

MINUTES OF SEPTEMBER 20th, 2016 BOARD MEETING

OF HEARTS AND LIVES

I. CALL TO ORDER

Tom Bachman called the Meeting to order at 4:08 p.m.

Board Members Tom Bachman, Steve Hollstein, Patti McGonigle and Bill Stanley were present, along with Luvia Rodriguez, Interim Executive Director, and Hannah Allen, Fiscal Administrator.

Board Member Ken Decroo and Ginny Durand were absent.

II. INTRODUCTION OF GUESTS

There were no guests present to introduce.

III. APPROVAL OF MINUTES – August 23, 2016

Steve Hollstein made a Motion to approve the Minutes and Bill Stanley seconded the Motion. Patti McGonigle abstained. The Minutes of August 23, 2016 were approved.

IV. REVIEW AND APPROVE AUGUST, 2016 FINANCIAL STATEMENTS

Luvia Rodriguez reviewed the August 2016 Financial Statements. A general discussion ensued on the Financial Statements. Steve Hollstein made a Motion to approve the

August 2016 Financial Statements and Bill Stanley seconded the Motion. The August 2016 Financial Statements were approved.

V. NEW ITEMS

a) Luvia Rodriguez indicated that there had been questions from one of the grant auditors regarding her authorizing her own mileage. In addition Ms. Rodriguez requested authorization to make all non-major financial decisions, and to sign her own paycheck. Ms. Rodriguez requested a Motion to authorize her to approve authorization of her mileage, sign her own paycheck and make all non-major financial decisions. A Motion was made by Steve Hollstein and Seconded by Bill Stanley. The Motion also included the authorization for Ms. Rodriguez to authorize any expenditure under \$5,000.00, and further that the Secretary Treasurer would review all expenditures periodically.

b) Ms. Allen presented the Board members with a Noncompliance form indicating that the Board Members acknowledged that they were in Noncompliance, due to the fact that the salary of Ms. Rodriguez was too low. Board Members present were asked to sign said Noncompliance document.

VI. EXECUTIVE DIRECTOR'S REPORT

Luvia Rodriguez, the Interim Executive Director gave a brief report on various items under this section.

The Board was informed that half of the EFSP money had been received; Staff continued to apply for new grant opportunities; all paper work required had been submitted for the Inland Empire Health Plan grant funds, and staff was

waiting for a site visit and contract term. In addition, the DBH Fiscal Audit was finished. Due to some issues that Hearts & Lives were having with the financial reports per the DBH audit, staff had requested suggestions from Bruce Fields to update Ms. Allen on more efficient ways to report. Mr. Fields was to offer suggestions but not to be retained for any financial work on behalf of Hearts & Lives.

Approximately \$41,000.00 worth of toys was donated by the Kids Wish Network, and Staff was renting a U-Haul to pick up the donations and storage them at the Rim Forest Storage facility.

Staff met with Heather Dominguez at the School District, and offered to provide services at the Pre-K and Kindergarten classes for dental screenings and therapy. Ms. Allen informed the Board that the Live-Scans would need to be renewed in October.

Lastly the yearly Hearts & Lives audit had been re-scheduled to the end of October.

The next meeting was scheduled for October 11TH, 2016 AT 4:00 AT THE PRESBYTERIAN CHURCH.

VII ADJOURN

The Board adjourned at 5:00 p.m.

Minutes prepared by Patti McGonigle