

HEARTS & LIVES

MINUTES OF BOARD MEETING OF THE BOARD OF DIRECTORS

DATE: January 19, 2021
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

I. CALL TO ORDER

The Meeting was called to Order at 9:33 a.m. by Ms. McGonigle, the Secretary. Mr. Bachman participated by telephone.

II. APPROVAL OF MINUTES OF NOVEMBER 17, 2020

Mr. Hollstein made a **MOTION** to approve the Minutes of November 17, 2020 and Mr. Bachman **SECONDED** the Motion. The Minutes were approved by unanimous vote.

III. EXECUTIVE DIRECTOR'S REPORT

- **FUNDING AND DONATIONS**

Ms. Rodriguez reported to the Board that Hearts & Lives had received the October payment from the Department of Behavior Health.

In addition Hearts & Lives was still waiting for the second half of the funds awarded by EFSP/CARES but were informed the funds would be forthcoming.

The Board was informed that the PPP Loan Forgiveness Application had been approved and Hearts & Lives would not have to repay the \$77, 710.00 received from the Small Business Administration.

The County CARES Grant was approved in the sum of \$20,000.00

An anonymous donor who is a member of the Mountain Jewish Community made a \$5,000.00 donation for mental health.

- **UPDATES ON H & L**

Ms. Rodriguez reported to the Board on the following:

- Due to the restrictions of the Pandemic the Toy distribution was not operated in the manner as in previous years. However, Staff made arrangements for distribution to those in need by scheduling appointments, and in addition 10 gift cards to Amazon in the sum of \$50.00 each were donated and given to the teenagers.
- Two new therapists were hired.
- Community Workshops had been held, and from those Workshops Hearts & Lives got four new clients for the EIS program.
- Face to Face services were on hold to the Pandemic.
- The IEHP accreditation was continuing.
- Finally the Board was informed that the exploration of new revenue possibilities was continuing.

IV. BOARD MEMBERS COMMENTS

Mr. Hollstein inquired whether the annual coat drive was held, and Ms. Rodriguez replied that due to the Pandemic it was not possible this year.

Mr. Bachman inquired where Ms. Allen, the Fiscal Administrator, received her surgery and Ms. Rodriguez replied UCLA. In addition Mr. Stanley inquired how Ms. Allen was doing, and Ms. Rodriguez replied Ms. Allen was making progress.

Mr. Stanley also inquired about the fundraiser planned before the Pandemic, and Ms. McGonigle indicated that until the Pandemic was over, there were no plans to reschedule due to the uncertainty of the Pandemic.

V. ADJOURN

The Meeting was adjourned at 9:55 a.m.

Minutes prepared by Patti McGonigle

HEARTS & LIVES

MINUTES OF BOARD MEETING OF THE BOARD OF DIRECTORS

DATE: February 16, 2021
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

I. CALL TO ORDER

The Meeting was called to Order at 9:32 a.m. by Mr. Bachman, the Vice President.

II. APPROVAL OF MINUTES OF JANUARY 19, 2021

Mr. Hollstein made a **MOTION** to approve the Minutes of January 19, 2021 and Mr. Stanley **SECONDED** the Motion. The Minutes were approved by unanimous vote.

III. NEW ITEMS

REQUESTING APPROVAL –PPP LOAN 2ND PHASE

Ms. Rodriguez, the Executive Director, requested approval from the Board to apply for the 2nd phase of the Pay Protection Plan Loan. Ms. McGonigle made a **MOTION** to approve the submittal of Application for the 2nd phase of the Pay Protection Plan and Mr. Stanley **SECONDED** the Motion. The Motion was approved by unanimous vote.

IV. EXECUTIVE DIRECTOR'S REPORT

- **FUNDING AND DONATIONS**

Ms. Rodriguez reported to the Board that Hearts & Lives had received the December payment from the Department of Behavior Health.

In addition, an Application had been submitted to the Sunrise Rotary Club of Lake Arrowhead for a \$2,000.00 donation, after a presentation about Hearts & Lives and the work performed. Mr. Bachman suggested the Noon Rotary in Lake Arrowhead be approached regarding a presentation.

- **UPDATES ON H & L**

Ms. Rodriguez reported to the Board on the following:

- Face to face services would begin with all protective means available and would be limited to those cases in need of face to face services.
- Community Workshops continued to be held, to solicit new clients, due to the requirements for a certain number of clients pursuant to the EIS contract and the subsequent loss of clients moving off the mountain.
- A rotating schedule was to begin at both the Crestline and Blue Jay Offices.
- An update was given on the recovery of Ms. Hannah Allen, the Fiscal/Compliance Officer and a possible update on her return after surgery and recuperation.

