

HEARTS & LIVES BOARD OF DIRECTORS MEETING MINUTES

Tuesday, January 19, 2016

The Meeting was called to order by Vice President Tom Bachman at 12:09 PM.

Present: Ken Decroo, Tom Bachman, Steve Hollstein, Luvia Rodriguez and Hannah Allen, Ginny Durand

Absent: Patti McGonigle, Cynthia Carley

A motion to accept the Minutes from the previous meeting was made by Tom Bachman, seconded by Ginny Durand.

Executive Director's Report

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

The discussion of "Salary vs hourly" was announced as a discussion for a follow up meeting at the Lake Arrowhead Presbyterian Church at 6:00 PM Thursday with a Corporate Labor Law lawyer.

Recommendation to apply for new Kaiser Grant was accepted.

Old items:

Salary VS Hourly: Discussion to be held after meeting with attorney.

Update on Board Consultant: Dave Stuart's work with the school district in regards to disaster response was presented. Board announced that they will continue to support disaster preparedness. An MOU with the school district is to be created in coincidence with boards desire.

Luvia discussed the coat drive. Do to positive community response the coat drive is ongoing and open ended.

New Items:

San Manuel Grant: The intentions for use of the \$60000 San Manuel Grant was announced and that there have already been positive responses given in regards to aid distributed.

New Kaiser Grant: Luvia announced her willingness to apply for a grant that would help provide healthy living habits and resources to the community. The grant was unanimously accepted as a grant that Hearts & Lives should apply for.

Int. Executive Position: Luvia requested that her position was in need of its semi-annual review and when would that take place was discussed. Luvia was informed that contact would be made to discuss her position at a later time.

Luvia discussed the Preschool services MOU and that it would provide the ability to provide treatment within the child's classroom.

The auditors have requested two documents that need to be signed by Dave. The board assured these documents would be completed.

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

The meeting was adjourned at 1:57 PM.

The next meeting is scheduled for Tuesday, February 16, 2015 Lakeside Church at 2:00 PM.

Hearts & Lives Board Meeting Minutes
February 16, 2016
Lake Arrowhead Communities Presbyterian Church

Tom Bachmann, Vice President, called meeting to order at 12:10 pm. Those present, Patti McGonigle, Ginny Durand, Tom Bachman, Steve Holstein, Bill Stanley, and Luvia Rodriguez. Cynthia Carley arrived late, but she made it!

Minutes from January 19, 2016 reviewed. Steve made motion to approve as presented, Patti seconded motion. Motion carried.

Executive Director Luvia reviewed the grants. Kaiser grant application was submitted for \$25,000. DBH contacted Luvia regarding a Substance Use Disorder Service Perinatal Services. She would like to pursue this program. There was also a program for Adults with Severe Mental Issues for Intervention. Luvia felt we should not get into that area because of safety and security reasons. Board agreed with her.

Waiting to hear from MOU from Preschool Services to start providing services at our local Head Start.

Because of increased number of clients being serviced we will need to hire another intern, which will be covered financially by DBH.

DBH advised Luvia un-officially, last week that we will have our contract renewed for another year, but will officially be notified soon.

We also have some other grants to write, so need a grant writer. Luvia shared that Hearts and Lives received a \$9,000 Konika Minolta copier and laminator machine. With the money we would receive from selling our old copier we could use some of that money to cover the cost of the grant writer.

We did not discuss the salary/hourly wage subject, as Ken and Cynthia were not present to discuss, so we did not approve the financials until further discussion. Patti had made a motion to approve, and then Cynthia made a motion to amend the approval to not approve them. Steve seconded. Motion carried

Ginny brought up the issue that we need to make sure that we do not schedule appointments for other things on the day of our meetings as it is not a good thing for the board or staff to have to keep rescheduling. We all agreed to be more aware of this.

The next meeting is scheduled for March 15th at the Lake Arrowhead Communities Presbyterian Church from now on. Time to be determined.

