

MINUTES
LOS MEDANOS COMMUNITY HEALTHCARE DISTRICT
BOARD MEETING

May 2, 2011
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 Vice President Condit at 6:30 P.M

2. ROLL CALL/ PLEDGE OF ALLEGIANCE

Present: Marilyn Condit, Vice President
Linda Strong, Secretary
Eva Vera, Secretary
J. Vern Cromartie, Board Member

Absent: Darnell Turner, President

Also Present: Bobbi Palmer, Executive Director
Barbara Kee, Recording Secretary
Michael Peterson, Attorney with Archer Norris
Arlene Mose, Accountant
Rhonda Burke, Bookkeeper

Director Condit asked for a moment of silence on behalf of Board President Turner who has been hospitalized due to a recent illness.

Director Condit then led in the Pledge of Allegiance.

3. SPECIAL PRESENTATIONS - None

4. CONSENT CALENDAR

5.1 Approval of Minutes – Regular Meeting of April 11, 2011 – **Action #110501**
Study Session of April 22, 2011 – **Action #110502**

5.2 Approval of Financial Report – **Action #110503**

- Balance Sheet as of April 30, 2011
- Profit and Loss for April 30, 2011
- Budget vs. Actual July through April 30, 2011

5.3 Resolution of the Board of Directors of the Los Medanos Community Healthcare District Outlining the District's Policy Regarding Records Retention and Destruction – **Action #110504**

5.4 Special District and Local Government Institute Seminar – June 9-10, 2011 – **Action #110505**

Director Strong requested that Item 5.2 be removed from the Consent Calendar for discussion. Accountant Arlene Mose responded to Director Strong's inquiry regarding the absence of the financial report with the Board material. It was the consensus of the Board to continue this report to the next regular meeting.

A motion was made by Director Vera, seconded by Director Strong, to approve the Consent Calendar, with the exception of Item 5.2. The motion was approved by the following vote:

AYES: Directors: Strong, Condit, Vera, Cromartie

NOES: Directors: None

ABSENT: Directors: Turner

ABSTAIN: Directors: None

APPROVED 4-0-1-0

6. LEGISLATIVE REPORTS – Turner

6.1 Letter of support Re: PG&E's proposal to conduct a cleanup of the Shell Pond property.

Members of the Board requested that the procedure for handling future letters of support be modified to send the letter to Board members prior to the letter being sent, and if any member has questions or concerns, the matter be scheduled for discussion at the next Board meeting.

7. EXECUTIVE DIRECTOR'S REPORT – Palmer

Executive Director Palmer discussed her activities report, dated April 27, 2011, included as a permanent record of this meeting.

7.1 California Transplant Donor Network

Ms. Palmer referred to information included with the Board material discussing research regarding racial and ethnic disparities in kidney transplantation. She discussed a study pertaining to kidney transplant recipients which concludes that a low level of physical activity raises risk factors for cardiovascular disease and cause for mortality. Obesity, hypertension and diabetes are precursors for in-stage renal disease; therefore, it is beneficial to support programs that encourage increased physical activities and awareness.

7.2 Update from Brian J. Helmick Re: AED project

Ms. Palmer discussed a communication from Brian J. Helmick providing the current status regarding placement of AED units in the community and completion of training sessions within the month of May 2011. She has requested Mr. Helmick to give a presentation at an upcoming Board meeting.

8. ACTION ITEMS

8.1 Recommendation from Real Committee and Finance Committee Re: LMCHD Costco Wholesale Credit Card - **Action #110506**

Director Vera discussed the REAL Committee's recommendation to approve a Costco Card for administrative purposes. The Costco card would represent a cost containment measure and would allow an alternate vendor for office purchases.

A motion was made by Director Strong, seconded by Director Vera, to approve application for a Costco Wholesale Credit Card. The motion was approved by the following vote:

AYES: Directors: Strong, Condit, Vera,

NOES: Directors: None

ABSENT: Directors: Turner

ABSTAIN: Directors: Cromartie

APPROVED 3-0-1-1

8.2 Recommendation from Real Committee and Finance Committee to allow the Executive Director to establish a State of California Cal-Card for administrative purposes - **Action #110507**

Director Vera discussed the REAL Committee's recommendation to approve application for a state-approved Cal-Card Visa for use by administrative staff for purchases in lieu of the Petty Cash fund.

