

MINUTES
LOS MEDANOS COMMUNITY HEALTHCARE DISTRICT
Board Study Session
Monday, March 8, 2010
5:00 p.m. – LMCHD Board Room

1. Call to Order

A Board Study Session 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 (arrived 5:05 p.m.)
Eva Vera, Secretary
Jess Reyes, 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. Strategic Futures

Marty Fleetwood, representing Home Base, discussed observations of areas of concern and proposed tools to address these concerns, as follows:

- Procedures and Protocol (Operations Manual which includes District Bylaws, Articles of Incorporation, the Brown Act).
- Committee-to-Board/staff communication loop (template for action minutes).

The goal for this meeting is to discuss and develop tools to establish a process to appropriate funds to agencies on an interim basis by April 1.

Jason Satterfield discussed materials that have been developed from the Grants and Policy Committee and the Finance Committee meetings, in which handouts have been distributed. He referred to information outlining current and recent grant and/or agreement relationships, including dollar amounts and expiration dates.

The Grants and Policies Committee has recommended extending interim funding for existing projects. Mr. Satterfield described a proposed packet for distribution to agencies and a suggested timeline for this process. The Finance Committee has recommended making funding available for existing projects up to a maximum of one year's worth of funding, subject to criteria outlined in the application form. Criteria requires 1) the agencies are continuing to do the work for which grant funds were originally appropriated; 2) the money has been expended; and 3) they require additional funding to complete projects for which they were originally funded.

An application form will be included with a packet to each agency addressing the criteria, as well as three levels of funding, which will coincide with original project expiration dates. Also included with the packet will be requirements for interim record keeping and reporting requirements, based on organizational best practices within public agencies and the private sector.

Following staff review of applications received, the Grants and Policy Committee will review the merits of each completed application and make a recommendation to the full Board whether or not to extend funding for those agencies that have applied, and recommend funding amounts.

Members of the Board expressed individual viewpoints concerning the proposed interim process.

Suggestions were made to require documentation regarding 501-3(c) status, and to include a list of the agency's current governing board. Also, it was suggested to include on the supplemental application a breakdown of requested funding by three, six, and nine-month and annual categories, commensurate with the agency's current contract.

Home Base discussed proposed timelines for issuing interim grant packets. The following timeline was developed:

Applications to be mailed out –March 11
Staff review – March 22
Policy and Grants Committee review –March 23
Referral to full Board – by March 25
Special Board Meeting to review recommendations – March 29
Administer contracts and issue checks – by April 1, at 6:30 p.m.

5. Public Comments – None

6. Adjournment

Proposals will be reviewed by the Grants and Policy Committee for recommendation at a Special Board Meeting on March 29, at 6:30 p.m. The Study Session was adjourned at 6:30 p.m.

Respectfully submitted,

Barbara Kee
Board Recording Secretary

Eva Vera
Board Secretary