Meeting adjourned at 1:25 pm.
Submitted by: Ginny Durand, Secretary

Hearts & Lives Board Meeting Minutes March 15, 2016

Meeting was called to order by Ken Decroo at 4 pm.

Attending the meeting: Ken Decroo, Tom Bachman, Steve Holstein, Patti McGonigle, Bill Stanley, Luvia Rodriguez, Hannah Allen and Cynthia Carley.

Minutes were approved as written.

Financial were presented. Hannah explained the flow of payments, and the late payment on payroll taxes. The late penalties were waived. DBH expenses vary from high to low by month. We have to wait for money from them from up to three months. Dental Oral Health program has been doing very well for the past three months. Motion was made by Pattie McGongile to approve amended financials. Steve Holstein 2nd. Motion carried,

Old Items:

Luvia felt it best to pass on the \$10,000.00 grant from Kaiser as it would cost us more than we would receive.

New Items:

Audit Management Report was given to board to take home, read and come back to next board meeting to discuss and approve.

Executive Directors Report:

Received MOA for Head Start Program, with tentative start date 3/23/16.

DBH is giving us a one year extension plus 2nd year extension looks good. Receiving \$236,00. Staff is getting ready for both clinical and administrative audit by DBH in April.

PCIT is now in place.

San Manuel Grant of \$60,000 has been divided up within the organization to cover expenses. The program is working well with clinicians and caseworkers providing the assistance needed.

Hannah Allen is now working 4 hours a day, using sick time and vacation time to cover the rest of her hours.

Room Dividers (3) were paid by DBH to improve the use of office space.

July 1st everything goes to hourly wages. Steve Holstein will ask Geoff Hopper to look over payroll/hourly.

DBH grant for Substance Use Disorder Services Perinatal Services: Luvia informed that Hearts & Lives couldn't applied to the grant because it requires prescription of medication and we don't have that ability yet.

Luvia met with grant writer (Ricardo Forbes) and with start looking for grants to help out for operational costs.

Board discussed adding Cynthia on the Quick Book Account as treasurer. Ken made motion and it carried.

Cynthia also discussed that after working with Hannah she saw that the vacation pay of \$12,000 was for those employees that left the organization. Luvia now handles the review of vacation time of employees. Cynthia also brought up that she can see that all monies in our funds are for designated use by grants. We do not have any general funds for outside consultants to be paid from.

General discussion – Regarding Dave Stuart's roll at Consultant to the Board will have to end because of lack of funds for this position.

Meeting adjourned at 5:30 pm

Next meeting will be held on Tuesday, April 19th at 4:00 PM at Presbyterian Church.

Respectfully submitted by Ginny Durand

MINUTES OF APRIL 12, 2016 BOARD MEETING

OF HEARTS AND LIVES

I. CALL TO ORDER

Ken Decroo called the Meeting to order at 4:00 p.m.

Board Members Ken Decroo, Tom Bachman, Steve Hollstein, and Patti McGonigle were present, along with Luvia Rodriguez, Interim Executive Director, and Hannah Allen Fiscal, Administrator.

Board Member Ginny Durand arrived at 4:04 p.m., and Board Member Bill Stanley arrived at 4:25 p.m.

II. INTRODUCTION OF GUESTS

There were no guests present to introduce.

III. APPROVAL OF MINUTES – March 15, 2016

Patti McGonigle made a Motion to approve the Minutes as amended and Steve Hollstein seconded the Motion. The Minutes of March 15, 2016 were approved.

IV. REVIEW AND APPROVE MARCH, 2016 FINANCIAL STATEMENTS

Luvia Rodriguez reviewed the March 2016 Financial Statements. A general discussion ensued on the Financial

Statements. Patti McGonigle made a Motion to approve the March 2016 Financial Statements and Tom Bachman seconded the Motion. The March 2016 Financial Statements were approved.

