

HEARTS & LIVES

MINUTES OF BOARD MEETING OF THE BOARD OF DIRECTORS

DATE: January 22, 2019
TIME: 10:00 a.m.
PLACE: Blue Jay Outreach Office
ATTENDANCE: *Board Members Present:*

Tom Bachman
Ken Decroo
Steve Hollstein
Patti McGonigle
Bill Stanley

Staff Present:

Luvia Rodriguez, Executive Director
Hannah Allen, Fiscal Administrator

I. CALL TO ORDER

The Meeting was called to Order at 10:06 a.m. by Mr. Decroo, the President.

II. REVIEW & APPROVE DECEMBER 2018 FINANCIAL STATEMENTS

The December 2018 Financials were presented by Ms. Allen, the Fiscal Administrator who offered to answer any questions. A discussion ensued on various items contained in the Financials.

Mr. Bachman made a **MOTION** and Mr. Hollstein **SECONDED** the Motion to approve the December 2018 Financial Statements. The December 2018 Financial Statements were approved, and Mr. Bachman abstained since he was not present at the meeting in December, 2018.

III. CLOSED SESSION – REQUESTED BY MS. RODRIGUEZ

The Board, Ms. Rodriguez and Ms. Allen went into Closed Session at 10:32 a.m. to discuss various matters on accounting issues. The Board and Staff came out of Closed Session at 10:55 a.m., and there was no reportable action.

IV. APPROVAL OF MINUTES OF DECEMBER 4, 2018

Mr. Hollstein made a **MOTION** to approve the Minutes of December 4, 2018 and Mr. Stanley **SECONDED** the Motion. The Minutes were approved by unanimous vote.

V. NEW ITEMS - STAFF MEMBER HEALTH INSURANCE

Ms. Rodriguez requested approval of the Board to obtain quotes for health insurance for the Staff and to return to the Board with the quotes obtained for review and possible approval by the Board. A discussion ensued, and Mr. Bachman made a **MOTION** to direct Ms. Rodriguez to obtain quotes for health insurance for Staff and Mr. Stanley **SECONDED** the Motion. The vote was unanimous in favor.

VI. EXECUTIVE DIRECTOR'S REPORT

FUNDING

- Ms. Rodriguez informed the Board that a Gift Certificate donated by Nancy Logan, the owner of the Lake Arrowhead Brow & Beauty Bar was raffled off, and netted the sum of \$1,190.00.
- The Board was further informed that T J Maxx donated the sum of \$2,000.00 and the funds were unrestricted.
- In addition, another supporter of Hearts & Lives had donated items for the next parking lot sale, and the items were varied and very nice.

- Hearts & Lives received the first check from the \$3,000.00 Grant awarded from SanaMente. The Grant would be used to improve Latinos mental health.
- Ms. Rodriguez informed the Board that IEHP Contract was approved and Staff and Ms. Rodriguez would take the training in February. IEHP already has 18 referrals.

UPDATES ON H & L

- Ms. Rodriguez informed the Board that the toy distribution was a great success.
- Hearts & Lives also assisted most of the seniors living at the Twin Peaks Towers with rent financial aid for one month.
- The Board was informed of other matters as follows: EFSP gave a two month extension (February and March) to spend monies allocated to Hearts & Lives; Hearts & Lives is promoting more social media interaction; Hearts & Lives also is helping participants increase and improve their life skills, and the Blue Jay Outreach Office will also be used to provide services for IEHP, with a priority for women and children.

VII. CLOSED SESSION – PERSONNEL

The Board and Ms. Rodriguez went into Closed Session at 11:33 a.m. to discuss personnel matters. Mr. Bachman left at 11:43 a.m. and the Board came out of Closed Session at 11:45 a.m. There was no reportable action.

VIII. BOARD OF DIRECTORS COMMENTS

Mr. Decroo informed the Board that the MPH PTA has requested Mr. Decroo provide and conduct a book signing of his new book as a fundraiser. The event was to be held at Sky Park and Mr. Decroo thought this also should be considered as a fundraiser for Hearts & Lives. The idea was well received and would be explored later.

