



**Lifeline, Inc. Board of Directors
April 19, 2023**

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

Personal Moment of Silence Observed

In Attendance: Matt Armand, Aaron Burko, Christina Corsi, Pam Fraser, Sean Kramer, Adam Litke, Matt Maier, Ryan McGinnis, Christine Shoop, Kate Stein, Brittany Sustar, Christopher Tucci,

Excused: Jennilyn Banks, Sarah Wade, Sarah Welch

Absent/Unexcused: Lenore Collins, Robert Weger

Guests: Rene' Aston

Staff: Carrie Dotson, Jennie Best, Rebekah Jones

Quorum Determination: Quorum Achieved

Additions or Amendments to the Agenda: None

Approval of Minutes: Christine Shoop made a motion to approve the March 15, 2023, Board meeting minutes. Kate Stein seconded. Adam Litke, Matt Maier, Kate Stein, and Brittany Sustar abstained. **Motion carried.**

Public Comment/Introduction of Guests: Sean Kramer introduced Rene' Aston a resident from the City of Painesville, who has been recommended as a potential member of Lifeline's Board of Directors.

Committee Reports:

- **Programs & Planning:** No report
- **Finance:** No report
- **Fundraising:**
 - **Annual Campaign:** Carrie shared an update on the Annual Campaign with the Board, stating that we were very close to 100% Board giving and asked that those that had not yet participated do so. She continued that the campaign was down from last year, and asked for Board support for a final push of the campaign, which had been extended to April 30.
 - **Dancing Under the Stars 2023:** Carrie stated that plans for DUTS are in full motion and that the kick-off party is scheduled for the end of May. She shared sponsorship packets with the Board and stated that any help that the Board could provide in securing sponsors would be greatly appreciated.
- **By-laws & Membership:** No report
- **Human Resources:**
 - **Wage & Salary Plan Update:** Sean Kramer stated that this committee met on April 5 to review the proposed Wage & Salary Plan and formalized a recommendation for increasing wages for the next couple of years. Carrie continued that the recommendation was a 6% cost adjustment at the rate of 3% yearly and would keep Lifeline competitive. She continued that the only additional adjustment was adding the two new positions to the plan – the Community Guardian and the Director of Finance position. Christine Shoop made a motion to vote to approve the 2024-2025 Wage & Salary Plan. Matt Maier seconded. **Motion carried.**
 - **Director of Finance:** Carrie informed the Board that a Director of Finance had been hired and would attend the May Board meeting.
- **Ad Hoc Facilities Committee:** No report

- **Ad Hoc 50th Anniversary Committee:** Carrie stated that this committee met on April 4, and the meeting minutes were included in the Board packets. She stated that among the events is a surprise party for the staff and Board on June 21 and that Lifeline would be celebrating its 50th anniversary over the next year.

Finance Reports: Sean referred the Board to their packets for the March 2023 report. Carrie reminded the Board not to be concerned about the disparity of revenues versus expenditures as the bulk of the expenditures are either carryover funds from revenue in 2022 or in reimbursements we're waiting to receive.

Directors Report:

- **Directors Updates:** Carrie informed the Board that WRJSL awarded Lifeline \$5,289.01 for the Lake County Imagination Library from the WRJSL Spring Grant Program, which would fund nearly an entire month of the program. She continued that Lifeline signed an amendment to our Lake County Senior Services contract to add an additional \$6,000 to our 211 program to cover the startup costs and staff time for the new Are You OK program. She stated that this amendment was approved by the Commissioners. Carrie continued by mentioning the Friends of Lake ADAMHS art auction and said she had a number of seats available if any Board members would like to attend the event.
- **Lake County ADAMHS Board Proposals:** Carrie informed the Board that our FY 23 ADAMHS funding was \$192,000. The breakdown for FY 23 was \$120,000 for 211; \$16,000 for Reentry; \$33,000 for the VGP; and \$23,000 for the Kinship Navigator Program. Carrie recommends for FY24 to ask for level funding of \$192,000 and breaks down to \$100,000 for 211; \$16,000 for Reentry; \$53,000 for the VGP; and \$23,000 for the Kinship Navigator Program. This essentially moves \$20,000 out of 211 and into the VGP as part of the restructure we did last fall. The proposal is due May 1 and requires Board approval. Pam Fraser made a motion to approve the Lake County ADAMHS Board Proposals. Aaron Burko seconded. **Motion carried.**
- **City of Mentor CDBG Proposal:** Carrie informed the Board that for FY22 we received \$5,000 for 211 operations. For FY23 Carrie recommends that we ask again for \$5,000 for 211 operations, which is equivalent to 319 hours of staff time. This grant is due May 1 and does require Board approval. Christine Shoop made a motion to approve the City of Mentor CDBG Proposal. Christopher Tucci seconded. **Motion carried.**

Program Report:

- **ODMHAS—Quality Assurance Activities:** No report
- **Client Rights Activities/Grievances:** Carrie updated the Board about the Client appeal mentioned at last month's meeting and stated that after the client's third denial, the matter was taken to the County Commissioners. Carrie continued that she has another hearing with a second client that has a discrepancy with their income. She states that we are seeing more appeals as we are getting to the end of the COVID grants, and the staff are catching a lot of fraud and are doing their best to spend the COVID funds on those that qualify.
- **Program Updates:**
 - Carrie informed the Board that Winter Crisis and VITA have ended. She stated that VITA exceeded its goal for the year and that WCP numbers are included in the Board packets.
 - She continued that there is a big difference between the number of applications for Winter Crisis and the number of approvals, but this discrepancy is because applications are now accepted electronically, and clients often do not bring the supporting documentation needed to qualify for the program.
 - She continued that the Summer Crisis Program starts July 1, LIHWAP runs through September, and it currently is the peak season for PIPP.

Old Business: No report

New Business: No report

General Board Discussion: Sean thanked everyone that brought donations to support the UW Feed Lake County Food Drive.

Adjournment: Christine Shoop made a motion to adjourn the Board meeting at 6:29 PM. Adam Litke seconded. **Motion carried.**