

**REPORT TO CONCORD/PLEASANT HILL HEALTH CARE  
DISTRICT BOARD****TO CHAIR AND MEMBERS OF THE CONCORD/PLEASANT HILL HEALTH CARE  
DISTRICT BOARD:**

DATE: May 12, 2015

**SUBJECT: ANNOUNCEMENT OF OPENING ON THE JOHN MUIR/MT. DIABLO  
COMMUNITY HEALTH FUND BOARD****Report in Brief**

The Concord/Pleasant Hill Health Care District Board appoints three members to the John Muir/Mt. Diablo Community Health Fund Board. The current representatives from Concord are Vice Mayor Hoffmeister, Ernesto Avila, and Bill Graham-Reefer.

On Wednesday, April 15, 2015, Bill Graham-Reefer submitted his resignation. This announcement is to recruit to fill the remainder of Mr. Graham-Reefer's term, which ends December 31, 2016.

**Background**

The Concord/Pleasant Hill Health Care District Board is responsible for making three appointments to the John Muir/Mt. Diablo Community Health Fund Board (CHF).

Board members are responsible for governing the Community Health Fund, which is a tax-exempt, 501(c)3, nonprofit corporation and supporting organization to John Muir Health. The primary governing responsibilities include vetting, awarding and monitoring grants, establishing grant making and operating policies, approving annual operating budgets, annually evaluating the Executive Director, and annually electing the officers for the Board of Directors.

The Board members are not compensated for their service on the Board and must operate under the CHF bylaws.

Board Member selection criteria for the three members appointed by the City of Concord are as follows:

- a) All members shall be at least 18 years of age and reside within the City of Concord or Concord's Sphere of Influence.
- b) Members may be members of the elected Concord City Council, but limited to only two members of the City Council.

**ANNOUNCEMENT OF OPENING ON THE  
JOHN MUIR/MT. DIABLO COMMUNITY HEALTH FUND BOARD**

May 12, 2015

Page 2

- c) Members may not be employees of the City of Concord, nor may they be a vendor, contractor or consultant with active contracts or agreements with the City of Concord.
- d) Members may be a member of one of Concord's Boards and Commissions, but may not be currently serving as a member of the Concord/Pleasant Hill Health Care District Grant Committee.
- e) The City Council serving as the Concord/Pleasant Hill Health Care District Board may elect at any public meeting to appoint up to two of its members to serve on the CHF Board prior to opening a recruitment for the remaining members.

**Discussion**

The CHF Board meetings are held quarterly at the Community Health Fund office. Meetings begin at noon and usually last two hours. A series of grant making and grant monitoring study sessions with nonprofit organizational leaders and consultants are held between Board meetings. Each two-day series of sessions generally runs no more than three hours. Additional educational study sessions may be convened during the year to assess and improve the grant programs and grant making strategies, methods or practices, or to enhance Board members' understanding of their roles and responsibilities.

**Public Contact**

A news release will be issued and distributed to our current distribution list following the announcement of the openings. Email notification will be sent to all persons on record who have requested notification of recruitments. The announcement will be televised on the Concord TV Cable Channel 28 (Comcast) and Channel 29 (Astound) Community Bulletin Boards. The news release will be posted at the Senior Citizen's Center, Concord Police Department, and Concord Library buildings, in the City's agenda display case, and published on the City's Internet site.

**Recommendation for Action**

Staff recommends that the City Council announce a recruitment to fill one position on the John Muir/Mt. Diablo Community Health Fund for a term ending December 31, 2016; and set Friday, June 5, 2015, at 5 p.m. as the deadline for receipt of applications by the City Clerk.

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Attachment 1: John Muir/Mt. Diablo Community Health Fund Description of Board Member Responsibilities

Attachment 2: Governance Qualifications



John Muir Health

# John Muir/Mt. Diablo Community Health Fund

Building Bridges to Better Health

## Description of Board Member Responsibilities

- Title:** Board Member, John Muir/Mt Diablo Community Health Fund (Community Health Fund)
- Appointed by:** The Community Health Fund has a ten-member governing board. The John Muir Association appoints five (5) of the members, the City of Concord appoints three (3) members and the City of Pleasant Hill appoints two members (2).

### General Description of Responsibilities

Board members are responsible for governing the Community Health Fund, which is a tax-exempt, 501(c)(3), nonprofit corporation and supporting organization to John Muir Health. The primary governing responsibilities include vetting, awarding and monitoring grants, establishing grantmaking and operating policies, approving annual operating budgets, annually evaluating the Executive Director, and annually electing the officers for the Board of Directors.

