



**Lifeline, Inc. Board of Directors
January 19, 2022**

Call to Order: Paula Gordos called the meeting to order at 6:06 PM.

Personal Moment of Silence Observed

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

Excused: Pamela Gouldsberry, Sean Kramer, Kate Stein, Sarah Welch

Absent/Unexcused: Adam Litke, Robert Weger

Guests: Matt Armand, Christina Corsi

Staff: Carrie Dotson, Jennie Best, Rebekah Jones, Jason Shaw, Stephanie Sulzbach-DeGidio

Quorum Determination: Quorum Achieved

Additions or Amendments to the Agenda: None

Approval of Minutes: December 15, 2021: Jennilyn Banks made a motion to approve the December 15, 2021 Board meeting minutes. Matt Maier seconded. **Motion carried.**

Public Comment/Introduction of Guests: Paula Gordos introduced two guests as potential Board members for Lifeline, Inc., Christina Corsi from Lakeland Community College and Matt Armand from Lake County Department of Utilities.

Committee Reports:

- **Programs & Planning: Program Presentation—Jason Shaw & Stephanie Sulzbach-DeGidio:** Carrie introduced Stephanie Sulzbach-DeGidio as the Kinship Navigator Coordinator and Jason Shaw as the Reentry Program Coordinator and invited them to present a program update to the Board.

Stephanie provided a report to the Board of local kinship statistics. She informed the Board that her goal is to build the program and to inform the community of this valuable resource, as there are many in the community in a Kinship situation that are unaware the Kinship Navigator Program exists.

Jason informed the Board of his current projects, which include Reentry, Transportation Assistance, and the Prescription Assistance Program. Jason reviewed the requirements for each program and informed the Board that he is eager to return to in-person meetings with his clients to better assist them in the future.

- **Finance:** Carrie informed the Board that the finance committee would be very busy this year, as there would be a state audit beginning March 1, 2022. She continued that the committee would also review Lifeline's fiscal policies sometime in February or March and would finish the risk assessment in the spring. In addition, Carrie informed the Board that Lifeline would be required to send out an RFP for new auditors to be in harmony with national standards.
- **Human Resources:** Carrie informed the Board that this committee would be mostly quiet this year. She stated that her review would happen in the summer but that the bulk of the work for the Human Resources Committee had been done in 2021.
- **Fundraising:** Carrie informed the Board that the fundraising committee would be asked to assist with the DUTS planning in conjunction with the DUTS Committee. She continued that the fundraiser is to be in-person, and a location is booked for Friday, August 5, 2022. Carrie continued that most of the professionals are lined up, and the committee is hoping to have a chair for the event next month. She continued that the Annual Campaign report and donors list were included in the Board packets, and currently, we are over 64% of the campaign goal. The campaign runs through March 31.
- **By-laws & Membership:** Carrie stated that the By-Laws & Membership Committee would meet soon and would review the 2021 Board attendance and review and address any issues. She continued that they would also revise the by-laws.

- **Ad Hoc Facilities Committee:** Carrie informed the Board that she received the floor plan and pricing for the potential temporary location and that she would present this to the committee in hopes of having an action item at the February Board meeting. She stated that Lifeline must vacate our current home by June 30, and the hope is to move later this spring.
- **Ad Hoc Nominating Committee:** Aaron Burko informed the Board that the nominating committee met and discussed that they would like to pull from the experienced Board members as well as the newer members of the Board to serve on the Board Executive Committee for the next year. The committee slate of officers included Paula Gordos as Board President, Sean Kramer as Board Vice President, Christine Shoop as Board Treasurer, and Jennilynn Banks as the Board Secretary.
- **Election of Officers:** Aaron asked if there were any nominations from the floor. Hearing none, Aaron Burko made a motion to accept the Nominating Committee's recommendation of Paula Gordos as Board President, Sean Kramer as Board Vice President, Christine Shoop as Board Treasurer, and Jennilynn Banks as the Board Secretary. Stephanie Johnson seconded. **Motion carried.**

Organizational Meeting: Carrie presented the signup sheet for the various committees to the Board and informed them that it was time to update their annual Board agreements. The Board reviewed the line points and signed both the Board Member Agreements and the Board Conflict of Interest Statement. The Board members completed their individual skills analysis.

Finance Reports: December 2021: Carrie referred the Board members to their packets for the December finance report and stated that the final report would be forthcoming. She continued that as of December 1, 2021, Lifeline had revenues of \$6,856,428 and \$5,841,186 in expenditures, leaving a difference of approximately \$1,000,000 due mainly to the ERAP Grant advance of \$1,500,000. Carrie referred the Board to the included balance sheet and stated that Lifeline is in a good financial position at this point. Christine Shoop made a motion to approve the December 2021 Finance Report. Jennilynn Banks seconded. **Motion carried.**

Director's Report

- **Director Updates:** Carrie stated that as mentioned in her report, Lifeline submitted an emergency request to UWLC for \$5,000 for VITA Clinics due to a need for expansion in response to AARP sites being extremely limited due to COVID-19. UWLC stated that Lifeline could request additional funds if needed. Carrie continued that tax clinics start next week in Painesville, Perry, Wickliffe, and Newbury, and all screening would be going through 2-1-1 before being referred to VITA volunteers.
- **Lake County ERAP 2.0 Budget:** Carrie informed the Board that the ERAP 2.0 grant runs through September 2024. ERAP 2.0 is similar to its predecessor but does not require a COVID link. Carrie continued that this grant would allow Lifeline to keep the housing intake staff on board for an additional year and a half. Carrie informed the Board that Lifeline's submitted three-year budget was not accepted, as Lake County would prefer budgets to be submitted in one-year increments. Carrie reviewed the Lake County 1-Year ERAP 2.0 budget with the Board. Christine Shoop made a motion to accept the Lake County ERAP 2.0 Budget. Ryan McGinnis seconded. **Motion carried.**
- **CSBG Organizational Standards Compliance Review/Response:** Carrie informed the Board that Lifeline underwent a remote compliance review by ODOD and reviewed the findings of that review with the Board. Carrie reviewed Lifeline's response with the Board and stated that much of the reported issues have been remedied, and the rest would be addressed within the next few months. Christine Shoop made a motion to approve the CSBG Organizational Standards Compliance Review and Response. Jennilynn Banks seconded. **Motion carried.**

Program Report

- **ODMHAS—Quality Assurance Activities:** No report
- **Client Rights Activities/Grievances:** No report.
- **Program Updates:** Carrie updated the Board on the Low-Income Household Water Assistance Program (LIHWAP) and stated that it runs through the HEAP department and allows Lifeline to pay electric, water, and stormwater. Carrie continued that the program is funded with stimulus funds through September 2022 and may be picked up in the federal budget. Carrie stated that once the grant proposal is signed there would be a news release. Carrie added that the government launched the online site where US residents could register to receive free COVID testing kits in the mail. Now, those without internet access can call 2-1-1 to be registered over the phone.

Old Business: No report.

New Business: No report.

General Board Discussion: No report.

Adjournment: Aaron Burko made a motion to adjourn at 7:15 PM. **Motion carried.**