

MINUTES  
LOS MEDANOS COMMUNITY HEALTHCARE DISTRICT  
BOARD MEETING

December 12, 2011  
6:30 P.M. – LMCHD Board Room

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

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

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

Absent: None

Also Present: Bobbi Palmer, Executive Director  
Barbara Kee, Recording Secretary  
Colin Coffey, Attorney  
Jay Lee, Home Base  
Cynthia Nagendra  
Rhonda Burke, Bookkeeper  
Elisa Heinrich, Interim Accountant  
James Thomas, IT Specialist

**2. PLEDGE OF ALLEGIANCE**

Director Vera led the Board in the Pledge of Allegiance.

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

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

**5. BOARD REORGANIZATION**

**5.1 Approve Board Schedule of Meetings for 2012 – Action #111201**

The proposed schedule of meetings was reviewed. It was the consensus of the Board to approve the proposed schedule, with a change of the July meeting date to July 16, and a change of the November meeting date to November 5, 2012.

**5.2 Appointment of Board Officers - Action #111202**

The Board President opened nominations for Board President. Director Condit nominated Director Strong for Board President for 2012. Director Strong declined this nomination.

Director Strong nominated Director Condit to serve as Board President for 2012. There being no further nominations, President Turner closed the nominations for Board President. Director Vera seconded the nomination of Director Condit for President, and it 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**

Director Turner then opened nominations for Vice President. Director Condit nominated Director Strong for Vice President. Director Strong declined this nomination.

Director Strong nominated Director Turner for Vice President. There being no further nominations, President Turner closed the nominations for Board Vice President. Director Vera seconded the nomination, and it 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**

Director Turner then opened nominations for Secretary. Director Vera nominated Director Strong for Secretary. There being no further nominations, Director Turner closed the nominations for Secretary. Director Condit seconded the nomination, and it was approved by the following vote:

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

NOES: Directors: None

ABSENT: Directors: None

ABSTAIN: Directors: None

**APPROVED 5-0-0-0**

Director Turner opened nominations for Treasurer. Director Condit nominated Director Vera for Treasurer. There being no further nominations, Director Turner closed nominations for Treasurer. Director Strong seconded the nomination, and it was approved by the following vote:

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

NOES: Directors: None

ABSENT: Directors: None

ABSTAIN: Directors: None

**APPROVED 5-0-0-0**

## 6. CONSENT CALENDAR

### 6.1 Approval of Minutes – Regular Meeting of November 14, 2011 – **Action #111203**

Study Session of November 29, 2011 – **Action #111204**

### 6.2 Approval of Financial Report – **Action #111205**

- Balance Sheet as of October 31, 2011
- Profit and Loss for October 31, 2011
- Budget vs. Actual July through October 31, 2011
- Cash Disbursements – November 2011

### 6.3 Authorization for Board member attendance to CSDA Workshop on How to be an Effective Board Member – **Action #111206**

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Director Turner requested removal of Item 6.2 from the Consent Calendar, for consideration as a separate action item. This was agreeable to all Board members.

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A motion was made by Director Strong, seconded by Director Vera, to approve the Consent Calendar, with the exception of Item 6.2. The motion was approved by the following vote:

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

NOES: Directors: None

ABSENT: Directors: None

ABSTAIN: Directors: None

**APPROVED 5-0-0-0**

### Consideration of Action Separate from Consent Calendar

### 6.2 Approval of Financial Report – **Action #111205**

- Balance Sheet as of October 31, 2011
- Profit and Loss for October 31, 2011
- Budget vs. Actual July through October 31, 2011
- Cash Disbursements – November 2011

Director Turner inquired regarding the status of the Financial Report. Accountant Elisa Heinrich responded to Board members' questions regarding Balance Sheet numbers, explaining that there would likely be adjustments to the Financial Report resulting from the impending FY 2011-12 Audit, as well as final numbers for December County revenue funding.

Public Comment

Mr. Willie Mims, representing the Black Political Association, expressed concern regarding a negative number reflected on the October 31, 2011 Balance Sheet. Ms. Heinrich responded to Mr. Mims' concerns.

CEO Bobbi Palmer suggested that questions regarding the District's cash on hand, and also, clarification of "Advance on Taxes" terminology be discussed at the December 19 Finance Committee of the Whole meeting.

