

**Lifeline, Inc. Board of Directors
December 18, 2019**

Call to order: Meeting called to order by President John Shepard at 6:06 PM

Personal moment of silence observed

In Attendance: Doris Behnke, Aaron Burko, Lenore Collins, Paula Gordos, Carrie Morgan, Pam Morse, Jennilyn Patterson, John Shepard, Christine Shoop, Kate Stein, Sue Whittaker

Excused: Melissa Amspaugh, Pamela Gouldsberry, Sean Kramer, Rob Moore, Robert Weger, Tony Zampedro

Absent/Unexcused: None

Guests: Sarah Wade, Lubrizol

Staff: Carrie Dotson, Michelle Mezaris, Christina Corrigan

Quorum Determination: Quorum Achieved

Additions or amendments to the agenda: None

Approval of minutes: Christine Shoop made a motion to accept the minutes of the November 20, 2019 Board meeting. Pam Morse seconded. Sue Whittaker and Aaron Burko abstained. **Motion Carried.**

Public Comment/Introduction of Guests:

- Doris Behnke introduced Sarah Wade, from Lubrizol, who will be replacing Doris on the Board effective January 1, 2020.

Committee Reports:

By-Laws and Membership Committee:

- Carrie reported that Rob Moore, Sue Whittaker, and Doris Behnke end their Board terms on December 31, 2019 and will be leaving us. John thanked them for their service to Lifeline and wished them well.
- Carrie stated that with the addition of Geauga County Lifeline will increase its Board from 18 members to 21 members this winter. Before new members from Geauga can be added, we will need to revise our Board By-laws, so the By-laws & Membership will begin meeting in January to start that process. The agency's plan is to add three new Board Members immediately from Geauga County and, as terms expire, to replace three of our current Lake County slots with Geauga representation. This will give us a Board composition of 15 Lake County and 6 Geauga County representatives which is proportional to the counties' populations.

Finance Committee: None

Programming/Strategic Planning Committee:

- CSBG Grant Applications (Lake and Geauga): Carrie distributed CSBG grant summaries, which included budget and outcome summaries, for both Lake and Geauga counties and explained that due to a technical problem with the Geauga County grant application, Lifeline has received an extension of time to complete them. We do need Board approval of each of the grants separately.
- Carrie presented that the Lake County CSBG grant for 2020-21 is \$527,391, just slightly less than the 2018-19 grant. However, we do anticipate a sizeable carryover from 18-19 that will be reallocated into Lake County's programs. The budget breaks down to approximately 80% operating and 20% administrative. Carrie also detailed the programs that will be provided through the CSBG funding, many of which address needs demonstrated in the 2019 Community Needs Assessment. Pam Morse made a motion to approve submission of the Lake County CSBG grant. Paula Gordos seconded. **Motion Carried.**

- The Geauga County CSBG grant for 2020 is \$127,543 and is only a one-year grant because of the interim status. Carrie also went through our program recommendations for Geauga County. Christine Shoop made a motion to approve submission of the Geauga County CSBG grant. Kate Stein seconded. **Motion Carried.**

Fundraising Committee:

- Annual Campaign: Carrie reported that the Annual Campaign will run through March 2020. Board members received and signed reminder cards which will be mailed out encouraging individuals to donate. The goal remains at \$15,000.
- Carrie also reported that the Dancing with the Stars fundraiser at LaMalfa is scheduled for August 14, 2020 and will have a new vetting process aimed at increasing fundraising, with a proposed March 2020 kickoff.

Human Resources Committee:

- Unpaid Leave: Carrie updated the Board on the HEAP employee who had unpaid medical leave approved through December 31, 2019, explaining that as a 20-year Lifeline employee, the HEAP employee will receive a substantial amount of earned, paid leave on January 1, 2020 so an extension of unpaid leave is not required at this time. Carrie also reported that a second Lifeline employee with less than a one-year tenure has been out on unpaid medical leave for the past three to four weeks and is requesting unpaid leave. After Board discussion, Christine Shoop made a motion to approve unpaid leave for the second employee through January 15, 2020, with re-evaluation at that time. Doris Behnke seconded. **Motion Carried.**

Facilities Ad Hoc:

- The Committee met to review the draft of the lease agreement sent to us by Consolidated Investment Corp. The Committee had many concerns and asked that Carrie follow-up with Dan Smith, owner. Carrie shared that she had addressed the lease concerns with landlord Dan, and he has made some revisions and sent us a second draft of the lease.
- Carrie also shared that she had spoken with Jonathan Lee of Signature Health regarding their July 1, 2020 ownership of Lifeline's current location and that Jonathan had agreed to rent back to Lifeline if the new location is not ready by that date.
- The committee agreed to conduct a conference call prior to the next Board meeting to review the new draft of the lease agreement and provide a report at the January 2020 Board meeting.

