

Veterans Home of California at Yountville
ALLIED COUNCIL MANUAL
POLICIES AND PROCEDURES

1 June, 2009

COMMITTEES

Policy No.	AC 06 - 0120
Subject	Building and Grounds Committee
Adopted	6/1/09

1. Charge: The Building and Grounds Committee shall meet regularly to monitor the care and maintenance of the Home facilities and grounds for the safety and well-being of Home Members and shall document the concerns expressed by Home Members for submittal to the Administration

2. Membership: The Building and Grounds Committee shall consist of a Chair, a Vice-Chair, and one member from each Section and Higher Care domiciliary unit, selected by the elected delegate of that Section or unit. Where a domiciliary unit has no appointed representation, the elected Delegate for that unit shall serve.

3. Meetings: The Committee shall meet monthly with to receive and evaluate the concerns of Home Members, prepare its report to the Council and the Administration and monitor Administration response to concerns documented earlier.

a. Quorum: A quorum at Committee meetings shall be at least five members.

4. Reports: The Chair of the Committee shall assure that each month the activity of all meetings of the Committee are recorded and provided to the Administration and all Allied Council members.

5. Attendance: All Committee members are expected to attend all committee meetings. A member who is unable to attend for any reason shall so inform the Section Delegate prior to the meeting.

History:

This P & P was adopted 1 Jun 1997. A revision #2 is noted on 10 Sep 2003, but the content is not known. Nothing is known of a revision #1.