

HEARTS & LIVES

MINUTES OF BOARD MEETING OF THE BOARD OF DIRECTORS

DATE: August 18, 2020
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. REVIEW & APPROVE JUNE AND JULY 2020 FINANCIAL STATEMENTS

The June and July 2020 Financials were presented by Ms. Allen, the Fiscal Administrator who answered questions from the Treasurer, Mr. Hollstein, and a lengthy discussion ensued regarding the format on some of the financials and on Auditors' comments as they proceed with their audit.

Mr. Hollstein made a **MOTION** and Mr. Bachman **SECONDED** the Motion to approve the June and July 2020 Financial Statements and the Financials were approved by unanimous vote.

III. AUDIT UPDATE

Ms. Allen informed the Board the Auditors had requested Board approval to allow access to the payroll company ADP in the future.

Ms. McGonigle made a **MOTION** and Mr. Stanley **SECONDED** a Motion to allow the Auditors access to the payroll company in the future, and the Motion was approved by unanimous vote.

In addition there was a discussion regarding the current Vacation Policy and to either use vacation time on the books, or lose it. Ms. Rodriguez would return to the Board with any change to the Vacation Policy.

IV. APPROVAL OF MINUTES OF JUNE 16, 2020

Mr. Hollstein made a **MOTION** to approve the Minutes of June 16, 2020 and Mr. Stanley **SECONDED** the Motion. The Minutes were approved by unanimous vote.

V. EXECUTIVE DIRECTOR'S REPORT

- **FUNDING AND DONATIONS**

Ms. Rodriguez reported to the Board that Hearts & Lives had previously received 75% of the \$47,200.00 granted from the Care Act, Emergency Relief funds, from the Family Resource Centers, and the remaining \$11,800.00 representing 25% had also been received.

Also, the EFSP and Care's Act Grant was approved for \$32,000.00 and \$16,000.00 had been received. The remaining \$16,000.00 would be sent when the first \$16,000.00 had been spent.

In addition, the Department of Behavior Health had not paid the June payment of \$40,000.00 plus.

Lastly, Hearts & Lives had not received the IEHP check which was \$10,000.00 representing \$5,000.00 for November, and \$5,000.00 for December. Contact with IEHP indicated they had sent the check but it had not been received by Hearts & Lives.

- **UPDATES ON H & L**

Ms. Rodriguez reported to the Board on the following:

- All face to face services had been postponed;
- EHS clinical audit for the Blue Jay facility was scheduled for September 9, 2020;
- Ms. Rodriguez indicated she was continuing to attend weekly County meetings;
- Staff was continuing to conduct outreach to enroll new clients by phone;
- In an attempt to keep the Promotores de Salud participation going, Ms. Rodriguez was attempting to find alternatives;
- The County Compliance Audit was tentatively scheduled for the first week in October;
- Information was provided on a new data input electronic system for contracts;
- Trish Degraeves, an employee of Hearts & Lives had been promoted to a new HR position due to her knowledge and qualifications;
- Information regarding a new Privacy Officer position that was to be required;
- Hearts & Lives was continuing food and utilities assistance.

VI. BOARD MEMBERS COMMENTS

A brief discussion on whether the BMW fundraiser would be held to the continued date in September, and Ms. McGonigle indicated Mr. Decroo would provide that information either by email, or in person at the next meeting.

VII. ADJOURN

The Meeting was adjourned at 10:45 a.m.

Minutes prepared by Patti McGonigle

HEARTS & LIVES

MINUTES OF BOARD MEETING OF THE BOARD OF DIRECTORS

DATE: September 15, 2020

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 9:40 a.m. by Mr. Bachman, the Vice President.

II. REVIEW & APPROVE AUGUST 2020 FINANCIAL STATEMENTS

The August 2020 Financials were presented by Ms. Allen, the Fiscal Administrator who answered questions from the Treasurer, Mr. Hollstein, and a lengthy discussion ensued on the contra accounts.

Mr. Hollstein made a **MOTION** and Ms. McGonigle **SECONDED** the Motion to approve the August 2020 Financial Statements and the Financials were approved

by unanimous vote.

III. DBH COST REPORT

Ms. Rodriguez and Ms. Allen informed the Board that the County had changed the time to respond to the DBH Cost Report after the myriad of forms are received at Hearts & Lives. In addition, the County is requiring Hearts & Lives list the SBA Paycheck Program Loan received in the sum of \$77,701.00. Those funds were received at the end of May, and the Auditors informed Staff that those funds should be deferred to next year. A discussion and question and answer period followed.

