

## MINUTES

### LOS MEDANOS COMMUNITY HEALTHCARE DISTRICT BOARD MEETING

**Monday, August 13, 2007**  
**6:30 p.m. – Board Room**

#### **1. Call to Order**

The regular meeting of the Los Medanos Community Healthcare District Board was called to order by President Marilyn Condit at 6:30 p.m.

#### **2. Roll Call**

Present: Marilyn Condit, President  
Joe Rubi, Secretary  
Jess Reyes, Treasurer  
J. Vern Cromartie

Absent: Eva Vera, Vice President

Also Present: Barbara Kee, Secretary

#### **3. Approval of Minutes of the Board Meeting of July 9, 2007 – Action Item No. 070801.**

Director Reyes moved to approve the minutes of the July 9, 2007 meeting. Director Condit seconded the motion. The motion was approved by the following vote:

Ayes: Directors Rubi, Condit, Reyes

Noes: None

Absent: Director Vera

Abstain: Director Cromartie

#### **4. Public Comment**

Mike Lengyl, member of the public, commented on the success of LAFCO's action to continue the current status of LMCHD, and congratulated those who were instrumental in this success.

#### **5. Agreements for Accounting Services**

a) Agreement with RLB Bookkeeping Services – Action #070802

Rhonda Burke, RLB Bookkeeping Service, introduced herself to the Board and provided some background concerning her business. Ms. Burke stated that it is her hope to bring financial reports before the Board that are more clear and easy for everyone to understand.

Director Reyes inquired of Ms. Burke if her business is incorporated. Ms. Burke replied that she is not incorporated, but rather, she is a sole proprietor with a business license and fictitious business statement and carries liability insurance.

Director Rubi inquired if Ms. Burke is knowledgeable about health care district procedures. Ms. Burke responded that she does not have specific health care district, but has some special district experience. Ms. Burke pointed out that most bookkeeping basics are the same regardless of the type of business, and also clarified that she is a bookkeeper—not an accountant or CPA—she does not make final tax decisions, but she she does bookkeeping, assuring that expenses are applied to the correct accounts, as directed by the Board.

In response to Director Rubi’s question regarding software programs, Ms. Burke stated that she favors Quickbooks as she finds it to be very user friendly for people with various levels of bookkeeping experience. She also uses basic computer programs such as Word and Excel.

Director Rubi commented that the District is undergoing an infrastructure upheaval by changing from the previously used Peachtree accounting system. Ms. Burke responded that Peachtree is a very non-user-friendly accounting program, and more designed for accountants—it is difficult to learn, as well as to generate clear reports.

Director Rubi pointed out that on the current Accounts Payable Report, there appears to be a missing check, and he is concerned how this would be viewed in an audit. Ms. Burke responded that as the District’s bookkeeper, she would explore this type of question and find the answer.

In response to Director Rubi’s question of how far back Ms. Burke went to review financial records, Ms. Burke stated that she reviewed records for a complete fiscal year—from July 2006 to June 30. She explained that District invoices are paid on an accrual basis.

Director Cromartie inquired if Ms. Burke would also be doing bookkeeping for grants received by community organizations in which the District serves as the fiscal sponsor. Ms. Burke replied that her proposal is with the Los Medanos Community Health Care District only; however, she would likely be tracking various grant monies to these organizations.

A discussion ensued regarding the number of hours to be provided for the contract amount of \$400 per month. Ms. Burke stated that she doesn’t anticipate spending more than approximately ten hours per month to accomplish the bookkeeping work for

the District. Her proposal includes posting all invoices into the correct accounts, reconciling the bank statement, preparing the necessary Board reports, and payroll, if the Board so desires. Ms. Burke explained that there are two employees on the payroll in which payroll taxes are taken out, and this is the service Paychex provides for \$70 per month.

At the request of President Condit, Barbara Kee commented that, in her opinion, Ms. Burke's service provides a good checks and balance of the District's accounting system. In the past two months, Ms. Burke has greatly assisted her in understanding the District's accounting system, and she feels very comfortable working with her.

In response to Director Rubi's inquiry of how Ms. Burke was recruited for this job, Ms. Burke explained that she was initially called to assist with the Peachtree Accounting System. There was not an open position for a bookkeeper at that time—she came in as an independent consultant to pull together the information so the Board could receive its reports and the final budget. Mr. Puglisi had asked if she would be interested in coming before the Board to present a proposal for bookkeeping services.

