

HEARTS & LIVES

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

DATE: September 25, 2018
TIME: 10:00 a.m.
PLACE: Blue Jay Outreach Office

ATTENDANCE: *Board Members Present:*

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

Board Members Absent:

Bill Stanley

Staff Present:

**Luvia Rodriguez, Executive Director
Hannah Allen, Fiscal Administrator**

I. CALL TO ORDER

The Meeting was called to Order at 10:00 a.m. by Mr. Decroo, the President.

II. REVIEW & APPROVE AUGUST 2018 FINANCIAL STATEMENTS

The August 2018 Financials were presented by Ms. Allen. Ms. McGonigle made a **MOTION** and Mr. Hollstein **SECONDED** the Motion to approve the August 2018 Financial Statements. The August 2018 Financial Statements were approved by unanimous vote.

III. APPROVAL OF MINUTES OF AUGUST 21, 2018

Mr. Bachman made a **MOTION** to approve the Minutes of August 21, 2018 and Mr. Decroo **SECONDED** the Motion. The Minutes were approved by unanimous vote.

IV. REVIEW OF COMPLIANCE PLAN NOTICE

Mr. Stanley arrived at 10:08 at the beginning of this item. Ms. Rodriguez informed the Board that Hearts & Lives had received notice that a review should be made of our Compliance Plan, and additions to the Plan would be necessary for new policies that had been adopted. Ms. Rodriguez indicated she would bring the additions and/or changes to the Compliance Plan to the November Meeting for approval, but would forward the revised Plan prior to that meeting for review by the Board.

V. EXECUTIVE DIRECTOR'S REPORT

- **Funding**

Ms. Rodriguez informed the Board that the parking lot sale was a success and the sum of \$1,146.00 was raised. A discussion ensued on the items remaining, and that an additional parking lot sale might be possible before the holidays.

Ms. Rodriguez indicated that the request to San Manuel for grant funds would be presented to the Tribe on 9/19/18 for approval.

- **Updates on H & L**

Ms. Rodriguez informed the Board that there would be training on the Culture of Poverty, which would assist Staff in understanding the needs of our clients.

Ms. Rodrigues also informed the Board that in collaboration with DOVES there would be a domestic violence workshop in Crestline, to

inform individuals when a relationship becomes unhealthy and possibly harmful.

In addition the Board was informed Ms. Rodriguez would meet with Derek Swem, the School District's Special Services Directors after the Board meeting.

The Coat Drive kick off is the first week of October and Ms. Rodriguez had requested a donation from Bombas Socks for the Coat Drive and had received 500 pairs.

There was also a discussion that the Hearts & Lives parking lot was being used at night by various homeless and the mess and used hypodermic needles that were left after they departed in the morning. Ms. Rodriguez posted No Trespassing signs and had spoken with the Sheriff's Department about the problem.

Finally Ms. Rodriguez requested donations from Board Members and anyone they might know for another parking lot sale.

VI. BOARD OF DIRECTORS COMMENTS

Mr. Decroo was asked for an update on the health problems he was experiencing and a status was given.

VII. ADJOURN

Mr. Decroo, the President, adjourned the Meeting at 10:40 a.m.

Minutes prepared by Patti McGonigle

HEARTS & LIVES

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

DATE: October 16, 2018
TIME: 10:00 a.m.
PLACE: Blue Jay Outreach Office

ATTENDANCE: *Board Members Present:*

**Steve Hollstein
Patti McGonigle
Bill Stanley**

Board Members Absent:

**Ken Decroo
Tom Bachman**

Staff Present:

Luvia Rodriguez, Executive Director

I. CALL TO ORDER

The Meeting was called to Order at 10:08 a.m. by Ms. McGonigle, the Secretary, Treasurer.

II. REVIEW & APPROVE SEPTEMBER 2018 FINANCIAL STATEMENTS

The September 2018 Financials were presented by Ms. Rodriguez who offered to answer any questions. Mr. Hollstein made a **MOTION** and Mr. Stanley **SECONDED** the Motion to approve the September 2018 Financial Statements. The September 2018 Financial Statements were approved by unanimous vote.

III. APPROVAL OF MINUTES OF SEPTEMBER 25, 2018

Mr. Stanley made a **MOTION** to approve the Minutes of September 25, 2018 and Mr. Hollstein **SECONDED** the Motion. The Minutes were approved by unanimous vote.

IV. NEW ITEMS

Ms. Rodriguez presented the Board with a draft letter terminating the accounting services of Smith & Marion. A discussion ensued and Ms. Rodriguez was directed to send the letter.

V. EXECUTIVE DIRECTOR'S REPORT

- **Funding**

Ms. Rodriguez informed the Board that San Manuel approved a request for Grant Funds to Hearts & Lives in the sum of \$62,500.00. The funds would probably be received the last week of October or the first week of November.

