

MINUTES
LOS MEDANOS COMMUNITY HEALTHCARE DISTRICT
BOARD MEETING

June 13, 2011
6:30 P.M. – LMCHD Board Room

1. CALL TO ORDER/ROLL CALL (*Board member Darnell Turner will be teleconferencing this meeting from 105 Peppertree Way, Pittsburg, CA*)

Present: Linda Strong, Secretary,
Eva Vera, Treasurer
J. Vern Cromartie, Board Member
Marilyn Condit, Vice President
Darnell Turner, President (arrived by teleconference 6:34 p.m.)

Absent: None

Also Present: Bobbi Palmer, Executive Director
Barbara Kee, Recording Secretary
Colin Coffey, Attorney, Archer Norris
Arlene Mose, Accountant
Rhonda Burke, Bookkeeper
Eric Akeson, Webmaster
Jay Lee, Home Base
Cynthia Nagendra, Home Base

Director Cromartie requested a moment of silence on behalf of Mrs. Reyes, wife of former Director Jess Reyes, who recently passed away.

2. PLEDGE OF ALLEGIANCE

Director Condit led the Board in the Pledge of Allegiance.

3. PUBLIC COMMENTS – Non Agenda Items (3 minutes/person)

Ali Endress, representing the Pittsburg Arts and festival Foundation addressed the Board and expressed appreciation to the Board for supporting the Foundation for the Fit Fest/Pittcrit event. She briefly reviewed the closing report that has been submitted to the Executive Director.

4. APPOINTMENT OF INTERIM COMMITTEE REPRESENTATIVES

- REAL (Real Estate, Administrative, and Legal) Committee
- DPAC (District Program & Activities Committee)
- Finance Committee

Vice President Condit stated that if Director Turner believes he would be able to attend all committee meetings on which he serves, there would be no need for interim appointments. Director Turner confirmed that he would continue to attend the committee meetings.

Vice President Condit proposed as an interim measure that the Finance Committee be changed to a Committee of the Whole in which all Board members would attend and make recommendations. A motion was made by Director Turner, seconded by Director Vera, that the Finance Committee be changed to a Committee of the Whole structure on an interim basis. The motion was approved by the following vote:

AYES: Directors: Strong, Vera, Cromartie, Condit, Turner

NOES: Directors: None

ABSENT: Directors: None

ABSTAIN: Directors: None

APPROVED 5-0-0-0

5. SPECIAL PRESENTATIONS

- Third Annual LMCHD Roof-top Reception – Slide show (7-10 minutes)

Executive Director Palmer discussed the May 26 annual reception and presentations by agencies funded through the District's Health and Wellness initiative. Webmaster Eric Akeson gave a slide show presentation featuring some of the attendees and presenters at the event.

- CPR FAST – Brian and Kristen Helmick (5 minutes)

Brian Helmick, representing CPR FAST, gave a presentation outlining services to provide Automatic External Defibrillator (AED) units and training to Riverview Middle School in Bay Point and to the Contra Costa County Library Pittsburg location. A report outlining a Summary of Services, Policies and Procedures and detailed information regarding the program is included as part of the permanent record for this meeting.

6. CONSENT CALENDAR

- 6.1** Approval of Minutes – Special Meeting of April 29, 2011 – **Action #110601**
Regular Meeting of May 2, 2011 – **Action #110602**
Study Session of May 2, 2011 – **Action #110603**

- 6.2** Approval of Financial Report – **Action #110604**
- Balance Sheet as of April 30, 2011
 - Profit and Loss for April 30, 2011
 - Budget vs. Actual July through April 30, 2011

Approval of Financial Report – **Action #110605**

- Balance Sheet as of May 31, 2011
- Profit and Loss for May 31, 2011
- Budget vs. Actual July through May 31, 2011

6.3 Authorization for Deliverex Records Storage Center to conduct re-inventory of medical records in preparation for records destruction within destruction guidelines – **Action #110606**

6.4 Review/Approve LMCHD Office Assets Inventory – **Action #110607**

Director Cromartie requested that Item 9.2 of the minutes of the May 2 Regular Meeting be corrected to read that “workers receive a living wage.”

At the suggestion of Accountant Arlene Mose, Item 6.2, Financial Report for May 2011, was removed from the agenda for consideration at the July 18 Board meeting.

Director Turner requested that Item 6.5 be removed from the Consent Calendar for discussion.