Director Reyes moved that the District hire Rhonda Burke as a part-time bookkeeper in accordance with the terms and conditions of her contract. Director Cromartie seconded the motion, and it was approved by the following vote:

Ayes: Directors Condit, Reyes, Cromartie  
Noes: Director Rubi  
Absent: Director Vera  
Abstain: None

b) Agreement with Arlene K. Mose, CPA – Action #070803

President Condit explained that Arlene Mose was unable to attend this meeting and asked what the Board's preference would be in moving ahead with her contract.

Director Reyes moved that the Board table this item for consideration at the next regular meeting in September. Director Cromartie seconded the motion, and it was approved by the following vote:

Ayes: Directors Rubi, Condit, Reyes, Cromartie  
Noes: None  
Absent: Director Vera  
Abstain: None

It was the consensus of the Board to move item No. 9 forward on the agenda. It was requested that Ms. Burke be available to discuss the Financial Report.

**9. Financial Report** (taken out of order)

a) Director Reyes asked Ms. Burke to discuss the new budget report format.

Ms. Burke stated that she essentially used the same report format, but cleaned it up for better understanding.

Director Reyes noted that \$775,000 is still reflected in the Estimated Tax Revenues budget, and this amount was included in the 06-07 Fiscal Year Budget. He also questioned the amount indicated in the Bond Reserve. President Condit commented that if the Treasurer found an error, this should be given to Ms. Burke or Ms. Kee. Director Reyes stated that overall, he was pleased with the new format.

Director Reyes asked Ms. Burke to provide an explanation on the check register format. Ms. Burke explained that the balance reflected is the actual balance after bank reconciliation.

Director Reyes commented on the project expenditures.

Members of the Board requested that the Financial Report be tabled for action at the next regular Board Meeting at which the full Board would be available to vote.

- c) Check Signing Procedures – Director Reyes requested to be involved in the check signing process as Treasurer. It was the consensus of the Board that Director Reyes would be the primary signer of checks paid by the District, and if not available, any other Board member may sign checks.

**10. Approval of Funding for Los Medanos College Nursing Program for Fiscal Year 2007-08 – Action #070806**

The \$25,000 grant check for the LMC Nursing Program Grant was discussed.

Director Reyes commented that he is in opposition of this grant in that it does not appear the objectives are consistent with the grant provisions, and there does not seem to be accountability.

President Condit suggested that the District table this item until more information can be received on the use of the grant funds. It was suggested that the District invite a representative to the next Board meeting to discuss the Nursing Program proposal.

(Resume Agenda Order)

**6. Agreement for Legal Counsel Services**

President Condit clarified that this is not an action item, but pertains to how the Board would like to renegotiate with legal counsel regarding his services at Board meetings, and also, to discuss a monthly rather than hourly salary. There is no proposal at this time, and it was suggested this item be tabled for review by the new CEO, if the Board so desires.

## **7. Discussion of Executive Director Position and Process for Recruitment**

President Condit stated that a colleague of Frank Puglisi has expressed interest in serving as a replacement for Executive Director/CEO. She suggested inviting Milt Camhi to the next Board meeting. She asked how the Board would like to advertise this position.

Director Rubi suggested that any advertisement for the position should require health care background.

Director Reyes noted that the previous Executive Director's contract stated that he provide consultant services to the District, rather than representing the District as an employee. President Condit commented that she believes this was so worded for tax purposes.

Director Cromartie suggested the Board form an adhoc subcommittee, including Colin Coffey and Frank Puglisi, to formulate a job description for the position of CEO. Director Cromartie volunteered to chair this subcommittee; Directors Rubi and Reyes volunteered to serve on this subcommittee.

President Condit urged that this subcommittee meeting be scheduled within the next two weeks, and to give the Secretary wording for the published advertisement as soon as possible.

## **8. Reinstatement of Grants Program - #070805**

President Condit stated that this item was scheduled to discuss whether or not the Board wishes to reopen the grant process, decide how much money to allocate, whether or not the Board wants to adopt the proposal as it is written, and which health topics the Board wishes to focus on this year.

Director Cromartie stated he would like to see the grant funds capped at ten percent of the District's overall budget, or \$70,000. Also, he would like to see a broad focus.

Director Reyes stated that he needs to be convinced the grants are given to organizations and individuals for specific health care issues and not social services. He would like to see the kinds of programs the Board favors before committing to a specific dollar amount.