IV. APPROVAL OF MINUTES OF AUGUST 18, 2020

Mr. Hollstein made a **MOTION** to approve the Minutes of August 18, 2020 and Mr. Bachman **SECONDED** the Motion. The Minutes were approved by unanimous vote.

V. EXECUTIVE DIRECTOR'S REPORT

- **FUNDING AND DONATIONS**

Ms. Rodriguez reported to the Board that Hearts & Lives received a check from IEHP in the sum of \$1,500.00.

In addition, the Department of Behavior Health had paid the June payment but the July payment was still outstanding.

- **UPDATES ON H & L**

Ms. Rodriguez reported to the Board on the following:

- EIS clinical audit for the Blue Jay facility was done and a very good rating was received;
- The Promotores de Salud program review had been completed;
- Due to no in person meetings, the August EIS services to participants had declined;
- The County Compliance Audit for DBH was rescheduled for November;

- New clinical Staff had been hired;
- The Coat and Toy distribution held every year was cancelled due to the COVID19 pandemic;
- Ms. Allen, the Fiscal Specialist and Compliance Officer would be taking sick leave for surgery in January, and Ms. Rodriguez was working to cover all necessary job duties during that period.

VI. BOARD MEMBERS COMMENTS

There were no Board Member Comments.

VII. ADJOURN

The Meeting was adjourned at 10:25 a.m.

Minutes prepared by Patti McGonigle

HEARTS & LIVES

MINUTES OF BOARD MEETING OF THE BOARD OF DIRECTORS

DATE: October 20, 2020

TIME: 9:30 a.m.

PLACE: Blue Jay Outreach Office

ATTENDANCE: *Board Members Present:*

Ken Decroo

Tom Bachman

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 9:35 a.m. by Mr. Decroo, the President.

II. REVIEW & APPROVE SEPTEMBER 2020 FINANCIAL STATEMENTS

Ms. Allen, the Fiscal Administrator, presented the September 2020 Financials to the Board. A brief discussion ensued.

Ms. McGonigle made a **MOTION** and Mr. Bachman **SECONDED** the Motion to approve the September 2020 Financial Statements and the Financials were approved by unanimous vote with Mr. Decroo abstaining due to absence when the September Financials were presented.

III. APPROVAL OF MINUTES OF SEPTEMBER 15, 2020

Mr. Bachman made a **MOTION** to approve the Minutes of September 15, 2020 and Mr. Hollstein **SECONDED** the Motion. The Minutes were approved by unanimous vote, with Mr. Decroo abstaining due to absence at that meeting.

IV. EXECUTIVE DIRECTOR'S REPORT

- **FUNDING AND DONATIONS**

Ms. Rodriguez reported to the Board that Hearts & Lives received a check from the Department of Behavior Health for the June payment, and prior to this meeting, also received checks for the July and August payments.

- **UPDATES ON H & L**

Ms. Rodriguez reported to the Board on the following:

- EIIS desk chart review (clinical audit) for the Crestline facility was scheduled for November 3, 2020;
- The Promotores de Salud program review was completed and Hearts & Lives received a perfect review;
- The Elementary Schools are going to open for their students, and Hearts & Lives will determine if it will be possible for Staff to provide services;
- Department of Behavior Health is providing some face to face services and Hearts & Lives is considering face to face services for children that are in need;
- Department of Behavior Health to give a status report on the Cost Report.

V. BOARD MEMBERS COMMENTS

President Decroo inquired whether the Board wanted to consider another Board Member joining the Board, and further indicated the Board would discuss the procedure and thoughts in the future.

VI. ADJOURN

The Meeting was adjourned at 10:05 a.m.

Minutes prepared by Patti McGonigle

HEARTS & LIVES

MINUTES OF BOARD MEETING OF THE BOARD OF DIRECTORS

DATE: November 17, 2020
TIME: 9:30 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 9:34 a.m. by Mr. Decroo, the President.

II. REVIEW & APPROVE OCTOBER 2020 FINANCIAL STATEMENTS

Ms. Allen, the Fiscal Administrator, presented the October 2020 Financials to the Board. A brief discussion ensued.

Ms. McGonigle made a **MOTION** and Mr. Bachman **SECONDED** the Motion to approve the October 2020 Financial Statements and the Financials were approved by unanimous vote.