IX. ADJOURN

Mr. Decroo adjourned the Meeting at 12:05 p.m.

Minutes prepared by Patti McGonigle

HEARTS & LIVES

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

DATE: February 26, 2019
TIME: 10:00 a.m.
PLACE: Blue Jay Outreach Office

ATTENDANCE: *Board Members Present:*

Tom Bachman
Ken Decroo (arrived at 10:23 a.m.)
Steve Hollstein
Patti McGonigle
Bill Stanley

Staff Present:

Luvia Rodriguez, Executive Director
Hannah Allen, Fiscal Administrator

I. CALL TO ORDER

The Meeting was called to Order at 10:12 a.m. by Mr. Bachman, the Vice President.

II. REVIEW & APPROVE JANUARY 2019 FINANCIAL STATEMENTS

The January 2019 Financials were presented by Ms. Allen, the Fiscal Administrator who offered to answer any questions. A discussion ensued on various items contained in the Financials and on the format of the reports.

Ms. McGonigle made a **MOTION** and Mr. Stanley **SECONDED** the Motion to approve the January 2019 Financial Statements. Mr. Decroo was absent during this item, but the Board Members present approved the January 2019 Financial Statements.

III. APPROVAL OF MINUTES OF JANUARY 22, 2019

Mr. Stanley made a **MOTION** to approve the Minutes of January 22, 2019 and Mr. Hollstein **SECONDED** the Motion. The Minutes were approved by unanimous vote with Mr. Decroo absent during this item.

IV. OLD ITEMS – UPDATE REGARDING POSSIBLE HEALTH INSURANCE

Mr. Decroo came in at 10:23 a.m. at the beginning of this matter. Ms. Rodriguez reviewed with the Board the four health plans that were the most affordable to both Hearts & Lives and the Staff. The Board gave direction to Ms. Rodriguez to meet with the Staff and review the various plans. Ms. Rodriguez will return to the Board for approval of the Plan selected by Staff.

V. EXECUTIVE DIRECTOR'S REPORT

FUNDING

- Ms. Rodriguez informed the Board that the IEHP services were up and running and all appeared to be going very well.
- The Board was further informed that Ms. Rodriguez was planning the next fundraiser, and a discussion ensued on venue, type of fundraiser, and how to reach parties that would be interested in the estate items that had been donated.

UPDATES ON H & L

- Ms. Rodriguez informed the Board that there is a need for additional space to perform services, and a lengthy discussion ensued on the various options.

- Ms. Rodriguez informed the Board that the EFSP assistance would expire at the end of March.
- The Board was further informed that weather conditions impacted the services for clients to obtain transportation to the office in snowy conditions, and further the County Audit was cancelled due to weather conditions.
- Ms. Rodriguez discussed her idea for a new project due to the needs of some of the clients, and that potential project was a Day Care Center. A discussion ensued on various aspects of a Day Care Center, and Ms. Rodriguez indicated that she would return to the Board with proposals for such.
- Lastly, the Board was informed that the County was catching up on payments due.

VI. BOARD OF DIRECTORS COMMENTS

Mr. Decroo informed the Board that he was willing to conduct a book signing of his new book to benefit Hearts & Lives, and the Board was both enthusiastic and looking forward to such an event.

Mr. Bachman discussed a possible time change for the monthly Board Meeting and the Board agreed to change all future meetings to 9:30 a.m. at the Blue Jay Office, instead of the previous time of 10:00 a.m.

VII. ADJOURN

Mr. Decroo adjourned the Meeting at 11:30 p.m.

Minutes prepared by Patti McGonigle

HEARTS & LIVES

MINUTES OF BOARD MEETING OF THE BOARD OF DIRECTORS

DATE: March 19, 2019

TIME: 9:30 a.m.

PLACE: Blue Jay Outreach Office

ATTENDANCE: *Board Members Present:*

Tom Bachman

Ken Decroo

Steve Hollstein (arrived at 9:36 a.m.)

Patti McGonigle

Bill Stanley (arrived at 9:32 a.m.)

