

***HEARTS & LIVES BOARD OF DIRECTORS MEETING***

***MINUTES***

***WEDNESDAY, FEBRUARY 18, 2015***

**The Meeting was called to order by President Ken Decroo at 2:05 PM. Present: Ken Decroo, Ira Maser, Tom Bachman, Dick Jenkins, Ginny Durand, Cynthia Carley and Dave Stuart. Absent: Patti McGonigle, Mack Braden**

**A motion to accept the Minutes from the previous meeting was made by Ira Maser; seconded by Dick Jenkins.**

**Financials:**

**Financials were presented by Dave Stuart. Current financials as well as a potential proposed budget given the changes which may be determined by the decision to move forward without First Five were reviewed.**

**Based upon the current status and the projections, it was suggested that we consider an interim management arrangement to allow us to meet our current First Five Requirements, Department of Behavioral Health requirements and provide assistance in the office to free Dave Stuart to assist the Board in transitioning to a successful but expanded organization serving those in our community while not being restricted to those who are one to five years of age.**

**Financials and the resulting plan were approved in a Motion by Cynthia Carley; seconded by Ginny Durand MSP**

**Executive Director's Report**

**Dave Stuart presented his Executive Director report... details attached. A discussion with respect to Grant Requests was held with suggestions made as to the potential sources we might focus on in the next 4 months.**

**Dave also reported that the Mountain Jewish Foundation would be presenting a donation to Hearts & Lives on February 21<sup>st</sup>.**

**Other: The Board of Director's would like to congratulate Dave and his staff on achieving an award from the Unforgettables Foundation recognizing Hearts and**

**Lives' contribution to the community. This is an outstanding achievement reflective of great dedication and commitment to the work of Hearts and Lives and our communities.**

**The meeting was adjourned at 3:35 PM**

**The next meeting is scheduled for Wednesday, March 18, 2015**

***HEARTS & LIVES BOARD OF DIRECTORS MEETING MINUTES***

***WEDNESDAY, MARCH 18, 2015***

The Meeting was called to order by President Ken Decroo at 9:03 AM.

**Present:** Ken Decroo, Ira Maser, Tom Bachman, Dick Jenkins, Patti McGonigle, Cynthia Carley and Dave Stuart. **Absent:** Ginny Durand, Mack Braden

A motion to accept the Minutes from the previous meeting was made by Tom Bachman; seconded by Patti McGonigle MSP

**Financials:**

Financials were presented by Ira Maser and Dave Stuart. An accounting error has occurred at the Department of Behavioral Health resulting in a check which was cut for an incorrect amount. This is being resolved and will be corrected in April.

A motion was made by Patti McGonigle to approve the financials. It was seconded by Dick Jenkins. MSP

**Executive Director's Report**

Dave Stuart presented his Executive Director report... details attached. He advised that the Annenberg grant had been submitted as of March 17<sup>th</sup> and the Edison Grant had also been submitted.

Dave also updated us on the RFP for Oral Health and the work that was being done to provide these services. The deadline to submit proposals is April 3, 2015. Plans were discussed to ensure the submission happened early.

**Governance:**

A Governance committee /Nominating Committee was appointed and includes Tom Bachman, Dick Jenkins and Patti McGonigle. They were charged with the responsibility of presenting a slate of officers at the April Meeting to be effective June 30, 2015.

We also discussed and approved unanimously a new Director, Steve Hollstein.

**Welcome, Steve.**

**Other:**

**The importance of bringing the Resource Center into our planning for long term programs and methods going forward was discussed. There is consensus that this is an important factor for consideration in our retooling and expansion plans.**

**The meeting was adjourned at 10:27 AM.**

**The next meeting is scheduled for Wednesday, April 15, 2015 Lakeside Church at 9 AM**

*HEARTS & LIVES BOARD OF DIRECTORS MEETING MINUTES*

*WEDNESDAY, April 15, 2015*

The Meeting was called to order by President Ken Decroo at 9:05 AM.

