

MINUTES OF JANUARY 10th, 2017 BOARD MEETING

OF HEARTS AND LIVES

I. CALL TO ORDER

Tom Bachman, Vice President called the Meeting to order at 4:00 p.m.

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

Board Member Ken Decroo and Bill Stanley were absent.

II. APPROVAL OF MINUTES – NOVEMBER 8TH, AND NOVEMBER 15th, 2016

Steve Hollstein made a Motion to approve the Minutes of November 8TH and November 15th, 2016 and Patti McGonigle seconded the Motion. The Minutes of both November meetings were approved by unanimous vote.

III. REVIEW AND APPROVE DECEMBER, 2016 FINANCIAL STATEMENTS

Hannah Allen, Fiscal Administrator reviewed the December 2016 Financial Statements. A general discussion ensued on the Financial Statements. Patti McGonigle made a Motion to approve the December 2016 Financial Statements and Steve

Hollstein seconded the Motion. The Financial Statements for December 2016 were approved by unanimous vote.

IV. NEW ITEMS

President Ken Decroo arrived at 4:15 and resumed the officiation of the meeting.

The first item under New Items was entitled Luvia's vacation. Due to pressing business items that occurred in December at Hearts and Lives, Luvia Rodriguez had been unable to take her vacation that had been approved by the Board for December. Ms. Rodriguez requested the Board consider and allow her to take her vacation in the Spring in April. A motion was made by Patti McGonigle, and seconded by Steve Hollstein to approve recognition of a date change in a previously scheduled vacation set for December, and to allow Ms. Rodriguez to take her vacation in April at a date to be determined in the future. The Motion was approved by unanimous vote.

V. EXECUTIVE DIRECTOR'S REPORT

a) Ms. Rodriguez informed the Board that the Annanberg application had been submitted; that the San Manuel Application was going to be submitted by the end of the week, and Hearts & Lives was requesting a Grant in the sum of \$75,000.00; that donations had been received from Sunrise Rotary, Jewish Foundation, Lake Arrowhead Presbyterian Church, Joseph and Gloria Catalano, Soroptimist, and Saint Richards; that the Kaiser Foundation donated \$1450.00 for holiday baskets, and that the Inland Empire Community Collision (IECC) had donated 50 bags with groceries. A discussion occurred on several of the items, and the Board commended Ms. Rodriguez and Staff for a job well done.

- b) Ms. Rodriguez informed the Board that the Center for Oral Health had cancelled the MOU and a brief discussion ensued on conversations Ms. Rodriguez had had with the Center for Oral Health.**
- c) Ms. Rodriguez further informed the Board that during the Holiday Season 291 families and a total of 1,164 individuals had received coat distributions, toy distributions, food distributions, rent and utilities assistance or a combination thereof. Again Ms. Rodriguez and Staff were commended for an outstanding job and service to those in need. Ms. Rodriguez also stated that the coat distribution would continue in the Hearts and Lives office and some businesses had requested to retain the boxes in their offices for further donations.**
- d) Ms. Rodriguez was happy to report that the DBH 15-16 cost report was perfect, and Hearts and Lives did not owe any monies to the County. In addition Ms. Rodriguez also reported that DBH owed Hearts and Lives for November and December and the payment was expected at the end of January.**
- e) Ms. Rodriguez indicated that members of the Hearts & Lives clinical staff were already providing services at the local Head Start, and were going to start developmental screenings at the local preschools and elementary schools.**
- f) In closing Ms. Rodriguez indicated on January 17, 2017 Hearts & Lives would attend a mandated meeting to learn about a new proposal from DBH.**

Board Member Tom Bachman asked the Board if we were still interested in looking at new Board Members, and introduced a

name of someone he thought would be beneficial to the Board. Mr. Bachman was instructed to speak to the prospective Board Member and ask for a resume that could be provided to the Board.

Hannah Allen, Fiscal Administrator indicated she still needed Live Scans from Board Member Ken Decroo and Bill Stanley, and to comply with the various Grant requirements that Resumes from each Board Member were also needed.

VI. ADJOURN

The Board adjourned at 4:50 p.m. pursuant to a Motion by Steve Hollstein and seconded by Tom Bachman.

Minutes prepared by Patti McGonigle

HEARTS & LIVES

**MINUTES OF BOARD MEETING
OF THE BOARD OF DIRECTORS**

DATE: August 15, 2017

TIME: 4:00 p.m.

PLACE: Lake Arrowhead Presbyterian Church

ATTENDANCE: *Board Members Present:*

**Ken Decroo
Tom Bachman
Ginny Durand
Patti McGonigle
Steve Hollstein**

Board Members Absent:

Bill Stanley

I. CALL TO ORDER

The Meeting was called to Order at 4:03 p.m. by Ken Decroo, the President.

