

DRAFT

HEARTS & LIVES
EXECUTIVE BOARD MEETING MINUTES

October 31, 2012

Present: Barry Robinson, Bill Stanley, Tom Bachman, Pat Davis, David Stuart,
Julie Burnette

Absent: Cynthia Carley, Mack Braden, Sue Walker

Barry Robinson called the meeting to order at 9:00 a.m.

Tom Bachman made a motion to accept the Minutes from the September 19, 2012 meeting, seconded by Pat Davis and unanimously approved.

Director's Report

Dave Stuart reviewed the Executive Director's Report, including:

- Bank of America denied our request for \$200,000, which will not be announced until January, however we were invited to submit our application for \$35,000 funding;
- The contract with San Bernardino County for \$12,000 has been approved and we can begin submitting invoice for reimbursement and will be added to Grants Receivable;
- Our first coat distribution was held on October 25th, with 390 items being given away and the second distribution will be held on December 5th. We are also trying to coordinate a distribution in Running Springs and another in Crestline;
- Submitted a \$35,000 grant request to FEMA on October 26th;
- Dave and Julie will attend the CBA III Workshop in San Bernardino on November 2nd.

Julie Burnette presented the Director of Case Management report for the Board's review and presented an overview of the pending and upcoming grant requests and how they complement our current goals and enhance the future direction of H&L. It was decided that we would continue to pursue the SBC Children and Family Services grant with H&L as a subcontractor to the Mom & Dad Project. Tom Bachman made a motion for the Mom & Dad Project to be the fiscal agent and we would prepare an MOU as a subcontractor agreement. Bill Stanley seconded the motion.

Dave Stuart presented the financial reports. Tom Bachman made a motion to accept the financials, Pat Davis seconded the motion and they were then accepted unanimously.

Old Business

- It was decided that the Board/Staff retreat scheduled for November 9th would be cancelled. A Board retreat will be scheduled at a later date.

New Items

- A discussion took place regarding Case Workers and future opportunities;
- Julie Burnette will check with Miki Carpenter to see if she is able to attend the next Board meeting on November 28th;
- Bill Stanley announced that due to other commitments, he will be resigning his position on the Board, effective November 28th;
- It was decided to delay the search for a satellite office in Running Springs until a later date;
- Staff evaluations are to be held, with Julie Burnette evaluating the Case Workers and Dave Stuart performing the staff evaluations;
- It was agreed that Julie Burnette would attend the Robert Wood Johnson 'Healthy Communities' Conference in Washington, DC on November 14th and 15th, with expenses covered by the DPH grant.

The next Board meeting was scheduled for Wednesday, November 28th at 9:30 a.m. in the Coldwell Banker, Blue Jay office.

Tom Bachman moved to adjourn the meeting at 10:53 a.m.

Minutes prepared by Joy Drury.