

**Lifeline, Inc. Board of Directors
June 17, 2020 via Zoom!**

Call to order: Meeting called to order by President John Shepard at 6:04 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, Bob Weger, Sarah Wade

Excused: Kate Stein

Absent/Unexcused: Tony Zampedro

Guests: Ryan McGuiness, Julie Novak, Paul Putman, Kristina Willey

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. Sean Kramer seconded. **Motion Carried.**

Public Comment/Introduction of Guests: None

Committee Reports:

Finance:

- Endowment Presentation- Paul Putman: Paul, Donor Relations & IT Manager at the Cleveland Foundation, gave a presentation to the Board about the progress of the Lifeline Endowment Against Poverty since its inception. The current balance of the account is \$219,895. The stock market has been unstable in 2020 which has caused fluctuation in the earnings. The increased contributions into the endowment is reflected in its continued growth.

Fundraising:

- Dancing Under the Stars Presentation- Kristina Willey, 2020 Chair, updated the Board on the progress of the event during the pandemic. She shared that some adjustments have been made to the original timeframe including rescheduling the event to October 16th. This year DUTS has revised its design by using a team approach to meet fundraising goals; four teams will work together to meet goals in addition to preparing group dances. The new plan also includes a heavy use of social media to raise funds and awareness of DUTS. The teams are being creative to keep the community and donors and engaged during COVID-19 by challenging each other to energize the event. The fundraising goal is \$100,000. Kristina reported that any Board member interested in participating in the event is welcome; there are a variety of opportunities to volunteer.

Programs & Planning: None

By-laws & Membership:

- Board Elections: Ryan McGuiness and Julie Novak attended their third meeting which qualifies them to join the Board. They will both represent Geauga County. Paula Gordos made a motion to approve the membership of Ryan McGuiness to Lifeline's Board in a low-income representative slot. Christine Shoop seconded. **Motion Carried.** Sean Kramer made a motion to approve membership of Julie Novak to Lifeline's Board in a private sector slot. Aaron Burko seconded. **Motion Carried.**

Human Resources:

- Personnel Policies Revision: The Executive Committee had met in late March to discuss the immediate need to address new personnel issues that have arisen out of the COVID-19 epidemic. This included how to manage agency and staff operations in the event of an emergency and the agency having to make schedule adjustments of closure. Jennilyn Patterson made a motion to confirm the Executive Committee's approval of the personnel policies revision. Christine Shoop seconded. **Motion Carried.**
- Executive Director Annual Goals: Pamela Gouldsberry shared that there are adjustments to Carrie's annual goals due to the effect of COVID-19 on agency operations. These will be shared with the Board and used in her annual review in September.
- Carrie shared that two staff members have resigned from Lifeline. The recruitment of new staff will begin after the move into the new facility.

Ad Hoc Facilities Committee:

- Carrie shared that Lifeline's move is set for June 23-25. Plans have been confirmed regarding agency furniture and items along with IT transfer to new location. 211 Lake County will operate from home for two days to eliminate any disruption of service

Finance Report:

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

Director's Report:

- Carrie shared that the Lake County ADAMHS Board awarded Lifeline with a one-time grant of \$17,710 to cover the additional 2-1-1 staff costs as a result of COVID-19.
- Carrie reported that the Summer Crisis Program begins July 1st and will extend an additional month through September 30th. The grant award is \$116,000 which is \$56,000 more than last summer due to the additional CARES Act and HEAP funding. With the additional funding, ODSA has also opened up eligibility and increased the benefit amount.
- Carrie reported that Lifeline is working on an addendum to the 2019 Community Needs Assessment with the data and feedback on emerging needs related to the COVID-19 virus. The programming that we plan for our CARES Act CSBG funding will be tied to the demonstrated needs in this addendum. This will need Board approval at the July Board meeting.
- Carrie reported with CSBG funding through the CARES Act, Lifeline was 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. The agency is currently planning for how it will spend the CARES Act funding and will need Board approval at the July Board meeting.
- CSBG 18-19 Carryover Revision: The carryover funding from the 2018-19 Lake County CSBG grant was \$88,251. These are funds from the last grant that were not spent and we are able to reallocate to our 20-21 grant through a budget revision. The majority of the funding we will be reallocating into four programs—Buy Car, Employment Training, Reentry and a new Representative Payee Program. Lifeline will also allocate some funding related to our move, for example a percentage of janitorial costs for 2020 and 2021. Finally, the agency will allocate some to office supplies, printing and postage, as well as some to our national dues. Carrie went through the proposed budget and outcomes and explained the new Payee Program and that it was a significant need in Lake County. Aaron Burko made a motion to approve the CSBG 2018-19 Carryover Revision as proposed. Sean Kramer seconded. **Motion Carried.**

Program Report:

- ODMHAS—Quality Assurance Activities: None

- Client Rights Activities/Grievances: None
- Program Updates: Carrie reported that the VITA Program has resumed tax preparation with previously scheduled clients and opening it up to the public shortly. Due to COVID-19 the Bike Program and Nutrition Programs will be cancelled this year but hopefully able to return next year with increased program participation.

Old Business: None

New Business: None

General Board Discussion:

- Staff Picnic: The planned staff picnic has been cancelled due to restrictions related to COVID-19. The Board will be providing the staff for lunch that day. John Shepard will coordinate the luncheon and any Board donations can be given to Carrie.

Adjournment: Christine Shoop made a motion to adjourn at 7:11 p.m. Pamela Gouldsberry seconded. **Motion Carried.**