Finally, the Board was informed that due to the presentation at the Sunrise Rotary Club, the Editor for the Alpine Mountaineer News, Mary Justine, wrote a very informative and complementary article regarding the myriad of services provided by Hearts & Lives. In closing the Board requested the article published in the Alpine Mountaineer be placed on the Hearts & Lives website.

V. BOARD MEMBERS COMMENTS

Mr. Stanley led a brief discussion on the loss of clients participating in the EIS program, who have moved off the mountain due to housing prices and rental fees. A discussion ensued on the various aspects of the program.

VI. ADJOURN

The Meeting was adjourned at 10:08 a.m.

Minutes prepared by Patti McGonigle

HEARTS & LIVES

MINUTES OF BOARD MEETING OF THE BOARD OF DIRECTORS

DATE: March 16, 2021

TIME: 9:30 a.m.

PLACE: Blue Jay Outreach Office

ATTENDANCE: *Board Members Present:*

Ken Decroo
Tom Bachman
Steve Hollstein
Bill Stanley

Board Members Absent:

Patti McGonigle

Staff Present:

Luvia Rodriguez, Executive Director
Hannah Allen, Fiscal and Compliance Officer
Patricia DeGrave, Services Coordinator/HR Generalist

I. CALL TO ORDER

The Meeting was called to Order at 9:33 a.m. by Mr. Decroo, President.

II. APPROVAL OF MINUTES OF FEBRUARY 16, 2021

Mr. Bachman made a **MOTION** to approve the Minutes of February 16, 2021 and Mr. Stanley **SECONDED** the Motion. The Minutes were approved by unanimous vote.

UPDATE – FINANCIAL STATUS SUMMARY

Ms. Allen provided a summary of Hearts & Lives' financial status for the previous month. Our payroll cost was a little higher due to the hiring of new staff.

Ms. Rodriguez indicated the balance in the Hearts & Lives bank account and that it does not include the January and February payments from the County.

Ms. Allen reported that our 2nd PPP Loan was granted in the amount \$77,702. Ms. Rodriguez noted that this PPP Loan must be spent on payroll, rent and utilities.

Ms. Allen was given from H & L auditors, who have been very helpful, a spreadsheet to work with to figure a solid allocation plan. Once the loan is forgiven, it becomes a grant. This 2nd PPP Loan will be eligible to be forgiven by November 2021.

Mr. Bachman offered that with this 2nd PPP Loan we should considering hiring someone to help with administrative duties.

Mr. Decroo made a **MOTION** that the Board approve the financials with the condition to bring issues at the next meeting and Mr. Stanley **SECONDED** the Motion. The Motion was approved by unanimous vote.

Ms. Allen left the meeting at this point, 9:54am.

IV. EXECUTIVE DIRECTOR'S REPORT

- **FUNDING AND DONATIONS**

Ms. Rodriguez shared the following:

- Hearts and Lives is still waiting upon the \$80,000 reimbursement (January and February payments) from the County.
- If Phase 2 of PPP Loan is not forgiven it will cost 1% interest with 5 years to repay. Phase 1 would have cost 2% if not forgiven.

Mr. Holstein requested for his presentation a better description how the dollars would be spent if we are approved for our \$2,000.00 donation from the Sunrise Rotary Club of Lake Arrowhead.

- **UPDATES ON H & L**

Ms. Rodriguez reported to the Board on the following:

- We are currently providing mental health services for clients with no insurance, who cannot afford what their insurance offers and those pay only \$30, \$10 or receive free services. These payments go directly to pay the therapist only and it's possible due to community donations.
- County will be keeping us updated as to when and where vaccines are available.
- Hearts & Lives is providing more face-to-face services.
- The Alpine Mountaineer news article was posted on Hearts & Lives' website, as Ms. McGonigle had requested.
- Regarding the State requirement to have EHR (Electronic Health Records), we are shopping for those services.
- We are posting for College Interns (UCSB, UCR)

V. BOARD MEMBERS COMMENTS

Mr. Stanley and Mr. Decroo like the idea of hiring someone to build and further the Hearts & Lives mission.

Mr. Stanley stated that whatever EHR system we find it should allow providers to write notes, etc. directly into the system as well as everything being directly accessible, making a for very efficient process.

