



**Lifeline, Inc. Board of Directors
January 18, 2023**

Call to Order: Sean Kramer called the meeting to order at 6:05 PM.

Personal Moment of Silence Observed

In Attendance: Matt Armand, Jennilynn Banks, Aaron Burko, Christina Corsi, Sean Kramer, Matt Maier, Ryan McGinnis, Christine Shoop, Kate Stein, Brittany Sustar, Christopher Tucci, Robert Weger, Sarah Welch

Excused: Lenore Collins, Adam Litke, Sarah Wade

Absent/Unexcused:

Guests: Pam Fraser

Staff: Carrie Dotson, Jennie Best, Rebekah Jones

Quorum Determination: Quorum Achieved

Additions or Amendments to the Agenda: None

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

Public Comment/Introduction of Guests: Carrie introduced Pam Fraser from Western Reserve Junior Service League as a potential Board member for Lifeline, Inc.

Committee Reports:

- **Finance:** Carrie informed the Board that the recently scheduled Finance Committee meeting was canceled and would be rescheduled shortly. She stated that the committee met in November 2022, and those minutes were included in Board packets.
- **Programs & Planning**
 - **NEW Helping Hands Senior Program:** Carrie informed the Board that our proposal for the Helping Hands Senior Program was selected by the Cleveland Foundation for funding at \$44,700. She stated that the funding would allow us to pilot this new program for a year and give us data to evaluate for future programming. She stated that the Kinship Navigator would also operate this program, and Lifeline has been meeting regularly with Cristen Kane and Alyea Barajas from the Lake County Senior Services Office, with whom we'll be partnering on the program. Carrie concluded that the details of the program are being finalized, and the hope is to have the program launched in February.
 - **Quarterly Strategic Plan Review:** Carrie and the Board reviewed the accomplishments over the past year for each of the outcomes for the 2022-2024 Strategic Plan.
- **Fundraising:**
 - **Dancing Under the Stars 2023:** Carrie encouraged the Board to save the date for Friday, August 4. The event is to be co-chaired by Leah Konopka-Hartmann and Christina Corsi. She stated that the venue, DJ, and videographer are all booked, and we will begin asking our celebrities and pros in the next few weeks! Stay tuned for our cast announcement, likely in early April!
 - **Annual Campaign 2022-23:** Carrie informed the Board that the campaign has received 89 donors thus far and that the donor list was included in the Board packets. She stated that the campaign overall was at 63% of the goal and that Board giving was at 47%. She reiterated that the campaign would run through March 31. Sean encouraged the Board to fulfill their commitments on their campaign pledges so as to achieve 100% Board giving.

- **By-laws & Membership:** No report
- **Human Resources:**
 - **Employee Handbook Revision:** Carrie informed the Board that the HR Committee met via zoom in December and reviewed the Health Insurance Policy, which had not been updated since 2009. She stated that the health insurance renewal rate would receive a 16% increase, which would make premiums very unaffordable for current staff and could be a deterrent for potential new hires. After discussion, the committee recommended a revised medical policy, and the Executive Committee approved the policy thereafter. Carrie referred the Board to their packets for this revision. Christine Shoop made a motion to affirm the vote by the Executive Committee and approve the revised health insurance policy in the employee handbook. Aaron Burko seconded. **Motion carried.**
- **Ad Hoc Facilities Committee:** No report
- **Ad Hoc 50th Anniversary Committee:** Carrie informed the Board that the Ad Hoc 50th Anniversary Committee is new and would require Board volunteers. She stated that Lifeline's 50th anniversary is June 2023, and this committee would plan events throughout the year that would include the staff, our clients, and the community.
- **Nominating Committee:** Christine Shoop informed the Board that the committee discussed that they would like to have a Geauga representative amongst the Board officers. The committee slate of officers included Sean Kramer as Board President, Brittany Sustar as Board Vice President, Jennilyn Banks as Board Secretary, and Christine Shoop as Board Treasurer.
 - **Election of Officers:** No nominations from the floor were made. Kate Stein made a motion to accept the Nominating Committee's slate of officers of Sean Kramer as Board President, Brittany Sustar as Board Vice President, Jennilyn Banks as Board Secretary, and Christine Shoop as Board Treasurer. Sarah Welch seconded. **Motion carried.**

Organizational Meeting for 2023: Carrie presented the signup sheet for the various committees to the Board and informed them that it was time to update their annual Board agreements. The Board reviewed the line points and signed both the Board Member Agreement and the Board Conflict of Interest Statement. The Board members completed their individual skills analysis and a Board self-evaluation.

Finance Reports: Carrie referred the Board to their packets for the December 2022 report. She stated that the monthly report is included but that it was not the final year-end report. She stated that year to date Lifeline had revenues of \$8,318,541 and expenditures of \$7,665,364.

Directors Report:

- **Directors Updates:** Carrie informed the board that the VGP Program has been fully restructured. A new Program Manager and one Community Guardian are on staff, and we have offered another candidate the remaining Community Guardian position. She continued that the current staff are in training.

Program Report:

- **ODMHAS—Quality Assurance Activities:** No report
- **Client Rights Activities/Grievances:** No report
- **Program Updates:** Carrie asked the Board to continue to plug VITA clinics to help hit the goal of 300 tax returns this year and stated that an additional goal of the program is to aid more clients in Geauga County. She continued that the New Beginnings Program is doing well and is proving to be especially useful for childcare. There was Board discussion on how to create a greater presence in Geauga County, and several strategies were discussed. Carrie concluded that she would have year-end outcomes, success stories, and demographics at next month's meeting.

Old Business: No report

New Business: No report

General Board Discussion: Carrie stated that Board orientation would be held after the February meeting.

Adjournment: Christine Shoop made a motion to adjourn at 7:23 PM. Christopher Tucci seconded. **Motion carried.**