

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

Call to order: Meeting called to order by Paula Gordos at 6:04 PM

Personal moment of silence observed

In Attendance: Melissa Amspaugh, Aaron Burko, Lenore Collins, Paula Gordos, Pamela Gouldsberry, Stephanie Johnson, Sean Kramer, Ryan McGinnis, Julie Novak, Jennilynn Patterson, Christine Shoop, Kate Stein, Robert Weger, Sarah Welch,

Excused: Tom Quade

Absent/Unexcused: Pam Morse

Guests:

Staff: Carrie Dotson, Jennie Best

Quorum Determination: Quorum Achieved

Additions or amendments to the agenda: None

Approval of minutes: Sean Kramer made a motion to approve the minutes of the February 17, 2021 Board meeting. Christine Shoop seconded. **Motion carried.**

Public Comment/Introduction of Guests:

Committee Reports:

Executive Committee: No report

Finance:

- Carrie updated that field work will be completed for our FY 2020 audit the first week of May. Larry Johnson from Snodgrass and Barb Crabtree, our fiscal consultant at Pike CAC, are both retiring this summer and our goal is to have the audit completed by that time.

Human Resources:

- Carrie gave an update on staffing—we've hired five new employees in the last month (two for 2-1-1, one for the representative payee program and two for the VGP). We're in the interview phase for three additional staff—the administrative assistant, the special projects coordinator and an additional housing intake worker. We've had one resignation, Jackie Tubbs, our 2-1-1 Manager. We posted internally and have promoted from within for that position.
- Carrie also updated that we had an employee file a workers' comp claim to BWC.
- The Committee is working on updates to the wage & salary plan for Lifeline. They'll be proposing the typical 6% adjustments (3% for 2021 and 3% for 2022), but are also doing some research on wage & salary levels around the state to compare where we're at, so additional revisions may be suggested. The Committee is also keeping in mind that there is discussion at the federal level to potentially raise the minimum wage to \$15—this would likely be incremental and a few years down the road, but is worth thinking about now, as we have several positions that pay considerably less.
- Carrie said that additional projects HR will be tackling this year include a review/revision of all of

Lifeline's job descriptions and a complete overhaul of the Personnel Policies Manual.

- Carrie has one staff who has requested a leave of absence for medical reasons—she will be out the entire month of April and will use vacation and sick time for some of it, but will require a couple of week of unpaid leave for the balance of her recovery period. Christine Shoop made a motion to approve the unpaid leave of absence. Julie Novak seconded. **Motion carried.**

Fundraising:

- **Dancing Under the Stars:** Carrie updated that 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 dancefloor in 2022. More details on the virtual raffle will be forthcoming.
- **Annual Campaign 20-21:** Carrie shared that the annual campaign is thriving in this time of pandemic and we're on track to meet our goal! To date we have raised \$14,771 gross profit / \$14,292 net profit of our \$15,000 goal, so we are very close! We have 127 donors to date, including 15 new donors. Board giving is at 89% with 17 of 19 giving. The campaign concludes on March 31—please do what you can to help us get to goal between now and then! Paula encouraged all Board members to donate if they are able.

By-laws & Membership: No report

Programs & Planning:

- Carrie updated that Jeff Diver will again be assisting us with the Strategic Plan for 2022-24 and we'll hold a retreat sometime in October or November 2021. Stay tuned for a Doodle poll on available Saturdays.
- The Community Needs Assessment will be completed before the strategic planning retreat—we anticipate completing that project this summer as usual.

Ad Hoc Facilities Committee: No report

Finance Report:

- December 2020 financials were included in Board packets.

Director's Report:

- Carrie updated the Board that both of our Lake County CDBG-CV grants, one for 2-1-1 and one for Code Blue, were approved at the fully requested amounts.
- Carrie let the Board know that spring grant season is beginning and RFPs are starting to roll out—she'll have several proposals that need Board approval at the April & May Board meetings.

Program Outcome Report:

- Carrie updated that HEAP WCP concludes March 31 and that VITA has been extended through May 17 along with the IRS tax filing season. Those two programs are busy right now, as is 2-1-1 with tax and vaccine related calls. We are planning a big PR push in April for the Coronavirus Relief Funds to continue to make the communities aware that the funding is available to those who have a need and qualify.
- There are no grievances or quality issues at this time.

Old Business: None

New Business: Paula updated the Board that a concern in regard to a conflict of interest was brought to her attention by a Board member. Paula, as Board President; Christine, as Chair of the By-laws Committee; and Pam G., Chair of the HR Committee, met to discuss the matter with Carrie. The meeting outcome was that there was no concern for breach but there are gaps in current policies and opportunities for misinterpretation were

identified. Three recommendations were made:

1. The By-laws committee will review conflict of interest policy and statement to determine if any modifications need to be made.
2. The Finance committee will look at the fiscal policies and determine if conflict of interest language needs to be added for clarity. The current language wasn't clear for guidance.
3. The Board of Directors and administrative staff will receive conflict of interest training annually.

Carrie updated that she has engaged a consultant, Dani Robbins, Director of Nonprofit Administration at John Carroll University, to provide Board training on conflict of interest and roles/responsibilities in May. She'll also be reviewing our by-laws and policies to make any professional recommendations. Carrie suggested that neither Committee should make changes until after we've received her feedback and completed the training.

Adjournment: Christine Shoop made a motion to adjourn at 6:25 p.m. Julie Novak seconded. **Motion carried.**