V. OLD ITEMS

a) Ginny Durand made a Motion to accept the Resignation of Cynthia Carley, as presented by Ms. Carley, and Tom Bachman seconded the Motion. The Motion was approved.

b) With the resignation of the Secretary, Cynthia Carley, Patti McGonigle made a Motion to appoint Ginny Durand Secretary and to combine the positions of Secretary/Treasurer into one position, and Tom Bachman seconded the Motion. The Motion was approved.

VI. NEW ITEMS

a) A discussion ensued on Emergency Food and Shelter Program notices. The previous Executive Director is still listed as the Administrator on the email account for Hearts & Lives, and Ken Decroo made a Motion, and Patti McGonigle seconded the Motion to terminate that email account and give direction to Luvia Rodriguez, the Executive Director, to proceed to close the account and set up a new one so Hearts & Lives can receive all notices from the various agencies involved in the emergency food and shelter programs. The Motion and direction to Luvia Rodriguez was approved. In addition, Patti McGonigle made a Motion and Ken Decroo seconded the Motion to remove the retired Executive Director (Dave Stuart) from all Hearts & Lives accounts. The Motion was approved.

b) Ms. Rodriguez informed the Board that DBH has required Hearts & Lives to add in its Policy and Procedures

Manual the following policies: Promotion Policy requiring Hearts & Lives to promote from within its current staff pool, if employment advancement should occur; addition of Hiring Practices and requirements at the present time for hiring practices; and a Title 9 requirement that all employees will be compensated fairly regardless of age, race, religion, and sex. Further under the Title 9 provision that women shall make an equal amount for the same employment as male counterparts and visa versa.

A discussion ensued on the above requested additions to Hearts & Lives Policy and Procedure Manual. Ken Decroo made a Motion and Tom Bachman seconded the Motion to meet the requirements of DBH and give direction to the Executive Director to prepare the appropriate language. The Motion was approved.

c) A discussion ensued on the DNO Insurance and whether the Board wanted to increase the amount of the DNO Insurance. The amount currently is \$1,000,000.00. The Board was informed that an additional \$500,000.00 could be added for a nominal amount. Ken Decroo made a Motion and Steve Hollstein seconded the Motion to increase the DNO Insurance by an additional \$500,000.00 amount. The Motion was approved.

d) A copy of the California Volunteers MOU was distributed to the Board and a discussion ensued. The document had been previously signed by the President. The Executive Director was directed to ascertain a little more information about the California Volunteers association.

(e) Hannah Allen, the Fiscal Administrator, indicated that as part of the audit process by DBH, they require a performance review of the Executive Director. The Board was scheduled

to conduct the performance review at the end of June, but will comply and complete a review as soon as possible.

VII. EXECUTIVE DIRECTOR'S REPORT

Luvia Rodriguez, the Interim Executive Director gave a brief report on various items under this section. The Board was informed that after the Executive Director had a conversation with Kaiser regarding their upcoming Grant, Hearts & Lives would apply for the \$25,000.00 Grant. In addition, Hearts & Lives had sent a letter of intent to Community Foundation for the Capacity Building Grant. The Community Foundation Grant would be used to train staff in fund raising, applying for grants, and cultural diversity.

The Executive Director also informed the Board that a new clerical support person had been hired for 10 hours a week, to assist in clerical support for the DBH program. The Board further was informed that staff was working on getting ready for the DBH site audit, and the clinical staff was working on the charts audit. The Executive Director also indicated staff was engaging in a lot of training to be in compliance with DBH requirements.

The Board was informed the EFSP money would be distributed throughout the three main areas of the mountain, and not restricted to Crestline.

The plans for the Health Fair were continuing and everyone was looking forward to the Fair.

There was a discussion on a computer being used by a consultant which is listed as an asset with DBH, and discussion regarding a resolution and/or return of the property of Hearts & Lives.

It was also decided that the Board would invite those in charge in the disaster preparedness in the mountain to attend a Board meeting, and discuss how best Hearts & Lives could participate.

Steve Hollstein thanked Ken Decroo for his valuable input and participation as a Board Member and the entire Board concurred.

