PM

**Personal moment of silence observed**

**In Attendance:** Melissa Amspaugh, Aaron Burko, Lenore Collins, Paula Gordos, Pamela Gouldsberry, Sean Kramer, Ryan McGinnis, Pam Morse, Julie Novak, Christine Shoop, Kate Stein, Sarah Wade, Sarah Welch,

**Excused:** Jennilynn Patterson

**Absent/Unexcused:** Tom Quade, Robert Weger

**Guests:** Stephanie Johnson

**Staff:** Carrie Dotson, Jennie Best

**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 January 20, 2021 Board meeting. Sean Kramer seconded. **Motion carried.**

**Public Comment/Introduction of Guests:** Carrie introduced Stephanie Johnson, from the City of Mentor, as a potential new board member to fill the public sector slot vacated by Tony Zampedro.

**Committee Reports:**

**Executive Committee:**

- **Lifeline 2021 Lease expansion (short-term)**— Carrie updated that we've received an amendment to our 2021 lease from Renew Partners for additional space that is vacant and adjacent to our current office. This space is 960 additional square feet and would bring our total square footage to 6,806 square feet. This space will house four additional staff positions that we currently have posted. The amendment also allows for the use of the cubicles that are in the space, as well as for a minor modification of relocating our back-entry door so that the new space is secure and inclusive in our current office. The amendment will cost us an additional \$630/month in rental costs, bringing our monthly rent to \$4,820.91. It will also increase our flat electric fee by \$70/month, bringing that cost to \$435/month. We would ask for a commencement date of March 1, 2021, but with allowable access between now and then to get it wired for IT, etc. This was approved by the Executive Committee. Christine Shoop made a motion to confirm the vote of the Executive Committee for the amendment to the 2021 lease. Pam Gouldsberry seconded. **Motion carried.**
- **(2) Lake County CDBG COVID Grant Applications**
  - **Code Blue Grant:** Carrie updated that we have applied for two COVID-specific CDBG Grants through Lake County's Round 2 Process. The first was for the Code Blue Project, which Lifeline's 2-1-1 is a partner on with a variety of local churches and law enforcement departments. We would essentially be a pass-through fiscal agent for these funds. We've asked for \$7,625 for necessary PPE and supplies for the Code Blue shelter and volunteers to utilize as they get through the rest of this very cold winter. This was approved by the Executive Committee. Pam Gouldsberry made a motion to confirm the executive committee vote for submission of the CDBG-CV grant for Code Blue. Christine Shoop seconded. **Motion carried.**

- **2-1-1 Grant:** Carrie updated that the second COVID-specific CDBG grant through the Lake County Round 2 Process was for 2-1-1 staffing costs. In January, the Lake County General Health District engaged with 2-1-1 to assist with calls related to registering seniors for the vaccine distribution. Seniors have really struggled to submit the online webform and have many questions about the process. After just two days, the LCGHD phone system was overwhelmed and they reached out to 2-1-1 to help. Now, our team is answering as many as 60+ vaccine calls per day, in addition to our regular 2-1-1 calls. We're happy to help meet this community need, but it is requiring us to spend a considerable amount on overtime costs. We're also planning to hire an additional part-time staff for at least the next several months. We have asked for \$7,500 to support overtime/additional staffing costs of 2-1-1 as related to pandemic calls. This was approved by the Executive Committee. Sean Kramer made a motion to confirm the executive committee vote for the submission of the CDBG-CV grant for 2-1-1. Pam Morse seconded.