III. FINANCIAL SPEC. LEAVE OF ABSENCE UPDATE

The Board was informed it was necessary for the Fiscal Administrator to take a Leave of Absence due to upcoming surgery. A discussion ensued on how the office had worked out plans to make sure the necessary requirements of the financial posting, reporting, etc., would be handled during this absence. Many options had been explored but the Board was informed that accounting companies were unable to assist due to time of year for tax preparations. Therefore the Financial Reports would not be provided until March.

Ms. McGonigle made a **MOTION** and Mr. Decroo **SECONDED** the Motion to approve the necessary medical leave of Ms. Allen, the Fiscal Administrator, and the lack of Financial Reports until the March meeting. The Motion for both was approved by unanimous vote.

IV. APPROVAL OF MINUTES OF OCTOBER 20, 2020

Mr. Bachman made a **MOTION** to approve the Minutes of October 20, 2020 and Mr. Hollstein **SECONDED** the Motion. The Minutes were approved by unanimous vote.

V. EXECUTIVE DIRECTOR VACATION

The Board had approved a vacation request for December from Ms. Rodriguez, but due to the COVID pandemic and restrictions regarding travel, Ms. Rodriguez requested Board approval to take her vacation after the COVID pandemic.

In addition, Ms. Rodriguez also indicated she was having a recurring health problem and might be required to take a couple of days off to recover.

Mr. Decroo made a **MOTION** and Ms. McGonigle **SECONDED** the Motion to approve a delay in Ms. Rodriguez' vacation until after the Pandemic, and further for any needed days off to recover from a recurring medical problem. The Motion was approved by unanimous vote.

VI. EXECUTIVE DIRECTOR'S REPORT

- **FUNDING AND DONATIONS**

Ms. Rodriguez reported to the Board that Hearts & Lives were waiting on checks for September and October from the Department of Behavior Health.

In addition Hearts & Lives was waiting for the second half of the funds awarded by EFSP/CARES for the food vouchers.

The Board was informed that the PPP Loan Forgiveness Application was being reviewed by Bank of America and if the Application was good, it would be forwarded to the Small Business Administration.

- **UPDATES ON H & L**

Ms. Rodriguez reported to the Board on the following:

- The Thanksgiving distribution was going to be difficult but Hearts & Lives would do what they could and continue to find ways to help those in need;
- The County Audits would be held in the future for both the Crestline and Blue Jay facilities;
- There was a need for referrals for the EIIS program and a brief discussion was held on ways to let those in need of this program know it was available;
- The increase on Community needs was evident, and Hearts & Lives will continue to find ways to help those through the coming holidays during this COVID pandemic. In addition United Way had contacted Hearts & Lives to see what we were able to do to assist with distribution of food, utilities, and toys;
- Finally the Board was given a Cost report update regarding the review by Department of Behavioral Health, and the outcome was that the County does owe Hearts & Lives money.

An item not listed on the Agenda was the need to have a set time during the year for the Board election of Officers. There was agreement by the Board that the election should take place January 4th of every year.

Ms. McGonigle made a **MOTION** and Mr. Bachman **SECONDED** the Motion to approve January 4th of every year as the date the Board will elect its Officers. The Motion was approved by unanimous vote.

An additional item not listed on the Agenda was the various forms required and presented to the Board every year will need to be signed. Ms. Rodriguez indicated those forms would be sent via email.

VII. BOARD MEMBERS COMMENTS

President Decroo informed the Board that he and his Wife had purchased property in Texas and would be travelling back and forth. However, Mr. Decroo informed the Board that he would continue to participate on the Board.

Mr. Bachman indicated the Interact Club at the High School was preparing gift baskets, and suggested Hearts & Lives partner with the Interact Club in providing items that Hearts & Lives has to assist in the gift baskets.

Mr. Hollstein inquired whether the December Financials would be available at the January 2021 meeting, and was assured they would be provided.

VIII. ADJOURN

The Meeting was adjourned at 10:23 a.m.

Minutes prepared by Patti McGonigle

HEARTS & LIVES

MINUTES OF BOARD MEETING OF THE BOARD OF DIRECTORS

DATE: January 24, 2020

TIME: 9:30 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 9:39 a.m. by Mr. Decroo, the President.

THE BOARD TOOK AGENDA ITEM VI (CLOSED SESSION) OUT OF ORDER AND WENT INTO CLOSED SESSION AT 9:40 A.M. THE BOARD CAME OUT OF CLOSED SESSION AT 10:26 A.M. AND THERE WAS NO REPORTABLE ACTION.

