



**Lifeline, Inc. Board of Directors
April 20, 2022**

Call to Order: Paula Gordos called the meeting to order at 6:00 PM.

Personal Moment of Silence Observed

In Attendance: Jennilynn Banks, Lenore Collins, Christina Corsi, Paula Gordos, Pamela Gouldsberry, Stephanie Johnson, Sean Kramer, Adam Litke, Matt Maier, Ryan McGinnis, Sarah Wade

Excused: Matt Armand, Christine Shoop, Kate Stein, Brittany Sustar, Robert Weger, Sarah Welch

Absent/Unexcused: Aaron Burko

Guests:

Staff: Carrie Dotson, Rebekah Jones, Karen Demko

Quorum Determination: Quorum Achieved

Additions or Amendments to the Agenda: None

Approval of Minutes: Sean Kramer made a motion to approve the March 16, 2022 Board meeting minutes. Jennilynn Banks seconded. Pamela Gouldsberry abstained. **Motion carried.**

Public Comment/Introduction of Guests: None

Committee Reports:

- **Programs & Planning:** Carrie introduced Karen Demko as the Geauga Program Coordinator, who would provide a program presentation to the Board.
- **Program Presentation—Karen Demko, Geauga Programming:** Karen gave the Board a brief overview of the Geauga County Jumpstart Program, which is a car repair program up to \$1,000 to ensure the roadworthiness of residents vehicles at ASE Certified repair shops. She reviewed program requirements and shared how the program is especially beneficial to families with small children who need to get to and from work. Karen added that Lake County recently started the Jumpstart Program, and Lifeline continues to work with partner organizations to get the word out about this valuable program.
- **Annual Dinner Updates:** Carrie reminded the Board that the Annual Dinner would be held on Thursday, May 12, 2022, at Pine Ridge Country Club, and we'll have Ohio Supreme Court Chief Justice Maureen O'Connor as our keynote speaker. Carrie asked for RSVPs and regrets to be sent to Rebekah by May 2, 2022, and that RSVP reminders would be forthcoming.
- **Human Resources:** No report.
- **Fundraising:**
 - **Imagination Night at Classic Park:** Carrie informed the Board that we have the Captains game tickets in-house and will be pushing the event in the community. She stated that Lifeline has the goal of selling 500 tickets, and the staff has made a competition to sell as many tickets as possible. Carrie concluded that the Board's support of the event is appreciated.
 - **Annual Campaign:** Carrie referred the Board to her report, stated that the Annual Campaign is close to reaching the same numbers as the previous year, and stated a list of donors as of 4/15/22 was included in their packets.

- **Dancing Under the Stars Updates:** Carrie informed the Board that DUTS would take place on Friday, August 5, 2022, at the American-Croatian Hall. She continued that a smaller cast list is close to being set and that the reveal would come shortly.
- **Finance:** No report.
- **By-laws & Membership:** No report.
- **Ad Hoc Facilities Committee:** Carrie informed the Board that Lifeline received bids from three different moving companies for the Lifeline relocation to 8 North State St. and reviewed the moving quotes with the Board, and shared her recommendations. She continued that Lifeline's IT Company would move all of our technology separately and there would be another quote for that effort. Additionally, Lifeline would send out a mailing prior to the move to inform funders, clients, and vendors of Lifeline's relocation. Sarah Wade made a motion to accept the moving quote provided by Alexander Moving Company. Matt Maier seconded. **Motion carried.**

Finance Reports: March 2022: Carrie informed the Board that the finance report was included in their Board packets. She continued that as of March 2022, Lifeline had revenues of \$2,053,330 and expenditures of \$2,201,087. Jennilynn Banks made a motion to accept the March 2022 Finance Report. Pam Gouldsberry seconded. **Motion carried.**