Staff Present:

Luvia Rodriguez, Executive Director

Hannah Allen, Fiscal Administrator

I. CALL TO ORDER

The Meeting was called to Order at 9:30 a.m. by Mr. Decroo, the President and Mr. Stanley arrived after the Meeting was called to Order.

II. REVIEW & APPROVE FEBRUARY 2019 FINANCIAL STATEMENTS

The February 2019 Financials were presented by Ms. Allen, the Fiscal Administrator who offered to answer any questions. This item was tabled until after the Closed Session. After the Closed Session a discussion ensued on various items contained in the Financials and on the new format of the reports.

Ms. McGonigle made a **MOTION** and Mr. Bachman **SECONDED** the Motion to approve the February 2019 Financial Statements and the Financials were approved by unanimous vote.

III. CLOSED SESSION REQUESTED BY EXECUTIVE DIRECTOR

The Board went into Closed Session at 9:35 a.m. Mr. Holstein arrived right after the Board went into Closed Session. The Board came out of Closed Session at 9:49 a.m. and there was no reportable action.

IV. APPROVAL OF MINUTES OF FEBRUARY 26, 2019

Mr. Bachman made a **MOTION** to approve the Minutes of February 26, 2019 and Mr. Hollstein **SECONDED** the Motion. The Minutes were approved by unanimous vote.

V. OLD ITEMS – UPDATES

- (a) Ms. Rodriguez informed the Board she would be taking her vacation from May 1, 2019 to May 24, 2019 and would be out of the Country visiting family.
- (b) Ms. Rodriguez gave the Board an update on the search for Health Insurance and indicated that only a minimal amount of the Staff would likely be signing up. Ms. Rodriguez will return to the Board with further information.
- (c) Ms. Rodriguez led a discussion on extra office space and will return to the Board with additional details. The increase in clients necessitates additional space to provide services.

VI. EXECUTIVE DIRECTOR'S REPORT

FUNDING AND DONATIONS

- Ms. Rodriguez informed the Board that the San Manuel middle year report had been submitted.
- The Board was further informed that a donation of office equipment had been made by a company in Riverside and was being used.

UPDATES ON H & L

- Ms. Rodriguez informed the Board that Hearts & Lives was already serving IEHP clients.
- The Board was also informed that Hearts & Lives was going to hire two new Promotores de Salud employees to educate Latinos on resources available to assist with mental health problems. The previous two employees who performed this service had quit.
- Hearts & Lives was planning the Sanamente event to be held on May 24, 2019. May is Mental Health Month and the contract with Sanamente requires Hearts & Lives hold a Health Fair, and Staff would prepare the activities for the fair.
- Ms. Rodriguez indicated Hearts & Lives was preparing to renew the Crestline Office MediCal certification.

VII. BOARD OF DIRECTORS COMMENTS

There was a consensus of the Board not to hold a Board Meeting in May due to the absence of the Executive Director, who would be on vacation. However, if an emergency should arise, the Board would meet and discuss such emergency.

Mr. Stanley indicated that the Presbyterian Church had approved the use of their venue for a sale by Hearts & Lives of donated items, and a brief discussion was held on the sale and scheduling the sale for early June.

VII. ADJOURN

Mr. Decroo adjourned the Meeting at 10:22 a.m.

Minutes prepared by Patti McGonigle

HEARTS & LIVES

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

DATE: April 26, 2019
TIME: 9:30 a.m.
PLACE: Blue Jay Outreach Office

ATTENDANCE: *Board Members Present:*

Ken Decroo
Steve Hollstein
Patti McGonigle

Board Members Absent:

Tom Bachman
Bill Stanley

Staff Present:

Luvia Rodriguez, Executive Director
Hannah Allen, Fiscal Administrator

I. CALL TO ORDER

The Meeting was called to Order at 9:40 a.m. by Mr. Decroo, the President.

II. REVIEW & APPROVE MARCH 2019 FINANCIAL STATEMENTS

The March 2019 Financials were presented by Ms. Allen, the Fiscal Administrator who answered questions.

Mr. Hollstein made a **MOTION** and Ms. McGonigle **SECONDED** the Motion to approve the March 2019 Financial Statements and the Financials were approved by unanimous vote.

