

**Lifeline, Inc. Board of Directors
November 20, 2019**

Call to order: Meeting called to order by President John Shepard at 6:01 PM

Personal moment of silence observed

In Attendance: Doris Behnke, Lenore Collins, Pamela Gouldsberry, Sean Kramer, Jennilyn Patterson, Kate Stein, Melissa Amspaugh, Paula Gordos, , John Shepard, Tony Zampedro, Christine Shoop, Pam Morse

Excused: Robert Weger, Aaron Burko, Sue Whittaker, Rob Moore, Carrie Morgan

Absent/Unexcused: None

Guests: None

Staff: Carrie Dotson, Michelle Mezaris, Bri Moon, Tiffany Menosky, Tracy Richardson

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 October 16, 2019 Board meeting. Paula Gordos seconded. Pam Morse, Christine Shoop and Tony Zampedro abstained. **Motion Carried.**

Public Comment/Introduction of Guests:

- None

Committee Reports:

Programming/Strategic Planning Committee:

- IDA Presentation: Tiffany Menosky shared with the Board several achievements of the income and asset programs including the first graduate of the IDA Microenterprise Program and Buy Car Program. She spoke about the upcoming VITA season and highlighted new initiatives regarding tax season.
- Reentry Program Presentation: Bri Moon shared new funding sources that have been awarded to Lifeline and what accomplishments her program has had in 2019. She also spoke about the highlights of new programs such as Support Group, Reentry Resource Days and her new collaborations within the community.

By-Laws and Membership Committee: None

Fundraising Committee:

- Annual Campaign: Carrie reported that there are new donors contributing to the campaign this year. So far, there have been 35 donors who have participated and \$4,000 gross profit. In December, Board members will receive reminder cards to sign which will be mailed out encouraging individuals to donate. The goal remains at \$15,000.

Finance Committee:

- Carrie reported that the 2019 Dancing Under the Stars money, just over \$51,000 will be received next week and deposited into the savings account.
- Endowment/Unrestricted Funding: Carrie distributed the summary sheets with information related to the balances and earnings to date for both the endowment and savings accounts. The endowment has surpassed \$200,000 at this time and continues to earn well. After Board discussion, Pam Morse made a motion to move \$40,000 from the savings account into the endowment after the Dancing Under the Stars proceeds are received. Christine Shoop seconded. **Motion carried.**

- Carrie stated that Lifeline's three year ODSA audit was conducted that day and there were no findings identified by the auditor. This is really great news and a credit to our fiscal consultants at Pike County.

Human Resources Committee:

- Unpaid Leave: Carrie reported that an employee, Kathy Stuper, has been on medical leave and is requesting unpaid leave because her remaining paid time off will be ending just before Thanksgiving. After discussion, Christine Shoop made a motion to approve unpaid leave for Kathy Stuper through December 31, 2019 with re-evaluation at that time. Tony Zampedro seconded. **Motion carried.**
- Health Insurance Renewal: Carrie reported that Lifeline's health insurance renewal will be a 3% increase.
- Carrie updated the Board that Lifeline terminated a staff member in November and had consulted with Pamela Gouldsberry as chair of the HR Committee during the process.
- Carrie introduced Tracy Richardson as our new CSBG Program Manager. Tracy started with Lifeline last week and will supervise the community services staff and programs in both Lake and, eventually, Geauga Counties. Tracy comes to us from the United Way of Geauga County.
- Pamela Gouldsberry updated the Board that Carrie's final 2020 goals have been finalized and confirmed by the Committee.

Facilities Ad Hoc:

- Carrie shared that the committee will be meeting on November 25 to review the draft of the lease agreement for the agency relocation.

Geauga Ad Hoc:

- Carrie stated that the Geauga County CSBG Grant process is changing each day. She is speaking with local community members and agencies, along with the ODSA staff, to develop a plan for the Public Hearing scheduled for Friday, November 22 at 10AM at West Geauga Library in Chesterland. Carrie stated that the current plan is for Lifeline to be designated the interim provider for 2020 and to hopefully secure the permanent designation for 2021 and beyond. Carrie again encouraged any Board members who could attend the hearing on 11/22 to please attend and make a statement of support.

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 September.

Director's Report:

- UWLC Letters of Intent: The UWLC has redesigned their funding process that will affect all Lifeline's previous and future program funding requests. Their new model revolves around three goals, two of which Lifeline's programs mesh with: Financial Stability and Access to Healthcare. All agencies are set to start at 0-based funding and the process is open to any program, old or new that aligns with the funding goals. Carrie distributed the historical funding amounts as well as her recommendations for requests for FY21. The recommendations are a mix of currently funded programs (211, health services, VITA, Rental Assistance Program and Supportive Housing) and new programs (nutrition, IDA/BuyCar and Representative Payee Program). This new process requires the agency to submit letters of intent online to the UWLC who will inform us of the programs we are approved to submit applications for funding. Letters of Intent are due December 9. Pam Morse made a motion to approve the UWLC letters of intent with the amendment of increasing the nutrition request to \$10,000 from \$5,000. Paula Gouldsberry seconded. **Motion carried.**

- Carrie reported that HEAP had received their Winter Crisis Program allocation of \$310,000, level funding from the year prior.
- Carrie reported that the new OMHAS Reentry Funds (Community Transition Program) were approved and will funnel through the ADAMHS Board. This grant is in the amount of \$75,000 and runs through June 30, 2020.

Program Report:

- ODMH: Quality Assurance Activities – None
- Client Rights Activities/Grievances – None
- Program Update: Michelle reported a client incident that occurred on November 20th in which the safety of staff and clients was compromised. No staff or clients were harmed, but threats were made. Michelle reported her course of action to evaluate and assess the best route to comply with ODSA requirements and Lifeline agency protocol.

Old Business: None

New Business:

- Pam Morse shared that she had called Lifeline several times and staff did not pick up the phone and it went into the voicemail system instead and upon one attempt to contact a program coordinator she had been routed into the 211 queue. Carrie said that the phones have been extremely busy, as we're in the first weeks of HEAP WCP. Michelle responded that she would look into the phone issue and the routing tables and encouraged all Board members to leave a message when they call, instead of calling repeatedly because voicemails are being returned in a timely manner. Christine Shoop offered to make test calls if needed.

General Board Discussion: None

Adjournment: Christine Shoop made a motion to adjourn at 7:40 p.m. Jennilynn Patterson seconded. **Motion Carried.**