### Governing Functions

- Participate in strategic planning sessions devoted to evaluating and updating the grant programs and application guidelines, including policies, procedures, funding objectives and strategic directions, and approve revisions as needed
- Participate in the grantmaking process, which includes:
  - Reviewing all requests for funding
  - Participating in plan of action and proposal review meetings
  - Sharing one's assessment of plans of action with fellow board members in strategic discussions leading to the development of funding recommendations for the Board's approval
- Participate in study sessions with funded organizations to learn about progress achieved, problems encountered, and outcomes from conducting activities funded.
- Participate in the process of reviewing and approving the annual operating budget
- Participate, as requested by the Chairman and in accordance with established policies and procedures, in the annual process of evaluating the performance and compensation of the Executive Director
- Participate in the annual election of officers for the Board of Directors, including indicating a willingness to serve if nominated for an office

**Expected Commitment of Time**

- Board meetings are held quarterly at the Community Health Fund office. Meetings begin at noon and last usually 2-hours.
- A series of grant making and grant monitoring study sessions with nonprofit organizational leaders and consultants are held between Board meetings. Each 2-day series of sessions generally runs no more than 3-hours.
- Additional educational study sessions may be convened during the year to assess and improve the grant programs and grantmaking strategies, methods or practices, or to enhance Board members' understanding of their roles and responsibilities.



John Muir Health

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Building Bridges to Better Health

## **Governance Qualifications:**

### ***Readiness for Appointment to the Board of Directors***

#### **Qualifications for Governing**

To be ready for appointment, candidates must possess three qualifications: (1) live or work in a community within central and east Contra Costa County; (2) care about making health care available to uninsured populations; and (3) have time to deliberate, learn, and make decisions with the other directors. It is desirable for candidates to have prior nonprofit governance experience.

#### **Desirable Personal Attributes**

The Community Health Fund awards its grants to nonprofit organizations that have trusted relationships with medically uninsured and underserved populations. Familiarity with the cultural background(s), approaches to health care, economic status, barriers to accessing care, and disparities in care among uninsured populations are desirable attributes for board members.

A personal commitment to serve in a capacity that can advance health access, reduce health disparities, and improve health care delivery that recognizes and honors the differences in human beings

#### **Desirable Relevant Volunteer & Employment Experiences**

Prior experiences volunteering as a director and/or officer on community-based nonprofit boards, especially for organizations with a health care mission to serve the uninsured and mitigate disparities in care

Prior employment within these fields: medical, dental and mental health care; public or private health care plans administration; small business ownership; financial accounting; nonprofit management; health research and evaluation

#### **Board Member Commitments**

- A commitment to learning about the health status of uninsured and underserved populations and being willing to support and fund programs that will increase access to health care and improve health status of these populations
- A commitment to ensuring equal access to our grant programs, and applying a nonjudgmental, supportive, and respectful attitude to interactions with applying organizations as well as with funded organizations
- A commitment to critically reviewing documents prior to meetings and to engage in debates, exchange of ideas and suggest alternatives on an informed basis
- A commitment to perform the role of director with due diligence (in good faith), loyalty (assure no conflict of interest) and obedience (in accordance with Bylaws and established policies)
- A commitment to participating in all grantmaking deliberations, study sessions and board meetings, with a spirit of cooperation, fairness, an open mind, good judgment, honesty and integrity, respect for other points of view and to accept as final the decisions reached on any pending grant or other related issue

- A commitment to maintaining the confidentiality of all grantmaking deliberations, which extends to information presented in any letter of intent, proposal or report submitted by or through any discussion with an applying or funded organization.
- A commitment to using local demographic trends, identified health priorities, and medically accurate information in assessing health programs presented for funding by organizations that are working to improve the health status of uninsured and underserved populations by increasing access to affordable, high quality health services
- A commitment to being available and devoting sufficient time to conduct the work of the Community Health Fund, which includes continually developing the skills and knowledge needed to participate effectively in the grantmaking process and all other deliberations of the Board
- A commitment to being aware of and applying the best practices and highest ethical standards for governing and operating a nonprofit corporation and to expect the same commitment from the boards of directors of organizations presenting programs for funding
- A commitment to follow appropriate JMH and CHF policies, which include but are not limited to code of conduct & ethics, conflict of interest, accounting & financial integrity, and a commitment to perform his/her fiduciary responsibilities by avoiding conflicts of interest, acting in the best interest of CHF