

## MINUTES

### LOS MEDANOS COMMUNITY HEALTHCARE DISTRICT STUDY SESSION

Friday, January 25, 2008  
12:30p.m. – Board Room

#### **1. Call to Order**

The Study Session was called to order by President Eva Vera at 12:30 p.m.

#### **2. Roll Call**

Present: Eva Vera, President  
Marilyn Condit, Vice President  
Joe Rubi, Secretary  
Jess Reyes, Treasurer  
J. Vern Cromartie (arrived at 12:45 p.m.)

Also Present: Colin Coffey, Attorney  
Barbara Kee, Recording Secretary

#### **3. Public Comments - None**

#### **4. Discussion Re: Grant Proposal Procedure**

The Board discussed the form of follow up letters to both successful and unsuccessful grant applicants.

The suggestion was made by Director Cromartie that since each grant proposal was voted up or down by individual Board members, this information should be included in the letter.

It was the consensus of the Board that since decisions were made by a majority vote at the committee level, followed by an official vote at the regular Board meeting, it would be more professional to inform applicants in a simple letter whether or not their proposal was approved. If disapproved, the letter should state that they would be invited to submit an application during the next cycle, and encourage that they adhere to specific guidelines and criteria of the program when submitting their proposals.

It was additionally the consensus of the Board that the process not be extended an additional 60 days to allow applicants to appear before the Board and discuss their proposals.

It was agreed that the Board President would work with the Secretary to draft appropriate letters to applicants.

**5. Discussion of LMCHD Bylaws Article V, Section 2, Re: Committee Structure, and Article II, Section 3, Re: Compensation**

Attorney Colin Coffey stated that his understanding of this discussion is to address and reach agreement concerning the Bylaws provision regarding Standing Committees. Currently, the Bylaws have not included any references to Standing Committees. The Board can determine whether or not it would like to establish descriptions and identify roles of Standing Committees. Current Standing Committees consist of Finance Committee, Outreach Committee, Grants Committee, and Fit Fest Committee.

Board members discussed the issue of the type of committee Fit Fest should be since there are community members who attend and make decisions. The idea of making Fit Fest a Citizens Advisory Committee was discussed. The attorney explained that since the Board has approved a budget for Fit Fest, it can delegate authority to the person who manages the meeting. He suggested that each year when the Board approves the Fit Fest Budget there be an expressed delegation of management to spend a designated amount. Any excess expense would need to come back before the Board for approval. The attorney further explained that there should be no stipends paid for Board members who attend this meeting.

It was the consensus of the Board to establish Fit Fest as a citizens advisory committee meeting, and direct the president to provide a list of all committee members to serve on this committee, as well as other Board Standing Committees, for review and approval at the February Board Meeting.

Director Condit raised the issue of John Muir participating at a committee level. She asked the Board if it would be interested in re-establishing the Outreach Committee for the purpose of receiving additional information from organizations who have requested grants.

The attorney stated he would include in the re-drafted Bylaws for consideration at the February Board Meeting the following standing committees: Finance, Outreach, and Grants, and will draft language to classify Fit Fest as a Citizens Advisory Committee.

**6. Adjournment**

There being no further business, the meeting was adjourned at 1:30 p.m.

Respectfully submitted,

Barbara Kee  
Secretary