

MINUTES
LOS MEDANOS COMMUNITY HEALTHCARE DISTRICT
BOARD MEETING

Monday, March 8, 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 6:37 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
Arlene Mose, Accountant
Rhonda Burke, Bookkeeper
Eric Akeson, Webmaster
Marty Fleetwood, Home Base
Jason Satterfield, Home Base

3. PLEDGE OF ALLEGIANCE

The Board President requested that Director Condit lead in the Pledge of Allegiance.

4. PUBLIC COMMENTS

- Greg Enholm, Bay Point resident, encouraged the Board to pass a resolution urging the Senate's action to support HR-3221 and oppose a proposed 5% budget reduction affecting community colleges.

5. SPECIAL PRESENTATIONS

- **Adopt Resolutions Recognizing Pittsburg Unified School District Participants in the "Jump Rope for Heart" Event – Action 100301-1 through 100301-6**

Executive Director Palmer read into the record the proposed Resolution language. Resolutions will be distributed to six schools within the Pittsburg Unified School District. By consensus, the Board adopted Resolutions 10301-1 through 100301-6.

- **Adopt Resolution Recognizing “Families Thrive—Moving to Action” – Condit - Action #100302**

Director Condit read into the record the proposed Resolution. She introduced Kathryn Burroughs, Project Coordinator, Safe and Bright Futures for Children, Contra Costa County Health Services, who provided a video presentation on the effects on children, family members and the community related to domestic violence. The goal of Families Thrive is to bring awareness to clinics and medical providers and incorporate resources into the health exam. By consensus, the Board adopted Resolution 100302.

- **Steve Harris, Contra Costa County Health Services, and Waynette Mason, Clinic Coordinator, Re: 2311 Loveridge Road Property – 5 minutes**

Mr. Harris discussed funds expended to date to improve the Pittsburg Health Center ongoing maintenance and improvement projects, as well as such problems as exterior building cracks and water intrusion. The County has offered to provide water for the Community Garden project free of charge and a \$2,000 cost contribution toward the irrigation system. He responded to a concern regarding potential security liability issues.

Waynette Mason, Clinic Coordinator, discussed installation of the television monitors provided by LMCHD in the lobbies throughout the Pittsburg Health Center enabling the public to view educational medical information. She discussed current work orders for specific structural changes.

The Board President urged that County Health Services be represented at meetings of the LMCHD Real Estate, Administrative and Legal Committee to foster a good working relationship on areas of mutual concern.

6. CONSENT CALENDAR

- 6.1 Approval of Minutes – Study Session of February 8, 2010 – Action #100303
Regular Meeting of February 8, 2010 – Action #100304**

Director Cromartie noted corrections to the minutes as follows: Page 2, paragraph 2, line 7, change from \$10,000 to \$140,000. Page 5, Item 9.2, change to state that *Director Cromatie is opposed to this action because he believes Bobbi Palmer has the skill set necessary to accomplish the work related to the Strategic Plan, grant procedures and an Operations Manual, and the \$140,000 could be better spent by providing money to individual organizations for direct services.*

- 6.2 Approval of Financial Report – Action #100305**
 - **Balance Sheet as of February 28, 2010**
 - **Profit and Loss for February 28, 2010**
 - **Budget vs. Actual July through January 30, 2010**

6.3 Approval of Board Member Attendance to ACHD's 58th Annual Meeting May 12-14, 2010 – Action #100306

A motion was made by Director Condit, seconded by Director Turner, to approve the Consent Calendar, with corrections to the February 8, 2010 Regular Meeting Minutes as stated. 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

7. COMMUNICATIONS/ INFORMATION ONLY

- 7.1 Announcement of Upcoming Special District Vacancy on LAFCO and Call for Nominations
- 7.2 2009 Food Bank of Contra Costa and Solano Annual Report
- 7.3 Communication Expressing Appreciation to LMCHD for Support and Membership in the Bay Point Chamber of Commerce
- 7.4 Alexis Neufeld, City of Pittsburg Resident, Expressing Appreciation for Board President Turner's Attendance at the Jump For Heart Event
- 7.5 Jeff Newson, a Pittsburg Resident, Expressing Opinion Regarding Board Member Service
- 7.6 2010 Pittsburg Chamber of Commerce Calendar of Events

All correspondence was noted and included as a permanent record of this meeting.

8. LEGISLATIVE REPORTS

- Board President Turner reported that there is an ACHD Legislative Workshop this week in Sacramento which he plans to attend.
- Executive Director Palmer reported that LMCHD is going to be expanding communications around legislative issues by creating a "blog" so the District can align itself with other special districts.

9. EXECUTIVE DIRECTOR'S REPORT

Executive Director Palmer presented her report, dated March 2, 2010. This report is included with the Board file and permanent record of this meeting.

Mr. Willie Mims, representing the Black Political Association, addressed the Board and requested public information packets be located for easy access to the public.

10. ACTION ITEMS

10.1 Adopt Resolution Nominating Darnell Turner of Los Medanos Community Healthcare District to LAFCO Special District Vacancy – Action #100307

Board President Turner referred to information in the Board packet referring to upcoming vacancies on the Local Agency Formation Commission (LAFCO), for which he is seeking nomination.

Director Reyes expressed opposition to the nomination of Director Turner. Director Cromartie presented written comments in opposition to Director Turner's nomination to LAFCO, included with the Board file and permanent record of this meeting.