Mr. Decroo suggested we hire someone to do the transfer of records into the new EHR system. Ms. Rodriguez said due to the need for privacy of those records she is considering making administrative staff member Norma Valadao full time to take on that transfer of records.

Ms. Rodriguez followed up stating the County will be sending a list of their approved EHR companies. Mr. Decroo stated that it is good that we can choose from County approved companies. Ms. Rodriguez said we will compare each company and what they offer with their systems. Mr. Stanley responded that he was good with this process and Mr. Decroo then stated that our choice will be submitted for Board approval.

VI. ADJOURN

Mr. Decroo **MOVED** to adjourn the Meeting and the Meeting was adjourned at 10:13 a.m followed by a closed session.

Minutes prepared by Patricia DeGrave

HEARTS & LIVES

MINUTES OF BOARD MEETING OF THE BOARD OF DIRECTORS

DATE: April 20, 2021
TIME: 9:30 a.m.
PLACE: Blue Jay Outreach Office

ATTENDANCE: *Board Members Present:*

Ken Decroo
Tom Bachman
Steve Hollstein
Bill Stanley

Board Members Absent:

Patti McGonigle

Staff Present:

Luvia Rodriguez, Executive Director
Hannah Allen, Fiscal and Compliance Officer
Patricia DeGrave, Services Coordinator/HR Generalist

I. CALL TO ORDER

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

II. APPROVAL OF MINUTES OF MARCH 20, 2021

Mr. Bachman made a **MOTION** to approve the Minutes of March 20, 2021 and Mr. Stanley **SECONDED** the Motion. The Minutes were approved by unanimous vote.

UPDATE – FINANCIAL STATUS SUMMARY

Ms. Allen provided an explanation for usage of the cost buffer to compensate lack of other typical revenue on the March Net Income Sheet and indicated that the Year-To-Date column shows accurate net income.

Mr. Bachman asked if a “reserve” should be included on the Net Income Sheet and Mr. Hollstein asked if unrestricted assets are covered by the PP loan.

Ms. Allen replied and confirmed those unrestricted assets (salaries, rent, utilities) are covered by the PP loan.

Mr. Bachman made a **MOTION** that the Board approve the financials and Mr. Stanley **SECONDED** the Motion. The Motion was approved by unanimous vote.

Ms. Allen left the meeting at this point, 9:55am.

III. OLD ITEMS

Ms. Rodriguez reported that the County Compliance and IT departments have approved TherapyNotes as Hearts & Lives’ choice as our electronics health records (EHR) vendor. This secure system is specific to therapy operations, is used by smaller agencies and is less expensive. Cost for each therapist is \$25 per month. Our deadline is July 1st to have all of our client charts on this new system.

Mr. DeCroo made a **MOTION** that the Board approve Therapy Notes as EHR vendor and Mr. Stanley **SECONDED** the Motion. The Motion was approved by unanimous vote.

Ms. Rodriguez said that local attorney Andrew Jared Lee has offered to review our policies and procedures at no cost. Board Members requested to check Mr. Lee’s background. Ms. Allen to send results via email to Members.

IV. EXECUTIVE DIRECTOR’S REPORT

- **FUNDING AND DONATIONS**

Ms. Rodriguez shared the following:

- Hearts and Lives is waiting on funding for January and February (\$49,000 for each month)
- We received Lake Arrowhead Sunrise Rotary donation of \$1,500.
- **UPDATES ON H & L FROM MS. RODRIGUEZ**
- Hearts & Lives auditors are getting ready to meet on Zoom regarding Management Report.
- All employees will be at office for face-to-face sessions by June 1, 2021.
- IEHP Referrals are being covered by one therapist currently. It is taking a long time to credential providers.
- We have hired Diana Mejia as new Administrative Assistant.
- Bev Rios had considered resigning due but will instead stay on, working two full days, Wednesday and Thursday.
- Staff will proceed to train and implement the new EHR system, TherapyNotes.

V. BOARD MEMBERS COMMENTS

Mr. Decroo mentioned that the Board is very proud of the accomplishments of Hearts and Lives and thanks the staff for their efforts in managing to stay in business through the years and throughout Covid-19.

VI. ADJOURN

Mr. Decroo **MOVED** to adjourn the Meeting and the Meeting was adjourned at 10:20 a.m followed by a closed session.

