

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

Call to order: Meeting called to order by President John Shepard at 6:02 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, Jennilynn Patterson, Tom Quade, John Shepard, Christine Shoop, Sarah Wade, Sarah Welch, Tony Zampedro

Excused: Kate Stein

Absent/Unexcused: Robert Weger

Guests: None

Staff: Carrie Dotson, Jennie Best

Quorum Determination: Quorum Achieved

Additions or amendments to the agenda: None

Approval of minutes: Pam Morse made a motion to approve the minutes of the November 18, 2020 Board meeting. Pam Gouldsberry seconded. **Motion Carried.**

Public Comment/Introduction of Guests: None

Committee Reports:

Finance:

- **FY 2020 Fiscal Year Audit:** We have signed the audit engagement letter with Snodgrass of NEO and they will begin the 2020 fiscal year audit after we close out the books for 2020, likely in April. Carrie updated that per the CSBG National Standards, CAAs are required to bid out for audit services every five years. We were due to bid out in fall 2020 for the FY 2020 audit, but due to COVID-19, Lifeline will postpone this until next year. Carrie said she felt strongly that this would not be a good year to change auditors due to all of the new funding streams coming in related to COVID-relief. We feared that with the workload, our current auditors wouldn't take the time to submit a proposal and it would be an extremely difficult task to work with brand new auditors in such a time of change.

Fundraising:

- **Annual Campaign:** The Annual Campaign is off to a really great start. It's early, as the campaign runs through March 31, but to date we have raised \$8,085 gross profit / \$7,735 net profit of our \$15,000 goal, so we are over half way there! We have 62 donors to date, including five new donors. Board giving is at 33% with 6 of 18 giving. Carrie asked Board members to continue to talk to their contacts and promote the Annual Campaign. She also updated that thank you letters will be handled differently this year. Carrie will send out the thank you letters with just her signature, instead of asking Board members to come into the office to sign them. Board members are asked to send personal thank you notes or emails or phone calls to their personal contacts who give. The donor list is updated and provided each month.
- **Dancing Under the Stars:** We are in the process of closing out Dancing Under the Stars and waiting for a few more checks to come through to do so. We are hoping to close out before the end of the year.

Rough estimates show a net profit of around \$65,000 to be split between Lifeline and FPA/Signature Health.

Programs & Planning:

- Carrie emailed out the 2019-2021 strategic plan to all Board members for reference and at the Board meeting reviewed each goal and strategy and updated the Board on Lifeline's progress. We will work to get back to a quarterly review of the strategic plan as we make a final year push to complete more of the plan. We will plan to write a new plan later this fall for 2022-2024.

By-laws & Membership:

- A sincere thank you was given to John Shepard for his years of service on the Lifeline Board, including serving two terms as the Board president. Lifeline has appreciated his leadership and insight. John responded that he is proud to be a part of the organization.

Human Resources:

- Jonathon Rogers has been hired as the CARES Intake Specialist. He is a full-time temporary employee with funding until September 2022. He will be assisting with a lot of the work around the Coronavirus Relief Funds.

Ad Hoc Facilities Committee:

- **New Facility Lease:** Minutes from the Committee's early December meeting were included with Board packets. Our primary plan is still to move forward with Dan Smith and Consolidated if we can get a reasonable completion date--our attorney, David Harvey, has reached out to Consolidated's attorney to try to get the process moving again. To date we have received no reply from Consolidated or his attorney. Carrie has also spoken with Victoria Place owner to see about possible options there as a backup plan. Victoria Place will be undergoing some significant exterior renovations and the owner would be glad to work with Lifeline to configure a space. Carrie will continue to keep the Board posted.

Ad Hoc Nominating Committee:

- Pam Morse updated that a slate has been agreed upon by the committee and the committee will present the slate at the January board meeting for a vote.

Finance Report:

- The September Financial Report was included with packets.

Director's Report:

- **CRF 2.0:** Carrie updated that it is our understanding that Governor DeWine is releasing a second round of Coronavirus Relief Funds (affectionately referred to as 2.0) to CAAs around Ohio in January 2021 using a different pot of CARES Act funding. We are estimating that the funding will be around one million dollars and will be spread out over a longer period of distribution. Rent and mortgage assistance will continue to be a significant need, especially once the moratoriums are lifted. Our state association assures us that the Governor is pleased with the current work being done. Carrie told the Board that she would have more details at the January meeting.
- **WRJSL:** Carrie updated that she'll also be submitting a grant request this week to WRJSL's Community Grants Program for our Ohio Governor's Imagination Library Project. We plan to request \$3,150—this would allow us to provide books for 1,000 Lake County kids for three months!

- **Lake County Board of DD/Deepwood:** Carrie shared with the Board that we were thrilled and thankful to receive word from the Lake County Board of DD this week that they will be making a \$20,000 contribution to the Volunteer Guardian Program for 2021, which in part serves the DD community. This is their second donation of \$20,000, after donating previously in 2019.
- **COVID-19 Vaccine for VGP staff/volunteers:** Carrie updated that after discussion with OMHAS and the local ADAMHS Board, it has been recommended that Lifeline’s VGP staff and volunteers receive the COVID-19 vaccine if they choose, as they work directly with wards in nursing homes, group homes and other congregate settings. Lifeline is working with the LCGHD to pursue this. After many discussions, Lifeline will also recommend that guardians advocate for all of their wards to receive the vaccine, unless suggested otherwise by their medical provider. Information and training will be provided to guardians as this process progresses.

Program Report:

- ODMHAS—Quality Assurance Activities: None
- Client Rights Activities/Grievances: None
- Program Updates:
 - **HEAP WCP:** Carrie updated that the HEAP WCP started November 1. So far 97 applications have been approved which is significantly less than where we were in 2019. This is most likely due to the fact that most utility companies still have a moratorium on disconnects due to COVID-19. When the moratoriums are lifted, we are expecting a big increase in applications.
 - **Coronavirus Relief Fund (CRF):** Carrie updated that as of 12/14, we have spent \$404,795 of our \$1,000,412 allocation of CRF funding—these are just funds spent, and doesn’t include funds obligated to approved or pending applications. At this time no extension has been approved, so we are working to spend this funding out before the end of the year. The staff have been working incredibly hard, including many overtime hours to process as many applications as possible—as of Wednesday Dec. 9, - 102 Lake County applications had been approved and 20 Geauga. Lake County’s approvals were primarily rent assistance and Geauga County’s has been primarily mortgage assistance. In both counties we are assisting with rent, mortgage and water/sewer bills.
 - **Governor’s Imagination Library:** Carrie updated that the formal program rollout will be on January 4, 2021. The program is already enrolling children and have already enrolled 919 Lake County kids. We expect the number to easily surpass 1,000 with the formal press release and social media plan. Please help share posts and spread the word!
 - **2-1-1/Senior Produce Pick-up:** As you know, we have partnered with Laketrans, Council on Aging, RSVP, the Cleveland Food Bank and the Lake County Senior Services Office on two variations of senior produce programs this year, a home delivery in the spring in the initial days of COVID-19 and a drive through pick up through the summer months. We have a new mobile produce pantry rolling out in mid-January that will provide produce boxes to seniors throughout Lake County once a month. The mobile pantry will visit a variety of locations on Tuesdays & Thursdays throughout the month. 2-1-1 will once again be partnering to take reservations for the boxes.

Old Business:

- None

New Business:

- None

General Board Discussion:

- John Shepard gave a big thank you to all Board members! He gave an extended thank you to the executive committee for their service.

Adjournment: Sean Kramer made a motion to adjourn at 6:53 p.m. Lenore Collins seconded. **Motion carried.**