III. CLOSED SESSION REQUESTED BY EXECUTIVE DIRECTOR

The Board went into Closed Session at 10:00 a.m. The Board came out of Closed Session at 10:25 a.m. and there was no reportable action.

IV. NEW ITEMS

The items under this Section included:

- Conflict of Interest Disclosure and Confidentiality Statement;
- Annual Corporation 2019 Minutes prepared by Attorney John Wurm;
- Election of Officers

The Annual Corporation 2019 Minutes were reviewed. In addition the Board was presented with forms by Staff with the request the forms be completed and signed, and the Board members complied.

The Board was also informed that pursuant to a San Bernardino County Regulation, one Board member could not hold the position of Secretary/Treasurer, and that position had to be split between two Board members.

Pursuant to Form Si-100 an election of Officers for the May 2019 to May 2020 year was held with the following Officers unanimously elected:

President:	Ken Decroo
Vice President:	Tom Bachman
Secretary:	Patti McGonigle
Treasurer:	Steve Hollstein

V. APPROVAL OF MINUTES OF MARCH 19, 2019

Mr. Hollstein made a **MOTION** to approve the Minutes of March 19, 2019 and Mr. Decroo **SECONDED** the Motion. The Minutes were approved by unanimous vote.

VI. OLD ITEMS

The Board was informed that Ms. Rodriguez was continuing to negotiate terms with the Leasing Company for the Blue Jay Building, to consolidate and add additional office space to the Blue Jay Outreach office, which space is adjacent to the existing office space.

Ms. Rodriguez informed the Board that during her vacation in May three Staff Members would be handling various aspects of the Hearts & Lives operation and Ms. Rodriguez would be in contact with those Staff members during her absence.

The President, Mr. Decroo, had to leave the meeting and due to a loss of quorum the meeting was adjourned at 10:30 a.m.

Minutes prepared by Patti McGonigle

HEARTS & LIVES

MINUTES OF BOARD MEETING OF THE BOARD OF DIRECTORS

DATE: June 18, 2019
TIME: 9:30 a.m.
PLACE: Blue Jay Outreach Office

ATTENDANCE: *Board Members Present:*

Tom Bachman
Steve Hollstein
Patti McGonigle
Bill Stanley

Board Members Absent:

Ken Decroo

Staff Present:

Luvia Rodriguez, Executive Director
Hannah Allen, Fiscal Administrator

I. CALL TO ORDER

The Meeting was called to Order at 9:37 a.m. by Mr. Bachman, the Vice President.

II. APPROVAL OF MINUTES OF APRIL 26, 2019

Mr. Hollstein made a **MOTION** to approve the Minutes of April 26, 2019 and Mr. Stanley **SECONDED** the Motion. The Minutes were approved by unanimous vote with Mr. Bachman abstaining due to absence at the April 26, 2019 meeting.

III. REVIEW & APPROVE APRIL 2019 AND MAY 2019 FINANCIAL

STATEMENTS

The April 2019 and May 2019 Financials were presented by Ms. Allen, the Fiscal Administrator who answered questions and a brief discussion ensued. Ms. Allen was instructed to send to all Board Members the missing Consolidated Profit & Loss Statement in the format previously requested by the Board.

Ms. McGonigle made a **MOTION** and Mr. Hollstein **SECONDED** the Motion to approve the April 2019 and May 2019 Financial Statements and the Financials were approved by unanimous vote.

IV. OLD ITEMS

- **Report Regarding a Possible New Auditor**

The Board was presented with an Authorization and Agreement to allow Clifton Larson & Allen, potential new CPA's to examine all materials necessary to provide Hearts & Lives with an accurate quote for audit services and any other necessary filings, to comply with County and State requirements. A discussion ensued and Mr. Stanley made a **MOTION** and Mr. Hollstein **SECONDED** to proceed with the Authorization and Agreement and it was approved by unanimous vote.

- **Health Insurance Final Report**

The Board was informed that there was only one employee who was interested in the Health Insurance. There was no action necessary from the Board regarding this matter.