A motion was made by Director Turner, seconded by Director Vera, to approve the October 31, 2011 Financial Report. The motion was approved by the following vote:

AYES: Directors: Strong, Vera, Condit, Cromartie, Turner  
NOES: Directors: None  
ABSENT: Directors: None  
ABSTAIN: Directors: None

**APPROVED 5-0-0-0**

**7. LEGISLATIVE REPORTS – None**

**8. CEO REPORT – Palmer**

CEO Palmer discussed her report, dated December 5, 2011, included as a permanent record.

Ms. Palmer introduced James Thomas, newly appointed IT Support Specialist for LMCHD. Mr. Thomas addressed the Board and discussed his accomplishments to date and plans for future IT support.

**9. ACTION ITEMS**

- 9.1** Discuss/Authorize Chief Executive Officer to prepare and send a Request for Proposal (RFP) nationwide to National Banks in connection with Cal-Mortgage Settlement modification (No Fiscal Impact) – **Action #111207**

A motion was made by Director Turner, seconded by Director Vera, to authorize the CEO to publish a Request for Proposal inviting national banks to submit a bid for banking services. 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**

- 9.2** Approve/Authorize Chief Executive Officer to execute renewal of Edward Hawkins Landscaping contract for an amount not to exceed \$10,800.00 annually for landscaping and garden maintenance services (Budgeted Item) – **Action #111208**

A motion was made by Director Cromartie, seconded by Director Turner, to approve the proposed contract with Edward Hawkins dba Edward Hawkins Landscaping.

Director Condit suggested that the duty of removing garbage inside the Garden be added to the contract services. The maker of the motion was in agreement with this amendment.

The motion was approved by the following vote:

AYES: Directors: Strong, Vera, Condit, Cromartie, Turner  
NOES: Directors: None  
ABSENT: Directors: None  
ABSTAIN: Directors: None

**APPROVED 5-0-0-0**

- 9.3** Approve/Authorize Chief Executive Officer to execute a contract payment extension with G.L. Hicks & Associates for an amount not to exceed \$7,350.00 for continued negotiations with Cal-Mortgage OSHPD settlement modification for an additional 30 hours – **Action #111209**

CEO Palmer discussed the staff recommendation, dated December 7, 2011.

A motion was made by Director Turner, seconded by Director Condit, to authorize the Chief Executive Officer to execute a contract payment extension with G.L. Hicks & Associates for an amount not to exceed \$7,350.00 for continued negotiations with Cal-Mortgage OSHPD settlement modification for an additional 30 hours.

Ms. Palmer responded to a suggestion to consider bringing Mechanics Bank “back to the table” to discuss the District’s banking services.

The Board President called for a vote on the motion. 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**

## **10. BOARD REPORTS**

**10.1** President’s Report

**10.2** Board Reports

- Director Turner discussed a proposed “position letter” to LAFCO stating LMCHD’S opposition to a proposed consolidation with Mt. Diablo Healthcare District.
- Director Turner reported that he had allocated \$500 of Board Discretionary funding. Condit reported that she had allocated \$2,000 to East County Faith Based Subcommittee for provision of nutritious food boxes for families in need.

**10.3** Treasurer’s Report

**10.4** Legal Counsel Report

**10.5** Committee’s Reports/Recommendations/Minutes

- Garden Committee – November 30, 2011 – Directors Strong and Condit reported on the November Garden Committee meeting.
- Finance Committee of the Whole – Nov. 21, 2011 – Director Vera reported on the November Finance Committee meeting.
- REAL Committee – November meeting cancelled
- DPAC Committee – November meeting cancelled
- Grants and Policy Committee – No meeting.

**11. COMMUNICATIONS/ INFORMATION ONLY**

**11.1** Board Discretionary Funding for East County Faith-Based Subcommittee – Director Condit

**11.2** Information from State of California Department of Public Health re: California Department of Public Health Authorization of Syringe Exchange Programs

**12. ADJOURNMENT - Next Regular Meeting: January 9, 2011**

There being no further business to come before the Board, the meeting was adjourned at 7:50 p.m.

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Barbara Kee  
Board Recording Secretary

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Linda Strong  
Board Secretary