

Lifeline, Inc. Board of Directors
June 19, 2019

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

Personal moment of silence observed

In Attendance: Melissa Amspaugh, Aaron Burko, Lenore Collins, Paula Gordos, Pamela Gouldsberry, Carrie Morgan, Jennilynn Patterson, John Shepard, Christine Shoop, Robert Wegner, Sue Whittaker, Tony Zampedro

Excused: Doris Behnke, Sean Kramer, Rob Moore, Kate Stein

Absent/Unexcused: Pam Morse

Guests: Kathryn Clausen, OACAA

Staff: Carrie Dotson, Maribel Young, Heather DeMetro

Quorum Determination: Quorum Achieved

Additions or amendments to the agenda: None

Approval of minutes: Aaron Burko made a motion to accept the minutes of the May 15, 2019 and May 30, 2019 Board meetings. Christine Shoop seconded. **Motion carried.**

Public Comment/Introduction of Guests:

- Carrie introduced Kathryn Clausen from OACAA. Kathryn will be providing training this evening regarding the importance of an Elevator Speech and Messaging.

Committee Reports:

Programming/Strategic Planning Committee:

- Heather DeMetro Presentation: Heather shared with the Board updates and information related to the Bike Program, Nutrition Program, Medication & Diabetic Assistance Programs, and VITA. She reported that the VITA program was very successful this year as they were able to complete 221 tax returns. They had 588 volunteer hours and a total of \$341,624.00 in Federal and State refunds.
- Maribel Young Presentation: Maribel shared with the Board updates related to the Security Deposit program. She also reported that the funding is getting low for this year because demand is very high—probably the highest she’s ever seen it in 13 years. Carrie is aware of the situation and has already submitted to the County a request for additional funding.
- Quarterly Strategic Plan Review: Carrie and Board members reviewed the Strategic Plan to note progress. Some of the outcomes have already been met and others are in the process of being completed. Carrie is anticipating some delays on the completion of a few outcomes due to some staff turnover and the move to a new facility next year, but overall, it’s early in the three-year plan and we’re making progress!

By-Laws and Membership Committee:

- The committee will be meeting on August 12, 2019 to do a review of the By-Laws. Carrie asked Board members to review the current By-Laws and provide feedback to committee chair Paula Gordos prior to August 12.

Fundraising Committee:

- Dancing Under the Stars: The event is August 2, 2019 at 6:30 pm. at LaMalfa. Board members have agreed to each chip in and take out a program ad for the event—John asked that each Board member get their \$15 contribution in to him ASAP. The deadline to secure an ad is July 5, 2019. Carrie encouraged Board members to spread the word about the event and support the celebrity dancers in any way they can, as there

are several ways to do so (celebrity events, Firstgiving, etc.). Carrie also asked for volunteers to help stuff and seal the invitations to get them ready for mail. The event invitations will be delivered late next week and Carrie will send out an e-mail with all the information to the Board as soon as it's confirmed.

Finance Committee:

- The committee will be meeting on August 15, 2019 and will have a presentation of the draft of our FY 18 Audit by Larry Johnson with Snodgrass NEO.
- Carrie distributed the 1st quarter Endowment statement with the Board, as well as an updated spreadsheet of our overall unrestricted balances and there was discussion about moving funds into the Endowment Fund at the Cleveland Foundation from the savings account. After Board discussion, Aaron Burko made a motion to move \$4,000 from the savings account into the Endowment Fund at the Cleveland Foundation. Christine Shoop seconded. **Motion Carried.**

Human Resources Committee:

- Carrie reported that three job positions have been filled. Heather Riser is currently one of the Program Coordinators for the Volunteer Guardian Program and has accepted the position of Kinship Navigator Program Coordinator. They will be working to transition her from the Volunteer Guardian Program to her new position. Anna Wilson accepted the Lead 2-1-1 call specialist position and is currently doing very well with her training. Antoinette Foster has accepted the Program Coordinator position for the Volunteer Guardian Program and she will be starting her employment in July.
- Currently we have two more vacant positions at the agency, our receptionist position and a part-time 2-1-1 call specialist position. Carrie stated that they will be posting both positions soon.
- Carrie reported that we are currently in the process of interviewing for the Security Deposit Program Coordinator position.