Geauga Ad Hoc:

- Carrie updated that we have received the formal designation as the interim provider for Geauga County for 2020. The public meeting hosted by ODSA really couldn't have gone better—we had a lot of support in the room.
- The Transition Team met last week and it was a really positive meeting. John, Christine and Sean represented Lifeline, in addition to Carrie, Michelle and Tracy. The Geauga representatives seemed very pleased with our progress.
- Carrie stated that the Commissioners chose not to offer office space to Lifeline and asked GCA to be out of their space by 12/31/19. Carrie has been viewing a variety of office spaces throughout Geauga County over the last couple of weeks and is proposing a Newbury location at Newbury Business Park, which is centrally located at Routes 87 and 44. The space is one large room that is fully furnished and has adequate parking, and a monthly lease of \$495, including all utilities and WIFI. There's also a small conference room that is available if we wish to use it. The landlords, White Management, Inc., have offered us a month-to-month lease. Paula Gordos made a motion to approve the Newbury location lease. John Shepard seconded. **Motion Carried.**
- Carrie requested that the Board approve use of our unrestricted funds to pay the Newbury location's security deposit and first month's lease, as that needs to be paid immediately when we sign the lease and we do not have access to Geauga CSBG funds yet. Christine Shoop made a motion to use Lifeline's unrestricted funds for

the security deposit and first month rent of our new space in Geauga County. Pam Morse seconded. **Motion Carried.**

- Carrie shared that Lifeline's printed materials, social media, and website will all need to be revamped to include Geauga County. Other activities for 2020 will include an update of our current strategic plan with the goal of integrating Geauga County initiatives and performing a Geauga County community needs assessment in Summer 2020.
- Carrie updated that Karen Demko, a current GCA staff member has agreed to become a Lifeline employee effective January 1, 2020. Michelle will be doing her hire paperwork shortly after New Year's!
- Carrie also noted that GCA renewed their P.O. Box in Chardon and we will be taking that on and using it as our Geauga mailing address.
- Carrie discussed the Paradox Prize grant, a privately funded grant with a January 15, 2020 application due date, which ties transportation to work with van pooling for second and third shift employees. Eight specific employers in Geauga County have been identified to invest in the van pooling. We will be submitting the grant application and will be partnering very closely with the Geauga Growth Partnership on this project. Pam Morse made a motion to submit the Paradox Prize grant application. Christine Shoop seconded. **Motion Carried.**

Ad Hoc Nominating Committee:

- Christine Shoop will be chairing the Nominating Committee to organize the slate of officers for 2020 and committees. Elections will be held during the January Board meeting. If any Board member is interested in the process, Christine Shoop can be contacted directly.

Finance Report:

- Carrie provided financial reports for October.

Director's Report:

- Carrie reported that she will be co-chairing one of the sub-committees of the Lake County Census Complete Counts Committee for 2020, with the first meeting scheduled for December 19, 2019. She will report monthly to the County Commissioners. Lifeline and the other committee members will provide outreach to educate the community on the importance of completing the census, as well as the various available options to complete the census. Our target population is some of the hardest to count, so we have a challenge ahead of us.
- Carrie addressed the PIPP program grant that has become available for agencies for 2020. The PIPP grant provides additional funding to our HEAP Program as they process PIPP enrollment and reverifications for HEAP applicants. Carrie presented a budget on how the funds will be spent. Christine Shoop made a motion to approve submission of the PIPP program grant. Doris Behnke seconded. **Motion Carried.**

Program Report:

- ODMH: Quality Assurance Activities – None
- Client Rights Activities/Grievances – None
- Program Update: None

Old Business: None

New Business: None

General Board Discussion: John wished everyone a very happy holiday season.

Adjournment: Aaron Burko made a motion to adjourn at 7:12 p.m. Pam Morse seconded. **Motion Carried.**