Minutes prepared by Patricia DeGrave

HEARTS & LIVES

MINUTES OF BOARD MEETING OF THE BOARD OF DIRECTORS

DATE: June 15, 2021
TIME: 8:30 a.m.
PLACE: Blue Jay Outreach Office

ATTENDANCE: *Board Members Present:*

Ken Decroo
Steve Hollstein
Bill Stanley

Board Members Absent:

Tom Bachman

Staff Present:

Luvia Rodriguez, Executive Director
Patricia DeGrave, Services Coordinator/HR Generalist

I. CALL TO ORDER

The Meeting was called to Order at 9:42 a.m. by Mr. Decroo, President.

II. APPROVAL OF MINUTES OF APRIL 20, 2021

Mr. DeCroo made a **MOTION** to approve the Minutes of April 20, 2021. Mr. Stanley **SECONDED** the Motion. The Minutes were **APPROVED** by unanimous vote.

III. UPDATE – FINANCIAL STATUS SUMMARY

Mr. Holstein commented that March 2021 and April 2021 financial reports were almost identical. Gross Income held up “remarkably well”.

Ms. Rodriguez offered that she oversees all spending and makes no purchases unless necessary. Donation Pay therapy is helping and recently awarded Grants for Operations are providing substantial funding for extra services. Ms. Rodriguez indicated that the County had not been paying but now they are catching up on reimbursements to Hearts & Lives.

Mr. DeCroo said he believes that Clients see quality in Hearts & Lives’ Donation Pay services. Ms. Rodriguez agreed, saying our Donation Pay therapy is much more affordable than any traditional insurance. Ms. Rodriguez added that Hearts & Lives’ contract with IEHP is also contributing to Income as shown by the number of Clients being referred. Hearts & Lives has been in discussions with Aetna and Kaiser, as well, regarding providing services for their clients.

Mr. Holstein pointed out the drop in income from the April to May reports. Ms. Rodriguez explained that the County has not yet paid for April and that it is typical that the County pays 3 months after billing is submitted. There has been a change to the billing system at County. Ms. Rodriguez said a large deposit will be coming soon representing County end of year payments for May and June. There should be no 3-month delay for that payment.

Mr. Holstein requested that Hannah Allen make a financials presentation to the Board.

Mr. Stanley made a **MOTION** that the Board approve the financial reports and Mr. DeCroo **SECONDED** the Motion. The Motion was approved by unanimous vote.

IV. NEW ITEMS

Mr. DeCroo addressed the Hazard Pay that was distributed to the Hearts & Lives Staff. He appreciated that it could help Staff members especially since they had continued to work through the Covid-19 pandemic and adapted to the restrictions that were set throughout the event when so many other businesses did not remain

open.

Mr. Stanley requested an **ACTION** of the Board that the Board endorse the operational decision to grant incentives related to the Covid-19 pandemic to the Staff Members of Hearts & Lives. In addition, Mr. Stanley requested as an **ACTION** that the estimated cost be included in the invoice submitted at the end of the month as part of the reimbursement. Mr. Stanley made a **MOTION** to endorse these two Actions. Mr. Hollstein **SECONDED** the Motion. This Motion by the Board was unanimously **APPROVED**.

Mr. DeCuro presented the need to recognize Board Member Patti McGonigle's email resignation. The Board would like to recognize Ms. McGonigle's service with a formal letter of appreciation from the Board and another from Hearts & Lives Staff. Board Members will consider a gift and compose together a letter. Ms. Rodriguez will compose with Staff a letter. Drafts of those letters will be reviewed at the next Board Meeting.

Mr. Stanley made a **MOTION** that the Board accept the resignation of Board Member Patti McGonigle. Mr. DeCuro **SECONDED** the Motion. The Motion was **APPROVED** by unanimous vote.

Mr. DeCuro made a **MOTION** that the Board approve the financials and Mr. Stanley **SECONDED** the Motion. The Motion was **APPROVED** by unanimous vote.

IV. OLD ITEMS

V. EXECUTIVE DIRECTOR'S REPORT

- **FUNDING AND DONATIONS**

Ms. Rodriguez shared the following:

- Hearts and Lives is waiting on County funding for April and May.
- Aetna invitation paperwork has been submitted.

- **UPDATES ON H & L FROM MS. RODRIGUEZ**

- We are looking for another licensed therapist.
- We are looking for part or full-time to assist Hannah Allen.
- We are 6 weeks away from Kaiser credentialing.

- New growth on mountain brings more clients; new residents to the area are wanting private practice therapy.
- Promotores de Salud – 1st audit end of June; exit conference July 7; Continuing workshops on Wednesdays at 5:30pm.
- Staff is trained on TherapyNotes.com EHR recordkeeping. July 7th deadline.
- Audit Update: Hannah Allen is providing the final information for the audit. The process is a new format. Management report was turned in last Wednesday, June 9.