Director's Report

- **Director Updates:** Carrie informed the Board that the federal government put forth in the grants for the stimulus funds that if a certain percentage of funds were not utilized by a certain date that they would be reallocated. She continued that for Lake County, \$5,000,000 of \$18,000,000 was recaptured and for Geauga County, \$2,500,000 out of \$6,000,000 was recaptured. Carrie continued that Lifeline still has plenty of funds to serve our clients, and the recaptured funds were sent to urban areas of Ohio that could utilize the additional assistance.
- **FY 2023 Lake County ADAMHS Board Proposal:** Carrie informed the Board that our FY 22 ADAMHS funding was \$129,425, plus the \$30,000 in the workforce initiative grant for a total of \$159,425. The breakdown for FY 22 was \$87,425 for 2-1-1; \$10,000 for Reentry; \$15,000 for the VGP; and \$17,000 for the Kinship Navigator Program. Carrie recommends for FY23 to ask for \$192,000 and breaks down to \$120,000 for 2-1-1; \$16,000 for Reentry; \$33,000 for the VGP; and \$23,000 for the Kinship Navigator Program. The proposal is due May 2nd and requires Board approval. Ryan McGinnis made a motion to approve the FY 2023 Lake County ADAMHS Board Proposal. Jennilynn Banks seconded. **Motion carried.**
- **FY 2022 Mentor CDBG Grant Application:** Carrie informed the Board that for FY21 we received \$5,000 for 2-1-1 operations. For FY22 Carrie recommends that we ask for \$5,008.25 for 2-1-1 operations, which is equivalent to 335 hours of staff time. This grant is due May 4th and does require Board approval. Sean Kramer made a motion to accept the FY 2022 Mentor CDBG Grant Application. Pamela Gouldsberry seconded. Stephanie Johnson abstained. **Motion carried.**
- **FY 2022 Lake County CDBG Grant Application:** Carrie informed the Board that for the Lake County CDBG Grant, each year we are required to apply for a different program than the year before. She continued that last year, they funded our Representative Payee Program operations at \$20,000 and the year before they funded 2-1-1 operations at \$20,000. For FY 2022 we will be requesting that they fund our VITA Tax Clinics for \$20,000. This grant is due May 20th and does require Board approval. Sarah Wade made a motion to approve the FY 2022 Lake County CDBG Grant Application. Sean Kramer seconded. **Motion carried.**
- **FY 2022 Home Grant/Subsidy:** Carrie informed the Board that this grant is for supportive housing for single moms who are enrolled in school or job training that are working towards a degree. We subsidize rent while they are in school so that they can focus on learning. The program provides regular case management and helps them to achieve goals and remove barriers to self-sufficiency. For FY 21, we received \$27,000, which is all rent subsidy on behalf of the participants. For FY 22, we will be requesting \$30,000. This grant is due May 20th and requires Board approval. Lenore Collins made a motion to approve the FY2022 Home Investment Partnership Grant Application. Pamela Gouldsberry seconded. **Motion carried.**
- **FY 2022 Home Grant/Placement:** Carrie informed the Board that the rental assistance program helps with security deposits and first month's rent, which assists eligible persons to acquire safe and affordable housing. In FY21, we received \$60,000, which is significantly lower than in previous years because of the impact the COVID relief funds are having on this program (significant eviction prevention funding typically means fewer people moving and needing deposits). For FY 22 Carrie recommends an ask of \$140,000--this breaks down to \$125,000 for financial assistance with deposits and first month's rent and \$15,000 for staff salary. This grant is due May 20th and does require Board approval. Jennilynn Banks made a motion to approve the FY 2022 Home Investment Partnership Grant application. Stephanie Johnson seconded. **Motion carried.**

- **AFFH Resolution:** Carrie informed the Board that one of the requirements of the Mentor CDBG Grant, the Lake County CDBG grant, and the two HOME funds grants is that the Board adopts a resolution supporting Fair Housing Rights and efforts in Lake County, and pledging that the agency will do their part to do so as well. Carrie distributed copies of the proposed resolution for Board review with Board packets and assured the Board that the agency is doing all that it can to support Fair Housing, including promotion, education and training. Sean Kramer made a motion to pass the AFFH Resolution. Ryan McGinnis seconded. **Motion carried.**
- **Erie County 2-1-1 Contract Proposal:** Carrie informed the Board that Erie County in Sandusky, Ohio, has requested bids for accredited 2-1-1s to cover their county. Carrie stated that she would like Board approval to submit a contract proposal for this opportunity. She continued that Erie County would share Lifeline's current database and website, and there would be a one-time setup cost for the database to cover that service area. The proposal would also include market outreach and possible staffing costs. Carrie stated that it would be a long-term three-year contract to start. Adam Litke made a motion to approve the Erie County 2-1-1 Contract Proposal. Sean Kramer seconded. **Motion carried.**

Program Report

- **ODMHAS—Quality Assurance Activities:** No report.
- **Client Rights Activities/Grievances:** No report.
- **Program Updates:** Carrie informed the Board that tax season ended on Monday, April 18, 2022, and stated that it was the VITA program's biggest tax season to date and reviewed the VITA statistics; including filing 287 returns totaling \$372,755 and having 293 volunteer hours. She concluded that the program had a good impact on the community.
- Carrie stated that Heap Winter Crisis wrapped up on Friday, April 15, 2022, and that the program had a significant increase. Carrie referred the Board to the program report.

Old Business: No report.

New Business: Stephanie Johnson informed the Board that Anthony Zampedro is the new Administrator for Painesville Township.

General Board Discussion—May meeting date/time: Carrie informed the Board that she would send out a poll about the meeting date and time for the May Board meeting. She stated that in years past, the Board had the option of conducting the Board meeting prior to the annual dinner or else at the normal time. Carrie stated she would email the Board shortly to attain the consensus and to ensure a quorum.

Adjournment: Paula Gordos motioned for the meeting to adjourn at 6:40 PM. **Motion carried.**