

Los Medanos Health Advisory Committee (LMHAC) Ad Hoc Grant Administration 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 Grant Administration Workgroup is to support the planning, implementation, and evaluation of the LMHAC's annual grant competition, ensuring all grant administration aligns with the body's adopted Grant Plan priorities.

This charge includes:

- Reviewing and recommending improvements to grant administration procedures and tools (e.g., RFP templates, scoring rubrics, grant trackers, public-facing documents).
- Coordinating with staff on the planning and implementation of the annual grant process timeline.
- Supporting the planning of grant process evaluation, community engagement, and awardee reporting.
- Preparing annual updates and recommendations for the full LMHAC on grant process status, issue resolution, and awardee status.
- Coordinating the review of all grant applications against the LMHAC-approved scoring rubric and developing a formal slate of funding recommendations (which may include recommendations for full awards, partial/modified awards, or further review) for the full LMHAC to deliberate and act upon in a public meeting.

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, select grantees, approve funding, or act on behalf of the full LMHAC.
- **Reporting and Serial Meeting Prohibition:**
 - All Workgroup recommendations, including the proposed slate of grant awards, **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.

- **To avoid a "serial meeting" violation** under the Brown Act (Gov. Code § 54952.2(b)), Workgroup members **shall not** communicate with or brief other LMHAC members (who are not on the Workgroup) about the Workgroup's deliberations or funding recommendations outside of a publicly noticed meeting.
- This ensures that the full LMHAC's deliberation occurs in public and that Workgroup members do not act as "personal intermediaries" to develop a "collective concurrence" in private.

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 track the grant cycle timeline.
 - Reports on the Workgroup's progress and presents recommendations to the full LMHAC.
- **Workgroup Members:**
 - Attend and actively participate in Workgroup meetings.
 - Review grant documents and provide feedback and recommendations.
- **Staff Liaison:**
 - Provides administrative support to the Workgroup (scheduling, note-taking).
 - Manages the operational components of the grant administration process.
 - Co-drafts grant materials and reports in collaboration with the Workgroup.

6. Meetings

- **Schedule:** Meetings shall be held monthly or as needed to align with the key milestones of the annual grant cycle (e.g., pre-RFP planning, post-award evaluation planning), as established by the LMHAC.
- **Location:** Meetings may be held virtually or in person at a location accessible to members.