

# HMHD BOARD WORKPLAN

## URGENT: NEXT STEPS TO BE COMPLETED IN 1-3 MONTHS

<b>INTERNAL Actions / Assignments</b>	<b>Lead</b>	<b>Notes</b>
Research and review LAFCO bylaws	Hector	
Inquire about Directors & Officers Insurance	Gloria	
Move toward less dependency on HMHD Attorney - Clarify and determine Attorney role	Full Board	
Implement a financial review: find out when last audit was completed / order a full review or audit of HMHD finances, including credit card and open accounts	Gloria	
Research and review all past and current contracts HMHD has with entities including past lawsuit details	Hector	
Hire consultant to conduct feasibility study for land use (VANIR)	TBD	

<b>EXTERNAL Actions / Assignments</b>		
Post all minutes, agendas and by-laws on website	Hector	
Provide a lock box to post meeting agendas	Sr. Valdez	
Coordinate town-hall meetings to determine community needs and wants	Gloria Romo	

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**IMPORTANT: NEXT STEPS BE TAKEN IN 4-24 MONTHS**

<b>INTERNAL Actions / Assignments</b>	<b>Lead</b>	<b>Notes</b>
Review & discuss HMHD meeting schedule – why 2 per month?	Full board	
Update by-law language re: Secretary role	TBD	
Board Benefits: cell phone, health... Research what other Districts receive	TBD/Hector	Angelica may research and provide response. Hector will advice.

<b>EXTERNAL Actions / Assignments</b>		
Ask for list of community members seeking written requests of meeting notices	TBD	
Add video conference language to by-laws sec 6.5.1.2	TBD	
Cultivate community members to join board in the future; each Trustee commit to inviting three (3) community members to attend Board meetings.		
ACHD: Is HMHD a member	Hector	- Will review if dues were paid.

<b>Stakeholder Presentation: CA Endowment</b>		
2018: Start building relationship and planning for 2021	Angelica/Trustees	- 2 <sup>nd</sup> meeting with Board is warranted. Commitment if approved could lead to 10 year/\$2mm commitment
Facilitate meeting with Alliance Foundation	Angelica	- 2-3 Weeks - Steve will meet with Nancy and follow up with Angelica for a meeting in 2-3 weeks.

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Dorothy Zerkle, SDSU Nursing Program		Connect, and form a partnership
Clinicas de Salud		Connect and form a partnership
<b>Other grants:</b> Access to healthcare inside school sites, immigration rights, covered CA...		Available however HMHD needs to focus on goals

## **Stakeholder Presentation: Supervisor Ray Castillo, County of Imperial**

VA Benefits/Access to Healthcare	Angelica	- Will connect Barbara Ward to HMHD for possible partnership -
Resources: look at shared costs/programs so efforts/resources are not duplicated		
Urgent care/Hospital/Convalescent Facility/Hospice/Mental Health		- Needs assessment - Feasibility study - Build or not? - Mental Health, plans? Discussion needs to happen - Look at property (for facility) on August 2 <sup>nd</sup>
\$15k Grant: fill out paperwork and redo letter with Trustees signatures		
LAFCO Seat	Hector	- Pursue local and state seat. AT will follow up w/ Pam Miller .

## **Stakeholder Presentation: Cynthia Moreno, Communications Director, Senate**

Website	Pimentel	- Update, make current -
Social Media	Trustees	- Engage Community/followers. Build your support group. - Inform community re: current HMHD news - Cheat Sheet

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## CALENDAR Items

July 19 <sup>th</sup> Board Meeting (changes may be carried on to subsequent meetings)		<ul style="list-style-type: none"> <li>- Review 400 Mary repair bids (hold off on decisions until Trustees decide what to do with property)</li> <li>- Treasurer's Report</li> <li>- Bi-national Health Fair seeking \$15k support: budget needs to be submitted for review/approval</li> <li>- Recommend TownHall</li> <li>- Recommend Audit</li> <li>- Review Bylaws</li> <li>- Update Website (make it more current)</li> <li>- Trustees start discussing Elections (upcoming 2018)</li> <li>- Board Secretary (vote)</li> </ul>
August 2 <sup>nd</sup> Board Meeting		<ul style="list-style-type: none"> <li>- Retreat report, details: Trustees, Melinda and Angelica</li> <li>- Ask Attorney for Bylaw recommendations/changes, to be due by September, Review in October Board Meeting</li> <li>- Treasurer review open contracts, cards, accounts, financial commitments (for past 3 years)</li> </ul>

**Resources/Follow up:**

1. October: Plan Retreat Phase II
2. Alejandro is available for communication/teamwork assistance.
3. Melinda is available for questions.
4. Angelica: On-Going

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## **Attachment: Communications Cheat Sheet** by *Cynthia Moreno*

### **Community Engagement**

- Cafecitos: each Trustee should be hosting their own and engaging/informing constituents
- Work on a common project: community garden, feed the homeless, paint the school fence, plant flowers, plan an event, host a booth at the fair....
- Townhalls and informational forums should happen monthly if not quarterly
- Trustee participation in community events should be coordinated. You are an elected by your town, attend events, go out of your comfort zone and attend an event that you would not normally attend. This will build your following.
- Foster and mentor your replacement.
- Promote internships with your local, county and state elected. Calexico needs to be at the table. Have your inters report back to you. This will keep you informed and you can inform your Board and constituents. If information is not accurate. It opens the door for you to contact that elected for a conversation.

### **Social Media**

- Have a professional page, outside of your personal page.
- Settings: don't allow for comments/likes if you are not sure about outcomes.
- Post pictures that always project you, and HMHD in the best light, no bathing suits, short dresses, party pics, all professional
- Set a webpage that is current and interactive
- Professional bios lend themselves to credibility, especially when applying for grants, meet n greets with elected and media requests
- Be current with what your constituents need: Host a social media/app education forum. Bring the youth to teach the older generations. Give the event a fun name.
- LinkedIn, FB, SnapChat, Instagram, WhatsUP...MySpace (ha-ha)

### **Calendaring**

- Post your social/event calendar on your webpage
- Let your constituents know what is planned in advance
- Agendas, minutes, events, comments on major events impacting your community and District should be current.
- Each Trustee can take a special interest and develop it and calendar an event, meeting or forum.

**Most important: Communicate, Connect and Stay in TOUCH!**