II. APPROVAL OF MINUTES – JULY 18, 2017

Ginny Durand made a Motion to approve the Minutes of July 18, 2017 and Tom Bachman Seconded the Motion. Ken Decroo and Steve Hollstein abstained due to their absence at the July 18, 2017 meeting. The Minutes were approved without changes.

III. REVIEW & APPROVE JULY 2017 FINANCIAL STATEMENTS

Ms. Rodriguez presented the Financial Statements to the Board. Ken Decroo made a Motion to approve the July 2017 Financial Statements and Patti McGonigle Seconded the Motion. The Financial Statements were approved by unanimous vote.

IV. NEW ITEMS

- **Approval of 3 New Policies**

Ms. Rodriguez presented 3 new policies for the Board's consideration, and indicated these are required by Department of Behavioral Health. The 3 policies were as follows:

Severance Policy which requires severance to be paid to the Executive Director at the time of agency closure to be paid by D & O Insurance, and severance pay shall include no less than 5 months' salary pursuant to nonprofit civil administration code.

Promotores de Salud Policy which set forth that anyone attempting to discredit, humiliate, discriminate, or slander regarding the nature of the work performed within the predominately Latino population under this Program, would be punished under the full extent of the law by the provider.

Cyber Insurance Policy set forth semi-annual training of all staff in proper computer and internet access security to be in accordance with liability training requirements within the Cyber Insurance Provider requirements. The limits and amounts of the Cyber Liability Insurance were set forth and Ms. Rodriguez indicated that Department of Behavioral Health would pay for this Insurance Policy.

Tom Bachman made a Motion to approve the Severance Policy; the Promotores de Salud Policy; and the Cyber Insurance Policy, and Ginny Durand Seconded the Motion. The Policies above stated were approved by unanimous vote.

- **Fundraising**

A Board discussion ensued on the current fund raising that is conducted by individual Board Members requesting donations from various organizations within the community, and recently a photo contest, and auction items provided for one of the non-profit events. Ken Decroo indicated we should formalize a list of the funds received due to the efforts of the Board.

In addition, Ginny Durand and Patti McGonigle would visit Skypark and discuss a possible Hearts & Lives fund raising event in the spring.

V. EXECUTIVE DIRECTOR'S REPORT

- **Grants & Donations**

Ms. Rodriguez informed the Board that the County had sent a special invitation for Hearts & Lives to apply for a Homeless services contract. The invitation to apply had been sent to only 4 agencies.

- **Updates on H & L**

Open Positions. Ms. Rodriguez informed the Board that there were two open positions as follows: Big Bear Promotores and Fiscal Administration/Compliance Staff Person.

- **Hiring of 2 New Intern Clinicians**

Ms. Rodriguez indicated she would like to hire a full time Staff member at the Blue Jay Outreach Office, and a new Staff member to fill a vacancy at the Crestline Office.

- **Landlord has not renewed Lease at Crestline Office**

Ms. Rodriguez informed the Board that the landlord had not contacted Ms. Rodriguez concerning renewal of the lease on the Crestline office space, and the lease had now expired.

- **Waiting for School District's Board approval on the renewal of Agreement.**

Ms. Rodriguez informed the Board that additional information had been requested by the School District's Board and that information had been provided. It appeared there were questions by the School District's Board as to qualification of Hearts & Lives Staff to provide services.

- **Annual Coat Drive**

Ms. Rodriguez indicated the annual coat drive would start on the second week of September.

- **Item Not Agendized**

Ms. Rodriguez indicated she would like to have a working/training retreat with Staff away from the Office on a weekend. The Board gave direction to return to the Board with a plan, budget, and location.

VI. BOARD MEMBER COMMENTS

Patti McGonigle inquired whether there had been any progress on obtaining emergency passes in case of disaster, and Ms. Rodriguez indicated not at this time.

Ken Decroo indicated the Performance Evaluation of the Executive Director had been given, and further commended Ms. Rodriguez on her character, ethics, strength of leadership, and her commitment to the Hearts & Lives Mission and to the mountain communities. Ms. Rodriguez was also commended on the financial stability of Hearts & Lives since she had assumed the role of Acting Executive Director, and subsequently Executive Director. Steve Hollstein also added that when Ms. Rodriguez assumed her role as Acting Executive Direction she met and exceeded all job duties and responsibilities in an exemplary manner and Mr. Hollstein commended Ms. Rodriguez for her commitment to Hearts & Lives.