II. REVIEW & APPROVE DECEMBER 2019 FINANCIAL STATEMENTS

After the Closed Session, Ms. Rodriguez and Ms. Allen returned to the meeting. The December 2019 Financials were presented by Ms. Allen, the Fiscal Administrator who answered questions and a discussion ensued. Mr. Stanley left the meeting at 10:35 a.m. during the discussion.

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

III. APPROVAL OF MINUTES OF DECEMBER 17, 2019

Mr. Hollstein made a **MOTION** to approve the Minutes of December 17, 2019 and Mr. Decroo **SECONDED** the Motion. The Minutes were approved by unanimous vote.

IV. NEW ITEMS

- **New Open Proposal: Prevention Elderly Intervention (PEI) Older Adult Community Services.**
Ms. Rodriguez informed the Board Hearts & Lives would be presenting a proposal for funds.

V. EXECUTIVE DIRECTOR'S REPORT

FUNDING AND DONATIONS

Ms. Rodriguez reported to the Board as follows:

- **SANAMENTE MINI-GRANT**
Ms. Rodriguez informed the Board that Hearts & Lives had received half of the Sanamente Mini-Grant in the sum of \$1,500.00, which Grant was for outreach for mental health to Latinos.
- **First 5 Proposal**
In preparation for presentation of a First 5 proposal for Funds, Ms. Rodriguez reviewed the Questions contained in a Section of the Proposal which related to the Board of Directions. The questions were reviewed and the Board gave direction on the answers for those that needed Board input.

- **UPDATES ON H & L**

Ms. Rodriguez reported to the Board on the following:

- The hiring of new Staff;
- Weather conditions had affected services and Staff hours were reduced due to periods of severe weather;
- The Crestline Office Building maintenance was discussed and the electrical was being repaired;
- IEHP had previously 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. A meeting with IEHP was to be held for discussion and collaboration.

VI. CLOSED SESSION

The Board went into Closed Session as above stated after the meeting was opened.

VII. ADJOURN

The Meeting was adjourned at 11:25 a.m.

Minutes prepared by Patti McGonigle

HEARTS & LIVES

MINUTES OF BOARD MEETING OF THE BOARD OF DIRECTORS

DATE: February 18, 2020

TIME: 9:30 a.m.

PLACE: Blue Jay Outreach Office

ATTENDANCE: *Board Members Present:*

Tom Bachman
Ken Decroo
Steve Hollstein
Patti McGonigle
Bill Stanley

Board Members Absent:

None

Staff Present:

Luvia Rodriguez, Executive Director
Hannah Allen, Fiscal Administrator

I. CALL TO ORDER

The Meeting was called to Order at 9:34 a.m. by Mr. Decroo, the President.

II. REVIEW & APPROVE JANUARY 2020 FINANCIAL STATEMENTS

The January 2020 Financials were presented by Ms. Allen, the Fiscal Administrator who answered questions and a discussion ensued. Mr. Stanley arrived at 9:38 a.m. at the beginning of the discussion on the financials.

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

approve the January 2020 Financial Statements and the Financials were approved by unanimous vote.

III. APPROVAL OF MINUTES OF JANUARY 24, 2020

Mr. Bachman made a **MOTION** to approve the Minutes of January 24, 2020 and Mr. Hollstein **SECONDED** the Motion. The Minutes were approved by unanimous vote.

IV. NEW ITEMS

- **WEBSITE**

Ms. Rodriguez informed the Board that the broken links on the website had been repaired, and the website had been improved by her Son.

V. EXECUTIVE DIRECTOR'S REPORT

- **FUNDING AND DONATIONS**

Ms. Rodriguez reported to the Board that a donation was made in the sum of \$100.00 by the Lioness Club of Crestline, and that Ms. Rodriguez was exploring other fundraising options and opportunities.

In addition, Ms. Rodriguez informed the Board that the First 5 Request for Proposal was completed and delivered for consideration on February 5, 2020.

Ms. Rodriguez indicated that a meeting was held with IEHP regarding their desire to donate \$2,700.00 for a generator for the Crestline Office, and after the meeting IEHP indicated they would also like to donate \$7,300.00 to be used for new computers, Staff training, and Staff participation in the health fair and Jamboree Days in Crestline.