VI. BOARD MEMBERS COMMENTS

- Next Board Meeting Agenda to include fundraising (Skypark; BMW International Rally.
- Crestline Rotary member, Derek Leistra of Lakeview Realty, expressed interest in Board involvement. Board will follow-up.
- Next Board Meeting to be a Closed Session to nominate a new Board member.
- Board would like to keep number of Board members to no more than 7, no less than 5.

VII. ADJOURN

Mr. DeCroo **MOVED** to adjourn the Meeting and the Meeting was adjourned at 9:30 a.m., followed by a closed session. Mr. Stanley **SECONDED** the Motion. The Motion was Approved by unanimous vote.

Minutes prepared by Patricia DeGrave

HEARTS & LIVES

MINUTES OF BOARD MEETING OF THE BOARD OF DIRECTORS

DATE: July 20, 2021
TIME: 9:30 a.m.
PLACE: Blue Jay Outreach Office

ATTENDANCE: Board Members Present:

Ken Decroo (via ZOOM video conference)
Steve Hollstein
Bill Stanley
Tom Bachman

Staff Present:

Luvia Rodriguez, Executive Director
Hannah Allen, Fiscal and Compliance Officer
Patricia DeGrave, Services Coordinator/HR Generalist

I. CALL TO ORDER

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

II. APPROVAL OF MINUTES OF JUNE 15, 2021

Mr. Decroo made a **MOTION** to approve the Minutes of June 15, 2021. Mr. Stanley **SECONDED** the Motion. The Minutes were **APPROVED** by unanimous vote.

III. UPDATE – FINANCIAL STATUS SUMMARY

Mr. Holstein suggested that Hannah Allen begin the meeting by presenting the summary of Hearts & Lives financial report.

Ms. Allen indicated that June, while also being the end of the fiscal year, was a “simple” month relative to expenses. Ms. Allen pointed out that \$1,400, listed as advertising, represented the redesign and order of new brochures.

Under “Contributions Income/Other”, Ms. Allen stated that amount included IEHP services as well as other services. “Miscellaneous Income” shows 2 WIC rent payments. Income was more than expected due to 3 DBH payments. The June DBH payment has not yet been received.

Ms. Allen told the Board that to be solvent our assets must be at \$200,000. Hearts & Lives’ assets are currently at \$282,000, representing the most solvent we have been in 15 years. Net Worth is not considered as a solvency factor or non-profits. Auditors look solely at the Balance Sheet and it is their opinion that any amount of assets \$200,000 or more means the non-profit is doing very well.

Ms. Allen indicated that the changes directed by the auditors were finalized this last March but were implemented in 2020.

Ms. Allen informed the Board that our DBH contract is scheduled to expire in June 2023. Our Promotores de Salud contract is scheduled to expire this fiscal year. We are also currently applying for “straight” MediCal funding approval in addition to being in the Kaiser application process. After our PP loan Interim Report is complete in December 2021, we then have 5 months to apply for forgiveness of that loan.

Mr. Bachman made a **MOTION** that the Board approve the financials and Mr. Holstein **SECONDED** the Motion. The Motion was **APPROVED** by unanimous vote.

IV. OLD ITEMS

Ms. Allen presented the Audit Update by indicating the final process meeting with the auditors occurred 2 weeks ago and that the auditors were happy with the

process. The auditors will follow up with Ms. Rodriguez with any questions or issues they may have. They would like to work on the 2020 and 2021 audits together which in their opinion should only take 6 weeks.

V. NEW ITEMS

Ms. Rodriguez announced to the Board that Ms. Allen, starting January 2022 will go from 36 hours to 10 hours per week. She will continue as our Compliance Officer and provide support to a new finances person. We are interviewing for this part-time position which will be our contact with a bookkeeping service and, in addition, deal with County issues. Regarding acquiring a bookkeeping service, we would consider spending \$350 per month.

Ms. Rodriguez requested approval of the Board to hire Acorn Tax & Bookkeeping/H&R Block to take over the bookkeeping aspect of Ms. Allen's duties as she transitions to her new hours of service with Hearts & Lives.

Mr. Bachman made a **MOTION** that the Board approve the use of Acorn Tax & Bookkeeping/H&R Block services as Ms. Allen adjusts her duties and revises her hours as mentioned herein and Mr. Holstein **SECONDED** the Motion. The Motion was **APPROVED** by unanimous vote.

