



*“Advancing Solutions to Health Disparities”*

## Committee

Community Garden  
  District Programs & Activities  
  Finance  
  Outreach  
  REAL

<b>Purpose:</b>	To Discuss the Real Estate, Administrative & Legal Committee.
<b>Meeting Date and Time:</b>	Tuesday, March 13, 2018 6:30pm
<b>Date and Time of Next Meeting:</b>	Thursday, April 12, 2018 6:30pm

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

<b>Agenda Item #1 Call to Order/Roll Call</b>	
<b>Discussion:</b>	All REAL Committee members and LMCHD staff present.
<b>Action:</b>	<input type="checkbox"/> Needs Staff Assistance <input type="checkbox"/> Needs to go to Full Board

<b>Agenda Item #2 Public Comments</b>	
<b>Discussion:</b>	Director Fountain brought it to the Executive Director’s attention that he and Director Cromartie were present on Friday, March 9, 2018 for the REAL Committee meeting.
<b>Action:</b>	<input type="checkbox"/> Needs Staff Assistance <input type="checkbox"/> Needs to go to Full Board

<b>Agenda Item #3 Review/Discuss/Recommend Approval of Minutes of February 15, 2018 REAL Committee Meeting</b>	
<b>Discussion:</b>	The REAL Committee reviewed the February 15, 2018 REAL Committee Minutes and discussed minor alterations.
<b>Action:</b>	1. The minutes were approved with corrections.
	<input checked="" type="checkbox"/> Needs Staff Assistance <input type="checkbox"/> Needs to go to Full Board

**Agenda Item #4 Review/Discuss Federal Advocates update – Godfrey Wilson**

**Discussion:** The Executive Director reported on the attendance of Tomi Riley at the March 12, 2018 Board of Directors meeting. The REAL Committee asked if any efforts have been made regarding grants targeting HIV and Falls Prevention. The Executive Director informed the Committee that he and Tomi Riley have only discussed available grants and that none of them are currently targeting HIV awareness or Falls Prevention; he stated the grants currently being considered by the District are those targeting health in the youth population and homeless prevention. The REAL Committee asked that he specify any grants surrounding the targeted areas and confirm when the District can expect grants targeting AIDS and Falls Prevention to become available.

- Action:**
1. The Executive Director will follow up with Federal Advocates regarding any grants targeting HIV and Falls Prevention.
  2. The Executive Director will search the [www.grants.gov](http://www.grants.gov) website for grants targeting HIV & Falls Prevention.

Needs Staff Assistance

Needs to go to Full Board

**Agenda Item #5 Review/Discuss/Recommend Setting the Agenda (Cont'd. 1-11-18, 2-15-18) – Director Cromartie**

**Discussion:** Director Cromartie presented the REAL Committee with a draft resolution regarding a proposed policy setting the agenda. Director Fountain suggested minor alterations to be made within the draft. The REAL Committee discussed LMCHD staff being able to post, edit, and remove content on the LMCHD website at any time.

- Action:**
1. The resolution will go to the full Board with corrections.
  2. An additional Streamline staff training will take place (TBA).

Needs Staff Assistance

Needs to go to Full Board

**Agenda Item #6 Review/Discuss/Recommend employee time study and temporary help – Godfrey Wilson**

**Discussion:** The REAL Committee discussed ways to successfully complete an employee time study. Director Fountain and Director Cromartie suggested having each LMCHD employee track every task and duty performed daily.

- Action:**
1. This agenda item will be placed on the April 12, 2018 REAL Committee agenda.

Needs Staff Assistance

Needs to go to Full Board

**Agenda Item #7 Review/Discuss list of contracts – Director Fountain**

**Discussion:** The REAL Committee reviewed contracts for Rhonda Burke (LMCHD Bookkeeper) and Craig Collins (LMCHD Accountant). The REAL Committee stated that details regarding Craig Collins contract will be discussed at the April 12, 2018 REAL Committee Meeting.

- Action:**
1. This agenda item will be placed on the April 12, 2018 REAL Committee agenda.

Needs Staff Assistance

Needs to go to Full Board

**Agenda Item #8 Review/Discuss/Recommend strategy discussion for County Lease Agreement – Directors Cromartie/Fountain**

Discussion: This agenda item was deferred until the April 12, 2018 REAL Committee meeting.

Action: 1. This item will be placed on the April 12, 2018 REAL Committee agenda

Needs Staff Assistance

Needs to go to Full Board

**Agenda Item #9 Review/Discuss/Recommend individual meetings with LAFCO Commissioners regarding dissolution proposal – Godfrey Wilson**

Discussion: This agenda item was deferred until the April 12, 2018 REAL Committee meeting.

Action: 1. This agenda item will be placed on the April 12, 2018 REAL Committee agenda

Needs Staff Assistance

Needs to go to Full Board

**Agenda Item #10 Review/Discuss/Recommend LACFO MSR Legal Expense Tally – Director Fountain/Godfrey Wilson**

Discussion: This agenda item was deferred until the April 12, 2018 REAL Committee meeting.

Action: 1. This agenda item will be placed on the April 12, 2018 REAL Committee agenda.

Needs Staff Assistance

Needs to go to Full Board

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

Discussion: This agenda item was deferred until the April 12, 2018 REAL Committee meeting.

Action: 1. This agenda item will be placed on the April 12, 2018 REAL Committee agenda.

Needs Staff Assistance

Needs to go to Full Board

**Agenda Item #12 Review/Discuss/Recommend Executive Limitations Policy (Cont'd. 1-11-18, 2-15-18) – Godfrey Wilson**

Discussion: This agenda item was deferred until the April 12, 2018 REAL Committee meeting.

Action: 1. This agenda item will be placed on the April 12, 2018 REAL Committee agenda.

Needs Staff Assistance

Needs to go to Full Board

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

Discussion: This agenda item was deferred until the April 12, 2018 REAL Committee meeting.

Action: 1. This agenda item will be placed on the April 12, 2018 REAL Committee agenda.

Needs Staff Assistance

Needs to go to Full Board

**Agenda Item #14 Review/Discuss/Recommend advertisement for Maya Cinemas – Godfrey Wilson**

Discussion: This agenda item was deferred until the April 12, 2018 REAL Committee meeting.

Action:

Needs Staff Assistance

Needs to go to Full Board

**Agenda Item #15 Adjournment**

Discussion: The meeting adjourned at 9:00pm.

Action:

Needs Staff Assistance

Needs to go to Full Board