

Hearts & Lives Board Meeting Minutes March 15, 2016

Meeting was called to order by Ken Decroo at 4 pm.

Attending the meeting: Ken Decroo, Tom Bachman, Steve Holstein, Patti McGonigle, Bill Stanley, Luvia Rodriguez, Hannah Allen and Cynthia Carley.

Minutes were approved as written.

Financial were presented. Hannah explained the flow of payments, and the late payment on payroll taxes. The late penalties were waived. DBH expenses vary from high to low by month. We have to wait for money from them from up to three months. Dental Oral Health program has been doing very well for the past three months. Motion was made by Pattie McGongile to approve amended financials. Steve Holstein 2nd. Motion carried,

Old Items:

Luvia felt it best to pass on the \$10,000.00 grant from Kaiser as it would cost us more than we would receive.

New Items:

Audit Management Report was given to board to take home, read and come back to next board meeting to discuss and approve.

Executive Directors Report:

Received MOA for Head Start Program, with tentative start date 3/23/16.

DBH is giving us a one year extension plus 2nd year extension looks good. Receiving \$236,00. Staff is getting ready for both clinical and administrative audit by DBH in April.

PCIT is now in place.

San Manuel Grant of \$60,000 has been divided up within the organization to cover expenses. The program is working well with clinicians and caseworkers providing the assistance needed.

Hannah Allen is now working 4 hours a day, using sick time and vacation time to cover the rest of her hours.

Room Dividers (3) were paid by DBH to improve the use of office space.

July 1st everything goes to hourly wages. Steve Holstein will ask Geoff Hopper to look over payroll/hourly.

DBH grant for Substance Use Disorder Services Perinatal Services: Luvia informed that Hearts & Lives couldn't applied to the grant because it requires prescription of medication and we don't have that ability yet.

Luvia met with grant writer (Ricardo Forbes) and with start looking for grants to help out for operational costs.

Board discussed adding Cynthia on the Quick Book Account as treasurer. Ken made motion and it carried.

Cynthia also discussed that after working with Hannah she saw that the vacation pay of \$12,000 was for those employees that left the organization. Luvia now handles the review of vacation time of employees. Cynthia also brought up that she can see that all monies in our funds are for designated use by grants. We do not have any general funds for outside consultants to be paid from.

General discussion – Regarding Dave Stuart's roll at Consultant to the Board will have to end because of lack of funds for this position.

Meeting adjourned at 5:30 pm

Next meeting will be held on Tuesday, April 19th at 4:00 PM at Presbyterian Church.

Respectfully submitted by Ginny Durand