VI. EXECUTIVE DIRECTOR'S REPORT

Ms. Rodriguez shared the following:

- **FUNDING AND DONATIONS**
- Hearts & Lives is waiting on County reimbursement for June.
- We are actively searching for additional funding and are looking at proposals to see what will fit Hearts & Lives.

- **UPDATES ON H & L FROM MS. RODRIGUEZ**
- Promotores de Salud Audit Review on July 7th was "perfect" and had no additional comments, per the auditors. We have had 2,900 participants in the program. The program funding will expire at the end of this fiscal year, at the end of June 2022. We will reapply this November – January.
- We are hiring a part-time Outreach person with an emphasis on recruiting clients in the Crestline area. 15 hours per week. Ms. Rodriguez will

develop a work plan for the position.

- At this time we have no dates for the Blue Jay or Crestline Clinical Audits. We are currently self-auditing in order to be best prepared.

VII. BOARD MEMBERS COMMENTS

VIII. ADJOURN

Mr. Bachman **MOVED** to adjourn the Meeting and Mr. Decroo **SECONDED** the Motion. The Meeting was adjourned at 10:25 a.m., followed by a **CLOSED SESSION**. **BOARD MEMBERS COMMENTS** will be given in the Closed Session. The Motion was Approved by unanimous vote.

Minutes prepared by Patricia DeGrave

HEARTS & LIVES

MINUTES OF BOARD MEETING OF THE BOARD OF DIRECTORS

DATE: August 17, 2021
TIME: 8:30 a.m.
PLACE: Blue Jay Outreach Office
ATTENDANCE: Board Members Present:

Ken Decroo
Steve Hollstein
Bill Stanley (via ZOOM video conference)
Tom Bachman (via ZOOM video conference)

Staff Present:

Luvia Rodriguez, Executive Director
Hannah Allen, Fiscal and Compliance Officer
Patricia DeGrave, Services Coordinator/HR Generalist

I. CALL TO ORDER

The Meeting was called to Order at 8:39 a.m. by Mr. Decroo, President.

II. APPROVAL OF MINUTES OF JULY 20, 2021

Mr. Decroo made a **MOTION** to approve the Minutes of July 20, 2021. Mr. Hollstein **SECONDED** the Motion. The Minutes were **APPROVED** by unanimous vote.

III. UPDATE – FINANCIAL STATUS SUMMARY

Mr. Holstein suggested that Hannah Allen begin the meeting by presenting the summary of Hearts & Lives financial report.

Ms. Allen indicated the amounts invoiced to County for EIIS and Promotores de Salud programs. IEHP services are shown as increasing. H&L is up-to-date with County billing.

Ms. Allen also stated that we are applying for a PPP loan forgiveness pursuant to an August 19, 2021, invitation. Once the current PPP is forgiven that balance will be moved to Current Assets.

Mr. Holstein requested a company Profit and Loss which Ms. Allen offered immediately.

Mr. Holstein made a **MOTION** that the Board approve the financials and Mr. Stanley **SECONDED** the Motion. The Motion was **APPROVED** by unanimous vote.

IV. OLD ITEMS

V. NEW ITEMS

VI. EXECUTIVE DIRECTOR'S REPORT

Ms. Rodriguez shared the following:

- **FUNDING AND DONATIONS**
- H&L received County reimbursement for June. July invoices to County have been submitted for reimbursement.
- New grant application has been submitted and pre-approval letter was received.

- **UPDATES ON H & L FROM MS. RODRIGUEZ**
- New Covid-19 regulations require all employees and visitors to wear masks. H&L is providing masks for all employees, visitors (adults and children).
- At this point, Mr. Decroo offered that he may be able to have a friend donate

masks to H&L.

- County imposed a deadline to meet vaccination/testing requirements for August 9, 2021.
- County Cost Report due date has been moved up to October 4th.
- H&L Staff participated at VOE Back to School Night with an interactive table offering games, new school clothing and backpack giveaway and information on all of our H&L programs and services. Left overs of the new school clothing will be donated to the Rim High School “students’ closet” for distribution to students and/or their families

VII. BOARD MEMBERS COMMENTS

VIII. ADJOURN

Mr. Decroo **MOVED** to adjourn the Meeting and Mr. Holstein **SECONDED** the Motion. The Meeting was adjourned at 9:05 a.m., followed by a **CLOSED SESSION**. The Motion was Approved by unanimous vote.