The last item was a discussion on the upcoming budget of Hearts & Lives. The Executive Director indicated there would be amendments required by DBH, but those amendments were not known at the present time. The Board gave direction to the Executive Director to initiate preparation of the Budget for the upcoming Fiscal Year and when the DBH amendments were presented, to include any such amendments in the Hearts & Lives Budget.

The next meeting was scheduled for MAY 10TH, 2016 AT 5:00 AT THE PRESBYTERIAN CHURCH.

VII ADJOURN

The Board adjourned at 5:15 p.m. after a Motion by Steve Hollstein and seconded by Ken Decroo to adjourn the meeting.

Minutes prepared by Patti McGonigle

Minutes of May 10, 2016 Hearts & Lives Board Meeting

1. Call to order:

Ken Decroo called the meeting to order at 6:07 pm.

Attendance - Board Members present were Ken Decroo, Tom Bachman, Steve Hollstein, Patti McGonigle, Bill Stanley and Ginny Durand. Staff Members present were Luvia Rodriguez, Interim Executive Director, Hannah Allen Fiscal, Administrator and Bev Rios, Program Manager.

Minutes – Patti McGonigle made a motion to accept the minutes as presented,
Steve Hollstein second. April 13, 2016 minutes approved.

Financials – Financial Statements were presented by Luvia Rodriguez and Hannah Allen. Board like the new format with each Grant having a summary report. Patti McGonigle made a motion to approve the financial statement of April 13, 2016. Steve Hollstein seconded, and statements were approved.

Old Items:

Disaster Recovery - Report given by Bev Rios. Three members of the staff are certified in case of disaster. Application was done and files are all set up. It was discussed that we create a Disaster Brochure to give to all governmental affairs and law enforcement offices listing the services such as Counseling, Case Management, Shelters, Resources, off the Mountain Services, etc. so that everyone know exactly what Hearts & Lives can provide.

H&L Policies and Procedures Report- Employee Policies and Procedures was updated to include all items necessary. Patti McGonigle made a motion to accept the new Policies as presented and Tom Bachman Seconded. Motion carried.

New Items:

2016-2017 Budget – Board discussed and motion was made by Patti McGonigle and seconded by Ginny Durand that the Board take the time to review them and come to the next board meeting to discuss.

Executive Director's Report – Luvia Rodriguez reported that they are continuing to look for new grants for services we can provide or we can expand.

DBH Clinical Review is scheduled for Friday May 27, 2016 at 8:30 am. They look at 6 client files and other items that are a part of our program. Staff is confident that our review will be good.

Luvia Rodriguez reported that a new MFT intern was hired for 10 hours per week for EIS program.

A private donation of \$3,000 was given to Hearts & Lives by an individual.

Luvia Rodriguez and 2 other staff members will be going to an Interpreter's County Training on May 11 - 13. She will report at our next meeting regarding this training.

Saturday May 14th, H&L will have a booth at the Running Springs community event from 10 am to 2 pm. We have a good presence there now, so our booth should have a lot of visitors.

The Rim Communities Health Fair will be held on May 21, 2016 from 10 am to 3 pm. Hearts & Lives will be managing a large Children's Area, offering booths with Mother Goose (literacy), Lucy's Therapy Clinic (EIS program), Oral Health and Dental Screenings, Teddy Bear Clinic, Fitness Area and Kids Zumba and Juniors Zumba sessions. (They hope to be able to offer fitness going forward at our office.

Luvia Rodriguez reported that we got a refund from the IRS for \$9,000 and Workman's Comp for \$1500.

General Discussion:

It was mentioned that we have not gotten David Stuart's computer back yet, which means we may have to pay \$900 back to DBH if it isn't returned. Ken will check into that with David.

The next board meeting will be June 14, 2016 at Lake Arrowhead Presbyterian Church at 4:00 pm.

Tom Bachman made a motion and Ken Decroo seconded it that meeting be adjourned at 6:45 pm.