**Motion carried.**

- **AFFH Resolution—** Carrie updated that each year, we ask the Board to adopt a resolution affirming our belief in fair housing practices—a resolution to Affirmatively Further Fair Housing. This is also a requirement for submission of any CDBG or HOME grant through Lake County. Carrie asked that the Committee adopt the AFFH resolution for 2021. This was adopted by the Executive Committee. Sarah Wade made a motion to confirm the executive committee vote to adopt a resolution affirmatively furthering fair housing for 2021. Christine Shoop seconded. **Motion carried.**

#### Finance:

- **Endowment Statement:** Carrie included our quarterly/year end Endowment statement with Board packets that show we did very well in 2020. We ended 2020 with an increase in net assets of \$36,850.76 and a balance of \$288,596.51.
- **Endowment Transfer:** Carrie updated that typically once a year we make a transfer from the unrestricted savings account to the Endowment we have with the Cleveland Foundation. We were unable to do that in 2020 because we've only just received the profits from the Dancing Under the Stars raffle. Funding summaries were distributed to the Board with Board packets showing that we have a balance of \$68,052 in the savings and \$288,596 in the Endowment. Pam Morse recommended moving \$35,000 to the Endowment. Carrie said that she was a little uncomfortable with leaving so little in the savings account, as we do have an item later on the agenda to request to move \$15,000 from the savings as well for operational expenses. After Board discussion Christine Shoop made a motion to approve a transfer of \$25,000 from the savings account to the Endowment. Julie Novack seconded. Pam Morse opposed. **Motion carried 12-1.**

#### Human Resources:

- Carrie updated that new hires include: two Volunteer Guardian Program Coordinators, the new Payee Program Coordinator, and 2-1-1 I & R Specialist. These positions will be starting next week. The Administrative Assistant and Special Projects Coordinator positions have been posted and resumes are being reviewed.

#### Fundraising:

- **Dancing Under the Stars:** We received our half of the proceeds from Signature Health—final net revenue was \$67,770 and we received \$33,385 for our half. We are continuing to plan for a virtual raffle again this summer in place of the physical event, but do plan to return to the dance floor in 2022.

- **Annual Campaign 20-21:** The Annual Campaign is thriving in this time of pandemic, although it has slowed considerably! To date we have raised \$13,385 gross profit / \$13,421 net profit of our \$15,000 goal, so we are very close! We have 110 donors to date, including 11 new donors. Board giving is at 55% with 10 of 18 giving. A list of donors as of 2/12/21 was included in board packets. The campaign concludes on March 31. Carrie encouraged all board members to please do what they can to help us get to goal between now and then! Board giving is at 55%. Paula Gordos encouraged all Board members to give what they are able.

**By-laws & Membership:**

- Christine Shoop made a motion for the Board to elect Stephanie Johnson as a new Board member serving in a public sector slot representing the City of Mentor. Pam Gouldsberry seconded. **Motion carried.** Carrie will get in touch with Stephanie regarding Board orientation.

**Programs & Planning:** No Report

**Ad Hoc Facilities Committee:**

- **Long-term Facility Plan:** Carrie updated that she and Jennie had a great meeting with the realtors representing Renew Partners and the Victoria Place building to look at long-term plans for an expansion. We went over a wish list of needs in a new facility, both for expansion into the large vacant space behind us, and modifications to the existing space. We also did a walk-through of the current space. They're going to work on putting preliminary drawings together for us, which will hopefully get us to a dollar amount. We also discussed doing the renovations in stages, for the most minimal disruption to our services. We told them that we'd like to move on this quickly, so we are hopeful that we may have a proposal for the Facilities Committee to review in March. After Board discussion it was agreed that we will have a plan in place with Renew before we contact Consolidated Investment about the previous plan.

**Finance Report:**

- The October & November 2020 Finance Reports were included in Board packets.

**Director's Report:**

- **Ohio Governor's Imagination Library:** Carrie updated that enrollment continues to climb, with 1,346 Lake County kids now enrolled in our program. Carrie explained that in most every county in Ohio, there is one county-wide Imagination Library. In Lake County we currently have four—one for Wickliffe, one for Kirtland and one for Mentor/Mentor on the Lake/Concord, and then ours which covers the balance of the county. After very thoughtful discussion, Mentor's Imagination Library has decided that it supports the model of one county-wide Imagination Library and in turn will be folding within the next few months. We will be absorbing all of their children (around 1,500) into our enrollment. United Way of Lake County funds both our Imagination Library and Mentor's and are aware of this change and understand our funding request for FY22 will be higher, as it will include both requests. The folks at the Mentor Library have been incredibly supportive and will still be promoting the Imagination Library on our behalf and providing enrollment materials at all of their branches. Expect to see a significant jump in enrollment, probably in July.
- **Community HUBS:** Carrie updated that a new program that Lifeline is currently developing for a 2021/22 launch is a Pathways Community Hub, which we would launch in partnership with Ashtabula Co. CAA and Portage County CAA. There are several Pathways Community HUBS already in operation in urban areas of Ohio, which have been incredibly successful in helping low-income people connect to services to improve their outcomes in relation to the social determinants of health. This is a big undertaking and one that we didn't think we could manage on our own, thus the partnership with ACCAA and PCAC—our