Ms. Rodriguez informed the Board that Hearts & Lives would have a booth at the Jensen's Pumpkin Patch on October 20, 2018.

The last item was an opportunity drawing to win a Certificate to the Lake Arrowhead Brow & Beauty Bar valued at \$550.00 and packets of 20 tickets would be sold at Hearts & Lives for \$5.00 for each ticket.

- **Updates on H & L**

Ms. Rodriguez informed the Board that the coat drive had already started and distribution would be on Friday November 16, 2018 at the Presbyterian Church. Trash cans had been decorated to collect the donations and each can resembled a festive holiday season character. Ms. Rodriguez was commended on the idea and the end result.

Ms. Rodrigues also informed the Board that the meeting with the School District's Special Services Director went well and a brief discussion ensued.

In addition the Board was informed there was an open position for a new case worker, and briefly reviewed the qualifications.

The Board was informed of other matters as follows: In the Spring there would be another parking lot sale; the new lease with the landlord of the Crestline office would occur in the coming months and Ms. Rodriguez did not see any problems with a renewal; and lastly there had been an increase in the number of clients. The schools were referring intervention clients for help.

VI. BOARD OF DIRECTORS COMMENTS

The Board inquired when Ms. Rodriguez would take at least two weeks' vacation and was informed that the two weeks' vacation would be taken in either January or February 2019.

VII. ADJOURN

Ms. McGonigle adjourned the Meeting at 11.27 a.m.

Minutes prepared by Patti McGonigle

HEARTS & LIVES

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

DATE: December 4, 2018
TIME: 10:00 a.m.
PLACE: Blue Jay Outreach Office

ATTENDANCE: *Board Members Present:*

**Ken Decroo
Steve Hollstein
Patti McGonigle
Bill Stanley**

Board Members Absent:

Tom Bachman

Staff Present:

**Luvia Rodriguez, Executive Director
Hannah Allen, Fiscal Administrator**

I. CALL TO ORDER

The Meeting was called to Order at 10:09 a.m. by Mr. Decroo, the President.

**II. REVIEW & APPROVE OCTOBER 2018 FINANCIAL
STATEMENTS**

The October 2018 Financials were presented by Ms. Allen, the Fiscal Administrator who offered to answer any questions. Mr. Stanley arrived during this discussion at 10:13 a.m.

A discussion ensued regarding the process to search for new auditors and an update was given. The Board gave unanimous consent regarding the process to obtain new auditors, as was discussed.

Ms. McGonigle made a **MOTION** and Mr. Hollstein **SECONDED** the Motion to approve the October 2018 Financial Statements. The October 2018 Financial Statements were approved by unanimous vote.

III. APPROVAL OF MINUTES OF OCTOBER 16, 2018

Mr. Hollstein made a **MOTION** to approve the Minutes of October 16, 2018 and Mr. Stanley **SECONDED** the Motion. The Minutes were approved by unanimous vote.

IV. OLD ITEMS

Ms. Rodriguez presented the Board members with a copy of a draft Compliance Plan to be considered at the January meeting. Ms. McGonigle requested a copy be sent by email to Mr. Bachman, since he was not present.

V. EXECUTIVE DIRECTOR'S REPORT

FUNDING

- Ms. Rodriguez informed the Board that San Manuel had sent the \$62,500.00 funds previously approved by the San Manuel Board. The funds were restricted to hire another therapist, case worker, and training to find addition resources for money.
- Hearts & Lives participated in the Pumpkin Patch event at Jensens in Blue Jay and due to the efforts of Staff who ran the booth and games, the sum of \$240.00 was received.
- Ms. Rodriguez indicated the opportunity drawing for the Lake Arrowhead Brow & Beauty Bar gift certificate that had been donated would be held the middle of December.

- A new Grant had been received from SanaMente to use in improving Latinos mental health.
- Hearts & Lives also applied for the Kaiser Special Event Grant and were waiting on word whether Hearts & Lives would be a recipient of that Grant.

UPDATES ON H & L

- Ms. Rodriguez informed the Board that the coat drive was a very successful event, with 1225 items distributed to those in need. Mr. Stanley and Staff were commended on their assistance in the distribution.
- Ms. Rodrigues also informed the Board that 2 Associate Marriage and Family Therapists had been hired and 1 additional Case Worker was also hired.
- The Board was informed of other matters as follows: The Emergency Food & Shelter Program money in the sum of \$2,300.00 had been distributed; Hearts & Lives was promoting more social media interaction; Staff was re-organizing the Crestline Office to allow for more space and better organization, and the Toy Drive was to be held December 20, 2018 at the Crestline Office.

VI. BOARD OF DIRECTORS COMMENTS

Mr. Decroo thanked the Board for their patience and support regarding his recent health problems, and gave an update.

VII. ADJOURN

Ms. McGonigle adjourned the Meeting at 11.00 a.m.

Minutes prepared by Patti McGonigle