

MINUTES  
LOS MEDANOS COMMUNITY HEALTHCARE DISTRICT  
BOARD MEETING

August 8, 2011  
6:30 P.M. – LMCHD Board Room

**1. CALL TO ORDER/ROLL CALL**

President Turner called the meeting to order at 6:33 p.m.

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

Absent: None

Also Present: Bobbi Palmer, Executive Director  
Barbara Kee, Recording Secretary  
Colin Coffey, Attorney, Archer Norris  
Arlene Mose, CPA  
Rhonda Burke, Bookkeeper  
Jay Lee, Home Base

**2. PLEDGE OF ALLEGIANCE**

Director Vera led the Board in the Pledge of Allegiance.

**Physical Activity Event** (5 minutes) – Director Vera led the Board and the audience into five minutes of pre-meeting stretching exercises.

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

- Don Graves, Program Coordinator for Contra Costa County Children and Family Services Independent Living Skills Program, addressed the Board and thanked the District and Ms. Palmer for participation with the youth internship transitioning program.
- Kamari Evans and Grace Kelly Lopez, two students who are participating in the program, introduced themselves and expressed appreciation for involvement with the program
- Willie Mims, citizen, commended the District on its website and for the opportunity to review Board Meeting staff reports. He additionally commented on letters sent from the District to organizations requesting return of Health and Wellness Program funds.
- Gerry Morucci, Physical Education Instructor at Heights Elementary School discussed a program at the school called “Fitness Cubed” for which LMCHD provided \$5,000

discretionary funding. This program was designed to increase fitness awareness to students and their families and also encourages healthy eating habits. He expressed appreciation to the District for approving funding for this program. Mr. Morucci stated that when his request was discussed at the District Program and Activities Committee (DPAC), he was told to run the program like a business, and therefore, he does not understand why he is being asked to return the funds. He expressed concern that he never received a copy of the letter that was sent to the Pittsburg Unified School District requesting return of the funds.

- Karen Clark, Principal at Heights Elementary School, spoke on behalf of the Fitness Cubed Program, stating that she doesn't understand how the school could conduct a program like this without an instructor and compensation for his time. She urged the Board to reconsider the request to return funding used for administrative costs.

Board President Turner asked Mr. Morucci to contact the LMCHD office to set up a time when the Committee could meet with him to discuss this request.

**4. SPECIAL PRESENTATIONS - None**

**5. CONSENT CALENDAR**

- 5.1 Approval of Minutes – Regular Meeting of July 11, 2011 – Action #110801**
- 5.2 Approval of Cash Disbursements – June 2011, July 2011 – Action #110802, #110803**
- 5.3 Approval for attendance to Special District and Local Government Institute Finance Seminar September 8-9, 2011 – Action #110804**
- 5.4 Approval for attendance at the National Association of Hispanic and Latino Studies Western Regional Conference- September 29 - October 1, 2011 – Action #110805**

A motion was made by Director Condit, seconded by Director Cromartie, to approve the Consent Calendar. 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**

**6. LEGISLATIVE REPORTS - None**

**7. EXECUTIVE DIRECTOR'S REPORT – Palmer**

Executive Director Palmer presented her monthly Progress Report, dated August 2, 2011, The Executive Director's report will be maintained as a part of the permanent record of this meeting.

Board President Turner requested the Board add to the agenda consideration of a letter agreement between LMCHD and G.L. Hicks Financial. He explained that this is an urgency issue which arose within the past 72 hours and after the Board agenda had been posted.

A motion was made by Director Condit, seconded by Director Vera, to add as Item 8.5 Review/Approval of a letter agreement for extension of services between LMCHD and G.L. Hicks Financial. 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**

## 8. ACTION ITEMS

### 8.1 Finance Committee of the Whole Recommendation Re: Budget Schedule and adjustment recommendations for FY 2011-12 (Contd. 6/13/11, 7/11/11) – **Action #110806**

Board President Turner acknowledged the following speakers regarding this issue:

- Allen Tatomer, addressed the Board as a citizen and former Board member of the Los Medanos Community Healthcare District. He stated that he is concerned about a recent Contra Costa Times newspaper article which addressed the Executive Director's salary and other administrative costs. He urged that the District provide accountability for all expenditures and also communicate clarity of vision to taxpayers of the community.
- Rick Radin, reporter with the Contra Costa Times, stated that he did not receive return phone calls from the Executive Director and Board members regarding questions to assist in the publication of the recent newspaper Contra Costa Times article.

Board President Turner requested that Mr. Radin be available following the Board meeting to meet with staff and Board members to respond to any questions.

A motion was made by Director Condit, seconded by Director Strong, to approve the FY 2011-12 Budget and proposed adjustments. 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**

Accountant Arlene Mose affirmed that proposed action to approve the budget is in follow up and discussion at the July 25, 2011 Finance Committee of the Whole, and it does reflect a balanced budget.

