



“Advancing Solutions to Health Disparities”

Committee

Community Garden
 District Programs & Activities
 Finance
 Grants & Policy
 REAL

Purpose:	To discuss the Real Estate, Administrative, and Legal Committee.
Meeting Date and Time:	January 11, 2018 6:30pm
Date and Time of Next Meeting:	February 15, 2018 6:30pm

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

Agenda Item #1 Call to Order/Roll Call	
Discussion:	All REAL Committee members and LMCHD staff were present. Tomi Riley also attended this meeting in representation of Federal Advocates Inc.
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 Minutes of November 9, 2017 REAL Committee Meeting

Discussion: The REAL Committee reviewed the minutes of November 9, 2017.

Action: 1. Minutes approved with corrections.

Needs Staff Assistance

Needs to go to Full Board

Agenda Item #4 Review/Discuss/Recommend Mileage Reimbursement Requests – Director Fountain

Discussion: The REAL Committee reviewed the current LMCHD Travel Policy. The Committee reached consensus to recommend that the Full Board accept the policy with the meal rate expenses increase included.

Action: 1. LMCHD will create a resolution re: LMCHD meal rate increase.
2. The resolution will return to the REAL Committee for approval.

Needs Staff Assistance

Needs to go to Full Board

Agenda Item #5 Review/Discuss Policy Manual and Bylaws -Director Fountain

Discussion: The REAL Committee reviewed the Bylaws included within the packet. Director Fountain requested a copy of the LMCHD 2008 action log.

Action: 1. The Executive Director will remain in contact with the REAL Committee re: LMCHD's 2008 action log.

Needs Staff Assistance

Needs to go to Full Board

Agenda Item #6 Review/Discuss/Recommend Federal Advocates Update -Godfrey Wilson

Discussion: Tomi Riley reported on details re: the Federal Advocates, Inc. application process. Ms. Riley discussed best and worse case scenarios stating that it is in LMCHD's best interest to remain aware of the grant deadlines. The REAL Committee requested that Federal Advocates send out a formal reminder/alert each time a new grant becomes available.

Action: 1. LMCHD staff will send a copy of the Regular Board Meeting agenda to Tomi Riley on a monthly basis.

Needs Staff Assistance

Needs to go to Full Board

Agenda Item #7 Review/Discuss/Recommend Eyeglass Program Grant (DUNS NO.) -Director Fountain

Discussion: This agenda item has been moved to the next DPAC Committee agenda (01-23-2018).

Action: 1. There was no follow-up action to be taken.

Needs Staff Assistance

Needs to go to Full Board

Agenda Item #8 Review/Discuss/Recommend "A More Excellent Way" Baby Shower Program (DUNS NO.) -Director Fountain

Discussion: This agenda item has been moved to the next DPAC Committee agenda (01-23-2018).

Action: 1. There was no follow-up action to be taken.

Needs Staff Assistance

Needs to go to Full Board

Agenda Item #9 Review/Discuss/Recommend Setting the Agenda -Godfrey Wilson

Discussion: The REAL Committee reviewed the supporting materials and decided that this agenda item will return to the next REAL Committee meeting (02-15-2018).

Action: 1. There was no follow-up action to be taken.

Needs Staff Assistance

Needs to go to Full Board

Agenda Item #10 Review/Discuss/Recommend LAFCO MSR Legal Expenses (keep running total) – Director Fountain

Discussion: The REAL Committee discussed LMCHD’s legal expenses re: LAFCO MSR/Dissolution. The REAL Committee recommended the Executive Director maintain a running total on any expenses re: LAFCO, lease negotiations, and general legal advice. The REAL Committee urged that LMCHD staff only contact a legal provider at the request of the Executive Director or a member of the Board.

Action: 1. The Executive Director staff will formulate a policy regarding contact between LMCHD staff and its legal providers.

Needs Staff Assistance

Needs to go to Full Board

Agenda Item #11 Review/Discuss/Recommend Operations Manual (reorganize, soft copy, publish) - Director Fountain

Discussion: The REAL Committee discussed the reorganization of the LMCHD’s Operations Manual. Director Fountain requested scheduling a meeting to review the Operations Manual as a full Board.

Action: 1. The Executive Director will remain in contact with Director Fountain re: scheduling of such meeting.

Needs Staff Assistance

Needs to go to Full Board

Agenda Item #12 Review/Discuss Report on contact with Karen Laws -Director Fountain

Discussion: This item was removed from the agenda and is not to be continued.

Action: 1. There was no follow-up action to be taken.

Needs Staff Assistance

Needs to go to Full Board

Agenda Item #13 Review/Discuss Pittsburg Youth Program (Verify staff contacted program and invited them to apply for a grant) -Godfrey Wilson

Discussion: This agenda item has been moved to the next Community Outreach Committee meeting (01-23-2017).

Action: 1. There was no follow-up action to be taken.

Needs Staff Assistance

Needs to go to Full Board

Agenda Item #14 Review/Discuss/Recommend Tuscany Meadows -Director Fountain

Discussion: The Executive Director briefly discussed Tuscany Meadows and stated that each district that receives property taxes are notified of housing and business developments.

Action: 1. There was no follow-up action recommended.

Needs Staff Assistance

Needs to go to Full Board

Agenda Item #15 Review/Discuss/Recommend Policy – Executive Policy Limitations -Director Fountain

Discussion: The REAL Committee discussed reasons why they feel an Executive Limitations Policy & Procedure should be formulated and followed by LMCHD. The REAL Committee suggested all information should be given to the Board or Board President immediately.

Action: 1. The Executive Director will begin drafting an Executive Limitations Policy addressing accuracy in staff communications.
2. The Executive Limitations Policy will return to the REAL Committee. (TBD)

Needs Staff Assistance

Needs to go to Full Board

Agenda Item #16 Adjournment

Discussion: This Meeting was Adjourned at 10:00pm.

Action:

Needs Staff Assistance

Needs to go to Full Board