Facilities Ad Hoc:

- Carrie shared that she has been working closely with Dan Smith of Consolidated, our landlord, on the new facility—they've gone through several drafts and are very close to having a final floorplan nailed down. Dan's crews have already been working over in the new space clearing it out and preparing to begin the exterior renovations. We're very excited about Dan's enthusiasm and how quickly we're moving on this.

Finance Report:

- Carrie provided financial report for April.

Director's Report:

- Carrie thanked the Board for allowing her to attend the National AIRS Conference and shared that it was very good and she was able to bring back a lot of good ideas from the conference, including ideas around technology improvements, disaster planning and 2-1-1 integration into hospitals. Lifeline was one of only 20 agencies in North America accredited this year and we were recognized at the conference luncheon.
- HEAP SCP: Carrie reports that we have been awarded \$60,000 for the Summer Crisis Program. This \$10,000 less than last year. She has contacted ODSA to see if we will be able to request additional funding if we run out. We are anticipating purchasing about 50 air conditioners in August as we have to wait to receive the signed grant agreements before we are able to make any A/C purchases. The SCP will start July 1st and will end on August 30th.
- HOME Funds: Carrie stated that we have submitted a request for an additional \$75,000 in HOME funds for our Rental Assistance Program, as our funds are nearly spent for 2019.
- Carrie reports that we are running low in our Corporate Account and is requesting that the Board move \$8,000 from the savings to the Corporate Account. Aaron Burko made a motion to move \$8,000 from the savings account to the Corporate Account. Pamela Gouldsberry seconded. **Motion Carried.**

- National Guardianship Conference: Carrie shared that this year the National Guardianship Conference is in Kentucky. This is a great opportunity as it is within driving distance. Carrie said she would like to send three staff and that she anticipated that the cost would not exceed \$5,000 for all three staff. Since the Conference is out of state it needs Board approval. Tony Zampedro made a motion to send three staff to the National Guardianship Conference. Jennilynn Patterson seconded. **Motion Carried.**

Program Report:

- ODMH: Quality Assurance Activities – None
- Client Rights Activities/Grievances – None
- Program Updates: Carrie reports that this year we will conduct a Community Social Service Needs Assessment as it is a requirement of our CSBG grant. We have distributed the consumer surveys for this assessment—we have over a dozen agencies surveying their consumers on our behalf. We will also be sending out letters to our community partners inviting them to provider focus groups. We expect to wrap up data gathering for the assessment by the end of August and plan to present it to the Board in September or October. This assessment will be the basis for our 2020-21 CSBG Grant application, which will be submitted to ODSA late this fall.

Old Business:

- Staff Picnic: The staff picnic is schedule for June 28th at Recreation Park in Painesville. John passed around the sign-up sheet again and asked everyone to get their contributions in before Friday or to just bring it down to the park on Friday. Grilling will begin at 11:00 a.m. and lunch will be served at 11:30!

New Business: None

General Board Discussion:

- Carrie shared that Pam Morse was given the Advocate of the Year Award by the Lake County Alcohol, Drug Addiction, and Mental Health Services Board at their annual dinner on Monday, June 17. Congratulations Pam!
- Carrie reminded the Board that she will be out of the office and will have no access to email or voicemail between July 5 and July 28. If the Board needs anything during that time, Michelle Mezaris will be available.
- There will be no July Board meeting—enjoy your summer!

Adjournment: Christine Shoop made a motion to adjourn at 6:50 p.m. Aaron Burko seconded. **Motion carried.**

Board Messaging Training with Kathryn Clausen, OACAA Communications Coordinator