Minutes prepared by Patricia DeGrave

HEARTS & LIVES

MINUTES OF BOARD MEETING OF THE BOARD OF DIRECTORS

DATE: October 19, 2021

TIME: 8:30 a.m.

PLACE: Blue Jay Outreach Office

ATTENDANCE: *Board Members Present:*

**Ken Decroo
Tom Bachman
Steve Hollstein
Bill Stanley**

Staff Present:

**Luvia Rodriguez, Executive Director
Hannah Allen, Fiscal and Compliance Officer
Patricia DeGrave, Services Coordinator/HR Generalist**

I. CALL TO ORDER

The Meeting was called to Order at 8:30 a.m. by Mr. Decroo, President.

II. AUDIT UPDATE

Ms. Allen was asked by the Board Members for an update on the status of the ongoing audit. She offered updates on the liability, contract, reporting and deferred revenue items. Other comments from Ms. Allen:

- H&L to keep receivables as long as we are working with DBH
- Balance Sheet has not changed and shows good comparable stability, the best in 3 years

- H&L is owed \$117,000+ by County since last July payment.

Mr. Holstein pointed out that July, August and September were very similar reports and indicated that he had reviewed the reports and had no questions.

III. APPROVAL OF FINANCIAL REPORTS OF AUGUST 2021 AND SEPTEMBER 2021.

Mr. Bachman made a **MOTION** to approve the Financial Report of August 2021 and September 2021. Mr. Decroo **SECONDED** the Motion. Mr. Stanley announced that the reports received unanimous **APPROVAL**.

IV. APPROVAL OF MINUTES OF AUGUST 17, 2021

Mr. Decroo made a **MOTION** to approve the Minutes of August 17, 2021. Mr. Holstein **SECONDED** the Motion. The Minutes were **APPROVED** by unanimous vote.

V. NEW ITEMS

Mr. Decroo spoke to praise Executive Director Luvia Rodriguez and her staff for their continued and positive performance on behalf of Hearts & Lives.

Ms. Rodriguez shared the following:

- She wished to thank Hannah Allen for being her right-hand and her unconditional support.
- The auditors expressed that they want to create a foundation and from there to continue.
- From 2016 on the auditors are needing all contracts as well as 18 months back of county invoices.
- So far, the auditors are discovering that our county invoices do not match due to how county processes approvals/disallowances.

Mr. Holstein offered that we should be direct with the auditors if their demands are too much while we continue with usual and ongoing business.

The Board Members discussed possible dates for Board/Auditors Meeting via

Zoom.

Ms. Allen indicated that the Board will receive the Audit Management Report by the end of October.

Ms. Rodriguez informed the group of a pending H&L project to purchase new jackets/boots for distribution from grant funds.

Ms. Rodriguez discussed that she was formally requesting that 4 weeks of earned vacation be cashed out to her. Since 2013 Ms. Rodriguez has collected 8.7 weeks of vacation based upon being granted 2 weeks per year. She recently requested authorization to cash out 2 weeks of her earned vacation.

All Board Members suggested that Ms. Rodriguez should also take actual time off as well as agreeing to this request. Mr. Bachman made a **MOTION** to approve Ms. Rodriguez request to cash out 4 weeks of earned vacation. Mr. Holstein **SECONDED** the Motion. Mr. Decroo announced the request was **APPROVED** by unanimous vote.

VI. EXECUTIVE DIRECTOR'S REPORT

Ms. Rodriguez shared the following:

- **FUNDING AND DONATIONS**
- Forgiveness of the PP Loan.
- New Family Resource Center \$245,550 has been approved and we are to receive within the month a first installment amount of \$98,000 followed by further monthly installments.
- **UPDATES ON H & L FROM MS. RODRIGUEZ**
- We are still waiting for the cost report template and instructions. We are preparing ahead for our portion of the cost report work.
- H&L staff will participate in and outreach at "Halloween in the Park" on October 29th at the Lake Gregory Education Center location in Crestline.
- The Principal at one our elementary school is honoring referrals to H&L once parents request our services directly to the school.
- The State and County have mandated all to be vaccinated. Employees must be done with the required vaccine protocols by the end of November and continue to be tested weekly for 2 more weeks once final injection is

received.

- H&L will conduct a Food and Utility Assistance distribution using \$16,000 to be spent by the end of this month.

VII. BOARD MEMBERS COMMENTS

Mr. Bachman provided an update on the new Board Member search with particular interest in someone with successful fundraising experience. It was suggested by the members that they could plan a reception to speak about H&L and attempt to recruit new Board Members.