HUB will serve all four counties in our footprint, encompassing much of northeast Ohio. At this time we have a seed grant from OACAA, our state association, that will help with start-up costs when the time comes and OACAA has hired a consultant who is working towards state or federal funding of this initiative. We have also engaged former State Representatives Patterson and Rogers who are enthusiastic and on board to help raise funding and awareness for the project. Eventually, we will hire several Community Health Workers who will each have a caseload of eligible clients that they will provide case management and resource referrals for. Medicaid will be billed for many of the service connections, making the program sustainable long-term—we anticipate our costs for Lake/Geauga Counties to be around \$275,000/year. In the coming months, we will be hosting a zoom meeting with Lake & Geauga providers to share more details on how the HUB will work, as well as bringing job descriptions to the HR Committee for approval. We'll also be working with our counterparts in Ashtabula and Portage Counties to begin steps for the certification process.

- **ODSA Home Relief Grant/COVID Rental Assistance:** Carrie updated that we have received grant agreements for the new CAA Home Relief Grant, which is rental assistance funding that was included in the COVID Relief package passed by the federal government in December 2020. This includes \$2,569,000 in funding for rent and utility bills for those impacted by COVID-19 in Lake & Geauga Counties (\$1,970,000 for Lake County and \$599,000 for Geauga County), with a spending deadline of December 31, 2021. This brings our total in COVID-housing relief funding to \$4,658,412 for Lake & Geauga Counties. Christine Shoop made a motion to approve submission of the Home Relief Grants for Lake & Geauga Counties. Pam Morse seconded. **Motion carried.**
- **UWLC Application:** Carrie explained that United Way of Lake County has released their FY22 application online. They have less funding than in previous years because their campaign was severely impacted by COVID-19. They've asked agencies to only apply for currently funded programs, not new programs. And they've asked us to evaluate where we can ask for less—for example if we have programs that have been on hold due to COVID, etc. This leaves Lifeline with three programs we can apply for—Rental Assistance Program (\$16,118 FY21), Prescription Assistance Program (\$10,500 FY21) and the Lake County Imagination Library (\$20,000 FY21). Carrie is recommending funding requests for FY 2022 to include: Rental Assistance Program (\$16,000), Prescription Assistance Program (\$5,500) and Lake County Imagination Library (to include our current coverage area and Mentor) (\$35,000). These grant applications are due by March 15 and require Board approval. Pam Morse made a motion to approve these grant applications as recommended by Carrie. Christine Shoop seconded. **Motion carried.**
- **Transfer to Corporate:** Carrie asked the Board to approve a transfer of funding from our unrestricted savings account into the corporate fund of our checking account—this allows us to pay for things not allowable under federal grants, including some membership dues, training costs, equipment, supplies, etc. Last year the Board also approved an additional transfer to cover the cost of legal & consulting fees. Carrie asked the Board to approve a transfer this year from the savings to the corporate checking in the amount of \$15,000--\$10,000 for general expenses and \$5,000 for legal & consulting fees. We know we will incur legal fees for both the long-term lease negotiations that will need to take place, as well as for some of the HR projects that will be underway. Kate Stein made a motion to approve the transfer. Pam Morse seconded. **Motion carried.**

**Old Business:** John Shepard sent a thank you card to Carrie in regard to the gift sent for the passing of his father and she read it to the Board.

**New Business:** None

**Adjournment:** Christine Shoop made a motion to adjourn at 7:08 p.m. Aaron Burko seconded. **Motion carried.**