

**Administrative, Real Estate and Legal Committee
Los Medanos Community HealthCare District
Meeting Minutes
Friday, January 15, 2010**

Roll Call

Directors D. Turner and E. Vera -present.
Mrs. Bobbi Palmer, Executive Director-Present
Colin Coffey, District Counsel-Present

Called to Order-12:31p.m. By Director Turner, Chair

Public Comments:

Acknowledged Mr. Kenneth Lakes, Spearhead Security

Update Easement Request- No new information was available and or action discussed or taken by committee members.

Committee Action: No Action

Status of Security Firm Performance:

Mr. Kenneth Lakes of Spearhead Security gave a brief summary of his site report along with Executive Director Palmer and reported that our property security has improved and relatively quiet. Mr. Lakes recommended the following suggestions as it relates to over night parking. Mr. Lakes along with Executive Director Palmer recommended that all vehicles attempting to park on property after hours should be cite one time within a day period and towed the if there is a second violation at the vehicle owner's expense. The new citation notice will have complete instructions and will be implemented by February 1, 2010. Additionally, Mr. Lakes indicated in his report that his officers notice an electrical problem with a light fixture in the rear employee parking area.

Committee Action: The committee directed Executive Director Palmer to send a memo to Ms. Waynette Mason and county staff to inform them of the electrical problem and the need for repairs.

Property/Building Maintenance List:

Executive Director Palmer stated to the committee the need for the Building Lease committee to meet on a regular basis in accordance with the Building Lease Agreement with Contra Costa County. Director Turner expressed that we need to have regular meeting to discuss property and building issues with County staff.

Committee Action: The committee recommended having a board study session with invited county staff (Steve Harris) and others to discuss on-going property maintenance, building operations, and communications with county staff. Additionally, Mrs. Palmer, will send a memo to county staff outlining the various concerns of LMCHD.

Recommendation: The committee will recommend to the district board to convene a March 15, 2010 Study Session with Contra Costa County Health staff around our lease agreement and other building related matters per our lease agreement.

Website:

Director Turner expressed the need to update our LMCHD website with current information and to add our new Eyeglass Program information. Mrs. Palmer indicated that she will work with the webmaster to complete the updates to our district website.

The meeting adjourned at 1:16p.m.