Present: Ken Decroo, Ira Maser, Tom Bachman, Ginny Durand, Dick Jenkins, Patti McGonigle, Steve Hollstein, Cynthia Carley and **Dave Stuart.** **Absent: Mack Braden**

**The agenda was temporarily suspended in order to hear from staff with an update on Grant activity, due dates, and anticipated outcomes.**

A motion to accept the Minutes from the previous meeting was made by Patti McGonigle; seconded by Dick Jenkins MSP.

**The Board of Directors accepted the resignation of Ira Maser who is moving to Arizona. He has been an integral part of the establishment of Hearts & Lives and has worked tirelessly on behalf of the organization. We also welcomed new Board Member, Steve Hollstein.**

**Financials:**

**Financials were presented by Ira Maser and Dave Stuart. Some funds have been received from the Department of Behavioral Health but we continue to work to resolve the outstanding balance from the error mentioned in last month's minutes.**

**A motion was made by Patti McGonigle to approve the financials. It was seconded by Dick Jenkins. MSP**

**Executive Director's Report**

**Dave Stuart presented his Executive Director report... details attached. He advised that First 5 had completed their review of our operation; only outstanding items include a copy of the insurance and posting of most recent approved minutes. Programmatically, we were advised that our agency operates in accordance to contractual terms and is deemed compliant in all applicable areas.**

**He also advised that office hours would be changing beginning April 27, 2015. Client's services will be offered from 9AM to 5PM Monday through Thursday. The office will not be open on**

**Fridays and the staff will be working 4-day workweeks 8AM to 6PM M-Th.**

**Governance:**

**A Governance committee /Nominating Committee was appointed and includes Tom Bachman, Dick Jenkins and Patti McGonigle. They will bring a slate of nominated officers to our next Board Meeting.**

**. The meeting was adjourned at 10:48 AM.**

**The next meeting is scheduled for Tuesday, May 19, 2015 Lakeside Church at 12 Noon**

*HEARTS & LIVES BOARD OF DIRECTORS MEETING MINUTES*

Tuesday, June 16, 2015

The Meeting was called to order by Vice President Tom Bachman at 12:19 PM

Present: Tom Bachman, Patti McGonigle, Steve Hollstein, Cynthia Carley, Dick Jenkins, Dave Stuart and Luvia Rodriguez.

Absent: Ken Decroo, Ginny Durand

A motion to accept the Minutes from the previous meeting was made by Patti McGonigle; seconded by Steve Hollstein MSP.

Financials:

Dave Stuart presented the Financials for the period. He reported that they had changed the P&L to mirror the budget. He also reported that the First Five Audit had gone well and that Hannah was on time with both billing and collections .

A motion was made by Dick Jenkins to approve the financials. It was seconded by Patti McGonigle. MSP

Executive Director's Report

Dave Stuart presented his Executive Director report... He advised that we would be hearing confirmation on a number of grant requests between now and July. Details are attached.

The Annenberg grant for \$30,000 in unrestricted finds has been approved.

He shared staff recognition letters and updated us on upcoming events as per his report attached.

Luvia Rodriguez updated us on EHS.

Other Business :

*A discussion to reimburse an employee for insurance deductible expense resulting from a car accident on Hearts & Lives business resulted in approval of this reimbursement up to a cap of \$500. Motion was made by Patti McGonigle; Seconded by Steve Hollstein MSP*

2015-2016 Budget:

*A follow up review of the 2015-2016 budget proposal was discussed at length. The Budget was approved with a Motion from Dick Jenkins and a second from Patti McGonigle. MSP*

A discussion of the budget reflected a question concerning the appropriate handling of employee compensation. This discussion was tabled to the next meeting for further review.

The meeting was adjourned at 2:15 PM.

The next meeting is scheduled for Tuesday, July 20, 2015 Lakeside Church at 12:00 PM

**MINUTES OF JULY 21, 2015 BOARD MEETING  
OF HEARTS AND LIVES**

**I. CALL TO ORDER**

Tom Bachman, Vice Chairman called the Meeting to order at 12:02 p.m.