Ginny Durand informed the Board of her attendance at the new group called “Rim Community Alliance”. At that meeting were statements regarding Hearts & Lives and Hearts & Lives participation in various aspects of the new group. Ms. Durand indicated at that meeting that the Board was unaware and had not approved partnering in the items mentioned. It was decided Ms. Durand would attend the next meeting in October.

Ms. Durand also indicated that Cheryl Nagy had forwarded information on the State of California Volunteer group, and the Board reviewed the information and decided that Hearts & Lives would not participate in the program at this time.

Patti McGonigle proposed that future Board Meetings be held at the Blue Jay Outreach Office since the monthly Tuesday Board meeting would not interfere with Staff working with clients. The Board agreed to move the meetings the third Tuesday of every month to the Blue Jay Office Outreach Office.

VII. ADJOURN

The Meeting Adjourned at 5:26 p.m.

Minutes prepared by Patti McGonigle

HEARTS & LIVES

**MINUTES OF BOARD MEETING
OF THE BOARD OF DIRECTORS**

DATE: September 19, 2017
TIME: 4:00 p.m.
PLACE: Blue Jay Outreach Office

ATTENDANCE: *Board Members Present:*

**Tom Bachman
Patti McGonigle
Bill Stanley**

Board Members Absent:

**Ken Decroo
Ginny Durand
Steve Hollstein**

I. CALL TO ORDER

The Meeting was called to Order at 4:14 p.m. by Tom Bachman, the Vice President.

II. APPROVAL OF MINUTES – AUGUST 15, 2017

Bill Stanley made a **MOTION** to approve the Minutes of August 15, 2017 and Patti McGonigle **SECONDED** the Motion. The Minutes were unanimously approved without changes.

III. REVIEW & APPROVE AUGUST 2017 FINANCIAL STATEMENTS

Ms. Rodriguez presented the Financial Statements to the Board. Bill Stanley made a **MOTION** to approve the August 2017 Financial Statements and Patti McGonigle **SECONDED** the Motion. The Financial Statements were approved by unanimous vote.

IV. OLD ITEMS

- Fundraising.
This item was deferred to another meeting until the President, Ken Decroo, could be present.

V. NEW ITEMS

- Board Member Resignation.
The resignation of Board Member, Ginny Durand, had been received with an effective date of October 31, 2017, due to relocation to another State. The resignation was accepted, with regret, by all Board Members present.
- By-Law updates (deletions and additions).
In conducting the yearly Audit of Hearts & Lives, the Auditors indicated that the By-Laws of Hearts & Lives needed to be updated, and had suggested the updates and revisions be done by legal counsel. The Board gave direction to Luvia Rodriguez, the Executive Director, to proceed to get the By-Laws updated and in compliance with all Non-Profit Corporation Law requirements.

CLOSED SESSION

The Board went into Closed Session to discuss an item contained in New Items, to wit: Crestline Office Lease Renewal. The landlord was requesting an additional \$200.00 per month for the Crestline Office, and the Board gave direction to the Executive Director. This was no further reportable action. The Board came out of Closed Session and proceeded with the open meeting.

VI. EXECUTIVE DIRECTOR'S REPORT

- **Grants & Donations**

Ms. Rodriguez informed the Board that the Homeless Coalition would like to start a collaboration to apply for grants, and Ms. Rodriguez would explore the matter further.

Ms. Rodriguez also informed the Board that Hearts & Lives was honored and given an award by AT & T for investing in California. A \$1,000.00 check came with the Award.

Ms. Rodriguez again informed the Board that TJ MAX had contacted Hearts & Lives and wanted to donate an unspecified amount of funds for the annual coat distribution.

Lastly, Ms. Rodriguez stated the middle year report to the San Manuel Grant was submitted to San Manuel on September 15, 2017.

- **Updates on H & L**

Ms. Rodriguez was pleased to announce that the following positions had been filled:

Two new intern clinicians, an Administrative Assistant, a part-time Accounting Assistant, a part-time Billing Specialist, and a volunteer Intern for financials.

Ms. Rodriguez stated that the Hearts & Lives yearly audit was performed on September 13th, 2017.

Ms. Rodriguez informed the Board the Agreement with the School District was approved.

Ms. Rodriguez also stated that the MediCal certification paper work for the Blue Jay Outreach Office was finally completed and approved. The only item remaining was the last appointment for review of the Blue Jay Office by MediCal personnel.

Ms. Rodriguez indicated that there was no date for the Hearts & Lives Retreat with Staff, and the Board asked for the Budget and Agenda of said Retreat prior to the setting of a date and place.

VI. BOARD MEMBER COMMENTS

There were no Board Member comments.

VII. ADJOURN

The Meeting Adjourned at 4:54 p.m.