Mr. Stanley revisited fundraising options. Spring 2022 should be considered as Covid-19 restrictions hopefully wind down. Outdoor fundraiser locations were discussed i.e. Skypark or a “get-away event” at Mr. Decroo’s ranch in Texas.

The Board Members agreed that there will be no Board Meeting in the month of December 2021.

VIII. ADJOURN

Mr. Decroo **MOVED** to adjourn the Meeting and Mr. Holstein **SECONDED** the Motion. The Meeting was adjourned at 10:47 a.m. The Motion was Approved by unanimous vote.

Minutes prepared by Patricia DeGrave

HEARTS & LIVES

MINUTES OF BOARD MEETING OF THE BOARD OF DIRECTORS

DATE: November 16, 2021

TIME: 9:30 a.m.

PLACE: Blue Jay Outreach Office

ATTENDANCE: Board Members Present:

Tom Bachman
Steve Hollstein
Bill Stanley
Ken Decroo (via phone)

Staff Present:

Luvia Rodriguez, Executive Director
Hannah Allen, Fiscal and Compliance Officer

I. CALL TO ORDER

The Meeting was called to Order at 9:33 a.m. by Mr. Holstein.

II. FINANCIAL STATUS UPDATE

Ms. Rodriguez reported the following financial update noted items:

- H&L has received another grant and has also received payment from IEHP.
- H&L received a \$500 donation from Mr. Stanley.
- Equity shows a lower amount due to the lack of payment from County. Outstanding at this time are the payments from July, September and

October. August payment from County was received.

III. AUDIT UPDATE

Ms. Allen reported the following regarding the audit:

- New, reconciled items appeared and auditors are doing 19-20 pre-work.
- Auditors will be available to meet with the Board in January 2022 and file the Agency 990.

Ms. Allen also informed the Board what the bookkeeping service's duties will entail.

APPROVAL OF FINANCIAL REPORTS OF OCTOBER 2021

Mr. Holstein made a **MOTION** to approve the Financial Report of October 2021. Mr. Stanley **SECONDED** the Motion. Mr. Bachman announced that the reports received unanimous **APPROVAL**.

IV. APPROVAL OF MINUTES OF OCTOBER 19, 2021

Mr. Holstein made a **MOTION** to approve the Minutes of October 19, 2021. Mr. Stanley **SECONDED** the Motion. The Minutes were **APPROVED** by unanimous vote.

V. NEW ITEMS

Ms. Rodriguez shared the following information:

- Pali Mountain has offered a donation of \$1,000 plus a share of Pali Mountain employee directed donations for our participation in their Holiday Luncheon featuring mountain non-profit agency presentations.
- Ms. Allen is working on County cost report which is due November 24, 2021.
- H&L Fiscal Assistant has resigned explaining that she needed more hours.
- Bookkeeping has been outsourced to Acorn Bookkeeping Service.
- Within one week, H&L provided much needed utility and rental assistance while also distributing \$9,000 in food vouchers to the community.

Mr. Holstein asked how the funds for the utility, rental assistance and food voucher programs are distributed. Ms. Rodriguez answered by explaining our appointment system to take applications for the utility and rental assistance, the follow-up required to pledge to the various local utility agencies, and the verification process necessary to grant rental assistance to our local mountain residents in need. Ms. Rodriguez also detailed the process to verify that food vouchers are granted to mountain resident applicants and that the amounts are adequate to provide for all of the members of each household.

VI. EXECUTIVE DIRECTOR'S REPORT

Ms. Rodriguez shared the following:

- **FUNDING AND DONATIONS**
 - A donation in the amount of \$500 was received from Board Member Bill Stanley.
- **UPDATES ON H & L FROM MS. RODRIGUEZ**

Ms. Rodriguez shared the following:

- Bev Rios has announced her resignation for December 15, 2021. Ms. Rodriguez would like to put together a lunch to celebrate her retirement and 17 years of important and tireless work with H&L.
- Trish DeGrave has also declared her intent to retire at the end of March 2022.
- Hannah has offered to modify her school hours to take over HR duties as it is difficult to find replacements.
- Ms. Rodriguez would like to plan a Christmas Lunch for the entire H&L staff with approval from the Board.

VII. BOARD MEMBERS COMMENTS

VIII. ADJOURN

Mr. Holstein **MOVED** to adjourn the Meeting and Mr. Stanley **SECONDED** the Motion. The Meeting was adjourned at 10:40 a.m. The Motion was Approved by unanimous vote.