Hearts & Lives Board Meeting Minutes

June 14, 2016

Meeting called to order by Ken Decroo. At 4:45 pm. Meeting held at Ken Decroo's home.

Minutes from May 10th meeting' were read, with motion made and seconded they be approved as presented.

May 2016 financial report presented by Luvia Rodriguez. We received \$1400.00 donation from Crest Forest Women's Club. Also \$10,000.00 refined to us by IRS. Currently have \$64,267.87 in A/R. Report was approved by board.

Luvia reported that Hannah and herself attended an HR Seminar to keep us up to date on everything related to the updates on labor laws.

We are ADA compliant on everything now,

Board Consultant job description will be sent out to all board members to review.

All employees except Luvia will be hourly employees as of July 1, 2026.

Luvia brought up idea of fundraiser by shopping at discount stores and selling products at markup to raise money. Board approved for her to try it and report back to us.

Executive Director's Report

Kaiser grants being reviewed now, so we should know by end of month if we qualified.

Waiting to hear if we will receive \$1,000 request from Soroptimist to fund Zumba classes for kids and moms.

Submitted San Manuel's grant half year report.

We applied for Weingart Foundation grant again. We received \$25,000 two years ago.

We will be investigating the Veterans Mental Health and resource grant more.

DBH Clinical Review was done on May 27th and went very well, from 11 am to 2 pm. All paperwork completed.

We have 3 staff members that are FEMA certified and 3 staff members are certified as county Mental Health interpreters.

Health Fair was a complete success. Board members Ginny Duran, Patti McGonigle, and Tom Bachman attend the fair and were very impressed with our venues.

June 20th we will have an inspection from county to be re-certified for MEDICAL.

Zumba classes will start the second week of July at 4 pm through the second week of September.

Split responsibilities for Oral Health Program staff isn't working. Will reorganize.

Meeting was adjourned at 6 pm.

Respectfully submitted by
Ginny Durand

Next meeting July 12, 2016 at Lake Arrowhead Presbyterian Church at 4 pm.

Hearts & Lives Board Meeting August 23, 2016

Ken Decroo, President, called meeting to order at 4 pm at Lake Arrowhead Communities Presbyterian Church.

Those present were Ken Decroo, Ginny Durand, Steve Hollstein , Bill Stanley, Tom Bachman, Luvia Rodriguez and Hannah Allen.

Minutes of June 14, 2016 were reviewed. Motion was made and seconded to approve minutes as presented. Motion carried.

Financials of July 2016 were presented, motion was made and seconded to approve as presented. Motion carried.

Luvia Rodriguez reported that the Oral Health Program's funding was cut, and that now there is only one full time staff working with that program.

Old Business:

We are now ADA Compliant.

All job descriptions were completed and presented. A motion was made and seconded to accept the report as presented. All approved.

New Business:

New policies for DBH completed adding summer hours and policies for staff evaluation added.

New postings are now current regarding fire clearance and business license.

New salary guidelines needed for DBH were presented. Any exempt person must make a salary of \$913 a week or \$47,476 annually per position. As of July 1, 2016 it has to be brought to Board of Directors for due diligence. Motion was made and seconded to accept. All approved.

Executive Directors Report:

Kaiser granted \$10,000 just to distribute organic fruits and vegetables with nutritional value. Called Healthy Body, Healthy Mind.

Final report for San Manuel's grant will be submitted by October 31, 2016. They are happy with what we are using the money for and our programs.

New applications will be submitted to continue with Weingart Foundation for between \$70,000 - \$90,000 program, which has to be used for service and

operational costs. Caseworker needed for services and Annenberg Grant for \$30,000.

We applied to become an IEHP provider for behavior services. The insurance pays out every 3 weeks. It is low cost medical plan.

Other foundations and grantors are focusing on services only.

Updates:

DBH is doing a FY 15-16 Fiscal Audit.

H & L was recertified for three more years for MediCal.

Luvia Rodriguez had conference call regarding internships at Cal State San Bernardino. Have 3 interns and caseworker for marketing, administration/fiscal.