Present were Dave Stuart, Outgoing Executive Director, Luvia Rodriguez, Interim Executive Director, Hannah Allen Fiscal Administrator, and Board Members Tom Bachman, Ginny Durand, Steve Hollstein, Dick Jenkins, and Patti McGonigle.

Absent were Cynthia Carley and Ken Decroo.

**II. INTRODUCTION OF GUESTS**

There were no guests present to introduce.

**III. APPROVAL OF MINUTES – June 16, 2015**

Dick Jenkins made a Motion to approve the Minutes and Patti McGonigle seconded the Motion. The Minutes of June 16, 2015 were approved.

**IV. REVIEW AND APPROVE JUNE, 2015 FINANCIAL STATEMENTS**

Hannah Allen, the Fiscal Administrator, reviewed the June 2015 Financial Statements. A discussion ensued on the Financial Statements in general and a long discussion was held



on the Balance Sheet. Steve Hollstein made a Motion to approve the June 2015 Financial Statements, and Patti McGonigle seconded the Motion. The June 2015 Financial Statements were approved. Ginny Durand arrived at the beginning of the discussion of the Financial Statements at 12:12 p.m.

## V. OLD ITEMS

- a) Hannah Allen, the Fiscal Administrator informed the Board the General Audit was rescheduled for 9/22/15-9/23/15.
- b) Luvia Rodriguez, the Executive Director, informed the Board that as of 7/15/15 there would be three full time position employees and four part time position employees. Ms. Rodriguez discussed the potential for two part time positions, due to one employee leaving.

## VI. NEW ITEMS

- a) Hannah Allen, the Fiscal Administrator briefly discussed the signers for the checking account at Bank of America.
- b) Hannah Allen, the Fiscal Administrator informed the Board and discussed the changes made to the Policy and Procedures pursuant to a DBH request.
- c) Hannah Allen, the Fiscal Administrator lead a discussion with the Board on the consent for OIG, LEIE, SAM, and Medical exclusions scans.
- d) Hannah Allen, the Fiscal Administrator lead a discussion on the DBH requirement for Livescans of all personnel and Board Members.

(e) Hannah Allen, the Fiscal Administrator, lead a discussion on the lack of a risk assessment which could be viewed as non-compliance, and indicated a Compliance Manual would be presented at the next meeting.

f) Luvia Rodriguez, the Interim Executive Director informed the Board of the New Lease, and the provisions therein.

g) Luvia Rodriguez, the Interim Executive Director briefly touched on possible changes to the budget.

## **VII. EXECUTIVE DIRECTOR'S REPORT**

Luvia Rodriguez, the Interim Executive Director gave a brief report on various items under this section.

### **CLOSED SESSION**

At 12:58 p.m. the Board went into Closed Session.

Dave Stuart addressed the Board during the first part of the Closed Session, and a discussion was held regarding his participation as a consultant to the Board of Directors.

The Board then held a Closed Session with Luvia Rodriguez, the Interim Executive Director regarding the Employment Agreement, and discussion regarding the duties of an Interim Executive Director.

The Board came out of Closed Session at 2:20 p.m.

## **VII ADJOURN**

The Board adjourned at 2:23 p.m.



## **REVIEW & APPROVE FINANCIAL STATEMENT**

**Item No. 5 was the above entitled matter and the first item discussed under this section was item No. 1 –Auditors Report.**

**Ira Maser reviewed the Auditor’s Communication Letter by Smith Marion & Company, and discussed various components of the letter. Mr. Maser answered various questions regarding the Auditor’s Letter and the Independent Auditors’ Report. The Summary and Evaluation comments were further discussed, and Tom Bachman made a Motion to approve the Auditors Report and Mack Braden seconded the Motion. The Auditors Report was approved by unanimous vote.**

**No. 2-Monthly Financials was the next item under this section, and Ira Maser reviewed the Balance Sheet, Profit & loss Statement and Year to Date Comparison. A discussion ensued on the accrued vacation and the desire to encourage employees to use vacation time on the books. The Board suggested monitoring the accrued vacation and Dave Stuart assured the Board that Staff did monitor all accrued vacation. After further discussion on various parts of the Monthly Financials, Tom Bachman made a Motion to approve the**

