

MINUTES  
LOS MEDANOS COMMUNITY HEALTHCARE DISTRICT  
BOARD MEETING

Monday, January 11, 2010  
6:30 P.M. – LMCHD Board Room

**1. CALL TO ORDER**

The meeting of the Los Medanos Community Healthcare District was called to order by President Turner at 6:30 P.M

**2. ROLL CALL**

Present: Darnell Turner, President  
Marilyn Condit, Vice President  
Jess Reyes, Treasurer  
Eva Vera, Secretary  
J. Vern Cromartie, Board Member

Absent: None

Also Present: Bobbi Palmer, Executive Director  
Barbara Kee, Recording Secretary  
Colin Coffey, Attorney  
Rhonda Burke, Bookkeeper

**3. PUBLIC COMMENTS**

None.

**4. COMMITTEE/CHAIR APPOINTMENTS**

Board President Turner announced that committees and committee chairs would remain as designated in 2009.

**5. CONSENT CALENDAR**

Director Reyes requested to pull Item 5.2 from the Consent Calendar due to questions of the Accountant. It was agreed by all Board members to move this item to a later point in the agenda for consideration.

**5.1 Approval of Minutes – Regular Meeting of December 14, 2009 – Action #100102**

A motion was made by Director Reyes, seconded by Director Condit, to approve the minutes of December 14, 2009, as published. The motion was approved by the following vote:

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

**APPROVED 5-0**

**5.2 Approval of Financial Report – Moved to follow Item 8.3**

- Balance Sheet as of December 31, 2009
- Profit and Loss for December 31, 2009
- Budget vs. Actual July through December 31, 2009

**5.3 Approve Attendance to Special District and Local Government Institute Seminar March 4-6 – Action #10103**

A motion was made by Director Reyes, seconded by Director Cromartie, to approve attendance to the Special District and Local Government Institute Seminar March 4-6. The motion was approved by the following vote:

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

**APPROVED 5-0**

**6. COMMUNICATIONS/ INFORMATION ONLY**

- 6.1 Copy of Email Communication from Dr. Rejois Frazier-Meyers Re: Eye Glass Vouchers**
- 6.2 Letter from Rudeen Monte of Sutter Delta Urgent Care Clinic, Providing a Summary of Patient Volume and Demographic Information**
- 6.3 2008-09 Final Report for the New Kids Project**

The communications listed above are included for information only and will be filed as a permanent record.

**7. LEGISLATIVE REPORTS**

**7.1 SB 726 (Physician Hiring) – Palmer**

Executive Director Palmer reported that LMCHD is being notified regarding legislative proposals and actions, and she would provide this information each month. The Board has previously responded to SB 726.

## 8. ACTION ITEMS

### 8.1 Review/Approve HomeBase Deliverables and Timeline Relative to Agreement for Professional Services– Action #100104

Ms. Palmer brought to the Board's attention a summary of the Professional Services Agreement drafted by Attorney Colin Coffey. This is included as part of the agenda file and official record of this meeting.

President Turner explained that at the December 14 Board meeting, it was requested additional information be presented in terms of timelines and the payment schedule. These items are incorporated with the final agreement and ready for Board action.

Marty Fleetwood of HomeBase responded to Director Reyes' inquiry regarding the proposed timeline as related to work on the Strategic Plan and other deliverables in 2010.

Members of the Board discussed Ms. Fleetwood's work with the Grants Policy Committee regarding the grants and allocations procedures and proposed timelines for implementing the next grants cycle.

A motion was made by Director Vera, seconded by Director Condit, to approve the agreement as presented.

Director Cromartie stated that he has reservations about approving this contract as he believes the Executive Director would be capable to help the Board develop a Strategic Plan and develop grant procedures.

Members of the Board discussed the issue of paid stipends for participation with these programs. Attorney Colin Coffey responded to questions relative to stipends.

The Board President recognized Linda Anderson of First Baptist Head Start, who expressed concern that hiring of a consultant and paying a stipend to Board members might result in a conflict of interest. She expressed support in the LMCHD staff and Board members doing this work.