DBH site audit went very well.

Received confirmation from EFSP regarding the release of the \$20,000 for rental and utilities assistance. It is a food and shelter program.

During fires Red Cross contacted us to ask if Hearts & Lives is able to take goods and food donations for victims. We said we would help. Storage is free at Rim Forest for the food.

San Manuel half-year report has been submitted.

Zumba sessions are going well and the first organic fruits and vegetables have been distributed.

Motion made and seconded to adjourn the meeting at 4:40 pm. All approved.

Next meeting on Tues, September 20th, 4:00 pm at LACPC.

Minutes submitted by:

Ginny Durand, Secretary.

MINUTES OF SEPTEMBER 20th, 2016 BOARD MEETING

OF HEARTS AND LIVES

I. CALL TO ORDER

Tom Bachman called the Meeting to order at 4:08 p.m.

Board Members Tom Bachman, Steve Hollstein, Patti McGonigle and Bill Stanley were present, along with Luvia Rodriguez, Interim Executive Director, and Hannah Allen, Fiscal Administrator.

Board Member Ken Decroo and Ginny Durand were absent.

II. INTRODUCTION OF GUESTS

There were no guests present to introduce.

III. APPROVAL OF MINUTES – August 23, 2016

Steve Hollstein made a Motion to approve the Minutes and Bill Stanley seconded the Motion. Patti McGonigle abstained. The Minutes of August 23, 2016 were approved.

IV. REVIEW AND APPROVE AUGUST, 2016 FINANCIAL STATEMENTS

Luvia Rodriguez reviewed the August 2016 Financial Statements. A general discussion ensued on the Financial Statements. Steve Hollstein made a Motion to approve the

August 2016 Financial Statements and Bill Stanley seconded the Motion. The August 2016 Financial Statements were approved.

V. NEW ITEMS

a) Luvia Rodriguez indicated that there had been questions from one of the grant auditors regarding her authorizing her own mileage. In addition Ms. Rodriguez requested authorization to make all non-major financial decisions, and to sign her own paycheck. Ms. Rodriguez requested a Motion to authorize her to approve authorization of her mileage, sign her own paycheck and make all non-major financial decisions. A Motion was made by Steve Hollstein and Seconded by Bill Stanley. The Motion also included the authorization for Ms. Rodriguez to authorize any expenditure under \$5,000.00, and further that the Secretary Treasurer would review all expenditures periodically.

b) Ms. Allen presented the Board members with a Noncompliance form indicating that the Board Members acknowledged that they were in Noncompliance, due to the fact that the salary of Ms. Rodriguez was too low. Board Members present were asked to sign said Noncompliance document.

VI. EXECUTIVE DIRECTOR'S REPORT

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

The Board was informed that half of the EFSP money had been received; Staff continued to apply for new grant opportunities; all paper work required had been submitted for the Inland Empire Health Plan grant funds, and staff was

waiting for a site visit and contract term. In addition, the DBH Fiscal Audit was finished. Due to some issues that Hearts & Lives were having with the financial reports per the DBH audit, staff had requested suggestions from Bruce Fields to update Ms. Allen on more efficient ways to report. Mr. Fields was to offer suggestions but not to be retained for any financial work on behalf of Hearts & Lives.

Approximately \$41,000.00 worth of toys was donated by the Kids Wish Network, and Staff was renting a U-Haul to pick up the donations and storage them at the Rim Forest Storage facility.

Staff met with Heather Dominguez at the School District, and offered to provide services at the Pre-K and Kindergarten classes for dental screenings and therapy. Ms. Allen informed the Board that the Live-Scans would need to be renewed in October.

Lastly the yearly Hearts & Lives audit had been re-scheduled to the end of October.

The next meeting was scheduled for October 11TH, 2016 AT 4:00 AT THE PRESBYTERIAN CHURCH.

VII ADJOURN

The Board adjourned at 5:00 p.m.