Director Cromartie stated that he would want to be assured of Board oversight of expenditures if such a card is approved.

It was suggested that the Finance Committee implement a review process for overseeing expenditures applied to this card.

A motion was made by Director Strong, seconded by Director Condit, to approve application for a Cal-Card Visa. The motion was approved by the following vote:

AYES: Directors: Strong, Condit, Vera,

NOES: Directors: None

ABSENT: Directors: Turner

ABSTAIN: Directors: Cromartie

APPROVED 3-0-1-1

8.3 Appointment of Darnell Turner as District voting delegate to represent LMCHD for the ACHD 59th Annual Meeting at Incline Village May 11-13 - **Action #110508**

Due to the fact Director Turner would not be attending this conference due to a recent illness, it was recommended to modify this action to appoint another voting delegate and alternate.

It was moved by Director Vera, seconded by Director Cromartie, to appoint Director Strong to act as voting delegate to represent LMCHD at the ACHD 59th Annual Meeting, and to appoint Director Vera as alternate. The motion was approved by the following vote:

AYES: Directors: Strong, Condit, Vera, Cromartie

NOES: Directors: None

ABSENT: Directors: Turner

ABSTAIN: Directors: None

APPROVED 4-0-1-0

8.4 Review/Approve District Bank of America Visa card limit increase to \$15,000 – Action #110509

Executive Director Palmer reviewed the Board's previous action to approve a Visa card limit of \$10,000, which was subsequently lowered to \$5,000 as a result of the Finance Committee's recommendation. This limit presents problems when registering multiple Board members for conferences. It is therefore, recommended to increase the limit to \$15,000.

A motion was made by Director Vera, seconded by Director Strong, to approve the Bank of America Visa card limit increase to \$15,000. The motion was approved by the following vote:

AYES: Directors: Strong, Condit, Vera,

NOES: Directors: None

ABSENT: Directors: Turner

ABSTAIN: Directors: Cromartie

APPROVED 3-0-1-1

9. BOARD REPORTS

9.1 President's Report

9.2 Board Reports

- Director Cromartie urged that when the District considers future grants, agencies be requested to provide assurance that workers receive a living wage.

9.3 Treasurer's Report

9.4 Legal Counsel Report

9.5 Committee's Reports/Recommendations/Minutes

- Garden Committee
- Grants and Policy Committee – Director Strong reported regarding the April meeting. She reported that the committee reviewed the report submitted by First Baptist Head Start, and approved issuance of the first quarter working capital for this agency.
- Finance Committee

- REAL Committee – Director Vera discussed the minutes of the April 8 REAL Committee meeting, included with the Board material.
- DPAC Committee – Director Condit discussed the April 29 meeting, at which time the District’s committee structure was discussed.

Jay Lee of Home Base reported that the committee discussed the Garden Committee’s structure and the fact that it is comprised not only of Board representatives, but also, community members. There is substantial staff time spent toward administration of the Garden, and current research reflects that some other Bay Area community gardens are run by the gardeners themselves. A Garden Committee is scheduled for May 3 at which time the committee expects to get a better idea as to what the citizens’ commitment to the idea of a citizens advisory committee might be.

10. COMMUNICATIONS/ INFORMATION ONLY

- 10.1** ACHD notice of selection of nominees for election to the ACHD Board of Directors.
- 10.2** ACHD thanking the LMCHD for its support of ACHD and notifying re: membership fees for FY 2011-2012.
- 10.3** Ramesh Patel, Patel & Associates, LMCHD Certified Public Accountant regarding the 2009 and 2010 audit.

All items of Communication/Information Only were noted and will be made a permanent part of the record of this meeting.

11. ADJOURNMENT - Next Regular Meeting: June 13, 2011

There being no further business to come before the Board, the meeting was adjourned at 7:45 p.m.

Barbara Kee
Board Recording Secretary

Linda Strong
Board Secretary