

**Lifeline, Inc. Board of Directors
November 18, 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, Lenore Collins, Pamela Gouldsberry, Sean Kramer, Ryan McGinnis, Pam Morse, Julie Novak, Jennilynn Patterson, Tom Quade, John Shepard, Christine Shoop, Kate Stein, Sarah Welch

Excused: Aaron Burko, Paula Gordos, Sarah Wade

Absent/Unexcused: Robert Weger, Tony Zampedro

Guests: None

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 October 21, 2020 Board meeting. Christine Shoop seconded. **Motion Carried.** John Shepard abstained.

Public Comment/Introduction of Guests: None

Committee Reports:

Finance:

- **Endowment update:** Carrie updated that the endowment increased by \$7,580.93 and now has a balance of \$259,296.58. Kate Stein asked what the endowment money was used for. Carrie said that when it was launched the Board intended that Lifeline would grow it before using it, unless an emergency warranted it. Future use will be seed money for new programs, facilities improvements and new equipment.
- **FY 2019 990 Filing:** Carrie had emailed out the draft of the 990 filing for FY 2019, which was completed by Snodgrass of NEO in cooperation with our audit. It was noted that the report lists Lenore Collins as board president, not John Shepard. Kate Stein made a motion to accept the FY 2019 990 Filing. Julie Novak seconded. **Motion carried.**

Fundraising:

- Annual Campaign: Carrie thanked the Board members who came into the office to sign letters. The letters will go out tomorrow. A social media campaign has been scheduled for Giving Tuesday.

Programs & Planning:

- None

By-laws & Membership:

- None

Human Resources:

- None

Ad Hoc Facilities Committee:

- **New Facility Lease:** Carrie updated that the lease has not been signed. Now there is a proposed contract change from Consolidated Investment Corp. with a commencement date of June 1, 2021 and a completion

date of December 1, 2021. This means that we could potentially be stuck in our 'temporary location' for another year. After Board discussion, it was decided that Carrie and the Board Facilities Committee will meet with David Harvey, our attorney, after he can gather more information about the proposed changes. Carrie has extended the lease with Victoria Place by one year with the option to leave with 3 months' notice.

Ad Hoc Nominating Committee:

- John Shepard appointed Christine Shoop to chair the Ad Hoc Nominating Committee this year. Pam Morse and Lenore Collins will assist Christine in preparing a slate, which will be presented for a vote at our organizational meeting in January.

Finance Report:

- The August Financial Report was included with packets.

Director's Report:

- **Coronavirus Relief Fund:** Carrie shared that this is the \$1,000,412 that Lifeline is being granted by Governor DeWine's office via ODSA for assistance with mortgage, rent and water/sewer for Lake & Geauga residents impacted by COVID. The grant breaks down as \$706,001 for Lake County and \$294,411 for Geauga County. A small amount of funding will be held for operations/admin, including overtime salary costs and our triage contract with FHRC, but that the vast majority of it would be for direct services to benefit Lake & Geauga County residents. We are partnering with Fair Housing Resource Center for triage—they'll assist with screening and intake for all rent & mortgage applicants. Christine Shoop made a motion to approve the CRF Grant. Pam Gouldsberry seconded. **Motion carried.** Carrie shared that \$75,000 has been spent in just the first two weeks of the program.
- **2021 PIPP Grant:** Carrie gave an overview of the 2021 PIPP grant (it was also provided in Board packets)—the funding primarily funds a part-time staff member to run the PIPP program, which is part of the HEAP Program. Other costs include IT, supplies and training for the PIPP staff member. Jennilynn Patterson made a motion to approve the 2021 PIPP Grant. Pam Gouldsberry seconded it. **Motion carried.**
- **2021 Senior Levy Proposal:** Carrie presented that she is recommending we request \$165,000 from the Lake County Senior Levy fund—proposals are due December 4. Carrie said that this is in the ballpark of what we've received the last two years, but allocated a little differently. This year, we are asking for \$155,000 for the Volunteer Guardian Program, which the Senior Levy fund has funded the last three years. But we're also asking for \$10,000 for 2-1-1 this year as it's doing more to support senior services within the county. Christine Shoop made a motion to approve the 2021 Senior Levy Proposal as recommended by Carrie. Pam Gouldsberry seconded it. **Motion carried.**
- **Geauga Updates:** Carrie updated that Lifeline has received approval from ODSA to continue as the interim designee as the CAA in Geauga County through December 31, 2021. It is our full intent to secure the needed support letters to secure permanent designation well before 12/31/21. Carrie said that she actually thinks our work with the CRF could be of help in securing those remaining letters as several of the municipalities have water departments who are benefiting from the program. Tom Quade said that he has a good working relationship with the Commissioners and that he is happy to help foster discussion as well—Carrie said she'd be in touch with Tom. Carrie also mentioned that she had a great meeting with Geauga United Way and that they are interested in helping to promote our programs and services, with potential to partner on a project down the road. Carrie thanked Julie Novak for helping to connect her to the Geauga United Way.

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 27 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.
- **VITA Program:** Carrie updated that some the AARP sites will not be open this year due to Covid-19 or are planning for very limited appointments. We think that this means demand will increase significantly for our VITA Tax Clinics this winter/spring. We're currently recruiting for volunteer tax preparers. Training will take place in December, with clinics beginning in mid-January.

Old Business:

- None

New Business:

- None

General Board Discussion:

- Pam Morse reminded the Board that the Painesville Shop and Stroll kicks off Thursday, November 19 and runs through Saturday, November 21.
- Christine Shoop will reach out to nominating committee members in a few weeks.

Adjournment: Christine Shoop made a motion to adjourn at 7:06 p.m. Pam Gouldsberry seconded. **Motion carried.**