Minutes prepared by Patti McGonigle

MINUTES OF OCTOBER 11th, 2016 BOARD MEETING

OF HEARTS AND LIVES

I. CALL TO ORDER

Ken Decroo called the Meeting to order at 4:00 p.m.

Board Members Tom Bachman, Patti McGonigle and Bill Stanley were present, along with Luvia Rodriguez, Interim Executive Director, and Hannah Allen, Fiscal Administrator.

Board Member Steve Hollstein was absent.

II. INTRODUCTION OF GUESTS

There were no guests present to introduce.

III. APPROVAL OF MINUTES – SEPTEMBER 20, 2016

Patti McGonigle made a Motion to approve the Minutes and Bill Stanley seconded the Motion. Ken Decroo abstained. The Minutes of August 23, 2016 were approved.

IV. REVIEW AND APPROVE SEPTEMBER, 2016 FINANCIAL STATEMENTS

Luvia Rodriguez reviewed the September 2016 Financial Statements. A general discussion ensued on the Financial Statements and the new way the financials were being presented. Ken Decroo requested that future Financial Statements contain pie charts, and Ms. Rodriguez agreed the

financials would contain pie charts. Patti McGonigle made a Motion to approve the September 2016 Financial Statements and Ken Decroo seconded the Motion. The September 2016 Financial Statements were approved.

V. NEW ITEMS

a) Ken Decroo addressed the issue of the resignation of Ginny Durand. Patti McGonigle made a Motion to regretfully approve the resignation, and Tom Bachman seconded the Motion. The resignation of Ginny Durand was accepted. Patti McGonigle volunteered to temporarily and in the interim fill the position of Secretary/Treasurer.

b) Ms. Rodriguez requested approval of a three week vacation in December to travel to South America. Ms. Rodriguez further indicated the time off would be a combination of vacation and sick time, since she was going to seek some medical attention while on vacation. Bill Stanley made a Motion to approve the vacation, with dates to be determined in the future, and Tom Bachman seconded the Motion. The Motion was approved.

VI. EXECUTIVE DIRECTOR'S REPORT

Steve Hollstein arrived at 4:20 at the beginning of the Executive Director's Report. Luvia Rodriguez, the Executive Director gave a brief report on various items under this section.

The Board was informed that the Weingart Letter of Intent had been submitted in an amount of \$125,000.00 for 2 consecutive years. The Board was informed that Hearts & Lives would know if the Grant was approved in November, 2016. The Board was also informed that Hearts & Lives was waiting to receive the second portion of the money from EFSP,

and further that the San Manuel Grant final report is due on 11/18/16, and after submission of the Final Report Hearts & Lives would again apply for further grant monies available.

Ms. Rodriguez gave further updates on the assistance of Bruce Field in addressing the needs during the audit; that the Hearts & Lives audit was scheduled for 10/24 and 10/25; that items donated to Hearts & lives by the Kids Wish Network were donated to community organizations like the High School, Junior High, Parks & Recreation, Boys and Girls club and some local churches. Ms. Rodriguez indicated she had attended an Inland Empire Community Collaborative Conference, which included fund development and networking workshops.

The Board was also informed Ms. Rodriguez that the School District's Board approval of the MOU to start providing services in the local schools had been approved. The last Zumba session for the season was later in the evening, and Hearts & Lives would be present at the Jensen's Pumpkin Patch on Saturday.

In closing Ken Decroo thanked the Board and Staff for the condolences received on the passing of his Mother.

VII ADJOURN

The Board adjourned at 4:35 p.m.

Minutes prepared by Patti McGonigle

MINUTES OF NOVEMBER 8th, 2016 BOARD MEETING

OF HEARTS AND LIVES

I. CALL TO ORDER

Tom Bachman, Vice President called the Meeting to order at 4:10 p.m.

Board Members Tom Bachman, Steve Hollstein, Patti McGonigle, and Bill Stanley were present, along with Luvia Rodriguez, Interim Executive Director.

Board Member Ken Decroo was absent.

Tom Bachman left the meeting at 4:11 p.m.

