



“Advancing Solutions to Health Disparities”

Committee

Community Garden
 District Programs & Activities
 Finance
 Outreach
 REAL

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| Purpose: | To discuss the LMCHD REAL Committee issues |
| Meeting Date and Time: | Friday, April 20, 2018 3:00pm |
| Date and Time of Next Meeting: | Thursday, May 10, 2018 6:30pm |

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| Chair: | <input checked="" type="checkbox"/> Arthur Fountain |
| Board Members: | <input checked="" type="checkbox"/> J. Vern Cromartie, Ed.D. |
| Staff: | <input type="checkbox"/> Godfrey Wilson, Executive Director <input checked="" type="checkbox"/> Aaronique Gordon, Minutes Clerk <input type="checkbox"/> Craig Collins, LMCHD Accountant |

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| Agenda Item #1 Call to Order/Roll Call | |
| Discussion: | All REAL Committee members were present. The Executive Director and Craig Collins did not attend the meeting, all other LMCHD staff members were present. |
| Action: | |
| <input type="checkbox"/> Needs Staff Assistance | <input type="checkbox"/> Needs to go to Full Board |

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| Agenda Item #2 Public Comments | |
| Discussion: | There were no public comments. |
| Action: | |
| <input checked="" type="checkbox"/> Needs Staff Assistance | <input checked="" type="checkbox"/> Needs to go to Full Board |

Agenda Item #3 Review/Discuss/Recommend Approval of Minutes of March 13, 2018 REAL Committee Meeting

Discussion: The minutes were approved as written.

Action:

Needs Staff Assistance

Needs to go to Full Board

Agenda Item #4 Review/Discuss/Recommend Individual meetings with LAFCO Commissioners regarding dissolution proposal (Cont'd. 3-13-18)

Discussion: The Executive Director was not in attendance to report on the agenda item.

Action: 1. This agenda item was deferred until the May 10., 2018 REAL Committee meeting.

Needs Staff Assistance

Needs to go to Full Board

Agenda Item #5 Review/Discuss/Recommend employee time study and temporary help (Cont'd 3-13-18 Mtg.) -Godfrey Wilson

Discussion: LMCHD staff reported that a 2-week employee time study was completed and submitted to the Executive Director. The REAL Committee asked that their request to review the time-study be relayed to The Executive Director.

Action: 1. LMCHD will report the REAL Committees time study request to the Executive Director.
2. The employee time study will be reviewed at the next appropriate meeting.

Needs Staff Assistance

Needs to go to Full Board

Agenda Item #6 Review/Discuss renewal of two-year contracts for Rhonda L. Burke Bookkeeping and Collins Accountancy Co. (Cont'd 3-13-18 Mtg.) – Director Fountain

Discussion: The REAL Committee reviewed Craig Collin's contract and reached consensus to approve the contract as written. The REAL Committee discussed Rhonda Burke's contract and suggested that it be modified to reflect that all work being done by Rhonda on the District's behalf be done on the District's grounds. The REAL committee reached consensus to have Rhonda Burke come to the office twice a month to complete the check process.

Action: 1. The REAL Committees consensus will be reported to The Executive Director.

Needs Staff Assistance

Needs to go to Full Board

Agenda Item #7 Review/Discuss/Recommend LAFCO MSR Legal Expense Tally – (Cont'd. 3-13-18 Mtg.) Director Fountain/Godfrey Wilson

Discussion: The Executive Director was not in attendance to report on this agenda item.

Action: 1. This agenda Item will be deferred until the May 10, 2018 REAL Committee meeting.

Needs Staff Assistance

Needs to go to Full Board

Agenda Item #8 Policy Re: contacting attorney and expense log (Cont'd. 1-11-18, 2-15-18, 3-13-18) – Director Fountain

Discussion: The REAL Committee reviewed a document outlining LMCHD legal services regarding the proposed dissolution of the District, as well as Lease Negotiations.

Action: 1. This Agenda Item was deferred until the May 10, 2018 REAL Committee meeting.

Needs Staff Assistance

Needs to go to Full Board

Agenda Item #9 Review/Discuss/Recommend Executive Limitations Policy (Cont'd. 3-13-18 Mtg.) – Godfrey Wilson

Discussion: The REAL Committee reviewed a draft Executive Limitations Policy.

Action: 1. This agenda item was deferred until the May 10, 2018 REAL Committee meeting.

Needs Staff Assistance

Needs to go to Full Board

Agenda Item #10 Review/Discuss/Recommend Meeting to discuss reorganization and publication of Operations Manual (Cont'd. 1-11-18, 3-13-18) – Director Fountain

Discussion: The REAL Committee recommended digitizing LMCHD's Operations Manual and publishing it on the LMCHD website.

Action: 1. The REAL Committee's recommendations will be reported to the Executive Director.

Needs Staff Assistance

Needs to go to Full Board

Agenda Item #11 Public Comments

Discussion: The meeting was adjourned at 5:00 p.m.

Action:

Needs Staff Assistance

Needs to go to Full Board