- **Closed Session requested by Luvia Rodriguez**

The Board went into Closed Session at 9:55 a.m. The Board came out of Closed Session at 10:03 a.m. and there was no reportable action. Ms. Allen left the meeting at 10:03 a.m.

V. NEW ITEMS

- **Payroll Policy**

The Board was presented with a Payroll Policy and Ms. McGonigle requested that the Policy be presented to the Board in proper formatting, wording and grammar, and not as a rough draft. Ms. Rodriguez indicated that would be done and sent to all Board Members.

VI. EXECUTIVE DIRECTOR'S REPORT

FUNDING AND DONATIONS:

The Board was informed that the Sanamente Final Report had been submitted, and that Hearts and Lives was planning the summer yard sale.

UPDATES ON H & L:

The Board was informed that the Fiesta Event held on May 4, 2019 went well, and approximately 100 people attended and enjoyed the Zumba sessions, food and drink and Therapist were also available to those attending the Fiesta Event.

In addition the review of the Promotores de Salud Program was excellent with no corrective actions, and the EIIS Clinical Program review went well, but the report had not yet been received.

Ms. Rodriguez also indicated that Staff Members were participating in additional training to be better informed and aware of the changes in compliance and clinical requirements.

Ms. Rodriguez informed the Board that the Administrative Assistant, Trish DeGraves was on leave due to the sudden loss of her Husband.

VII. BOARD MEMBER COMMENTS

Mr. Hollstein inquired about the status of the negotiations for additional space at the Blue Jay Outreach Office, in order to provide additional services, and there was nothing new to report.

Mr. Hollstein also inquired about the parking lot events, and any special permitting issues. Ms. Rodriguez answered his questions.

The Vice President, Mr. Bachman adjourned the meeting at 10:36 a.m.

Minutes prepared by Patti McGonigle

HEARTS & LIVES

MINUTES OF BOARD MEETING OF THE BOARD OF DIRECTORS

DATE: July 16, 2019
TIME: 9:30 a.m.
PLACE: Blue Jay Outreach Office

ATTENDANCE: *Board Members Present:*

Tom Bachman
Steve Hollstein
Patti McGonigle

Board Members Absent:

Ken Decroo
Bill Stanley

Staff Present:

Luvia Rodriguez, Executive Director
Hannah Allen, Fiscal Administrator

I. CALL TO ORDER

The Meeting was called to Order at 9:43 a.m. by Mr. Bachman, the Vice President.

II. REVIEW & APPROVE JUNE 2019 FINANCIAL STATEMENTS

The June 2019 Financials were presented by Ms. Allen, the Fiscal Administrator who answered questions and a brief discussion ensued.

Ms. McGonigle made a **MOTION** and Mr. Bachman **SECONDED** the Motion to approve the June 2019 Financial Statements and the Financials were approved by unanimous vote.

III. APPROVAL OF MINUTES OF JUNE 18, 2019

Mr. Hollstein made a **MOTION** to approve the Minutes of June 18, 2019 and Mr. Bachman **SECONDED** the Motion. The Minutes were approved by unanimous vote.

IV. OLD ITEMS

- **Payroll Policy**

Ms. McGonigle had requested additional corrections be made, and the Payroll Policy would either be returned to the Board at the August 20, 2019 Board Meeting, or sent via email to all Directors for unanimous approval.

- **Approval of Lease**

Ms. McGonigle requested this item be added to the Agenda under Old Items and the Board agreed as it required approval by the Board.

Ms. Rodriguez had entered into and executed an Agreement to Lease adjoining space to the Blue Jay Outreach Office. The adjoining space was approximately 935 to 945 square feet at a cost of \$2.00 per square foot and for a period of one year.

Ms. McGonigle made a **MOTION** and Mr. Hollstein **SECONDED** to Approve the prior Execution of the Lease by Ms. Rodriguez for the adjoining space to the existing Blue Jay Outreach Office, for a period of one year, and at \$2.00 per square foot for the approximately 935 to 945 square feet of space. The Motion was approved by unanimous vote.