II. APPROVAL OF MINUTES – OCTOBER 11, 2016

Steve Hollstein made a Motion to approve the Minutes and Patti McGonigle seconded the Motion. The Minutes of October 11, 2016 were approved.

III. REVIEW AND APPROVE OCTOBER, 2016 FINANCIAL STATEMENTS

Luvia Rodriguez reviewed the October 2016 Financial Statements. A general discussion ensued on the Financial Statements and Staff was commended on the pie chart prepared showing the income and expenses for July through October 2016. Steve Hollstein made a Motion to approve the

October 2016 Financial Statements and Patti McGonigle seconded the Motion. The October 2016 Financial Statements were approved.

IV. OLD ITEMS

Director Bachman and Stanley were advised they needed to get their live scans as soon as possible.

V. NEW ITEMS

a) Ms. Rodriguez informed the Board that in order to provide dental screening for the School District, there would be an increase in the costs for insurance, due to requirements by the School District, but that DBH would be billed for the insurance. Patti McGonigle made a Motion to approve the increase and Steve Hollstein seconded the Motion. The Motion was approved.

b) Ms. Rodriguez informed the Board that pursuant to a Compliance Audit Requirement, the Board needed to approve keeping the Policies that were in existence. Patti McGonigle made a Motion to approve retaining to the existing Policies pursuant to a Compliance Audit Requirement, and Steve Hollstein seconded the Motion. The Motion was approved.

c) Ms. Rodriguez informed the Board that there needed to be Board acknowledgment of a receipt of the New Labor Law Packet pursuant to a Compliance Audit Requirement. Patti McGonigle made a Motion to acknowledge receipt of the New Labor Law Packet and Steve Hollstein seconded the Motion. The Motion was approved.

d) Ms. Rodriguez led a discussion on the Interim Executive Director position, regarding insurance and some difficulties

with the term Interim when dealing with other agencies in search of Grant Monies. A discussion ensued and Patti McGonigle made a Motion to appoint Ms. Rodriguez the Executive Director and Steve Hollstein seconded the Motion. The Motion was approved.

e) Ms. Rodriguez informed the Board that DBH had indicated that the salary of the position of Executive Director Rodriguez was insufficient for the duties that Ms. Rodriguez did in that position. DBH had also indicated that Hearts & Lives was out of compliance and needed to rectify the situation by December 2016. DBH further indicated that the salary for Ms. Rodriguez should be increased by the sum of \$14,000.00 per year. The Board decided to call a Special Meeting to discuss the matter with the whole Board.

VI. EXECUTIVE DIRECTOR'S REPORT

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

The Board was informed that the Weingart Letter of Intent had been submitted and Hearts & Lives had not yet been informed whether the request had been approved. The Board was further informed that after submittal of the San Manuel grant final report, Staff would re-apply for the \$60,000.00 grant again. The Final Report for the Annenberg Grant had been submitted and Hearts & Lives had received an invitation to re-apply. The sum of \$500.00 was received from Sunrise rotary for winter items, and Hearts & Lives participation at the Jensen's Pumpkin Patch had benefited Hearts & Lives with the sum of \$382.00

Further updates were given to the Board on the change of hours to a winter schedule; Ms. Rodriguez was continuing

attendance to several DBH meetings regarding new regulations and data base collection systems; the Hearts & Lives coat distribution would be on Tuesday November 29th, at the Lake Arrowhead Presbyterian Church, and that the coat drive collection boxes were at 19 different locations. Ms. Rodriguez further informed the Board that Hearts & Lives were still waiting for the School Board to approve the MOU in order for Hearts & Lives to start providing services at the school at the end of November.

The Board was also informed that the DBH 15-16 cost report was submitted on 11/7/16, and the “New” compliance audit was to be performed between November 2016 and January 2017.

VII ADJOURN

The Board adjourned at 5:03 p.m. pursuant to a Motion by Patti McGonigle, and seconded by Steve Hollstein.

Minutes prepared by Patti McGonigle