**Monthly Financials, and Dick Jenkins seconded the Motion. The Financials were approved by unanimous vote.**

### **EXECUTIVE DIRECTOR'S REPORT**

**Item No. 6 was "Executive Director's Report". Dave Stuart led a lengthy discussion on the various items and programs, and offered to answer any questions from the Board.**

### **OLD ITEMS**

**A brief discussion was held on the Board Code of Conduct, and the DBH Annual Program Review FY 2013-2014.**

### **NEW ITEMS**

**The Board discussed the First 5 RFP, and a discussion ensued on the RFP.**

**In addition there was a discussion under this item on Potential Board Members, and the general consensus was that the Board would not seek to add additional Board Members at this time, but if a Board Member that would be of benefit to Hearts & Lives became available, then that person would be considered.**

**The next Board Meeting was set for October 15th, 2014 at 9:00 a.m. at the Lakeside Church.**

**A Motion was made by Ira Maser to adjourn the meeting, and the Meeting adjourned at 10:40 a.m.**

**Minutes prepared by Patti McGonigle.**

***HEARTS & LIVES BOARD OF DIRECTORS MEETING MINUTES***

**Tuesday, August 19, 2015**

**The Meeting was called to order by President Ken Decroo at 12:05 PM.**

**Present: Ken Decroo, Tom Bachman, Patti McGonigle, Steve Hollstein, Cynthia Carley, Dick Jenkins, Luvia Rodriguez and Hannah Allen**

**Absent: Ginny Durand**

**A motion to accept the Minutes from the previous meeting was made by Tom Bachman, seconded by Steve Hollstein MSP.**

**Financials:**

**Hannah Allen presented the Financials for the period. A discussion was held to discuss the current administration of financials and Human Resources. President Decroo requested that a revised budget be prepared for our next meeting to reflect what we now know about our programs and staffing.**

**A motion was made by Dick Jenkins to approve the financials. It was seconded by Patti McGonigle. MSP**

**Executive Director's Report**

**Luvia presented her Executive Director report... Details are attached.**

**We also discussed the need to review current legal requirements with respect to Human Resources. President Decroo also requested that we have a study to include current employees, salary practices and new legal requirements for the next Board Meeting in an effort to be sure we are in compliance in these areas.**

**Old Business:**

**There was a review by our Interim Executive Director and the Board of her employment agreement. It was decided that with minor changes, the President and Luvia Rodriguez should execute this agreement.**

**The meeting was adjourned at 1:23 PM.**

**The next meeting is scheduled for Tuesday, September 15, 2015 Lakeside Church at 12:00 PM.**

***HEARTS & LIVES BOARD OF DIRECTORS MEETING MINUTES***

**Tuesday, September 15, 2015**

**The Meeting was called to order by President Ken Decroo at 12:07 PM.**

**Present: Ken Decroo, Tom Bachman, Patti McGonigle, Steve Hollstein, Luvia Rodriguez and Hannah Allen.**

**Absent: Ginny Durand, Cynthia Carley**

**A motion to accept the Minutes from the previous meeting was made by Tom Bachman, seconded by Patti McGonigle MSP.**

**Executive Director's Report**

**Luvia presented her Executive Director report... Details are attached.**

**The discussion of "Salary vs hourly" was postponed for next Board meeting.**

**Old items:**

**There was a discussion regarding advertising. It was decided that Hearts & Lives will use the advertisement resources offered for free to nonprofit organizations.**

**New Items:**

**Luvia and Hannah explained how the carryover money from First 5 was used and provided details regarding the past overdue accounts and penalty fees.**

**Adjustments to the 2015-2016 were discussed. A motion was made by to approve the adjustments. It was seconded by**

**Financials:**

**Hannah Allen presented the Financials for the period. A motion was made by Tom Bachman to approve the financials. It was seconded by Steve Hollstein. MSP.**

**The Board went into Closed Session to discuss regarding the Consultant position**

**The meeting was adjourned at 1:41 PM.**

**The next meeting is scheduled for Tuesday, October 20, 2015 Lakeside Church at 12:00 PM.**





HEARTS & LIVES BOARD OF DIRECTORS MEETING MINUTES

FRIDAY, OCTOBER 30, 2015

The Meeting was called to order by President Ken Decroo at 12:05 PM.

