



Lifeline, Inc. Board of Directors

August 17, 2022

Call to Order: Sean Kramer called the meeting to order at 6:04 PM.

Personal Moment of Silence Observed

In Attendance: Jennilynn Banks, Aaron Burko, Lenore Collins, Christina Corsi, Pamela Gouldsberry, Sean Kramer, Adam Litke, Matt Maier, Christine Shoop, Kate Stein, Sarah Wade

Excused: Paula Gordos, Ryan McGinnis, Brittany Sustar, Sarah Welch

Absent/Unexcused: Matt Armand, Adam Litke, Robert Weger

Guests:

Staff: Carrie Dotson, Jennie Best, Rebekah Jones, Marina Rivera

Quorum Determination: Quorum Achieved

Additions or Amendments to the Agenda: None

Approval of Minutes: Pamela Gouldsberry made a motion to approve the June 15, 2022 Board meeting minutes. Christine Shoop seconded. Kate Stein, Aaron Burko, and Jennilynn Banks abstained. **Motion carried.**

Public Comment/Introduction of Guests: None

Committee Reports:

- **Programs & Planning:** Carrie informed the Board the Programs & Planning committee met on August 8 and that the meeting minutes were included in their Board packets. Carrie introduced Marina Rivera as the HEAP Program Manager for the past 13 years and said that she is one of the best at what she does in the state, Marina provided a program presentation to the Board.
 - **Staff Presentation:** Marina gave the Board a summary of the history of the HEAP, PIPP & LIH-WAP programs. Marina informed the Board that the LIH-WAP program has helped 108 people and provided over \$26,000 in assistance, and the Summer Crisis program had assisted 211 people as of July. Marina stated that maintaining a positive relationship with local service providers has been essential in assisting families with children in the household with utility shut-offs.
 - **2022-2024 Strategic Plan FINAL:** Sean Kramer informed the Board that the Programs & Planning Committee met and reviewed the 2022-2024 Strategic Plan and assigned timelines and responsible individuals to the goals. Sean reviewed the changes recommended by the committee for Board approval, including adding strategies for finding and securing a long-term space for the agency to the plan. Carrie stated that there would be quarterly updates to review accomplishments and adjust priorities as needed. Christine Shoop made a motion to approve the 2022-2024 Strategic Plan final draft. Jennilynn Banks seconded. **Motion carried.**

- **Fundraising:**

- **Dancing Under the Stars Updates:** Carrie thanked the Board for their attendance at and support of Dancing under the Stars 2022. She stated that it was a great night, and while we do not have final numbers yet, it is expected that we raised at least \$60,000 to be split between Signature Health and Lifeline. She continued that we have begun planning for next year's event, including a new chair and a growing list of potential dancers. Carrie concluded that she would update the Board with the final numbers when available.

- **Finance:**

- **Endowment Update:** Carrie informed the Board that the endowment fund lost \$51, 274.44 last quarter due to market conditions. She stated that we are hopeful that the market will rebound and referred the Board to the endowment quarterly statement in their packets.
- **PNC Checking / Fraud Update:** Carrie informed the Board that shortly after the June Board meeting, it was discovered that fraudulent checks were clearing the Lifeline checking account. She stated that preventative measures were immediately taken, with the support of the Board treasurer and secretary, and reviewed these measures with the Board. Carrie continued that the bank assured us that the stolen funds would be returned, and the process for this has already begun. Carrie concluded that a police report was filed and that Lifeline is in a good place moving forward.

- **By-laws & Membership:** No report.

- **Human Resources:**

- **Employee Handbook Revisions:** Pamela Gouldsberry informed the Board that the committee met on August 9 and reviewed the employee handbook. She stated that there are a few proposed changes listed in the HR Committee Meeting Minutes and that these were reviewed and approved by Lifeline's attorney. Pamela Gouldsberry made a motion to approve the August 17, 2022, revision of the employee handbook. Lenore Collins seconded. **Motion carried.**
- **1-time stipends for all staff:** Carrie informed the Board that she and the Board treasurer would like to propose offering a one-time stipend of \$500 to the staff utilizing the unspent stimulus funds that expire September 30, 2022. She continued that the staff has worked very hard during the pandemic, and it would be nice to reward those that have worked so hard to help others during this unique time. Christine Shoop made a motion to approve the one-time stipend of \$500 to the entire Lifeline staff. Aaron Burko seconded. **Motion carried.**
- **Executive Session/Personnel:** Christine Shoop made a motion to adjourn to Executive Session at 6:55 PM. Aaron Burko seconded. **Motion carried.** Christine Shoop made a motion to resume regular session at 7:17 PM. Kate Stein seconded. **Motion carried.**

- **Ad Hoc Facilities Committee:** No report.

