

MINUTES
LOS MEDANOS COMMUNITY HEALTHCARE DISTRICT
Board Study Session
Monday, February 8, 2008
5:00 p.m. – LMCHD Board Room

1. Call to Order

A special meeting of the Los Medanos Community Healthcare District was called to order by President Turner at 5:00 p.m.

2. Roll Call

Present: Darnell Turner, President
Marilyn Condit, Vice President
Eva Vera, Secretary
Jess Reyes, Treasurer
Joe Rubi, Treasurer
J. Vern Cromartie, Board Member

Absent: None

Also Present: Bobbi Palmer, Executive Director
Barbara Kee, Recording Secretary
Marty Fleetwood, Home Base
Danielle Wildcress, Home Base
Cynthia Nagendra, Home Base
Jason Satterfield, Home Base

3. Transition Year Interim Grant Funding Proposals

Marty Fleetwood, representing Home Base, explained that this Study Session is in follow up the Board's request to report back regarding the proposed grant process. She outlined the District's current grants-funded relationships, collaborative efforts, and LMCHD-funded programs.

She discussed three proposed options for renewing the District's grant funding program and explained that the purpose of this discussion is to establish a direction to pursue. In summarizing each process, Ms. Fleetwood asked Board members to follow along using the handout information provided, as this information is intended to serve as a working tool for the Board to follow in making its decision.

Ms. Fleetwood outlined the three proposed options: 1) Transition Year Interim Grant Funding proposals, extending current funded relationships for no more than one

funding cycle; 2) Implement a Slow Transition, whereby the District would utilize existing grant policies and procedures to solicit grant applications and phase into new strategic and funding objectives; and 3) Quickly Transition, to issue an entirely new, interim-year RFP based on new strategic and funding priorities. She discussed pros and cons of each option.

It is the goal of the Grants Committee that the new process be in place by July 2010, but no later than December 2010, and would apply to all agencies receiving District funds.

Jason Satterfield provided an overview of the District's financial relationship relative to the grants program, collaborative efforts, and District programs. He reported that members of the Grants Committee have expressed their preference that the District not completely stop the funding process while the Board reconfigures the program. He discussed the financial effects of each funding proposal and possible options for distributing grant funding. Once a direction is established by the Board, the modified framework and financial details can be presented.

Mr. Satterfield discussed the need to revise source documents, such as the RFP, Guidelines, and a scoring matrix to give clear objectives and priorities.

Individual Board members expressed their views concerning the three proposed options. Ms. Fleetwood responded to questions and comments by Board members.

Ms. Fleetwood referred to handout information regarding the flow of how funding relationships take place. This covers the District's requirements for document management and staff monitoring, and how the process corresponds to the Strategic Plan and goals and objectives.

This matter is scheduled for Board action at the Regular Meeting following this Study Session. The Grants and Policy Committee's recommendation is to adopt Option 1, and a recommendation to ask the Finance Committee to review the affordability of implementing this option. The Grants Committee would determine who on the current list would be eligible for interim funding and would determine the process.

4. Strategic Planning Interim Committee Restructure

Ms. Fleetwood asked Board members to refer to handout information provided discussing proposed interim committee restructure. The information addresses goals, requirements and outcomes to accomplish an interim, as well as annual grants policy, Policy and Procedures Manual, Operations Manual, media, marketing and outreach tools, the 2010-2015 Strategic Plan, and a defined role for each committee that segues into Strategic Plan implementation. The information outlines current committee roles and recommended adjustments.

Cynthia Nagendra of Home Base, explained that it is the intent that each committee make recommendations, which will be brought back to the full Board for discussion and action. She discussed the roles of each proposed committee. The Strategic Futures Committee would involve all Board members and would take place every month and address activities on all committees, with the focus on strategic planning. She outlined the proposed time percentage and role of Home Base at each committee meeting.

5. Public Comments - None

6. Adjournment

The Special Meeting was adjourned at 6:30 p.m.

Respectfully submitted,

Barbara Kee
Board Recording Secretary

Eva Vera
Board Secretary