- **UPDATES ON H & L**

Ms. Rodriguez reported to the Board on the following:

- The DBH Fiscal Audit was set to begin;
- Staff was catching up on services for clients after several severe storms, and Staff would be providing more services and assisting new clients;
- The Hearts & Lives audit by O & S CPAs was set to begin on April 6th;
- The DBH compliance audit was set to begin the end of May;
- Lastly, the DBH program reviews would be coming.

VI. BOARD MEMBERS COMMENTS

Ms. McGonigle requested the date Ms. Rodriguez would be taking her vacation, and after discussion Ms. Rodriguez indicated she would take her vacation in December.

Ms. McGonigle asked for a discussion on the next meeting normally held on 17th, but that date was problematic due to a lack of quorum, and it was decided that a tentative date for the March meeting of March 3rd, would not be held and the next meeting would be April 21, 2020.

Mr. Decroo also informed the Board that a date for the Board fundraiser was set for June 13th, 2020, but the details were still to be finalized and once that was completed, the Board and Ms. Rodriguez would be notified.

VII. ADJOURN

The Meeting was adjourned at 10:21 a.m.

Minutes prepared by Patti McGonigle

HEARTS & LIVES

MINUTES OF BOARD MEETING OF THE BOARD OF DIRECTORS

DATE: May 19, 2020
TIME: 9:30 a.m.
PLACE: Blue Jay Outreach Office

ATTENDANCE: *Board Members Present:*

Steve Hollstein
Patti McGonigle
Bill Stanley

Board Members Absent:

Tom Bachman
Ken Decroo

Staff Present:

Luvia Rodriguez, Executive Director
Hannah Allen, Fiscal Administrator

I. CALL TO ORDER

The Meeting was called to Order at 9:42 a.m. by Ms. McGonigle, the Secretary.

II. REVIEW & APPROVE FEBRUARY, MARCH, AND APRIL 2020 FINANCIAL STATEMENTS

The February, March, and April 2020 Financials were presented by Ms. Allen, the Fiscal Administrator who answered questions and a lengthy discussion ensued on various items in the documentation presented.

Mr. Stanley made a **MOTION** and Ms. McGonigle **SECONDED** the Motion to

approve the February, March and April 2020 Financial Statements and the Financials were approved by unanimous vote.

III. APPROVAL OF MINUTES OF FEBRUARY 18, 2020

Mr. Hollstein made a **MOTION** to approve the Minutes of February 18, 2020 and Mr. Stanley **SECONDED** the Motion. The Minutes were approved by unanimous vote.

IV. BOARD APPROVAL OF PAYMENT TO FAMILY MEMBERS

The Board continued this item until the June 16, 2020 Board Meeting.

V. LIST OF EXPENSES NOT COVERED UNDER GRANTS

The Board continued this item until the June 16, 2020 Board Meeting.

VI. OLD ITEMS

- H & L Audit Updates

This item was discussed in the approval of the Financial Statements.

VII. NEW ITEMS

- SBA Loan Information and Updates

Ms. Rodriguez informed the Board that the sum of \$77,701.00 had been approved by the SBA, and Hearts & Lives would be applying for forgiveness of the Loan pursuant to requirements set forth by the SBA.

- Coming Back to the Office Measures

Ms. Rodriguez informed the Board of the measures that would be taken to return Staff on a rotation basis to the office, and the continuance of remote functions to provide services.

VIII. EXECUTIVE DIRECTOR'S REPORT

- **FUNDING AND DONATIONS**

Ms. Rodriguez reported to the Board that Community donations for food vouchers had been received in the sum of \$5,400.00 and the vouchers had been distributed.

The Inland Empire Community Foundation (IECF) had granted the sum of \$10,000.00 which sum was to be received by Hearts & Lives by the end of May.

The Sanamente Grant was approved in the sum of \$3,000.00 and \$1,500.00 had been received, with the second sum of \$1,500.00 to be received sometime in June.

The IEHP donation was granted in an amount of \$10,000.00. IEHP sent \$5,000.00 and further indicated they would confer with Hearts & Lives on the other half in September.

The Emergency, Food and Shelter Program, Care Act, Emergency Relief funds from the Family Resource Centers, Irvine Foundation did approve a \$47,000.00 Grant, with 75% of the Grant to be sent by the end of May, and the other 25% to be sent in November.

