



**Lifeline, Inc. Board of Directors
December 15, 2021**

Call to order: Paula Gordos called the meeting to order at 6:08 PM.

Personal moment of silence observed

In Attendance: Jennilynn Banks, Aaron Burko, Lenore Collins, Paula Gordos, Stephanie Johnson, Sean Kramer, Matt Maier, Ryan McGinnis, Jennilynn Banks, Christine Shoop, Brittany Sustar, Sarah Wade, Sarah Welch

Excused: Pamela Gouldsberry, Adam Litke, Kate Stein

Absent/Unexcused: Melissa Amspaugh, Robert Weger

Guests: Stephanie Landgraf

Staff: Carrie Dotson, Jennie Best, Rebekah Jones

Quorum Determination: Quorum Achieved

Additions or amendments to the agenda: None

Approval of Minutes – November 17, 2021: Lenore Collins made a motion to approve the November 17, 2021 Board meeting minutes. Pam Morse seconded. **Motion carried.**

Public Comment/Introduction of Guests: Paula Gordos introduced Stephanie Landgraf as a guest for the meeting of the Lifeline, Inc. Board of Directors.

Committee Reports:

- **Finance:** No report
- **Human Resources:** No report
- **Fundraising:**
 - **Annual Campaign:** Carrie informed the Board that the annual campaign is going well, and we are halfway to the goal with over \$10,000 net in December. She encouraged the Board to continue to promote the campaign and stated that there would be Facebook posts regarding the campaign that they could share with their followers. Carrie continued that the donor list was included in the Board packets, and we are currently at 88 donors.
 - **Dancing Under the Stars:** Carrie updated the Board that the committee is still looking for a chair for the DUTS event, but that they do have a date, venue, and most of the pros lined up. The date will be Friday, August 5, 2022, at the Croatian Hall. Once the chair is on board, the committee will be able to move forward with getting a celebrity cast. Please save the date!
- **Programs & Planning:** Carrie informed the Board that she received the first draft of Lifeline's Strategic Plan from consultant Jeffrey Diver. She continued that she and Jennie would review the draft before sending Jeff their initial thoughts so that he may update the plan. Carrie continued that once that updated version is received there would be a Programs & Planning Committee meeting scheduled to review the draft before presenting it to the Board for approval. Carrie stated that she is hopeful to have the plan ready for the January or February Board meeting, depending upon how quickly the committee can meet and how quickly Jeff can make revisions.

- **By-laws & Membership:** Carrie informed the Board that she sent out reminders to the members whose terms expire 12/31/21 and are eligible for reappointment. She thanked those who have already sent new reappointment letters back. Carrie continued that Melissa Amspaugh will not renew her term due to time constraints, and they have already announced a recommended replacement for her at Lakeland. Carrie encouraged the Board to send Melissa a farewell email to thank her for her service on the Board for the past three years since she couldn't be here tonight. Carrie continued that tonight would also be Pam Morse's last meeting. Pam has been on the Board since 2009, has been a Board president, and has been on each of the committees at least once. She continued that Pam has agreed to stay on the Facilities Committee during Lifeline's time of transition. Carrie extended thanks to both Board members. We also, again, welcomed Stephanie Landgraf, who is recommended for our Board by Judge Mark Bartolotta at the Lake County Probate Court as a potential public sector representative.
- **Ad Hoc Facilities Committee:** Carrie confirmed that, as mentioned at last month's Board meeting, Lifeline must be out of the Victoria Place building by June 30, 2022, and that a 90-day release clause was written in the updated lease in case we wish to leave sooner. Carrie stated that she and Jennie went and viewed office spaces at the KeyBank building in Painesville. Dan Smith of Consolidated Investment Group owns the property and has two office suites across from each other that are both approximately 2,500 square feet. Carrie stated that while the setup is not ideal, they could work for Lifeline in the short term. Additionally, it would save Lifeline a considerable amount of money due to housekeeping and utilities being included. Carrie confirmed that she received floor plans from Dan, and she is waiting on pricing so that she may call a committee meeting. She continued that there is also a space on the fourth floor that Lifeline would be able to utilize as a meeting space for Board meetings, staff meetings, storage, etc.; thus, Dan stated he would send pricing for that space as well. Carrie said that ideally, we'd prefer to move in late-April or May, as those are our slowest months for programming, but that a June move is also a possibility. Carrie stated that there are a couple of options for a long-term plan and that she is very hopeful about one of them. She concluded that she would share more details as they are available.

There was further Board discussion about current safety and maintenance concerns. The Board decided that the bill from the property owner for the lighting maintenance that caused the office fire should be sent to Lifeline's insurance company. Carrie confirmed that she would contact the insurance company.

- **Ad Hoc Nominating Committee:** Christine Shoop confirmed that the committee met today and discussed their nominations. She confirmed that they would have a slate prepared for the January Board meeting.

Finance Report: November 2021: The latest agency-wide revenue and expenditures report was included in the Board packets. Carrie stated that as of November 30, Lifeline had year-to-date revenues of just over \$6,500,000 and approximately \$4,900,000 in expenditures. She stated that the difference of \$1,500,000 is primarily due to the cash advances of the ERAP Grant and HEAP WCP grant. There was a question about a \$20,000 contribution, and Carrie confirmed that it was a donation from the Lake County Board of Developmental Disabilities / Deepwood for the Volunteer Guardian Program. Pam Morse made a motion to approve the finance report. Sean Kramer seconded.

Motion carried.

