



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

Call to Order: Sean Kramer called the meeting to order at 6:03 PM.

Personal Moment of Silence Observed

In Attendance: Matt Armand, Aaron Burko, Christina Corsi, Pam Fraser, Sean Kramer, Christine Shoop, Kate Stein, Christopher Tucci, Sarah Wade, Robert Weger, Sarah Welch

Excused: Jennilyn Banks, Adam Litke, Matt Maier, Ryan McGinnis, Brittany Sustar

Absent/Unexcused: Lenore Collins

Guests:

Staff: Carrie Dotson, Jennie Best, Rebekah Jones, Angela Wrana, Courtney Noble

Quorum Determination: Quorum Achieved

Additions or Amendments to the Agenda: None

Approval of Minutes: Kate Stein made a motion to approve the February 15, 2023 Board meeting minutes. Christine Shoop seconded. Matt Armand, Sarah Wade, and Bob Weger abstained. **Motion carried.**

Public Comment/Introduction of Guests:

Committee Reports:

- **Programs & Planning:** Carrie introduced Angela Wrana and Courtney Noble as program coordinators who would provide a program presentation to the Board.
- **Courtney Noble & Angela Wrana: Housing Programs Presentation:** Program Coordinator Angela Wrana gave the Board a brief summary of the HCRP Program, which provides emergency rental assistance to the homeless in Lake County. She then gave an overview of the Supportive Housing program, which provides case management support to adults currently enrolled in school. She stated that she has seen improved progress toward self-sufficiency with the program and was able to assist two high school students from challenging home backgrounds finish their schooling.
- Program Coordinator Courtney Noble gave the Board a summary of the Rental Assistance Program that provides help with security deposit and/or first month's rent in all of Lake County except for Mentor, OH. She shared some of the influences on program utilization, including COVID Rental Assistance, which has helped clients stay in their homes longer. She continued with a brief overview of the Jumpstart Program, which can provide up to \$1,000 in assistance for car repair.
- **Year End Outcomes Presentation:** Carrie reviewed the Year End Outcomes data with the Board, which included a summary of 211 data, a demographics report on the clients served, as well as success stories from all of the Lifeline programs. Christine Shoop made a motion to approve the year-end outcomes report as presented. Sarah Wade seconded. **Motion carried.**
- **Finance:** No report.
- **Fundraising:** Carrie reminded the Board that the annual campaign ends on March 31
 - **Dancing Under the Stars 2023:** Carrie encouraged the Board to save the date for Friday, August 4, for DUTS 2023.
 - **Another Imagination Night at the Ballpark:** Carrie informed the Board that she had begun the process for another Imagination Night at the Ballpark this summer and stated that she is currently coordinating dates and tickets and that the Mentor Sunrise Rotary would collaborate to gain sponsorships. She concluded that the fundraising goal is \$12,000 this year.

- **By-laws & Membership:** Carrie thanked the Board members that were able to attend the NEO Nonprofit Summit, and the attendees shared their takeaways from the event.
- **Human Resources:**
 - **Director of Finance Job Description:** Carrie stated that the Director of Finance Job Description was reviewed by the HR Committee on March 9 but requires Board approval. She stated that CAC of Pike County would no longer provide fiscal services to Lifeline, and their contract expires on April 30. She continued that they would assist with auditing during the summer months but that Lifeline would bring our fiscal processes in-house. Christopher Tucci voted to approve the Director of Finance job description. Kate Stein seconded. **Motion carried.**
- **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. She confirmed that she had a meeting scheduled with Dan Smith of Consolidated Investment Group to discuss future options that would better suit Lifeline's long-term needs.
- **Ad Hoc 50th Anniversary Committee:** Carrie informed the Board that Sarah Wade has agreed to chair the committee and that there would be a committee meeting to discuss plans and begin scheduling dates for community and staff events.
- **Finance Reports:** Carrie referred the Board to their packets for the February 2023 report. She stated that due to some grants carrying over from the previous federal fiscal year and others being reimbursement based, at the beginning of the year, expenses appear disproportionate to the level of revenue, but that Lifeline was in a good place financially.

Directors Report:

- **Directors Updates:**
 - Carrie expressed Lifeline's appreciation to Lake County Job and Family Services for again awarding \$20,000 from the LCJFS Title XX fund for our 211 hotline. This is funding used to pay our 211 Navigators for the work they do on behalf of JFS programming.
 - Carrie continued that she and Dione DeMitro, CEO at UWLC, would be traveling to Columbus to meet with legislators and advocate for Lifeline's request for funding in the upcoming biennial state budget for Ohio 211s. She stated that our state association has a legislative breakfast scheduled with the co-sponsors of the legislation and a luncheon with the Ohio Department of Job & Family Services Director. Both Carrie and Dione have meetings scheduled with Representatives Troy and Callender, as well as Senator Cirino.
 - She concluded that April's Board meeting would be longer due to a number of grants needing approval.

Program Report:

- **ODMHAS—Quality Assurance Activities:** No report
- **Client Rights Activities/Grievances:** Carrie updated the Board on the client appeal mentioned at last month's meeting and stated that a formal hearing was completed, and the original denial would be upheld. She stated that she would keep the Board updated on any progressions.
- **Program Updates:**
 - Carrie informed the Board that VITA had filed over 200 tax returns to date and is on track to exceed the goal of filing 300 tax returns this season.
 - She continued that the Winter Crisis Program would conclude on March 31, 2023, and would be very busy through April 15, closing pending cases.
 - She stated that 211 is working through the reaccreditation process, which could take up to a year. The Lake County Commissioners voted to fund the R U OK program through 211, and it is slated to launch in May or June of this year. We're currently looking at the various technology needs. Carrie informed the Board that Ohio AIRS, the statewide governing body representing Ohio's 211s, has sold the rights to the statewide 211 database to UniteUS for an annual fee, which will mean a new private revenue stream for 211 and would require nothing special as the contract commitments are structured around AIRS standards.

Old Business: No report

New Business: No report

General Board Discussion: Sean Kramer reminded the Board that they have until the end of the month to complete their pledge for the annual campaign.

Adjournment: Kate Stein made a motion to adjourn at 7:08 PM. Christine Shoop seconded. **Motion carried.**

Board Orientation followed immediately after the Board meeting.