

**Lifeline, Inc. Board of Directors  
May 20, 2020 via Zoom!**

**Call to order:** Meeting called to order by President John Shepard at 6:03 PM

**Personal moment of silence observed**

**In Attendance:** Melissa Amspaugh, Aaron Burko, Lenore Collins, Paula Gordos, Pam Gouldsberry, Sean Kramer, Carrie Morgan, Pam Morse, Jennilynn Patterson, John Shepard, Christine Shoop, Kate Stein, Bob Weger

**Excused:** None

**Absent/Unexcused:** Sarah Wade, Tony Zampedro

**Guests:** None

**Staff:** Carrie Dotson, Michelle Mezaris, Christina Corrigan

**Quorum Determination:** Quorum Achieved

**Additions or amendments to the agenda:** None

**Approval of minutes:** Bob Weger made a motion to approve the minutes of the February 19, 2020 Board meeting. Sean Kramer seconded. **Motion Carried.**

**Public Comment/Introduction of Guests:** None

**Committee Reports:**

**Executive:**

- Personnel Policies Revision: Carrie advised that this would be presented and voted on at to the June 17, 2020 Board meeting.
- Transfer of Funding to Corporate for Legal/Consulting fees: Carrie requested a \$7,500 funds transfer from the savings to the Corporate Account to cover legal and consulting fees for two projects—the lease negotiations for the two new leases and for an HR project to help us do a thorough review of our job descriptions and personnel policies manual, which was approved by the Executive Committee. Christine Shoop made a motion to confirm the Committee’s vote to transfer \$7,500 from savings to the Corporate Account. Aaron Burko seconded. **Motion Carried.**
- National Conferences: Carrie informed the Board of two summer conferences that Lifeline would like staff to attend, pandemic travel permitting. Carrie recommended that Michelle Mezaris and Tracy Richardson attend the national CAPLAW conference in Chicago at the end of June and that Carrie attend the August CAPCON conference in Seattle. The Executive Committee approved these two out of state conferences. Subsequently, the CAPLAW conference has been cancelled. Bob Weger made a motion to confirm the Committee’s vote to approve attendance at both conferences. Melissa Amspaugh seconded. **Motion Carried.**
- Short-term Lease Agreement: Carrie updated that since the Board last met, several things have happened—first we learned in early March, just before the pandemic, that we needed to be out of our current office by June 30—that we wouldn’t be able to stay a few extra months as we had originally been told. This had something to do with Signature Health’s financing package and construction timeline. Then, the pandemic happened and construction on the new facility has come to a halt. We’re not sure when to expect it to fully resume. And so we began looking at temporary space where we could move, keeping the entire staff in one location, until the new facility was ready. Carrie updated that we have a draft lease ready to vote on tonight with Victoria Place—it was emailed out to the Board with Board packets. David Harvey, our attorney, has negotiated on our behalf and Carrie said that she and David are both happy with this final draft. The lease is for six months, commencing July 1, with options to extend in three month increments as needed, or to terminate with 90 day notice. The lease amount is \$4,140.91/month, which is nearly \$1,000 cheaper than

what we pay currently. We will take on the additional cost of office cleaning. David called into the Executive Committee meeting to answer questions that the Committee had. The Executive Committee approved the six-month lease agreement with Victoria Place. Pam Morse made a motion to confirm the Executive Committee's approval of the short-term, six-month lease with Victoria Place for a term beginning July 1<sup>st</sup>. Christine Shoop seconded. **Motion Carried.**