- **UPDATES ON H & L**

Ms. Rodriguez reported to the Board on the following:

- All County audits were postponed until August;
- Payments from the County for March and April were pending for both contracts;
- \$17,000.00 worth of food vouchers and utility assistance had been distributed;
- The ELLS contract continued during the stay at home orders by telehealth and the Promotores de Salud workshops continued through Zoom;
- No employees were laid off during the stay at home orders;
- The Plan to return to the office was discussed in New Items;
- Only one payment was left on the contract amount with the auditors.

IX. BOARD MEMBERS COMMENTS

There were no comments from any Board Members.

VII. ADJOURN

The Meeting was adjourned at 10:56 a.m.

Minutes prepared by Patti McGonigle

HEARTS & LIVES

MINUTES OF BOARD MEETING OF THE BOARD OF DIRECTORS

DATE: June 16, 2020

TIME: 9:30 a.m.

PLACE: Blue Jay Outreach Office

ATTENDANCE: *Board Members Present:*

Ken Decroo
Tom Bachman
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 9:31 a.m. by Mr. Decroo, the President.

II. REVIEW & APPROVE MAY 2020 FINANCIAL STATEMENTS

The May 2020 Financials were presented by Ms. Allen, the Fiscal Administrator who answered questions from the Treasurer, Mr. Hollstein, and a brief discussion ensued.

Mr. Hollstein made a **MOTION** and Mr. Bachman **SECONDED** the Motion to approve the May 2020 Financial Statements and the Financials were approved by unanimous vote.

III. APPROVAL OF MINUTES OF MAY 19, 2020

Mr. Stanley made a **MOTION** to approve the Minutes of May 19, 2020 and Mr. Hollstein **SECONDED** the Motion. The Minutes were approved by a majority of the Board with Mr. Decroo and Mr. Bachman abstaining due to no attendance at the May 19, 2020 Board Meeting.

IV. BOARD APPROVAL OF PAYMENT TO FAMILY MEMBERS

A discussion ensued regarding the payment for services to family members. After a lengthy discussion the following Motion was made:

Mr. Decroo made a **MOTION** and Mr. Bachman **SECONDED** the Motion as follows:

Any family member of any Board Member, Executive Direction and Employees can provide services to Hearts & Lives, and in the event the fees due to any family member exceed the sum of \$501.00, that item shall be brought to the Board to approve said amount retroactive. The Motion was approved unanimously.

V. LIST OF EXPENSES NOT COVERED UNDER GRANTS

The Board was provided with a list of expenses not covered under Grant funding, for information only. No discussion was held.

VI. EXECUTIVE DIRECTOR'S REPORT

- **FUNDING AND DONATIONS**

Ms. Rodriguez reported to the Board that Hearts & Lives had received 75% of the \$47,200.00 granted from the Care Act, Emergency Relief funds, from the Family Resource Centers, and the remaining 25% would be considered after the final report is presented at the end of June.

In addition, the Department of Behavior Health had paid the \$38,900.0 owed to Hearts & Lives for the Fiscal Year 2018-2019.

Also, the EFSP and Care's Act Grant was approved for \$32,000.00 but there was no indication when said funds would be distributed.

Lastly, Hearts & Lives had not received any response to the Application to United

Way to offer mental health sessions at no cost to the client.

- **UPDATES ON H & L**

Ms. Rodriguez reported to the Board on the following:

- Some County changes may affect contracts, and changes are occurring at a constant pace;
- Payments due from the County for April and May were being processed;
- Hearts & Lives was able to provide tablets to the EIIS clients that were receiving sessions through Telehealth, and said tablets were provided at no costs;
- Numerous attempts had been made to contact the School District to renew the agreement without any luck;
- Some of the EIIS clients may have to move off the mountain, due mostly to work unavailability;
- Staff members are on rotating schedules at both offices;
- Plans to resume possible face to face services might occur at the end of July;
- An item not listed was added by the Executive Direction concerning previous employees who had moved off the mountain or quit their employment with Hearts & Lives had applied for unemployment and Hearts & Lives was responding to all reports.

VI. BOARD MEMBERS COMMENTS

Mr. Decroo apologized for a family emergency that prevented him from attending the May 19, 2020 meeting.

Mr. Hollstein inquired whether Hearts & Lives qualified for forgiveness of the funds received from the Small Business Administration, and Ms. Rodriguez indicated Hearts & Lives did qualify and that we will apply.

VIII. ADJOURN

The Meeting was adjourned at 10:22 a.m.

Minutes prepared by Patti McGonigle