



**Lifeline, Inc. Board of Directors  
March 16, 2022**

**Call to Order:** Paula Gordos called the meeting to order at 6:05 PM.

**Personal Moment of Silence Observed**

**In Attendance:** Matt Armand, Jennilynn Banks, Aaron Burko, Lenore Collins, Paula Gordos, Sean Kramer, Adam Litke, Matt Maier, Ryan McGinnis, Christine Shoop, Kate Stein, Brittany Sustar, Sarah Welch.

**Excused:** Pamela Gouldsberry, Stephanie Johnson, Sarah Wade, Robert Weger

**Absent/Unexcused:**

**Guests:** Christina Corsi

**Staff:** Carrie Dotson, Jennie Best, Rebekah Jones, Antoinette Foster

**Quorum Determination:** Quorum Achieved

**Additions or Amendments to the Agenda:** None

**Approval of Minutes:** Kate Stein made a motion to approve the February 16, 2022 Board meeting minutes. Aaron Burko seconded. **Motion carried.**

**Public Comment/Introduction of Guests:** Paula Gordos welcomed Christina Corsi from Lakeland Community College as a returning guest to the Lifeline Board meeting.

**Committee Reports:**

- **Programs & Planning:** Carrie introduced Antoinette Foster as the Volunteer Guardian Program Manager, who would provide a program presentation to the Board.
- **Program Presentation—Antoinette Foster, VGP:** Antoinette gave the Board a summary of the history of the Volunteer Guardian Program and shared how the program has helped fill a gap in the system by providing advocates for the health and safety of individuals that cannot advocate for themselves. She informed the Board of the challenges her team has faced, including working through difficult cases, collaborating with medical facilities to ensure their clients receive proper care, and gaining more assistance for the program through valuable volunteers. She stated that she and her staff love what they do and are proud to assist vulnerable individuals in Lake County to live meaningful lives. They are always looking for new volunteer guardians.
- **Lifeline Annual Dinner—Awards:** Carrie informed the Board that the Lifeline Annual Dinner would take place on Thursday, May 12, 2022, at the Pine Ridge Country Club and that Ohio Chief Justice Maureen O'Connor would be the keynote speaker. She confirmed that the invitations would be completed in the next couple of weeks, that attendance would be complimentary for Board members, and that additional tickets could be purchased for \$65. Carrie reviewed the award nominations with the Board, and the Board selected the winners.
- **Human Resources:** No report.
- **Fundraising:** Carrie informed the Board that the Annual Campaign Report is within their Board packets and that the campaign ends March 31, although it would likely be extended. Carrie asked that Board members complete their pledges if they have not already done so. Carrie reminded the Board that DUTS is scheduled for Friday, August 5, 2022.

- **Finance:**
  - **Fiscal Policies Revision:** Carrie informed the Board that the Finance Committee met and that the meeting minutes were emailed to the Board. Carrie reviewed the proposed revisions to the fiscal policies, including the updating of obsolete language and more accurately describing fiscal processes. Jennilyn Banks made a motion to approve the proposed fiscal policies revision. Sean Kramer seconded. **Motion carried.**
  - **By-laws & Membership:** Paula Gordos called for a vote to elect Christina Corsi onto Lifeline's Board of Directors as a private sector representative for Lakeland Community College. Sarah Welch made a motion to vote for Christina Corsi as a member of the Board. Christine Shoop seconded. **Motion carried.**
  - **Ad Hoc Facilities Committee:** Carrie referred the Board to their packets for her report and stated that she signed the lease with Consolidated Investment Group on behalf of the Board for the short-term office space. She continued that Lifeline is working to receive bids from moving companies with the hopes of moving within the first or second week of June 2022. She concluded that the new office space is nearly complete and she would give ninety days' notice to our current landlords within the next week.

**Finance Reports: February 2022:** Carrie informed the Board that the finance report was included in their Board packets. She continued that as of February 2022, Lifeline had revenues of \$1,798,831 and expenditures of \$1,508,003. Carrie gave the Board a summary of Lifeline's expenditures, including significant amounts of rental and utility assistance from the COVID relief programs.

#### **Director's Report:**

- **Director Updates:** Carrie informed the Board of the donation provided by McDowell Real Estate Services. They did a book drive for a children's library in the Lifeline lobby. Nicole Rodriguez with McDowell had been on Lifeline's Leadership Lake County Project Team in 2019-20 that was working on a kids' area for our new lobby.
- Carrie informed the Board that Randy Carver of Carver Financial Services is sponsoring a coalition of local community agencies to assist low-income residents of Lake County. Randy is willing to offer \$50,000 in personal funds along with covering marketing costs and has the goal to raise \$500,000 by the end of the year for the project. Intake will be done by Lifeline and the Salvation Army, and Lifeline will be the fiscal agent. Potential assistance will be provided for transportation, childcare, education, and job training through Auburn and Lakeland for participants that want to return to the workforce, or secure higher paying employment. Carrie stated that the logistics are still being worked out and that she would keep the Board updated on progress.
- Carrie informed the Board of an issue currently being resolved with Meritech, our former IT services provider. She stated that Lifeline's IT contract with Meritech was terminated when it ended on December 31, 2021; however, the company is claiming they still have rights to monitor and service Lifeline's copiers. Lifeline's attorney reviewed the termination letter and confirmed that it was clear that there was to be a termination of all contracts and service agreements. Carrie updated that our attorney is issuing a cease and desist letter and that we have since removed Meritech's monitoring software from Lifeline's technology. We will keep the Board informed of this issue.
- Carrie informed the Board of recent efforts to fund the Imagination Library as the program continues to grow. She stated that Lubrizol has agreed to fund the program at \$15,000 a year, which covers approximately three months' worth of books. Additionally, Carrie informed the Board of a fundraising opportunity with the Lake County Captains, which would involve buying and selling a block of tickets, participating in a 50/50 raffle of which Lifeline would earn 25%, along with gaining advertising space on the scoreboard, an informational booth, etc. Carrie concluded that the fundraiser would be on a Friday in June and would be presented to the staff for support by the wellness committee.

- **Rep. Payee Checking Account:** Carrie informed the Board of the need to move unrestricted funds to the Board-approved Rep. Payee Program checking account to cover debit card fees for program participants. Sarah Welch made a motion to send \$500 from the unrestricted fund to the Rep. Payee program checking account to cover bank fees. Matt Armand seconded. **Motion carried.**

**Program Report:**

- **ODMHAS—Quality Assurance Activities:** None
- **Client Rights Activities/Grievances:** None
- **Program Updates:**
  - Carrie informed the Board that HEAP Winter Crisis concludes at the end of the month, and currently has 400 approvals. She stated that the HEAP staff is working hard to close out pending cases.
  - She continued that VITA clinics are going incredibly well and have passed 160 returns.
  - Carrie concluded that the Imagination Library continues to grow, and Lifeline currently has over 4,000 children enrolled in the program. That number will grow once we absorb nearly 300 kids from the Wickliffe program. We continue to look for creative ways to raise money for the Imagination Library.

**Old Business:** No report

**New Business:** No report

**General Board Discussion:** No report

**Adjournment:** Aaron Burko made a motion to adjourn at 7:06 PM. **Motion carried.**

**Board Orientation immediately following the Board meeting from 7:15 PM – 8:30 PM**