

Lifeline, Inc. Board of Directors
May 15, 2019

Call to order: Meeting called to order by John Shepard at 6:00 PM.

Personal moment of silence observed

In Attendance: Pam Morse, Rob Moore, John Shepard, Paula Gordos, , Pamela Gouldsberry, Jennilynn Patterson, Sue Whittaker, Sean Kramer, Christine Shoop, Aaron Burko, Robert Weger, Carrie Morgan, Melissa Amspaugh, Lenore Collins

Excused: Doris Behnke, Kate Stein, Tony Zampedro

Absent/Unexcused: None

Guests: None

Staff: Carrie Dotson, Michelle Mezaris

Quorum Determination: Quorum Achieved

Additions or amendments to the agenda: None

Approval of minutes: Sean Kramer made a motion to accept the minutes of the April 17, 2019 meeting and Christine Shoop seconded. **Motion carried.**

Public Comment/Introduction of Guests:

- None

Committee Reports:

Programming/Strategic Planning Committee:

- Annual Dinner: Carrie reminded the Board that the 2019 Annual Dinner will be on Thursday, May 30th at Mooreland Mansion at Lakeland Community College at 6:30PM. The event has 81 people attending; the highest attendance in the history of the event. Congressman Joyce will be providing keynote remarks.
- Farmers Market Outreach Sign Up: Carrie passed around a list of dates that Lifeline will be at the Painesville Farmers Market. Board members are encouraged to sign up for a day that they would like to attend and assist our staff with outreach. A Lifeline staff member will also attend to promote programs and conduct outreach.

By-Laws and Membership Committee:

- None

Finance Committee:

- Carrie reminded that the auditors will be here the last week of May to test for the FY18 audit.

Fundraising Committee:

- Dancing Under the Stars: Carrie provided an update about the event and ways Board members can get involved. Carrie distributed a packet that included information regarding the celebrity dancers, professionals, ways to support the event, selling event program ads and sponsorships and volunteer opportunities. The event will be Friday, August 2 at 6:30 p.m. at LaMalfa.

Human Resources Committee:

- Carrie shared that Maribel Young has resigned in her position as a Program Coordinator. She has been with the agency over 13 years. She will remain at the agency until early August.

- Carrie shared that the agency was in the interview phase for the vacant 2-1-1 position and the Program Manager vacancy for the VGP is actively posted. The Kinship Navigator position will be posted soon and the VISTA posting is active. We'll have lots of new faces at Lifeline in the coming months!

Ad Hoc- Facilities Expansion: Christine Shoop reported the following:

- **3rd Floor Expansion Option:** 3rd floor expansion would get us to 8,000 square feet / expansion of our existing space to include the Free Clinic's space. 3rd floor expansion meets our current needs, with one vacant office for growth. With the 3rd floor expansion plans, Consolidated proposed a 5 year lease at \$8,000/month. This includes all buildout costs. Pros: More cost-effective. Cons: No room for growth—may find ourselves in this same situation a year into the lease, challenges with operating through buildout, doesn't address issues of visibility and accessibility of being on the 3rd floor.
1st Floor Expansion Option: 1st floor expansion would get us to 10,000 square feet. 1st floor expansion would be a total buildout, everything brand new. It would allow room for growth with 5 vacant offices (as of today). With the 1st floor expansion plans, Consolidated proposed a 7 year lease at \$15,000/month but was also open to a 10 year lease at a lower rate. This includes all buildout costs. Dan Smith did say that the \$15,000 was a high end estimate. Buildout would be done and we would simply move in when it is done—no impact on daily operations. Pros: Would get us to the first floor—higher visibility/signage outside, more accessible, allows for continued agency growth. Cons: High cost, long lease term.
- Pam met with Dan Smith at Consolidated to discuss and negotiate on our behalf and Dan felt he could likely do a 10 year lease for \$12,000-\$12,500 for the 1st floor.
- Following discussion, the Committee recommended that the full Board pursue the option of the first floor, at the best rate Pam can negotiate us, up to \$12,500, for 7-10 years. Christine Shoop made a motion to move forward with expansion to the first floor plan as recommended. Aaron Burko seconded. **Motion carried.**

Finance Report:

- Carrie provided the Board the March 2019 report.