Members of the Board expressed their views relative to the importance of relying on an expert to assist with the development of a Strategic Plan. It was pointed out that part of the intent in hiring a consultant is to develop a model for future years' planning of a Strategic Plan. Also, it was stated it is important that the Executive Director be focused on guiding the organization and taking care of the day-to-day operations.

The Board President called for a vote on the motion. The motion was approved by the following vote:

AYES: Directors: Condit, Vera, Turner, Reyes,

NOES: Directors: Cromartie

ABSENT: Directors: None

ABSTAIN: Directors: None

**APPROVED 4-1**

**8.2 Recommendations from District Outreach Committee - Cromartie**

- **Approval of a Requirement that All Agencies Receiving LMCHD Funds Provide Copies of All Receipts and Invoices Pertaining to Expenditure of LMCHD Funds - Action #100105**

Director Cromartie referred to the recommendation in the minutes of the Outreach Committee on December 23, 2009, pertaining to this matter. Minutes are included as part of the agenda file and official record of this meeting.

A motion was made by Director Cromartie, seconded by Director Reyes, to establish a requirement that beginning 2010, all agencies receiving funds from LMCHD provide a copy of receipts and invoices for the expenditure of all LMCHD funds.

Director Condit stated that the Grants and Policy Committee had discussed setting more specific goals for grantees during the upcoming cycle, and plans to bring recommendations back to the full Board for consideration. She recommended that discussions concerning grants at the Outreach Committee level be suspended.

Executive Director Palmer pointed out that the consultant, Home Base, has included the Grants Policy within its work plan for 2010.

Ms. Palmer reported that included with the Board packet this evening are copies of the mid-term reports, along with a spreadsheet outlining progress to date of the various organizations receiving grants in 2009.

The Board President called for a vote on the motion. The motion failed by the following vote:

AYES: Directors: Cromartie, Reyes,

NOES: Directors: Condit, Vera, Turner

ABSENT: Directors: None

ABSTAIN: Directors: None

**FAILED 2-3**

▪ **Approval of a Board Study Session on Grantee Mid-term Reports and Final Reports - Action #100106**

Director Cromartie referred to a recommendation in the minutes of the Outreach Committee on December 23, 2009, pertaining to this issue. Minutes are included as part of the agenda file and official record of this meeting.

A motion was made by Director Cromartie, seconded by Director Reyes, to schedule a full Board study session in January or February to review the 2009 Grant Program mid-term reports.

Director Condit stated that it would be unfair to ask current grantees for something that wasn't specified in the Guidelines, and this is an area the Home Base has agreed to assist the Grants Committee with during the upcoming grants cycle.

Director Reyes referred to the First Baptist Head Start program report in which there is reference to issuance of "gift cards." He expressed concern regarding the perception this creates regarding the expenditure of public funds. He stated that the committee needs direction from the full Board to properly develop the Grants Guidelines.

Executive Director Palmer reported that the staff has sent inquiries to two of the grant agencies for additional information and explanation concerning 2009 mid-term reports, and this information has been received.

Arika Spencer-Brown, Executive Director, First Baptist Head Start, addressed the Board and stated that their proposal requested funding for the Healthy Assistance alumni program which serves individuals with a mental illness. Young people are encouraged to volunteer their time and receive a stipend for their services, referred to on the report as "gift cards." First Baptist Head Start has included a list of people who received stipends, along with receipts for each gift card purchased. Copies of this information will be provided each Board member.

Linda Anderson, representing First Baptist Head Start, addressed the Board and explained that any time their organization receives grant money, they must assure there is appropriate documentation to stay within the guidelines of the law.

Executive Director Palmer reported that Stoneman Village has also submitted an addendum to their mid-term report providing clarity on how funds were expended, which has been made available to the Board. She agrees that the adoption of clear and equitable policies and procedures for all grantees is something the entire Board should look at.

Board President Turner called for a vote on the previous motion. Prior to a vote, Director Vera requested a friendly amendment to the motion to approve conducting a Board Study Session to review the Grant Program final reports in February. Director Reyes seconded the proposal for an amendment.

