



**Lifeline, Inc. Board of Directors
February 15, 2023**

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

Personal Moment of Silence Observed

In Attendance: Aaron Burko, Lenore Collins, Christina Corsi, Sean Kramer, Matt Maier, Ryan McGinnis, Christine Shoop, Kate Stein, Brittany Sustar, Christopher Tucci, Sarah Welch

Excused: Matt Armand, Jennilyn Banks, Sarah Wade

Absent/Unexcused: Adam Litke, Robert Weger

Guests: Pam Fraser

Staff: Carrie Dotson, Jennie Best, Rebekah Jones, Lynn Kasserman

Quorum Determination: Quorum Achieved

Additions or Amendments to the Agenda: None

Approval of Minutes: Kate Stein made a motion to approve the January 18, 2023 Board meeting minutes. Christine Shoop seconded. **Motion carried.**

Public Comment/Introduction of Guests: Sean introduced Pam Fraser from Western Reserve Junior Service League as a returning visitor to the Board meeting and a potential Board member for Lifeline, Inc.

Committee Reports:

- **Programs & Planning:** Sean introduced Lynn Kasserman as the Program Manager for 211 who would provide a program presentation to the Board.
 - **Lynn Kasserman: 211 Program Presentation:** Lynn updated the Board on the most recent programmatic addition, the Helping Hands for Seniors program. She also reviewed the process for accreditation, which must be filed every three years and can have a direct impact on funding, reflects the standard and quality of our information and referral service, and provides access to additional resources that can further programmatic success.
- **Executive:**
 - **Audit Proposal:** Carrie informed the Board that there was a joint Finance and Executive Committee meeting on January 30, 2023, during which the RFPs for auditing services were reviewed. After evaluation, the executive committee voted to approve Snodgrass of NEO audit proposal as recommended by the finance committee. Christine Shoop made a motion to confirm the Executive Committees' vote of approving the Snodgrass of NEO audit proposal. Sarah Welch seconded. **Motion carried.**
 - **HR Software:** Carrie informed the Board that as the agency has grown, an HRIS was needed to optimize the process of tracking PTO and HR data. After much research, Buddy Punch was recommended for its capabilities and functionality. The executive committee voted to accept the finance committee's recommendation of purchasing the Buddy Punch software. Christine Shoop made a motion to confirm the Executive Committee's vote. Matt Maier seconded. **Motion carried.**
- **Finance:**
 - **Endowment 2022 Year End Statement:** Carrie referred the Board to their packets for the year-end report. She stated that due to market changes, the endowment fund lost just over \$54,000 last year, and we closed out the year at \$298,610.
 - **Fiscal Contract Update:** Carrie informed the Board that Pike County CAC gave notice in January 2023 of their intent to terminate their fiscal contract with Lifeline as of April 30, 2023. She stated that due to staffing concerns, the agency would focus on its own fiscal needs; however, it will be available to support during audits.

Carrie continued that Lifeline intends to bring a fiscal staff member in-house and reviewed Lifeline's plans for this position. She concluded that there would be an HR Committee meeting to discuss the job description.

- **Fundraising:** Carrie stated that this committee has not met; however, she encouraged the Board to get their annual campaign donations in if they can. Currently, we are at 50% Board giving. Sean reiterated that the amount doesn't matter but that 100% Board giving is encouraged.
- **By-laws & Membership:** Sean Kramer called for a vote to elect Pam Fraser onto Lifeline's Board of Directors as a private sector representative for the Western Reserve Junior Service League. Christopher Tucci made a motion to elect Pam Fraser as a member of the Board. Christine Shoop seconded. **Motion carried.**
- **Human Resources:** Carrie informed the Board that this committee has not met but that they would be meeting soon to discuss the fiscal staff job description as well as the latest Wage & Salary Plan.
- **Ad Hoc Facilities Committee:** Carrie stated that the committee has not met but gave a brief update to the Board on potential locations in Lake County.
- **Ad Hoc 50th Anniversary Committee:** Carrie informed the Board that Sarah Wade has volunteered to chair the committee. She stated that the annual dinner would take place in the fall to give time for planning and to accommodate the potential keynote speaker. She discussed additional community and staff events that the committee would organize.

Finance Reports: Carrie referred the Board to their packets for the January 2023 report.

Directors Report:

- **Directors Updates:** Carrie stated that she would be co-chairing the NEO Non-profit Summit on Friday, March 10. She stated it would be a daylong training targeting Admin Staff and Boards. She invited the Lifeline Board to attend.
- **Transfer to Corporate Account:** Carrie stated that the Board annually approves a transfer from the unrestricted account to the corporate account to pay for non-allowable expenses under grant funding. She continued that non-allowable expenses include legal fees, job advertising, and local expenses such as chamber dues, meetings, employee morale, etc. Carrie recommended a transfer of \$10,000 from Lifeline's savings account to the corporate account. Ryan McGinnis made a motion to approve the transfer of \$10,000 from the unrestricted savings account to the Lifeline corporate checking account. Christine Shoop seconded. **Motion carried.**
- **UWLC Applications:** Carrie informed the Board that FY 2024 United Way applications are due March 1 and require Board approval. Carrie stated that at this time, UWLC is only allowing proposals for programs that they are currently receiving funding. Carrie proposed an ask of \$20,000 for Security Deposit Assistance, \$10,000 for VITA, and \$35,000 for the LC Imagination Library. She stated that this is an increase of \$15,000 from FY 2023. Christine Shoop made a motion to approve the increase in our request from UWLC to \$65,000 for FY 2024. Sarah Welch seconded. **Motion carried.**

Program Report:

- **ODMHAS—Quality Assurance Activities:** No report
- **Client Rights Activities/Grievances:** Carrie informed the Board that a client requested a formal hearing on their denial appeal. She stated that she would be conducting the hearing on March 6.
- **Program Updates:** Carrie informed the Board that she had a meeting with Lake County Senior Services regarding a potential program, R U OK, that would provide daily check-ins on Lake County seniors and would coordinate with 211 and the local police department. She stated she'd keep the Board apprised of any updates. Carrie also mentioned a brief meeting with another small non-profit that would like Lifeline to acquire them. She reviewed the details with the Board and stated that she would continue to update them and that there would be a Programs & Planning meeting to discuss.

Old Business: No report

New Business: No report

General Board Discussion: Carrie stated that Board Orientation was postponed until March.

Adjournment: Christopher Tucci made a motion to adjourn at 6:56 PM. Christine Shoop seconded. **Motion carried.**