Finance Reports: July 2022: Carrie referred the Board to their packets for the July 2022 finance reports. She stated that Lifeline surpassed \$6,161,543 in revenue and had expenditures of \$4,794,541.

Director's Report:

- **Director Updates:**

- Carrie informed the Board that the children's library in the lobby has recently received donations of several boxes of books from UWLC CEO Dione DeMitro and Board member Kate Stein. Carrie expressed Lifeline's appreciation for these donations as it allows Lifeline to offer free books to parents and children that come to Lifeline during the busy summer months. We welcome anyone hosting a book drive for us to continue to keep our lobby stocked!

- Carrie informed the Board that Jennie has tickets to the Support Our Seniors event at the Perry Senior Center next Thursday, which would support the Lake County Senior Services Levy campaign—the Lake County Senior Service Levy supports both Lifeline’s 2-1-1 and Volunteer Guardian programs.
- Carrie informed the Board that the Lake County ADAMHS Board funded us at exactly what we asked for in our FY 23 proposal—we received \$192,000, including \$120,000 for 2-1-1; \$16,000 for the Reentry Program; \$33,000 for the Volunteer Guardian Program; and \$23,000 for the Kinship Navigator Program. This is an increase of \$62,575 over our regular FY 22 award.
- Carrie also informed the Board that the United Way of Lake County funded us at \$50,000, including \$15,000 for our Security Deposit Program; \$5,000 for our VITA Tax Clinics; and \$30,000 for our Lake County Imagination Library. This is an increase of \$22,000 over our FY 22 allocation.
- **Cleveland Foundation Senior Services Grant:** Carrie informed the Board that there is a small Senior Services Grant that is open to Lake & Geauga County non-profits through an RFP issued by the Lake Geauga Fund of the Cleveland Foundation. She said that Lifeline is collaborating with the Lake County Senior Services office to come up with an idea to apply for—it has to be a one-and-done project, as there is no sustainable funding and must be completed in the 2023 calendar year. We see this as an opportunity to pilot a new project and build some outcomes around a senior-related need, as well as an opportunity to build new partnerships. Carrie stated that she would update the Board on this effort next month; however, the application is due September 12. Jennilyn Banks made a motion to approve the application for the Cleveland Foundation Senior Services Grant. Pamela Gouldsberry seconded. **Motion carried.**
- **CSBG Carryover Revisions Lake & Geauga:** Carrie informed the Board that every other year, after the federal CSBG grants are closed out, we are awarded our ‘carryover’ funding, and we are allowed to revise our current year grants to incorporate those carryover funds. Due to the rerouting of many salaries to various stimulus grants, this year there was \$154,107 in Lake carryover and \$136,183 in Geauga carryover. Carrie reviewed the proposed revisions to the CSBG Lake budget, including a staff promotion, leadership training, and additions to the Health Services, Buy Car, Reentry, and IDA programs. She continued by reviewing the CSBG Geauga County budget revisions, including adding new programming for housing assistance as well as a transportation program that provides electric bikes to clients. Lenore Collins made a motion to approve the CSBG Carryover revisions to both the Lake & Geauga budgets. Sarah Wade seconded. **Motion carried.**

Program Report:

- **ODMHAS—Quality Assurance Activities:** No report.
- **Client Rights Activities/Grievances:** Carrie informed the Board that while Lifeline tries to collaborate with as many housing providers in the area as possible, there is an apartment complex that has had a string of terrible maintenance issues, including mold, ceilings caving in, failed inspections, etc. Due to this, Lifeline will no longer approve the first month’s rent and security deposit payments for clients to move into Shoregate Towers in Willowick, OH, until these issues are resolved. While in a good location and a large complex, Lifeline’s commitment to keeping clients safe is the priority.
- **Program Updates:** Carrie stated that HEAP is currently very busy and that the VITA program would start volunteer recruitment in October.

Old Business: Carrie informed the Board that she and several staff attended First Lady DeWine’s inaugural luncheon and had the opportunity to see Dolly Parton and learn what inspired the Imagination Library and its growth. She stated that it was a wonderful experience for everyone and hopes the event was able to raise many funds for the Imagination Library.

New Business: No report.

General Board Discussion: Carrie informed the Board that she booked Jeffrey Diver to conduct a Board training after the October Board meeting, and would complete a staff training during the day.

Adjournment: Aaron Burko made a motion to adjourn at 7:43 PM. **Motion carried.**