



“Advancing Solutions to Health Disparities”

Committee

Community Garden
 District Programs & Activities
 Finance
 Grants & Policy
 REAL

Purpose:	Discussing 2017 Summer Grants
Meeting Date and Time:	September 21, 2017 6:30pm
Date and Time of Next Meeting:	October 26, 2017 6:30pm

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

Agenda Item #1 Call to Order / Roll Call

Discussion: All board members present. The Executive Director was not in attendance.

Action: 1.

Needs Staff Assistance

Needs to go to Full Board

Agenda Item #2 Public Comments

Discussion: There were no members of the public present.

Action:

Needs Staff Assistance

Needs to go to Full Board

Agenda Item #3 Review/Discuss Accident/Injury Procedure

Discussion: The committee discussed expanding LMCHD’s Policies and Procedures. Director Strong presented an Accident/Injury report form. The Committee reviewed the form and Director Cromartie suggested including an area on the form to cover non-employee injuries.

Action: 1. LMCHD staff will apply necessary changes within the document

2. This Item has been moved to the next Grants & Policy meeting	
<input checked="" type="checkbox"/> Needs Staff Assistance	<input type="checkbox"/> Needs to go to Full Board

Agenda Item #4 Review/Discuss LMCHD Travel Policy	
Discussion: The Committee reviewed LMCHD’s current Travel Policy. Director Strong recommended increasing the limit found in the “meal” section of the policy. Director Fountain recommended removing the limit entirely, stating this should be based on reasonable coverage. Director Mason suggested LMCHD research what surrounding agencies are paying for meal costs.	
Action:	<ol style="list-style-type: none"> 1. Executive Director will examine City, County, and State GSA per diem meal-expense rates 2. This agenda item will return at the next Grants and Policy Committee Meeting
<input checked="" type="checkbox"/> Needs Staff Assistance	<input type="checkbox"/> Needs to go to Full Board

Agenda Item #5 Review/Discuss potential grant funding opportunities through Federal Advocates, Inc	
Discussion: The Committee Discussed Federal Advocates, Inc. and the offered grants that LMCHD will qualify for.	
Action:	<ol style="list-style-type: none"> 1. Executive Director will send a list of the suggested Federal Advocates, Inc. grants to the full board. 2. This agenda item has been moved to the October 9, 2017 full board meeting agenda and will be discussed in the Executive Director’s Report.
<input type="checkbox"/> Needs Staff Assistance	<input checked="" type="checkbox"/> Needs to go to Full Board

Agenda Item #6 Review/Discuss Final Reports for 2017 Summer Health and Wellness Program	
Discussion: The Committee reviewed 12 final reports submitted by the 2017 LMCHD Summer grantees. (Bay Point Community Foundation, Contra Costa Health Ministries, East County Midnight Basketball League, First Baptist Head Start, Full Stride Track Club, HOPE Resources, Nunley’s Karate-DO, Pittsburg Arts & Community Foundation, Police Activities League, Pittsburg Police Officer’s Association, Sports & Fitness for Kids, and STS Academy). Director Cromartie urged that each final report should include an entire demographic breakdown detailing the participants ages, residency, and national background. The Committee reached consensus that each final report clarify any challenges, as well as all successes reached during the span of the program.	
Action:	<ol style="list-style-type: none"> 1. LMCHD staff will contact each grantee and request that the additional information be included with all final reports.
<input checked="" type="checkbox"/> Needs Staff Assistance	<input type="checkbox"/> Needs to go to Full Board

Agenda Item #7 Adjournment	
Discussion: The meeting was adjourned at 8:53pm.	
Action:	
<input type="checkbox"/> Needs Staff Assistance	<input type="checkbox"/> Needs to go to Full Board