V. EXECUTIVE DIRECTOR'S REPORT

FUNDING AND DONATIONS:

The Board was informed that the request for additional monies for the prevention and early intervention of mental health problems had been approved and the Sanamente check for \$1,500.00 was in the mail.

In addition the Board was informed that the dispute with Department of Behavior Health regarding reconciliation to the billings was being reviewed and a decision would be forthcoming.

Also the Summer Yard Sale would be held sometime in the summer at the Crestline Office.

Hearts & Lives was applying to see if Hearts & Lives could be a provider of services to any private mental health provider.

UPDATES ON H & L:

The Board was informed regarding the services that the CLA auditors would offer and that a proposal would be forthcoming.

Ms. Rodriguez indicated the Crestline Office would be undergoing a cleanup from top to bottom.

The Board was given an update on various Staff members and their present positions.

Two Staff Members were interested in taking the Health Insurance that had been researched by the Executive Director, and the premium costs would be covered by the individual Staff members, both from their bonus and out of pocket for any additional monies required for premiums.

Ms. Rodriguez informed the Board regarding the Blue Jay Office extra activities and the inclusion of a possible Mommie and Me event.

Finally Ms. Rodriguez indicated that services rendered to clients always decreased in the summer time.

VI. BOARD MEMBER COMMENTS

There were no comments by any Board Members.

The Vice President, Mr. Bachman adjourned the meeting at 10:37 a.m.

Minutes prepared by Patti McGonigle

HEARTS & LIVES

MINUTES OF BOARD MEETING OF THE BOARD OF DIRECTORS

DATE: September 17, 2019
TIME: 9:30 a.m.
PLACE: Blue Jay Outreach Office
ATTENDANCE: *Board Members Present:*

Tom Bachman
Ken Decroo
Patti McGonigle
Bill Stanley

Board Members Absent:

Steve Hollstein

Staff Present:

Luvia Rodriguez, Executive Director
Hannah Allen, Fiscal Administrator

I. CALL TO ORDER

The Meeting was called to Order at 9:30 a.m. by Mr. Decroo, the President.

II. REVIEW & APPROVE AUGUST 2019 FINANCIAL STATEMENTS

Mr. Stanley arrived at 9:35 a.m. at the beginning of this item. The August 2019 Financials were presented by Ms. Allen, the Fiscal Administrator who answered questions and a brief discussion ensued.

Mr. Bachman made a **MOTION** and Mr. Stanley **SECONDED** the Motion to approve the August 2019 Financial Statements and the Financials were approved.

III. APPROVAL OF MINUTES OF JULY 16, 2019

Mr. Bachman made a **MOTION** to approve the Minutes of July 16, 2019 and Ms. McGonigle **SECONDED** the Motion. The Minutes were approved.

IV. OLD ITEMS

- **Payroll Policy**

Ms. McGonigle made a **MOTION** to approve the Payroll Policy and Mr. Bachman **SECONDED** the Motion. The Policy was approved by unanimous vote.

- **Audit Update.**

Ms. Rodriguez informed the Board that the CPA firm of Clifton Larson & Allen had decided they would be unable to perform the audit and Ms. Rodriguez requested the Board approve the firm of O & S to perform the audit. Ms. McGonigle requested a copy of the correspondence from Clifton, Larson & Allen be sent to all Board Members and Ms. Rodriguez indicated she would forward it.

A discussion ensued and Mr. Stanley made a **MOTION** to approve the firm of O & S, CPA's, to conduct the audit of Hearts & Lives and Mr. Bachman **SECONDED** the Motion. O & S, CPA's were approved by unanimous vote.

V. NEW ITEMS

- **Funding**

A discussion was held regarding fundraising by the Board, and several ideas were proposed. The Board will discuss said possible event at the October 15, 2019 Board Meeting after more information on venues and type of event are explored.

Ms. Rodriguez also indicated she would be meeting with Chase Bank to see if a line of credit was possible while awaiting a large payment from the County. Ms. Rodriguez was instructed to return to the Board for approval of any line of credit after more is learned about the conditions and interest rates.

- **Staff Appreciation Event**

Ms. Rodriguez revisited the idea of a trip on a weekend with Staff to show appreciation and the Board requested Ms. Rodriguez return to the

Board with further details.