Director's Report:

- **Director Updates:** Carrie informed the Board that the ADAMHS Workforce Proposal was approved Monday for \$30,000 for January – June 2022. The ADAMHS Board is encouraging grant recipients to write this workforce grant into their upcoming proposals in the spring for year-round funding; thus, in theory, the grant should go up to \$60,000. The grant primarily covers the wage adjustments for the programs that the ADAMHS Board funds, which are the Kinship Program, 2-1-1, Reentry and the Guardian Program. Carrie stated there also is a \$6,000 allowance for staff wellness and morale initiatives, which will include the recently Board-approved retirement contribution and events planned by the Wellness Committee. Carrie continued that the Lake County Senior Services Levy approved our ask of \$165,000 for the Guardian Program and \$12,000 for 2-1-1. Carrie stated that she received an update from OHFA who funds both the Utilities Plus Grant and the Save the Dream Program, which is the program that assists with property taxes, HOA fees, or utility fees. She continued that she had a meeting with Michael Zuren, the Lake County Treasurer, and his team sent a document with all the Lake County households that were delinquent on property taxes. Carrie stated that the program had been funded at \$100,000 and was set to expire at the end of the 2021 calendar year, but has since been extended until December 2022 with an additional \$200,000. Lifeline has sent out program information to the list provided by OHFA and to condo HOA management companies. Carrie concluded that the treasurer's office has been referring clients and that this would help in the utilization of these funds.
- **Lake/Geauga Needs Assessments:** Carrie distributed the 2021 Needs Assessments for Lake & Geauga Counties—it was our first for Geauga. She reviewed the data with the Board and presented on some of the findings. Carrie stated that these assessments would be the basis for the next two years to drive new programs and fill gaps

in services. Carrie stated that she would be researching the identified needs, such as broadband for both counties, as well as looking into possible funding opportunities for new programs. Christine Shoop made a motion to approve the 2021 Needs Assessments for Lake & Geauga Counties. Jennilynn Banks seconded. **Motion carried.**

- **Lake & Geauga CSBG Grants:** For the 2022 – 2023 Community Services Block Grants, Lifeline received an allocation of \$533,066 for Lake County and \$269,575 for Geauga County. Carrie went through a breakdown of both the Lake & Geauga CSBG budgets with the Board and explained that these grants are always open to revision; thus, as Lifeline's needs change, updates can be made. The question was raised if there was a greater allocation for Geauga County over previous years, and Carrie confirmed that there was a slight increase of a few hundred dollars. Carrie also presented on the various programs that would be included in the CSBG Plan for 2022 and 2023 for Lake & Geauga Counties and what programs we're eliminated—the programmatic decisions were based on the Needs Assessment priorities. Pam Morse made a motion to approve the Lake County CSBG Grant. Christine Shoop seconded. **Motion carried.** Christine Shoop made a motion to approve the Geauga County CSBG Grant. Sarah Welch seconded. **Motion carried.**
- **Transfer to Corporate Account:** Carrie informed the Board that usually around this year, the Board approves a transfer from the Lifeline savings account to the corporate fund of the checking account to pay for non-allowable expenses under grant funding. She continued that non-allowable expenses include legal fees, job advertising, any local expenses such as chamber dues, meetings, water bills, etc. Carrie recommended a transfer of \$12,000 from Lifelines savings account to the corporate account. The question of the corporate accounts' current balance was raised, and Carrie confirmed that it was approximately \$1,500. Pam Morse made a motion to approve the transfer of \$12,000 from savings to the corporate account. Christine Shoop seconded. **Motion carried.**
- **Organizational Rep Payee Bank Account Signers:** Carrie updated the Board that the Organizational Representative Payee Program is finally up and running and our first clients have been enrolled. Carrie thanked Congressman Joyce and his team for helping to move this program along. Carrie continued that they had a meeting with First National Bank on December 16 to set up a checking account for the payee program, as the funds must be kept separate from agency accounts. The SSA has many guidelines on the type of account, such as an interest-bearing checking account and low or no maintenance fees. A motion from the Board is required to designate the signers for that account. Carrie would like to recommend Carrie Dotson, Jennie Best, and the Representative Payee Program Coordinator Dane Frasure as signers for that account. The question was posed if two signers would be required for checks, and Carrie stated that it will be recommended. Christine Shoop made a motion to designate Carrie Dotson, Jennie Best, and Dane Frasure as signers for the Rep. Payee bank account with First National Bank. Aaron Burko seconded. **Motion carried.**
- **Program Report:**
 - **ODMHAS—Quality Assurance Activities:** No report
 - **Client Rights Activities/Grievances:** No report
 - **Program Updates:** Community Services, VGP and 2-1-1 outcome reports, plus the HEAP WCP data, were included in Board packets. Carrie updated the Board that HEAP continues to face the challenge of phone appointments. When in-person, the HEAP applicants have their documentation with them, and the staff can approve them immediately. With phone appointments, unfortunately, clients must still provide documentation, but the process can take weeks, which often results in the application being denied because their pending period expires. Carrie stated that this delay explains the discrepancy between the reported 211 applications and 122 approvals because many are likely pending receipt of documentation. Carrie continued that much of the HEAP staff's time is tied up in follow-up with applicants, and they are anxious to return to fully in-person application process once approved by the state. Carrie announced that VITA tax clinics will launch in January 2022.

Old Business: No report.

New Business: No report.

General Board Discussion: Paula Gordos extended thanks to Pam Morse and Melissa Amspough on behalf of the Board for their service to Lifeline.

Adjournment: Pam Morse made a motion to adjourn at 7:04 PM. **Motion Carried.**