A motion was made by Director Vera, seconded by Director Condit, to approve the nomination of Darnell Turner to fill a vacancy on LAFCO, and to adopt Resolution No. 100307. 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

10.2 REAL Committee Recommendation to Amend Spearhead Protection, Inc. Security Contract Amount from \$3,224 Monthly to \$3,685 Monthly – Action #100308

The Real Estate, Administrative and Legal Committee has recommended that a request for this adjustment be approved to include payment during holiday hours.

Board President Turner stated that the REAL Committee would review the issue of security during Board meetings.

A motion was made by Director Condit, seconded by Director Vera, to amend the Spearhead Protection, Inc. Security Contract Amount from \$3,224 monthly to \$3,685 monthly. 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

10.3 Community Garden Committee – Condit - Action #100309

- **Consider Proposal to Establish a Garden Club Citizens Advisory Committee as Recommended by Director Condit**

▪ **Direct the Executive Director to Execute Funding in Accord with the Approved Revised Garden Budget for Development and Maintenance**

Director Condit reported that Community Garden water line expenses will be significantly reduced from the previous estimate, and the County has offered to contribute \$2,000 toward the water line.

Marty Fleetwood of Home Base outlined a format and communications tool used at a previous Community Garden Committee meeting to encourage effective dialog and meeting efficiency.

Findings developed in researching District Bylaws and Policies and Procedures conclude that expenditures included in the Annual Approved Budget will be considered viable District expenses and will not require further approval by the Board. Ms. Fleetwood presented a proposed form for use in documenting expenditures of approved activities, which includes the proposed work plan and project timeline.

A work group of the Garden Committee will review tools and procedures, and report back to the full committee. Ms. Fleetwood outlined questions and input that the Board would need to address once the Garden Committee has met and developed recommendations.

Members of the Board and the District's attorney discussed a proposal to establish a Garden Club Citizens Advisory Committee.

Ms. Fleetwood pointed out that a \$50,000 Budget expenditure has already been approved for the Community Garden, and it will be the LMCHD staff's role to provide administrative oversight and assistance.

Willie Mims, a member of the public, requested clarification on collaborative efforts, and discussed the importance of adhering to California contract law. Director Condit responded to Mr. Mims's inquiry and concern.

The issue of a Community Garden advisory committee was removed for consideration at this time, and no Board action is required.

10.4 Community Garden Committee Recommendation to Obtain Bids for Purchase of Materials (Lumber, Dirt/Gravel/Decomposed Granite) for Community Garden Construction – Condit - Action #100310

No action required. See discussion under Item 10.3.

10.5 Recommendation by Grants and Policy Committee Re: Grant Procedure Stages and Procedures – Action #100311

Ms. Fleetwood reported that the Grants and Policy Committee worked with materials that were the subject of this evening's Study Session. Proposals for Interim Grant funding will be reviewed and acted upon by the full Board at a Special Meeting on March 29.

10.6 Recommendation by Finance Committee Re: Travel Policy and Credit Card Policy Update – Action #100312

Director Reyes discussed provisions of the proposed Travel and Credit Card policies. It is recommended to increase the limit on the District Credit Card from \$2,000 to \$10,000.

Arlene Mose, District Accountant, recommended that allowable meal rates be modified to include breakfast for \$12.00, lunch for \$19.00, and Dinner for \$39.00, which is standard for government agencies.

A motion was made by Director Reyes, seconded by Director Turner, to accept the recommendation of the Finance Committee relative to a revised Travel Policy and Credit Card Policy, including revisions as outlined. 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

11. BOARD REPORTS

11.1 President's Report

- Reported that he had attended two of the school jump rope events.
- Attended the Black History event at the Ambrose Community Center in Bay Point, sponsored by the African-American health conductors.
- Reported that he and Executive Director Bobbi Palmer received Certificates of Completion from the Special District and Local Government Institute for Special District Leadership.

11.2 Board Member Reports

- Director Cromartie – reported on the February 27 meeting of the Outreach Committee.
- Director Vera – reported that the Grants and Policies Committee completed review of the first part of Policies and Procedures in implementing interim grant funding.
- Director Condit – reported that the Grants and Policies Committee discussed bidders' conferences, and also discussed a reception/open house to announce the new grants program.
- Director Condit – reported on the February 19 Fit Fest Committee meeting.

11.3 Treasurer's Report

11.4 Legal Counsel Report

11.5 Committee Reports/Recommendations/Minutes

- **Finance Committee**
- **Administrative, Real Estate and Legal Committee Meeting**
- **Community Garden Committee** - Report, dated February 10, 2010, included with Board material for this meeting
- **Fit Fest Committee**
- **Eyeglasses Committee** – Report, dated February 26, 2010, included with Board material for this meeting.
- **Outreach Committee** - Report, dated February 27, 2010, included with Board material for this meeting.
- **Grants & Policy Committee** - Report, dated February 8, 2010, included with Board material for this meeting

10. ADJOURNMENT - Next Meeting: April 12, 2010 - Suggested Agenda Items

Items recommended for the April 12 meeting include 1) a request to change deadline dates for accounts payable to the first work day of each month and the 16th. This request will be referred to the Finance Committee. 2) the REAL Committee will prepare a recommendation for consideration by the full Board re: sidewalk conditions; 3) information to be addressed regarding Garden Committee recommendations; 4) Fit Fest Update; 4) Strategic Planning (mission, vision, guiding principals).

There being no further business to come before the Board, the meeting was adjourned at 8:35 p.m.

Barbara Kee
Board Recording Secretary

Eva Vera
Board Secretary