Director's Report:

- **Lake CDBG Grant Proposal:** This year Carrie recommends asking for \$15,000 for our new Kinship Navigator Program, which would be matching funds for the ADAMHS Board funding. In FY 2018 we were awarded \$15,000 for our IDA Program and previously it funded operation of our 2-1-1 hotline. New requirements put forth by the Commissioners require that CDBG funds cannot be used for sustainability any longer and that they must fund new initiatives each year. This grant is due Monday, May 20 and requires Board approval. Funding is for calendar year 2020 funding. Pam Morse made a motion to approve the grant proposal for the Lake CDBG Grant. Jennilyn Patterson seconded. **Motion carried.**
- **HOME Grant Proposal/Placement:** For the Rental Assistance Program, our current year allocation is \$133,000, which is split \$118,769 direct client to pay for security deposits/first month rent payments and \$14,231 to pay a portion of the salary for our Housing Coordinator who administers this program full-time. For FY 2019, Carrie's recommendation is to request \$140,000 which would equal \$125,000 direct client services and \$15,000 for a portion of the Housing Coordinator salary. This grant is due Monday, May 20 and does require Board approval. Funding is for calendar year 2020. Christine Shoop made a motion to approve the grant proposal for the HOME Grant/Placement. Sean Kramer seconded. **Motion carried.**
- **HOME Grant Proposal/Subsidy:** Our current grant award for FY18 is \$31,543. These HOME Funds are all direct client funds used to pay the rental subsidy for those participants in our Supportive Housing Program. For FY 2019 Carrie's recommendation is to request \$36,000. This grant is due Monday, May 20 and does

require Board approval. Funding is for calendar year 2020. Bob Weger made a motion to approve the HOME Grant/Subsidy. Paula Gordos seconded. **Motion carried.**

- **Mentor CDBG Grant Proposal:** Carrie is recommending that Lifeline submits a request for \$5,000 in Mentor CDBG funds for 2-1-1 operations. This current fiscal year, we were awarded \$4,500. This grant is due Friday, May 17 and does require Board approval. Funding is for calendar year 2020. Christine Shoop made a motion to approve the Mentor CDBG Grant proposal. Sean Kramer seconded. **Motion carried.**
- **AFFH Resolution:** One of the requirements of the Mentor CDBG Grant, the Lake County CDBG grant and the two HOME funds grants is that the Board pass a resolution supporting Fair Housing Rights and efforts in Lake County, and pledging that the agency will do their part to do so as well. Carrie distributed copies of the proposed resolution for Board review and assured the Board that the agency is doing all that it can to support Fair Housing, including promotion, education and training. Pam Morse made a motion to pass a resolution supporting the Fair Housing Rights efforts in Lake County. Christine Shoop seconded. **Motion carried.**

Program Report:

- ODMH: Quality Assurance Activities – None
- Client Rights Activities/Grievances – None
- Carrie reported that the summer programs will begin soon.
- Carrie distributed a news article that was printed in the News Herald about the HEAP Winter Crisis Program.
- Carrie reported that a HEAP client will now have all services provided through the State directly and will not work with our office for any crisis program that requires a home visit.

Old Business:

- John Shepard reminded Board member of the staff picnic on Friday, June 28th. He distributed a sign-up sheet for Board members to choose a time in which to assist with the event in a variety of ways, both by volunteering and donating food/supplies.

New Business:

- None

General Board Discussion:

- Carrie shared that Board orientation will be on June 10th at 5PM or June 18th at 12noon. New Board members should contact her directly to confirm.
- Carrie reported that there will be a training after the June Board meeting regarding Elevator Speech and Messaging. Pam Morse asked if any worksheets could be provided ahead of time to prepare for the activity.

Adjournment: Pamela Gouldsberry made a motion to adjourn at 6:40 p.m. Paula Gordos seconded. **Motion carried.**