- FY 20 Mentor CDBG Grant: Carrie recommended that Lifeline submit 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 was due May 15 and does require Board approval. The Executive Committee approved submission of the FY 20 Mentor CDBG grant application. Christine Shoop made a motion to confirm the Executive Committee's approval of the submission of the Mentor CDBG application. Aaron Burko Seconded. **Motion Carried.**
- FY 20 Lake CDBG Grant: For FY20 Carrie recommended requesting \$20,000 for our 2-1-1 hotline operations—the Commissioners have been very supportive of 2-1-1 in the wake of the UWLC cuts and appreciative of the value we're bringing to the community during the COVID-19 Pandemic. In FY 2019 we were awarded \$15,000 for our Kinship Navigator Program and in FY 2018 we were awarded \$15,000 for our IDA Program. Prior to that it funded operation of our 2-1-1 hotline annually. New requirements put forth by the Commissioners in FY 2018 require that CDBG funds cannot be used for sustainability any longer and that they must fund new initiatives or expansions of initiatives each year. This grant is due May 20 and requires Board approval. The Executive Committee approved submission of the FY 20 Lake CDBG Grant Application. Pam Gouldsberry made a motion to confirm the Executive Committee's approval of the submission of the Lake County CDBG application. Sean Kramer seconded. **Motion Carried.**
- FY 20 Home Grant/Placement: For the Rental Assistance Program, our current year allocation is \$140,000, which is split \$125,000 direct client to pay for security deposits/first month rent payments and \$15,000 to pay a portion of the salary for our Housing Coordinator who administers this program full-time. For FY 2020, Carrie recommended requesting level funding. This grant is due May 20 and does require Board approval. The Executive Committee approved submission of the FY20 HOME grant application for placement activities. Carrie Morgan made a motion to confirm the Executive Committee's approval of the submission of the HOME grant application for Lifeline's Rental Assistance Program. Christine Shoop seconded. **Motion Carried.**
- FY 20 Home Grant/Subsidy: For the Supportive Housing Program, our current grant award for FY19 is \$36,000. These HOME Funds are all direct client funds used to pay the rental subsidy for participants in our Supportive Housing Program. For FY 20 Carrie recommended requesting level funding. This grant is due May 20 and does require Board approval. The Executive Committee approved submission of the FY20 HOME grant application for subsidy activities. Christine Shoop made a motion to confirm the Executive Committee's approval of the submission of the HOME grant application for Lifeline's Supportive Housing Program. Pam Gouldsberry 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 adopts 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 with Board packets and assured the Board that the agency is doing all that it can to support Fair Housing, including promotion, education and training. The Executive Committee did vote to adopt the AFFH resolution. Sean Kramer made a motion to confirm the vote of the Executive Committee and adopt the Affirmatively Furthering Fair Housing Resolution, as drafted, on behalf of the agency and the Board. Jennilynn Patterson seconded. **Motion Carried.**

#### **Programs & Planning:**

- Annual Dinner Updates: Carrie announced that the Annual Dinner had been cancelled. However, she hopes to give out Client Achievement and Staff of the Year awards in the fall, immediately before or after a Board meeting.

#### **Fundraising:**

- Annual Campaign Wrap Up: Carrie explained that Lifeline fell short of its goals for the 2019-2020 Annual Campaign, with 108 donors, a \$13,188 gross profit, and a \$12,756 net profit. Lifeline's goals included 150

donors and a \$15,000 net profit. We would have fallen short of 100% Board giving had we not had an anonymous donor give on behalf of those Board members who did not.

- Dancing Under the Stars Postponement/Updates: Carrie updated that Dancing with the Stars 2020 has been rescheduled for Friday, October 16<sup>th</sup>, at LaMalfa with a change in programming to an All Star Team Dance Challenge Event. It will feature several celebrities from past years with four teams, each led by a team captain with fundraising goals of \$20,000 per team. Please save the date and support our celebrities' fundraisers any way you can—many of them are already actively fundraising!

#### **Finance:**

- FY 2019 Audit Update: Carrie updated that she has been in communication with the Snodgrass audit team who are working on a plan to complete as much of our audit remotely as possible, with very minimal time in the office for fieldwork. We still have a completion date target of mid-August.
- Endowment Updates: Carrie provided year-end fund statements for 2019 and for the first quarter of 2020. These were emailed with Board packets.

#### **By-laws & Membership:**

- By-laws Revision: Paula presented the Committee's proposed revisions to the by-laws which included the following:
  - Page 3: Article II/Section 2/B—add new language to include Geauga County.
  - Page 3: Article II/Section 2/C/a—add a new slot 19 for a Geauga low-income representative slot.
  - Page 4: Article II/Section 2/C/b/iv—add Geauga County as a nominee for slot 9.
  - Page 4: Article II/Section 2/C/b/vii—addition of Geauga County Commissioners as an appointee for the new slot 20.
  - Page 4: Article II/Section 2/E/b—add a new slot 21 for a Geauga private sector slot.
  - Page 4: Article II/Section 2/G/b—change terms of office staggering from five trustee terms expire yearly to seven trustee terms expire to align with the new number of 21 Board members.
  - Page 5: Article II/Section 4/A/c—include new language to allow for virtual meetings under extenuating circumstances like a national emergency declaration.
  - Page 5: Article II/Section 4/H/b—include additional language regarding how votes will be taken on virtual meetings.