VI. EXECUTIVE DIRECTOR'S REPORT

FUNDING AND DONATIONS:

The Board was informed that T.J. Maxx had made a donation to Hearts & Lives in the sum of \$1,500.00.

In addition the Board was informed that Hearts & Lives was offering Spanish lessons to children who only spoke English, at a fee of \$40.00. The cost is \$40.00 per child per month, for approximately a one hour session per week.

UPDATES ON H & L:

The Board was informed that San Bernardino County was late in a payment to Hearts & Lives in the sum of \$120,000.00. A lengthy discussion occurred.

Ms. Rodriguez indicated the annual Coat Drive would be starting.

Ms. Rodriguez also indicated that the County required workshops to be held under the Promotores de Salud program, and one was scheduled on 9/18/19 with a total of 22 people attending. The workshop would be on behavioral health and all aspects related thereto.

Info-meetings would be held with the schools regarding available programs for schools, dealing with intervention and mental health.

The San Bernardino County would be conducting a fiscal audit in October.

Two months previous to this meeting, the program regarding clinical & compliance conducted a site review of the Hearts & Lives facilities, and the review went well with no corrections.

VII. CLOSED SESSION – EXECUTIVE DIRECTOR'S PERFORMANCE REVIEW

The Board went into Closed Session at 10:45 a.m. to review the Executive Director's Performance Review and came out of Closed Session at 11:30 a.m. There was no reportable action.

VIII. ADJOURN

The Meeting was adjourned at 11:31 a.m.

Minutes prepared by Patti McGonigle

HEARTS & LIVES

MINUTES OF BOARD MEETING OF THE BOARD OF DIRECTORS

DATE: October 15, 2019
TIME: 9:30 a.m.
PLACE: Blue Jay Outreach Office

ATTENDANCE: *Board Members Present:*

Tom Bachman
Ken Decroo
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 9:30 a.m. by Mr. Decroo, the President.

II. REVIEW & APPROVE JULY 2019 & SEPTEMBER 2019 FINANCIAL STATEMENTS

The July 2019 and September 2019 Financials were presented by Ms. Allen, the Fiscal Administrator who answered questions and a brief discussion ensued.

Ms. McGonigle made a **MOTION** and Mr. Decroo **SECONDED** the Motion to approve the July 2019 and September 2019 Financial Statements and the

Financials were approved.

III. APPROVAL OF MINUTES OF SEPTEMBER 17, 2019

Mr. Hollstein requested additional information on the Spanish lessons to children, and the Board was informed that the \$40.00 fee was per child, per month, for approximately a one hour session per week. The draft Minutes were amended to include this information.

Mr. Bachman made a **MOTION** to approve the Minutes of September 17, 2019 and Mr. Hollstein **SECONDED** the Motion. The Minutes were approved with the addition of the breakdown of the \$40.00 fee for Spanish lessons.

IV. OLD ITEMS

- **Board fundraiser and possible Book Signing.**

The Board discussed two possible fundraisers and Ms. McGonigle supplied information on contacts that had been made. Ms. McGonigle indicated she would contact a local merchant to see if a book signing could be held in the coming months, and Mr. Decroo indicated he had contacted BMW and thought a fundraiser in the spring would be possible if the appropriate venue was available.

V. EXECUTIVE DIRECTOR'S REPORT

FUNDING AND DONATIONS.

There was nothing new to report.

UPDATES ON H & L:

Ms. Rodriguez indicated the annual Coat Drive was in full swing and 20 cans had been deposited throughout the mountain communities. The Board was further informed that the coat distribution would be Friday November 15, 2019.

Ms. Rodriguez also indicated that the end of the fiscal year cost report had been completed, and Hearts & Lives did not owe anything to the County for the Fiscal year 2018-2019.

Finally the Board was informed that the Agency meeting with the County

Department of Behavioral Health was a good meeting.

VI. CLOSED SESSION

The Board went into Closed Session at 10:20 a.m. and came out of Closed Session at 11:15 a.m. There was no reportable action.