President Condit proposed that this item be scheduled for discussion at a subcommittee committee meeting, and concurred that any organization in which money is allocated be required to come before the Board for approval. The purpose of the subcommittee would be to discuss and determine what kinds of programs to focus on, and then to determine how much money to allocate. She offered to chair this subcommittee. Directors Rubi, Reyes and Cromartie volunteered to serve on this subcommittee.

Director Cromartie moved to reinstate the grants program; President Condit seconded the motion, and it was approved by the following vote.

Ayes: Directors Rubi, Condit, Cromartie  
Noes: None  
Absent: Director Vera  
Abstain: Director Reyes

**11. Approval of Funding for Student Eyeglasses Program for Fiscal Year 2007-08 – Action #070806**

Director Rubi stated that he would strongly urge the Board to approve the Student Eyeglasses Program, and \$15,000 is sufficient for the upcoming year. He stated that the program has been very successful, and the Mt. Diablo School District Superintendent and the City Council is very supportive.

Director Cromartie moved to approve funding for the Student Eyeglasses Program for Fiscal Year 2007-08; Director Rubi seconded the motion, and it was approved by the following vote.

Ayes: Directors Rubi, Condit, Reyes, Cromartie  
Noes: None  
Absent: Director Vera  
Abstain: None

**12. Executive Director’s Report**

President Condit noted an Update Report from the prior Executive Director, discussing LAFCO’s action on August 8, 2007 to continue the current status of LMCHD. The report also discusses proposals for bookkeeping and accounting services and the merits for hiring local services. This report was noted and be made a part of the meeting record.

**13. Board Reports**

- a) President Condit distributed information she obtained regarding defibulators received from an individual at Sequoia Health Care District. She asked the Board to review this information and explained that, if interested, the District would hire a coordinator who would train individuals in the community to use defibrillators.
- b) She distributed an article entitled “Pittsburg Health Center Expands”, giving recognition of funding for the second floor renovation.
- c) She also noted that the new Executive Summary covering “Health Care in Our Community” has been published.
- d) She also noted an article on “Oral Health for Children in Contra Costa County” for consideration of future partnerships.

- e) Director Rubi reported that the proposed clinic at Bay Point for which the District allocated funding is being delayed due to a question of whether or not the building belongs to the County. They are unable move forward until this issue is satisfied.
- f) **Approve ACHD Conference Attendance, September 2007 – Action #070808**

Director Condit moved to approve ACHD Conference Attendance in September for any and all Board Members who would like to attend; Director Rubi seconded the motion, and it was approved by the following vote.

Ayes: Directors Rubi, Condit, Reyes, Cromartie

Noes: None

Absent: Director Vera

Abstain: None

President Condit urged that if members register to attend the conference, they should make every effort to attend. If a Board member later finds they are unable to attend, they will be asked to report back to the Board their reason for not attending, and the Board will consider whether or not to require registration fee reimbursement.

#### **14. Proposal for LMCHD TO Purchase Death Certificates – Action #070809**

Director Cromartie pointed out that that death certificates are a matter of public record; however, not everyone can obtain a certified copy of a death certificate. His proposal is to obtain death certificates for a given year and prepare an analysis breaking down the cause of death by location and race.

President Condit stated that she does not agree that the District needs more detail for the purposes of what the District does, and also, this information is covered in the Executive Summary previously discussed.

Director Cromartie pointed out that the report President Condit refers to stops in 2004, and he would proposed to cover a time frame up through 2006. He stated that the District approved \$200,000 for a group to give a presentation before the Board for the same information published in the Executive Summary. He is requesting \$6,000 to do some primary and original research, which is significantly different. He pointed out that the District would have to wait until 2010 to obtain this data.

Director Reyes questioned what the District would do with this information once gathered, and he believes the District could obtain the information through other means, such as surveys.

Director Rubi pointed out that the Contra Costa Times provided this information several months ago, including a graphic chart with various ethnic backgrounds, and this can be found in their archives.

The President then called for a motion on this item. A motion was made by Director Reyes, seconded by Director Cromartie to purchase Death Certificates. The motion failed by the following vote:

AYES: Director Cromartie  
NOES: Directors Reyes, Rubi, Condit  
ABSENT: Director Vera  
ABSTAIN: None

**15. Adjournment**

There being no further business to come before the Board, the meeting was adjourned at 8:50 p.m.

Respectfully submitted,

Barbara Kee  
Board Recording Secretary.