A motion was made by Director Vera, seconded by Director Turner, to approve the Consent Calendar, with the exception of Items 6.2 and 6.5, and including a correction to the May 2, 2011 regular meeting minutes. The motion was approved by the following vote:

AYES: Directors: Strong, Vera, Cromartie, Condit, Turner

NOES: Directors: None

ABSENT: Directors: None

ABSTAIN: Directors: None

APPROVED 5-0-0-0

Item Removed for Discussion

6.5 Review/Approve renewal of contract for webmaster services – **Action #110608**

Director Turner inquired if a Request for Proposal was published for the webmaster position. Executive Director Palmer pointed out that traditionally, if a contracted employee or vendor is performing a satisfactory job, there is no requirement to advertise for bids. A motion was made by Director Turner, seconded by Director Vera, to approve Item 6.5. The motion was approved by the following vote:

AYES: Directors: Strong, Vera, Condit, Turner

NOES: Directors: None

ABSENT: Directors: None

ABSTAIN: Directors: Cromartie

APPROVED 4-0-0-1

7. LEGISLATIVE REPORTS – None

8. EXECUTIVE DIRECTOR'S REPORT – Palmer

Executive Director Palmer discussed her report, dated June 7, 2011, which included an update on work plans submitted by various agencies.

The District Eyeglasses program has expended approximately \$10,000 to date, and the PUSD administrator, as well as eyeglasses vendors have been notified regarding the balance remaining in the fund.

Director Strong spoke on behalf of the Sister 3 Breast Cancer program for which she has donated Board discretionary funding.

At the request of Ms. Palmer, Jay Lee of Home Base discussed the proposed draft response to Findings 1 and 3 of the Grand Jury's April 26, 2011 request. A final response is required by July 25, 2011.

Members of the Board, as well as Attorney Colin Coffey, discussed the Grand Jury request and the proposed Draft Response. Director Cromartie suggested that a Study Session be held prior to final approval of the Grand Jury response letter.

It was pointed out that LMCHD has previously received favorable reports by the Local Agency Formation Commission (LAFCO), and also, the fact that the District is not taking health benefits as authorized under the State Legislature. It was suggested this information be incorporated into the response.

An updated draft Grand Jury response will be presented to the Board for review prior to July 25, 2011.

The Executive Director Report, dated June 7, 2011, is included as a permanent record of this meeting.

9. ACTION ITEMS

9.1 Finance Committee Recommendation Re: Budget Schedule and adjustment recommendations for FY 2011-2012 - Action #110609

- Proposed budget for FY 2011-2012

Accountant Arlene Mose reported that this information is submitted as a first draft only, and recommends no action be taken at this time.

Vice President Condit stated that the proposed budget schedule and adjustment recommendations for FY 2011-2012 would be reviewed by the Finance Committee at its Committee of the Whole meeting on Monday, June 20, and it will be scheduled for action at the regular meeting on July 18, 2011.

10. BOARD REPORTS

- 10.1** Vice President's Report – Closed Session and conference with legal counsel re: potential litigation pursuant to Government Code Section 54956.9(b)(3)(B), OSPHD settlement payment arrangement

Vice President Condit reported that the Board met in Closed Session on June 7, at which time the property appraisal was discussed. There was no action taken at the Closed Session.

10.2 Board Reports

- Director Cromartie expressed his opinion that LMCHD should respect the Grand Jury's requests, and asked to be notified immediately when reports are received in the office.
- Director Cromartie stated that he is recommending \$5,000 Board discretionary funding be allocated to support the Pittsburg Free Medical Clinic at St. Vincent de Paul.

10.3 Treasurer's Report

- 10.4** Legal Counsel Report – Attorney Colin Coffey reported his attendance at the ACHD Conference on May 17-19.

10.5 Committee's Reports/Recommendations/Minutes

- Garden Committee – Director Condit reported on the progress of the Community Garden and the discussion by the committee at its meeting on June 8.
- Grants and Policy Committee – Director Strong reported on the April 26, 2011 meeting. Minutes are included.
- Finance Committee – Director Vera reported on the May 16, 2011 Finance Committee meeting. Minutes are included.
- REAL Committee
- DPAC Committee

11. COMMUNICATIONS / INFORMATION ONLY

- 11.1** Email Communication from Arlene Mose Re: Grand Jury Request
- 11.2** Pittsburg Unified School District Eyeglasses Program Report
- 11.3** Greater Faith Food Pantry report re: expenditures of Board Discretionary Fund expenditures to date
- 11.4** Discretionary Fund Recommendation for donation to Sister 3 Breast Cancer and Breast Awareness Day event on September 24, 2011.
- 11.5** Michael Choice, Executive Director, Save Our Youth Fitness for Life (SOYFFL) seeking support and participation for the Health and Fitness Traveling Mobile Training & Fitness Program.

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

12. ADJOURNMENT - Next Regular Meeting: July 18, 2011

There being no further business to come before the Board, the meeting was adjourned at 8:22 p.m.

Barbara Kee
Board Recording Secretary

Linda Strong
Board Secretary