

**Lifeline, Inc. Board of Directors
July 15, 2020 via Zoom!**

Call to order: Meeting called to order by President John Shepard at 6:34 PM

Personal moment of silence observed

In Attendance: Kate Stein, Aaron Burko, Lenore Collins, Pam Gouldsberry, Sean Kramer, Pam Morse, Jennilynn Patterson, John Shepard, Christine Shoop, Bob Weger, Sarah Wade, Ryan McGuiness, Julie Novak

Excused: Melissa Amspaugh, Paula Gordos, Carrie Morgan

Absent/Unexcused: Tony Zampedro

Guests:

Staff: Carrie Dotson, Michelle Mezaris

Quorum Determination: Quorum Achieved

Additions or amendments to the agenda: None

Approval of minutes: Christina Shoop made a motion to approve the minutes of the May 20, 2020 Board meeting. Pamela Gouldsberry seconded. **Motion Carried.**

Public Comment/Introduction of Guests: None

Committee Reports:

Finance:

- Carrie reported that the independent audit is underway and is being conducted remotely. ODSA has offered agencies an extension to the audit due dates and Lifeline has requested an additional two months. This would move the due date to November 30, 2020. Once the committee has reviewed the draft of the audit they will present it to the full Board.
- Carrie also updated that due to our national performance standards, we will be required to bid out for auditors this fall for the FY20 audit. We aren't under any obligation to change auditing firms, just to go through the RFP process every five years. We have been very happy with the work Snodgrass has done and hope that they will submit a proposal again.

Fundraising:

- None

Programs & Planning:

- Needs Assessment Addendum Presentation: Carrie shared that Lifeline had to complete an addendum to the FY 2019 community needs assessment that focused strictly on the impact of COVID-19 on the community. Lifeline does not have to complete a comprehensive assessment until 2021 and to qualify for the CARES funds through ODSA, an addendum was required. Carrie had included a draft of the addendum with Board packets and went through the methodology and findings in it. In both Lake and Geauga, housing assistance and access to personal protective equipment was a concern. Geauga County also provided feedback about the benefits of retraining residents to compete in the new job market. Lake County had the additional feedback regarding children's access to internet to complete schooling and food security. Jennilynn Patterson made a motion to approve the Needs Assessment Addendum. Christine Shoop seconded. **Motions carried.**

By-laws & Membership:

- None

Human Resources:

- Carrie updated that we've hired two new employees—a HEAP Intake Specialist and a Program Coordinator in the Volunteer Guardian Program. We have several additional positions posted right now—we're continuing to grow as a result of all of the COVID-funding.

Ad Hoc Facilities Committee:

- Carrie reported that the staff has settled into the new office space without many issues.

Finance Report:

- Carrie included the April Financial Report in the Board meeting packet.

Director's Report:

- CSBG CARES Act Funding: Carrie reported that the CSBG funding through the CARES Act, we were awarded \$445,254 for Lake County and \$197,876 for Geauga County. The grant period is retroactive to March 27, 2020 and runs through September 30, 2022. Lifeline has submitted our grants for both counties to ODSA and are awaiting approval. Carrie had provided a summary in Board packets and went through the budgets and projected outcomes for each of the two grants. Christine Shoop made a motion to approve the CARES Act grant application for Lake County. Pam Gouldsberry seconded. **Motion carried.** Sean Kramer made a motion to approve the CARES Act grant application for Geauga County. Christine Shoop seconded. **Motion carried.**
- Transfer to Corporate Account: Carrie requested to move \$7,000 into the corporate account from the unrestricted savings account to pay for costs related to general operations. Pam Morse made a motion to approve the transfer of \$7,000. Aaron Burko seconded. **Motion carried.**
- 2020-21 HEAP Admin/Operating Grant: Lifeline received the grant application for HEAP FY21 (September 1, 2020 – August 31, 2021). This grant funds all day to day operations of the HEAP Programs, including HEAP, Winter Crisis, Summer Crisis and PIPP. Carrie went through the proposed budget and asked for Board approval. Pam Morse made a motion to approve the submission of the HEAP FY21 grant. Christine Shoop seconded. **Motion carried.**
- State 2-1-1 Funding: Carrie shared that Ohio AIRS, the state association for 2-1-1s, is receiving a statewide contract through the Ohio Department of Health to offer 2-1-1 services in all 88 counties for at least the end of the year—the contract currently runs through Dec. 31, 2020—ODH feels it is essential that all Ohioans have access to the critical information and referrals that 2-1-1 can provide during this pandemic. At this time, numerous counties do not have the resources to offer services to their community and the 13 current 2-1-1s in Ohio are being asked to step up to cover the unserved counties and will be paid through the ODH contract to do so. Lifeline has volunteered to cover Pike County, since we have relationships through their CAA. The additional call volume is not predicted to be significant, however, there is additional funding associated.

Program Report:

- ODMHAS—Quality Assurance Activities: None
- Client Rights Activities/Grievances: None
- Program Updates:
- VITA: Carrie reported that the last day of VITA was July 15th. Lifeline's clinics ended when the IRS provided the final date for submission.
- Summer Crisis Program: Carrie reported that the program is being offered to additional residents with the expansion of eligibility due to COVID-19 and CARES Act funding. There is limited in-person contact and all appointments are being offered by phone. The season has been extended through September 30, 2020.

Old Business:

- John Shepard asked Carrie about anything the staff would need with the remaining funds left over from the staff luncheon in June. Carrie provided a couple of ideas.

New Business:

- Aaron Burko asked Carrie about the impact COVID has had on Lifeline staff. Carrie reported that safety measures are in place and that since the agency never closed, staff is accustomed to the adjustment in program operations. We do have a couple of staff on E-FMLA leave and a couple who are working from home due to childcare issues, but overall the staff seems to feel safe and comfortable.

General Board Discussion: None

Adjournment: Christine Shoop made a motion to adjourn at 7:14 p.m. Pamela Gouldsberry seconded. **Motion Carried.**