**8.2 Review/Approve Finance Committee of the Whole recommendation to direct \$350,000 in restricted funds to go into the General Fund – Action #110807**

Accountant Arlene Mose discussed this recommendation at the July 25, 2011 Finance Committee of the Whole meeting. She explained that the Board had previously approved a temporary restriction of Board designated funds, and it has been recommended to remove this temporary restriction.

A motion was made by Director Vera, seconded by Director Condit, to approve the recommendation to direct \$350,000 in restricted funds and move the funds into the District General Fund. 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**

**8.3 Review/Approve Finance Committee of the Whole recommendation to transfer an amount not to exceed \$1.2 million into the District's checking account – Action #110808**

Accountant Arlene Mose reported that this proposal was discussed at the July 25, 2011 Finance Committee of the Whole meeting. It was consensus of Board members in attendance at that meeting that if and when it becomes necessary for the District to transfer funds between the checking and savings accounts to pay bills, this would not exceed \$1.2 million.

A motion was made by Director Condit, seconded by Director Strong, to approve the recommendation to transfer, as necessary, an amount not to exceed \$1.2 million into the District's checking account. 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**

**8.4 Review/Approve renewal of contract for Arlene K. Mose, Accountant – Action #110809**

Executive Director Palmer explained that the contract for Accountant Arlene K. Mose expired on June 30, 2011, and to date, no request had been received to extend the

contract. The staff had developed an interim contract to approve services of Accountant Arlene K. Mose for a period of 60 to 90 days in order to complete the 2009-10 audit.

Ms Mose stated that she has submitted a request for the upcoming year and this should have been received by the District.

It was the consensus of the Board to table this matter and consider extension of the accountant's agreement at an upcoming Special or Regular Board meeting.

**8.5 Review/Approval of a letter agreement for extension of services between LMCHD and G.L. Hicks Financial – Action #110810**

Executive Director Palmer read into the record an email communication she had received today from Gary Hicks stating that two of three Cal Mortgage management team members have signed off on the District's offer, and it is likely there would be an agreement prepared by Cal Mortgage counsel that terminates the settlement and assignment agreements with LMCHD, along with the issuance of a Deed of Reconveyance to remove Cal-Mortgage's security interest in the property.

This communication is included as a permanent part of the record of this meeting. .

It was moved by Director Condit, seconded by Director Vera, to approve a letter agreement for extension of services between LMCHD and G.L. Hicks Financial for services as financial advisor to Los Medanos Community Healthcare District to assist the District through the process of evaluating alternative structures and funding options and other available arrangements for the settlement of its obligation with the Cal-Mortgage Program, for an amount not to exceed \$5,000. 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**

**9. BOARD REPORTS**

**9.1** President's Report – No report.

**9.2** Board Reports

- Director Cromartie reported that he had attended one of the planning meetings of the African-American Health Empowerment Expo on September 24-27. He has elected to allocate his total 2011 Board discretionary fund toward this event as it is consistent with the District's mission.

**9.3** Treasurer's Report – No report.

**9.4** Legal Counsel Report – No report.

**9.5** Committee's Reports/Recommendations/Minutes

- Garden Committee – Director Condit discussed the minutes of the July 28 Garden Committee meeting.

- Finance Committee – Director Vera discussed the minutes of the July 25, 2011 Committee of the Whole meeting.
- REAL Committee – No report.
- DPAC Committee – Executive Director Palmer reported that a revised Work Plan for the Pittsburg Seafood Festival would be reviewed at the August 19 DPAC meeting.
- Grants and Policy Committee – No report.

## **10. COMMUNICATIONS/ INFORMATION ONLY**

- 10.1** Una Somerville, Board President, Loaves and Fishes of Contra Costa, advising that David Gerson has been appointed as new Executive Director.
- 10.2** Lynn H. Baskett, Vice President/Executive Director, John Muir Health Alliance, including publication highlighting John Muir Health community benefit contributions for vulnerable youth.
- 10.3** Chris Grazzini, RN, Program Manager, John Muir Health, accepting LMCHD funding to provide dental education, assessments, fluoride and sealants for students at two Bay Point schools.
- 10.4** Joleen Lafayette, Development Director, Loaves & Fishes of Contra Costa, thanking Executive Director Palmer for attending one-year celebration at the Pittsburg Dining Room on July 15, 2011.
- 10.5** Tom Peterson, Executive Director, ACHD, enclosing Membership Dues invoice for 2012.
- 10.6** Gene Blackard, Managing Partner, Archer Norris Law Corporation advising that they are expanding clients' business needs beyond California.
- 10.7** Bay Point Chamber of Commerce Newsletter article regarding an event on July 26, 2011 honoring Gloria Magleby.
- 10.8** Barbara Hunt, Development Director, St. Vincent de Paul, expressing gratitude for LMCHD's donation to support direct patient services associated with Rotacare Pittsburg Free Medical Clinic.
- 10.9** Newsletter from Loaves and Fishes of Contra Costa
- 10.10** Donor Recognition Report: Stand! For Families Free of Violence

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: September 12, 2011**

There being no further business to come before the Board, the meeting was adjourned at 8:05 p.m.

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Barbara Kee  
Board Recording Secretary

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Linda Strong  
Board Secretary