The maker of the motion was not accepting of this proposal. Director Reyes withdrew his second to the amendment.

Board President called for a vote on the original motion. The motion failed by the following vote:

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

**FAILED 2-3**

**8.3 Review/Approve Draft Board Agenda Policy – Action #100107**

Attorney Colin Coffey discussed the Draft Board Meeting Policy, included as part of the agenda file and official record of this meeting.

Attorney Coffey responded to Director Reyes' concern that the Chairman has the absolute authority to place or remove an item on the agenda.

The Attorney responded to Director Cromartie's concern with the language that "the ultimate authority for determining the agenda shall rest with the President of the Board", and the statement that "it shall be up to the discretion of the Executive Director and the President of the Board whether to place the requested item on the agenda."

A motion was made by Director Turner, seconded by Director Condit, to approve the draft Agenda Policy. The motion was approved by the following vote:

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

**APPROVED 3-2**

**(Continuation of Consent Calendar)**

**5.3 Approval of Financial Report – Action #100102**

- Balance Sheet as of December 31, 2009
- Profit and Loss for December 31, 2009

- Budget vs. Actual July through December 31, 2009

Bookkeeper Rhonda Burke responded, on behalf of Accountant Arlene Mose, to questions by Director Reyes regarding interest posted to the LAIF account, payment to the Community Garden consultant, and the gross profit reflected on the balance sheet. Ms. Palmer responded to a question regarding an amended payment to Spearhead Security. Ms. Palmer responded to a question regarding a \$4,000 street lighting assessment that is collected biannually by the City of Pittsburg.

Director Vera noted a correction to a Detail for Health Program Expenses under Budget vs Actual, in which Sutter Delta Urgent Care reflects “not approved.” This will be brought to the attention of the Accountant.

A motion was made by Director Cromartie, seconded by Director Reyes, to approve the Financial reports. The motion was approved by the following vote:

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

**APPROVED 5-0**

## **9. BOARD REPORTS**

### **9.1 President’s Report**

- Board President Turner reported that the Pittsburg Planning Commission would be holding a public hearing on January 15 regarding the Community Garden use permit issue.

### **9.2 Board Member Reports**

- Director Condit - reported that the Fit Fest Committee will be meeting in the near future to discuss details for this year’s event.
- Director Condit - reported regarding a “Families Thrive” meeting on January 20, at 9:00 a.m. regarding the effects of domestic violence on the family.
- Director Vera - discussed notes from the Administration, Real Estate and Legal Committee on December 17. Topics of discussion included positioning of the security cameras on the building; traffic cameras at the Loveridge-Leland intersection, inclusion of the Pittsburg Police Department in receiving building security incident reports, and issuance of citations. A request for a secondary easement has been referred to legal counsel.
- Director Reyes - discussed the December 22 Finance Committee minutes included with the agenda file and official record of this meeting.
- Director Cromartie - discussed the December 23 Outreach committee meeting minutes, included with the agenda file and official record of this meeting.

**9.3 Executive Director's Report**

- The Executive Director presented her Monthly Progress Report to the Board, dated January 4, 2010. This report is included with the agenda file and official record of this meeting.

**9.4 Legal Counsel Report – None**

**9.5 Committee Reports/Recommendations**

- **Finance Committee**
  - **Minutes of December 22 Meeting** – Reyes/Turner
- **Outreach Committee**
  - **Minutes of December 23 Meeting** – Cromartie/Reyes

**10. ADJOURNMENT – Next Meeting: February 9, 2010 – Suggested Agenda Items**

Items for the February 9 meeting include 1) an information item discussing the Board's role in preventing Domestic Violence; 2) an action item to request funding for the LMCHD Update Bulletin; and 3) reconsideration of the Board's action this evening re: Item 8.2 (a) and (b).

There being no further business to come before the Board, the meeting was adjourned at 8:55 p.m.

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Barbara Kee  
Board Recording Secretary

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Eva Vera  
Board Secretary