

Los Medanos Health Advisory Committee (LMHAC) Ad Hoc Planning Workgroup

DRAFT CHARTER

1. Workgroup Status

This is an **ad hoc, non-standing committee** of the Los Medanos Health Advisory Committee. It is advisory in nature and has no independent decision-making authority.

2. Purpose and Charge

The purpose of the Planning Workgroup is to provide focused planning, oversight, and recommendations to the full LMHAC regarding the body's operational improvements and strategic transition.

This charge includes:

- Tracking the progress of the LMHAC's Transition and Operational Improvements roadmap.
- Supporting staff in troubleshooting implementation challenges, including timing and workflows.
- Developing recommendations for the full LMHAC on pivots, issue resolution, and next steps to ensure strategic goals are met.

3. Authority and Scope

The Workgroup serves in an advisory and planning capacity only.

- **Brown Act/BGO:** As an ad hoc committee with membership of less than a quorum of the full LMHAC, its meetings are not subject to the public notice requirements of the Ralph M. Brown Act or the County's Better Government Ordinance.
- **Decision-Making:** The Workgroup has no authority to make final decisions, establish policy, expend funds, or act on behalf of the full LMHAC.
- **Reporting:** All Workgroup findings and recommendations shall be presented to the full LMHAC at a properly noticed public meeting. The full LMHAC shall conduct all deliberation and take any final action on those recommendations in open session.

4. Membership

- **Composition:** The Workgroup shall be composed of [#] members of the LMHAC, which constitutes **less than a quorum** of the full body. **Membership must include at least one County staff member for administration.**
- **Selection:** Members, including the Chair, will be self-selected or appointed by the LMHAC Chair at the [Month, YYYY] public meeting.

- **Term:** This is an ad hoc Workgroup, not a standing committee. Its term shall be for the [YYYY-YYYY Fiscal/Calendar Year] to fulfill the specific charge of this workgroup. The Workgroup shall be automatically dissolved at the end of the term and requires a formal vote of reauthorization by the full LMHAC to be convened for a subsequent year.

5. Roles and Responsibilities

- **Workgroup Chair:**
 - Schedules and facilitates all Workgroup meetings.
 - Coordinates with the Staff Liaison to set agendas and prepare materials.
 - Reports on the Workgroup's progress and presents recommendations to the full LMHAC.
- **Workgroup Members:**
 - Attend and actively participate in Workgroup meetings.
 - Review relevant documents and assist in drafting recommendations.
- **Staff Liaison:**
 - Provides administrative support to the Workgroup (scheduling, note-taking).
 - Acts as the coordination point for implementation, timing, and workflows.
 - Provides data, information, and county context as requested.

6. Meetings

- **Schedule:** Meetings shall be held monthly or as needed to fulfill the Workgroup's charge. They will be scheduled by the Workgroup Chair in coordination with the Staff Liaison.
- **Location:** Meetings may be held virtually or in person at a location accessible to members.