



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

**Call to Order:** Sean Kramer called the meeting to order at 6:00 PM.

**Personal Moment of Silence Observed**

**In Attendance:** Jennilyn Banks, Aaron Burko, Lenore Collins, Christina Corsi, Pamela Gouldsberry, Sean Kramer, Matt Maier, Ryan McGinnis, Christine Shoop, Kate Stein, Brittany Sustar, Sarah Wade, Sarah Welch

**Excused:** Matt Armand, Paula Gordos, Adam Litke, Robert Weger

**Absent/Unexcused:**

**Guests:** Christopher Tucci

**Staff:** Jennie Best, Rebekah Jones, Lynn Kasserman, Katrina Graves

**Quorum Determination:** Quorum Achieved

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

**Approval of Minutes:** Pamela Gouldsberry made a motion to approve the October 19, 2022, Board meeting minutes. Ryan McGinnis seconded. Aaron Burko, Kate Stein, and Sarah Welch abstained. **Motion carried.**

**Public Comment/Introduction of Guests:** Sean Kramer introduced Lake County Juvenile Court Magistrate Christopher Tucci as a returning guest and potential Board member for Lifeline, Inc.

**Committee Reports:**

- **Finance:** No report
- **Programs & Planning:**
  - **Staff Presentations: Lynn Kasserman & Katrina Graves:** Jennie introduced Lynn Kasserman as the Program Manager for 2-1-1 and Katrina Graves as the Program Coordinator for the VITA program that would provide a program presentation to the Board.
    - Program Manager Lynn Kasserman gave a brief overview of 2-1-1 and the Dolly Parton Imagination Library. She stated that the Lake County 2-1-1 is a great resource for the community that matches callers with needed programming and often receives calls regarding housing, utility assistance, and the senior food pantry.
    - Program Coordinator Katrina Graves gave a brief over of the VITA, IDA, and BuyCar programs. She continued that one of her goals for the 2023 tax season is to increase the presence of VITA clinics in Geauga County, and is currently working towards that goal. She stated that a challenge for the IDA program as well as the BuyCar programs has been the rise in cost for both housing and used vehicles; however, she stated that she has been able to assist several clients to reach their purchase goals through local contacts.
- **Fundraising:**
  - **Annual Campaign 2022-23: Letter Signing:** Sean informed the Board that the letters were presented to the members to sign and that they would ideally be completed at tonight's meeting. He also reiterated that those that have not submitted their pledge cards should do so as soon as possible.
- **By-laws & Membership:** Sean Kramer called for a vote to elect Christopher Tucci onto Lifeline's Board of Directors as a representative for the Lake County Juvenile Court. Jennilyn Banks made a motion to elect Christopher Tucci as a member of the Board. Aaron Burko seconded. **Motion carried.**
- **Human Resources:**

- **Community Guardian Job Description:** Jennie informed the Board that the new Community Guardian job description was emailed to the Board on November 15, 2022, and was approved by both the HR Committee and Lifeline’s attorney. Christine Shoop made a motion to approve the new Community Guardian job description. Sarah Welch seconded. **Motion carried.**
- Christine Shoop informed the Board of a volunteer meeting that was held by the VGP department on Wednesday, November 9, that she, Aaron Burko, and Carrie Dotson attended. She shared their concerns with the meeting, including the premature distribution of speculative information regarding the program’s restructuring, the negative narrative of the changes by the VGP staff, etc. She stated that the representatives of the Lifeline Board and Administration who were in attendance attempted to share an optimistic outlook for the restructuring that would ideally result in a positive impact on the program and those under its care.
- **Ad Hoc Facilities Committee:** No report
- **Nominating Committee:** Christine Shoop informed the Board that in January, there would be officer elections for the four officers of the Board, and the nominating committee would put the slate together for whom they are recommending for those offices. Christine Shoop volunteered as the chair of the nominating committee, and Lenore Collins, Sean Kramer, and Aaron Burko volunteered as members of the committee.

**Finance Reports:** Jennie referred the Board to their packets for the October 2022 finance reports.

**Director’s Report:**

- **Director Updates:** Jennie referred the Board to their packets for the Director updates.
- **Senior Levy Proposal:** Jennie informed the Board that this proposal was submitted by the deadline on October 31, 2022. She stated that we asked for level funding of \$12,000 for 2-1-1 and a slight increase in funding of \$176,204 for the VGP—those costs are higher because of the restructuring and the higher salary costs that would incur. The allocations will begin January 1, 2023, and require Board approval. Christine Shoop made a motion to approve the Senior Levy Grant proposal. Jennilyn Banks seconded. **Motion carried.**
- **2023 PIPP Grant:** Jennie informed the Board that we received PIPP Grant applications for FY 2023 and reviewed our application with the Board. Our allocation was \$23,278, an increase of \$1,310 over FY 2022. This grant is budgeted for salary and fringe costs for our part-time intake specialist in the HEAP department. It covers about 92% of their salary and fringes, with the remainder covered by our HEAP and LIHWAP grants. This grant is due November 23 and does require Board approval. Sarah Welch made a motion to approve the 2023 PIPP Grant application. Christine Shoop seconded. **Motion carried.**

**Program Report:**

- **ODMHAS—Quality Assurance Activities:** Jennie informed the Board that Lifeline has an amazing staff that is very driven in their efforts to detect fraudulent activity. She continued that there was a fraudulent case with a client in the HCRP program, and we are currently working with the appropriate agencies to have this issue resolved. She concluded that we would keep the Board informed on this case.
- **Client Rights Activities/Grievances:** No report
- **Program Updates:** No report

**Old Business:** No Report

**New Business:** Sean Kramer extended the Board’s thanks to Paula Gordos and Pamela Gouldsberry, who would finish their Board term in 2022.

**General Board Discussion:** No Meeting in December! Happy Holidays!

**Adjournment:** Christine Shoop made a motion to adjourn at 6:48 PM. **Motion carried.**