



“Advancing Solutions to Health Disparities”

Committee

Community Garden
 District Programs & Activities
 Finance
 Outreach
 REAL

Purpose:	To Discuss the LMCHD REAL Committee Issues.
Meeting Date and Time:	Thursday, May 10, 2018 6:30pm
Date and Time of Next Meeting:	Thursday, June 14, 2018 6:30pm

Chair:	<input checked="" type="checkbox"/> Arthur Fountain
Board Members:	<input checked="" type="checkbox"/> J. Vern Cromartie <input checked="" type="checkbox"/> Patt Young
Staff:	<input type="checkbox"/> Godfrey Wilson, Executive Director <input checked="" type="checkbox"/> Aaronique Gordon, Minutes Clerk

Agenda Item #1 Call to Order/Roll Call	
Discussion:	All REAL Committee members were present, Director Young attended the meeting, but did not participate due to Brown Act stipulations. The Executive Director did not attend the meeting due to illness.
Action:	<input type="checkbox"/> Needs Staff Assistance <input type="checkbox"/> Needs to go to Full Board

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

Agenda Item #3 Review/Discuss/Recommend Approval of Minutes of April 20, 2018 REAL Committee Meeting

Discussion: The REAL Committee reviewed the April 2018 minutes and identified minor alterations to be made.

Action: 1. The minutes were approved with corrections.

Needs Staff Assistance

Needs to go to Full Board

Agenda Item #4 Review/Discuss/Recommend Individual meetings with LAFCO Commissioner regarding dissolution proposal (Cont'd. 3-13-18, 4-20-18)

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

Action: 1. This agenda item was deferred until the June 14, 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, 4-20-18)

Discussion: The REAL Committee reached consensus to have the Executive Director draft a written report regarding the employee time study; it was also requested that it be sent to the REAL Committee electronically.

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

Needs Staff Assistance

Needs to go to Full Board

Agenda Item #6 Review/Discuss Renewal of a two-year contract for Rhonda L. Burke Bookkeeping (Cont'd 3-13-18, 4-20-2018)

Discussion: It was reported that Ms. Burke is still in the process of modifying her contract. The Committee stated that they would like to see the bookkeeper's contract modified as proposed and vetted by the District's attorney.

Action: 1. LMCHD staff will notify the Executive Director of the REAL Committee's request.

Needs Staff Assistance

Needs to go to Full Board

Agenda Item #7 Review/Discuss/Recommend LAFCO MSE Legal Expense Tally – (Cont'd. 3-13-18, 4-20-18) – Godfrey Wilson

Discussion: The REAL Committee reviewed the most recent invoices from Colantuono, Highsmith & Whatley, PC. and Archer Norris. The Committee suggested having all attorneys invoices filed in a database and a binder.

Action: 1. LMCHD staff will formulate a binder containing all attorneys' invoices.

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, 4-20-18) -Godfrey Wilson

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

Action: 1. The Executive Director will draft a policy specifying who is permitted to contact LMCHD attorneys.

Needs Staff Assistance

Needs to go to Full Board

Agenda Item #9 Review/Discuss/Recommend Executive Limitations Policy (Cont'd. 3-13-18, 4-20-18) – Godfrey Wilson

Discussion: The REAL Committee reviewed the draft included with the support materials and stated that it does not address staff accuracy or withholding information from the Board of Directors.

Action: 1. The Executive Director will modify the policy to reflect the REAL Committee's suggestions.

Needs Staff Assistance

Needs to go to Full Board

Agenda Item #10 Review/Discuss/Recommend REAL and Finance Committee recommendations re: Resolution amending LMCHD Travel Policy to clarify the travel advance and private vehicle sections and modify the meals section (referred by Board of Directors on April 9, 2018) – Director Fountain

Discussion: The REAL Committee reviewed two draft travel policies and two draft resolutions. The REAL Committee asked that there be two separate resolutions, one addressing meal expense and another addressing other technical corrections. The Committee requested two resolution numbers reflecting the action number from November 13, 2017 meeting of the full Board.

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

Needs Staff Assistance

Needs to go to Full Board

Agenda Item #11 Adjournment

Discussion: The Meeting was adjourned at 8:50pm.

Action:

Needs Staff Assistance

Needs to go to Full Board