VIII. ADJOURN

The Meeting was adjourned at 11:17 a.m.

Minutes prepared by Patti McGonigle

HEARTS & LIVES

MINUTES OF BOARD MEETING OF THE BOARD OF DIRECTORS

DATE: December 17, 2019
TIME: 9:30 a.m.
PLACE: Blue Jay Outreach Office

ATTENDANCE: *Board Members Present:*

Tom Bachman
Ken Decroo
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 9:30 a.m. by Mr. Bachman, the Vice President.

II. REVIEW & APPROVE OCTOBER 2019 & NOVEMBER 2019 FINANCIAL STATEMENTS

The October 2019 and November 2019 Financials were presented by Ms. Allen, the Fiscal Administrator who answered questions and a discussion ensued. Mr. Decroo, the President arrived at 9:40 during the discussion on the financials.

Mr. Hollstein made a **MOTION** and Mr. Bachman **SECONDED** the Motion to

approve the October 2019 and November 2019 Financial Statements and the Financials were approved.

III. APPROVAL OF MINUTES OF OCTOBER 15, 2019

Mr. Bachman made a **MOTION** to approve the Minutes of October 15, 2019 and Mr. Hollstein **SECONDED** the Motion. The Minutes were approved.

IV. OLD ITEMS

- **Auditors' Engagement Letter**

A letter outlining the services to be provided by O&S CPAs & Business Advisors was presented and reviewed. After a discussion, Ms. McGonigle made a **MOTION** and Mr. Bachman **SECONDED** the Motion to employ O&S CPAs & Business Advisors pursuant to the proposal set forth in their letter dated October 31, 2019. The Motion was approved and Mr. Decroo, the President, executed the October 31, 2019 letter which set forth the services and understanding of the services to be provided.

V. NEW ITEMS

- **First 5 Proposal**

Ms. Rodriguez informed the Board Hearts & Lives would be presenting a proposal for funds.

- **Preschool Services Proposal**

A lengthy discussion ensued on the possible submittal of a Proposal for Preschool Services and the discussion was lengthy and included the requirements and benefits of such proposal. After discussion Ms. Rodriguez was directed to obtain more information before any proposal was submitted.

- **New Policies Needing Approval**

Ms. Rodriguez presented 5 items (Business Reimbursement, External Collaboration, Initial Contract Log, Personal Cell Phone Use, and Vacation) and requested Board approval. After review of the items and a discussion it appeared the items were clarification of requirements already in place, and the Board gave direction to Ms. Rodriguez that the items did not need to be individual Policies, but could be in the form of memos to Staff, with Staff acknowledgement that Staff had read and understood the clarifications.

VI. EXECUTIVE DIRECTOR'S REPORT

- **FUNDING AND DONATIONS**

Ms. Rodriguez reported to the Board on the following:

- Skypark donated items for the Coat Distribution Event;
- Hearts & Lives applied for the Sanamente Mini-Grant and received a \$3,000.00 Grant;
- A donation was received from the Mountain Jewish Community in the sum of \$400.00;
- A donation of blankets was presented to Hearts & Lives by Santa Clause Incorporated;
- Cash donations were received for the Promotores de Salud workshops;
- IEHP indicated it would consider a donation of a generator for the Crestline office, since that office was without power for a number of days and could not provide services.

- **UPDATES ON H & L**

Ms. Rodriguez reported to the Board on the following:

- The Fiscal/Compliance Staff was increased to 3 Staff members;
- The Coat Distribution Event went well, and 320 individuals received items needed from the Coat Distribution;
- The Toy Distribution was to be conducted on December 19-20;
- Volunteers came to a Mental Health Group meeting and provided makeup sessions for those attending;
- A Staff Christmas luncheon was held and enjoyed by Staff..

VI. CLOSED SESSION

The Board went into Closed Session at 10:25 a.m. and came out of Closed Session at 11:25 a.m. The Executive Director, Ms. Rodriguez, was given her Annual Performance Evaluation, and there was no reportable action.

VIII. ADJOURN

The Meeting was adjourned at 11:26 a.m.

Minutes prepared by Patti McGonigle