

**Heffernan Memorial Healthcare District
Workshop Outline
July 14-16, 2017**

Guest Speakers:

Name	Title	Topic
Melinda Guzman Nationwide	Attorney	Board ethical behavior and fiduciary responsibilities, Importance of bylaws and benefits of forming a foundation within the Health District.
Cynthia Moreno, Award Winning Journalist	Communications Director	Communication and outreach with constituency: Importance and why? Social media, newsletter, monthly meetings/cafecitos, interactive webpage. Trustees are the best form of PR and communication.
Jurg Heuberger, Executive Director LAFCO NO SHOW	Governance And Oversight	Jurisdiction and oversight of Special districts: responsibilities and expectations from health districts.
Alejandro Vilchez, Silicon Valley Nationwide	Consultant	Teamwork, Cohesive Working, Communication The importance of being informed.
Steve Eldred, California Endowment	Partnerships	Healthy Communities in Rural California What are the possible partnerships with health districts?
Ray Castillo John Renison Board of Supervisors Imperial Valley	Support For HMHD	Importance of training and development for HMHD Board members, Important to foster a partnership with the County.

Workshop Outline

PURPOSE STATEMENT: To convene Board members of the Heffernan Memorial Health District over a three-day period to assess, discuss and plan strategically in order to best serve the constituency in the Calexico area.

PROPOSED OUTCOMES: *By the end of the retreat we will have...*

- **Increase HMHD Trustees' understanding of bylaws, Roberts Rules of Order and Brown Act.**
- **Increased HMHD members understanding of current roles and responsibilities related to their relationship to State of California, Community partners and the constituency they represent.**
- **Utilize collective expertise to develop a plan of action/road map to be implemented within the next 12-24. A set of short term and long term goals will be set to accomplish this goal.**
- **Strengthen relationships with each other through team processes, communication & management exercises.**

Day 1: July 14

AGENDA ITEM	LEAD	TIME
1. Welcome: Review purpose, outcomes, day's agenda	Angelica	9:00-9:15AM
2. Introductions: Quick round of introductions with all stating their affiliations and expectations for the retreat – <i>Values Card Activity</i>	Angelica <i>Alejandro</i>	9:15-9:30AM
3. Relationship Building: Name Game, Mind Teasers Activity, Debrief Intro Group Agreements 1	Alejandro	9:30-10:00AM
4. Steve Eldred, California Endowment	Angelica introduce Alejandro facilitate Q&A	10:00-10:45AM
	15 MIN BREAK	
5. Jurg Heuberger, LAFCO: Oversight & Responsibilities – How does it relate to constituent health? Relationship w/State Legislature and HMHD Brief Historical Overview of Health Districts	Angelica Introduce Alejandro facilitate Q&A Angelica Tellechea	11:00-12:00PM
	SUMMARIZE MORNING & LUNCH	12:00-1:00PM
6. Team Building Activity & Debrief Review parking lot	Alejandro	1:00-1:30PM
7. Melinda Guzman, Esq: Board Governance, Part 1 - Roles/Responsibilities	Angelica Introduce Alejandro facilitate Q&A	1:30-2:15PM
	15 MIN BREAK	
8. Melinda Guzman, Esq: Board Governance, Part 1 - Role Play	(Continued) Alejandro facilitate Q&A	2:30-3:15PM
9. Next Steps / Preview Day II	Alejandro Vilchez	3:15-3:45PM
10. Evaluation of Day I / Close	Angelica & Alejandro	3:45-4:00PM

Day 2: July 15

AGENDA ITEM	LEAD	TIME
1. Agenda/Quick Recap	Angelica Tellechea	9:00-9:15AM
2. Ice Breaker:	Alejandro Vilchez	9:15-9:45AM
3. Health District PR - Community Engagement - Social Media - Newsletter/Communication	Cynthia Moreno Alejandro facilitate Q&A	9:45-10:15AM
15 MIN BREAK		
4. Board Governance, Part II Bylaws, Roberts Rule of Order And Fiduciary Duties	Melinda Guzman, Esq. – Alejandro facilitate Q&A	10:30-11:15AM
5. Teamwork and Problem Solving	Alejandro Vilchez	11:15-12Noon
SUMMARIZE MORNING & LUNCH		
12:00-1:00PM		
6. Board Governance: Part III - Brown Act - Legal Counsel	Melinda Guzman, Esq.	1:15-2:15PM
15 MIN BREAK		
7. Role Play	Melinda Guzman, Esq.	1:15-2:15PM
8. Next Steps	Alejandro Vilchez	2:15-2:45PM
9. Evaluation of Day II /Preview Day III	Angelica & Alejandro	2:45-4:00PM

Day 3: July 16

AGENDA ITEM	LEAD	TIME
1. Agenda/Quick Recap	Angelica Tellechea	9:00-9:15AM
2. Ice Breaker:	Alejandro Vilchez	9:15-9:45AM
	15 MIN BREAK	
3. Map Goals	Alejandro Vilchez	10:00-12:00PM
- Part I: Board Governance	Melinda Guzman, Esq.	
- Part II: Teamwork/Communication	Alejandro Vilchez	
	SUMMARIZE MORNING & LUNCH	12:00-1:00PM
- Part III: Comm. Outreach/Social Media	Cynthia Moreno	1:00-1:30PM
- Part IV: Partnerships/Grants/Projects	Angelica Tellechea	1:30-2:00PM
4. Conclusion: Recap / Next Steps	Angelica Tellechea Alejandro facilitate Q&A	2:00-2:45PM

Please note disclaimer from Melinda Guzman, Esq. on PowerPoint(s) presented:
Legal Disclaimer

This information is not intended to constitute a legal opinion on facts or on law.

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