Present: Ken Decroo, Tom Bachman, Patti McGonigle, Steve Hollstein, Cynthia Carley, Bill Stanley, Ginny Durand, Luvia Rodriguez and Hannah Allen

A motion to accept the Minutes from the previous meeting was made by Tom Bachman seconded by Steve Hollstein MSP.

Executive Director's Report

Luvia presented her Executive Director report... Details are attached.

We also reviewed the need to verify current legal requirements with respect to Human Resources. Luvia and Hannah presented a summary of current employees, salary practices and new legal requirements.

We are in the process of scheduling a meeting with Attorney Geoff Hopper who is reviewing the employment contract currently in use and will advise as to appropriate methods to proceed.

Luvia also presented the Employee Policy and Procedures...with highlighted, proposed changes. The Board of Directors requested time to review the changes before final approval.

Old Business:

There was a review by our Interim Executive Director and the Board of her employment agreement. It was decided that with minor changes, the President and Luvia Rodriguez should execute this agreement.

New Business

We reviewed the MHP Code of Conduct. Cynthia Carley made a motion to amend it prior to approval. Seconded by Patti McGonigle MSP.

***Department of Behavioral Health requires a published list of charges This was reviewed.***

***Luvia advised that some changes had been required. Motion to approve was made by Patti McGonigle and seconded by Steve Hollstein All Directors present signed the Ownership Letter and submitted them for our files.***

**Financials:**

**Hannah Allen presented the Financials for the period (September,2015).A motion to approve was made by Patti McGonigle and seconded by Bill Stanley.**

**The meeting was adjourned at 1:35 PM.**

Hearts & Lives



*Through Collaboration  
Helping To Put the  
Resource "Puzzle" Together*

**Press Release**  
For Immediate Release

**December 1, 2015**

Contact: -Luvia Rodriguez  
- Interim Executive Director  
- (909) 338-3222

## **San Manuel Band of Mission Indians Awards \$60,000 Grant to Hearts & Lives**

Hearts & Lives is delighted to announce a grant award of \$60,000 from the San Manuel Band of Mission Indians which will support our Economic and Self Restoration for Individuals in Crisis Program. This program provides support for case management services, services through a licensed clinician, vouchers for food, shelter on a case by case basis, transportation, workbooks, and sundries. These services will be provided with an application and screening process in order to facilitate the most effective means of positive change for an individual or family.

The timing of the funding is very opportune as we move to expand our existing programs. Hearts & Lives truly appreciates the Tribe's ongoing support for our organization and for our community.

For more information about Hearts and Lives visit: [www.heartsandlives.org](http://www.heartsandlives.org)

### **About San Manuel Band of Mission Indians**

About the San Manuel Band of Mission Indians The San Manuel Band of Mission Indians is a federally recognized American Indian tribe located near the city of Highland, Calif. The Serrano Indians are the indigenous people of the San Bernardino highlands, passes, valleys and mountains who share a common language and culture. The San Manuel reservation was established in 1891 and recognized as a sovereign nation with the right of self-government. As an

indigenous community the origins and history of the San Manuel Band of Mission Indians stem from our relationship with the land and to all who share it. Since ancient times we have expressed ourselves through a culture of giving. Today, San Manuel is able to answer the call of Yawa' (Serrano word meaning "to act on one's beliefs") through partnerships with charitable organizations. We have drawn upon our history, knowledge, expertise and cultural values to direct our philanthropic giving in our local region, as well as to Native American causes nationwide. For more information, visit <http://www.sanmanuel-nsn.gov>.

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