Christine Shoop made a motion to approve By-laws revisions as proposed by the Committee. Carrie Morgan Seconded. **Motion Carried.**

#### **Human Resources:**

- Carrie updated that Lifeline currently has two staff members using the expansion of FMLA laws included in the Coronavirus legislation. Both staff members will be on intermittent paid emergency leave for 12 weeks (working some hours and on leave some hours). Due to Lifeline's small size it has traditionally been exempt from FMLA. With this in mind, Carrie and Michelle spent considerable time on the phone with our HR attorney, ensuring that Lifeline was following the new legislation precisely.

#### **Ad Hoc Facilities Committee:**

- As stated above, Lifeline's attorney has negotiated a six-month short-term lease agreement for Victoria Place. Carrie discussed the move and IT consultant quotes received for the temporary move and notified the Board that we will be applying for a training/technical assistance grant to cover these costs.

#### **Ad Hoc Geauga Transition Committee:**

- Carrie updated that the Geauga site is up and running, by appointment only, and has already completed several intakes and approvals for the Jumpstart Car Repair Program.

**Finance Report:**

- Carrie included the January/February Report in the Board meeting packet.

**Director's Report:**

- Director Updates: Carrie discussed Lifeline's COVID-Impact statement that has been provided to funders and several legislators detailing how Lifeline is working to best serve the community during this pandemic, both in the immediate crisis and moving forward into the long-term recovery. Lifeline's national lobbyist, David Bradley with the National Community Action Foundation, organized an hour-long Zoom chat in early May with Congressman Dave Joyce and the four agency executive directors covering his district to discuss constituent needs, services that Community Action Agencies are providing to meet those needs, and how additional funding will help. Carrie said that she hopes the regular COVID updates she's emailed out have been helpful, especially since we've been unable to have a Board meeting since February!
  - ADAMHS Funding Update: Carrie advised that due to the COVID-19 pandemic, the Lake County ADAMHS Board has decided to issue six-month extensions, covering July-December 2020, on our current grants at level funding. They will issue RFPs in September for a six-month grant period covering January-June 2021, with another RFP in spring 2021 covering their regular July 2021-June 2022 grant cycle. In addition, the ADAMHS Board helped Lifeline secure PPE and awarded Lifeline a one-time request of \$22,000 to assist with pandemic-related homeless projects. Lifeline will submit a one-time request in early June to cover partial 2-1-1 overtime costs associated with the COVID-19 call surge.
  - ODSA T/TA Grant Request: Carrie presented Lifeline's request for \$6,867 from the Ohio Development Services Agency in a Training and Technical Assistance Grant to assist with the unexpected costs incurred with the additional move. These funds would specifically assist with mover and IT consultant costs for the temporary office. Paula Gordos made a motion to approve the T/TA grant submission. Sean Kramer seconded.
- Motion Carried.**

**Program Report:**

- ODMHAS—Quality Assurance Activities: None
- Client Rights Activities/Grievances: None
- Program Updates:
  - Carrie described that Lifeline is currently still taking program applications over the phone, with clients mailing in or dropping off required documents. We are beginning to work on a plan for bringing clients back in for face to face intake, likely in early June.
  - Because the home-delivered groceries program was such a success, Lifeline has continued its partnership with several agencies to offer a Drive-Thru Produce Program at LakeTran's Park-n-Ride location. 2-1-1 is assisting with reservations for the drive-thru pick up.
  - In partnership with the Fair Housing Resource Center and Legal Aid, an Eviction Prevention Program is slated to begin in early June using both HCRP and CARES Act CSBG funding. We'll have more details on this to come soon.
  - Carrie also explained that the Summer Crisis Program will be a hybrid of phone and face to face intake, with the program extended, running from July through September. Because of additional CARES Act HEAP funding, we anticipate that it will allow for PIPP participants to receive assistance and will do away with the age or health restrictions requirement.

**Old Business:** None

**New Business:** None

**General Board Discussion:**

- Staff Picnic: Carrie updated that the staff picnic is tentatively scheduled for June 26, 11:30-3:30 p.m., which is the Friday after our move. She's aware that the picnic may be cancelled due to the statewide ban on group gatherings and because the City currently has the pavilions closed. John Shepard volunteered to email Board members to devise a picnic plan, even if it has to be delivered to the new office.

**Adjournment:** Aaron Burko made a motion to adjourn at 7:16 p.m. Paula Gordos seconded. **Motion Carried.**