Minutes prepared by Patti McGonigle

HEARTS & LIVES

**MINUTES OF BOARD MEETING
OF THE BOARD OF DIRECTORS**

DATE: October 17, 2017
TIME: 4:00 p.m.
PLACE: Blue Jay Outreach Office

ATTENDANCE: *Board Members Present:*

**Ken Decroo
Tom Bachman
Ginny Durand
Steve Hollstein
Patti McGonigle
Bill Stanley**

Board Members Absent:

None

Staff Present:

Luvia Rodriguez, Executive Director

I. CALL TO ORDER

The Meeting was called to Order at 4:00 p.m. by Ken Decroo the President.

II. APPROVAL OF MINUTES – SEPTEMBER 19, 2017

At the September 19, 2017 meeting there were only three Board Members present. Therefore the Board agreed to ratify the vote of September 19, 2017 on any action item taken at that meeting. After the ratification, Tom Bachman made a **MOTION** to approve the Minutes of September 19, 2017 and Steve Hollstein **SECONDED** the Motion. The Minutes were unanimously approved.

III. REVIEW & APPROVE SEPTEMBER 2017 FINANCIAL STATEMENTS

Ms. Rodriguez presented the Financial Statements to the Board. Patti McGonigle made a **MOTION** to approve the September 2017 Financial Statements and Ginny Durand **SECONDED** the Motion. The Financial Statements were approved by unanimous vote.

IV. OLD ITEMS

- Fundraising.
A discussion ensued on various suggestions for fund raising events, and the desire to acquire donors that would donate on a yearly basis. It was decided that Patti McGonigle would meet with representatives from Skypark and the Tudor House to explore possible interesting and beneficial fund raisers to be held in the Spring at either facility.

V. NEW ITEMS

- Code of Conduct Affirmation Certification.
Ms. Rodriguez distributed to each Board Member a Code of Conduct Affirmation Certification and requested each Board Member sign where appropriate. The forms were executed and returned to Ms. Rodriguez.
- Confidentiality Agreement.
Ms. Rodriguez distributed the Confidentiality Agreement to each Board Member and requested each Board Member sign where appropriate. The form was executed and returned to Ms. Rodriguez.
- Board State's requirements.
Ms. Rodriguez referred the Board to the long list of Board State's Requirements that were part of the Agenda Packet.

Ms. Rodriguez requested the Board review the list and return at a later date with input and comments.

VI. EXECUTIVE DIRECTOR'S REPORT

- **Grants & Donations**

Ms. Rodriguez informed the Board that a donation had been received from the Sunrise Rotary Club. The conversation continued regarding obtaining new Grants and ways to explore what was available for the services that Hearts & Lives performs.

- **Updates on H & L**

Ms. Rodriguez informed the Board that the Coat Drive was in full swing and the coat distribution would be on November 17, 2017.

Ms. Rodriguez also informed the Board that the clinical audit for EIIS would be November 14-15, 2017.

Ms. Rodriguez stated there was some difficulty in providing services while training new staff at the same time. A discussion ensued on the various duties that were being performed by Ms. Rodriguez, and Ms. Rodriguez indicated it would be handled, but not as quickly as she had hoped.

Ms. Rodriguez informed the Board that even though the MediCal certification paper work for the Blue Jay Outreach Office had been approved, Staff was still waiting for an appointment to complete the matter.

The Board was informed that the yearly company audit was completed, the County fiscal audit was still ongoing, and the clinical and site review audit would be conducted in the near future.

The Board was further informed that Hearts & Lives was still distributing EPSP money.

Lastly, Ms. Rodriguez informed the Board that the number of Heart's and Lives Staff members was 16.

VI. BOARD MEMBER COMMENTS

Ginny Durand informed the Board that Bev Rios, a longtime employee of Hearts & Lives was one of four women to be honored by Senator Morrell as Women of Distinction, and Ms. Durand encouraged all Board Members to attend the award ceremony.

Ms. Durand had represented Hearts and Lives at the monthly Governmental Affairs Meeting on the first Tuesday of every month, at 8:00 a.m. at the Escrow Office in Blue Jay. Since Ms. Durand was resigning from the Board and moving out of State, Ms. McGonigle suggested Steve Hollstein represent Hearts & Lives and the Board agreed.

Ken Decroo thanked Ms. Durand for the knowledge, dedication, time invested, and the calmness and beauty she brought to every aspect of Hearts & Lives, and indicated not only this Board, but the community as a whole would miss her contributions and her friendly and charming manner.

VII. ADJOURN

Ginny Durand made a **MOTION** to Adjourn the Meeting, and Tom Bachman **SECONDED** the Motion. The Meeting Adjourned at 5:05 p.m.

Minutes prepared by Patti McGonigle