

MINUTES  
LOS MEDANOS COMMUNITY HEALTHCARE DISTRICT  
BOARD MEETING  
February 13, 2017  
6:30 P.M. – LMCHD Board Room

**1. CALL TO ORDER**

Board President Ogunleye called the meeting to order at 6:36 p.m.

**2. ROLL CALL**

Present: Marilyn Condit, Board Member  
Linda Strong, Treasurer  
Dr. J. Vern Cromartie, Vice President (teleconference)  
Emmanuel Ogunleye, President

Absent: Arthur Fountain, Secretary

Also Present: Godfrey Wilson, Executive Director  
Barbara Kee, Recording Secretary  
Craig Collins, Accountant (via teleconference)

**3. PLEDGE OF ALLEGIANCE** – Director Ogunleye led in the Pledge of Allegiance

**4. LMCHD MISSION: *LMCHD identifies disparities in health care among District residents and contributes to solutions* – LMCHD VISION: *LMCHD is cultivating a community in which good health may flourish for all District residents* – Director Cromartie**

Director Cromartie read the LMCHD Mission and Vision Statements.

**5. PUBLIC COMMENTS**

- Jim Craft, a resident of Pittsburg, expressed appreciation to the LMCHD Board for approving funding under the LMCHD Summer Grants Program. He discussed how this funding has benefited youth in the STS Academy “Summer is Coming to Pittsburg” program, stating that the program focuses on academics, physical fitness, nutrition, and health screening. This program has partnered with the Pittsburg Unified School District and Costco in providing three healthy meals per day to student participants.

**6. SPECIAL PRESENTATIONS**

**6.1 Good Health Best Practices Award to Pacific Coast Farmers’ Market Association** – Marisa Ades/Shawn Lilpetzky - *Director Cromartie*

A representative was not present at the meeting to receive the award; therefore, arrangements will be made to deliver it.

**6.2 Presentation of ACHD (Association of California Healthcare Districts) Certified Healthcare District Certificate** – Ken Cohen, ACHD

Ken Cohen, Executive Director for the Association of California Healthcare Districts, addressed the Board. Mr. Cohen stated that ACHD represents healthcare districts throughout the State in raising public awareness, training and advocating for legislation and policies. Health Care Districts have well defined obligations for conducting business in a manner that is open and transparent. To assist members in demonstrating compliance with these obligations, the Governance Committee has developed a core set of standards to demonstrate best practices in governance. Districts who have demonstrated compliance with these practices receive the

designation of an “ACHD Certified Healthcare District.” Los Medanos Community Healthcare District has met these standards, and therefore, has qualified for receiving the Certified Healthcare District designation. In presenting the certificate, Mr. Cohen acknowledged the hard work of the Board, Executive Director and staff in this team effort.

## **7. APPROVAL OF MINUTES**

### **7.1 January 9, 2017 – Action #170201**

A motion was made by Director Condit, seconded by Director Cromartie, to approve the minutes of January 9, 2017. The motion was approved 4-0, with Director Fountain being absent.

### **7.2 January 26, 2017 (Special Meeting) – Action #170202**

A motion was made by Director Strong, seconded by Director Condit, to approve the minutes of January 26, 2017. The motion was approved 4-0, with Director Fountain being absent.

## **8. CONSENT CALENDAR**

### **8.1 Approval of Financial Report – Action #170203 (Cont’d. 1/9/17)**

- Profit and Loss for November, 2016
- Budget vs. Actual July through November, 2016
- Balance Sheet as of November, 2016
- Cash Disbursements – November 2016
- Visa Card charges – July through October, 2016

#### Approval of Financial Report – Action #170204

- Profit and Loss for December, 2016
- Budget vs. Actual July through December, 2016
- Balance Sheet as of December, 2016 Cash Disbursements – December 2016
- Visa Card charges – November, 2016

### **8.2 Review/Approve attendance to 2017 annual conferences – Action #170205**

- ACHD Leadership Academy – February 2-3, 2017 – Sacramento
- ACHD Legislative Day – April 3-4, 2017 – Sacramento
- ACHD Annual Meeting – September 12-15, 2017 – San Diego
- CSDA Special District Legislative Days – May 16-17, 2017 – Sacramento
- CSDA General Manager Leadership Summit – June 25-27-, 2017 – Newport Beach
- CSDA Annual Conference – September 25-28, 2017 – Monterey
- CSDA Board Secretary/Clerk Conference – October 22-24, 2017 – Garden Grove
- CSDA Special District Leadership Academy – July 9-12, 2017 – Napa
- National Association of Black Social Workers – April 11-15, 2017 – Washington, DC

A motion was made by Director Cromartie, seconded by Director Strong, to approve the Consent Calendar. The motion was approved 4-0, with Director Fountain being absent.

## **9. EXECUTIVE DIRECTOR REPORT – Godfrey Wilson**

### **9.1 Evaluation Plan Projects for UCB-SPH Grad Students**

Executive Director Godfrey Wilson reported that he has been in contact with UC Berkeley School of Public Health to obtain Masters of Public Health students to evaluate selected non-profit or governmental programs. Two recommended LMCHD programs for assessment are the Healthy Hearts Institute – El Pueblo Community Garden, and the Contra Costa Health Ministries Network.

## 9.2 Activity Report

- The Executive Director discussed attendance to a recent ACHD Conference
- He discussed a recent meeting with the East Contra Costa Forum. Input received at this meeting will enable him to obtain information regarding needs of the community.

## 9.3 Legislative Updates

- Proposed legislation re: access to personal cell phone records

It was suggested that this proposed legislation be discussed and a determination made if an official Board position be taken and communicated to legislators and/or the California Special Districts Association (CSDA) and Association of California Healthcare Districts (ACHD).

## 10. ACTION ITEMS

### 10.1 Review/Approve Finance Committee of the Whole recommendation to review bids for Community Garden Pathway Project and select contractor – **Action Item #170206**

A motion was made by Director Condit, seconded by Director Cromartie, to approve the selection of Edward Hawkins Landscaping Services as the successful contractor for the Community Garden Pathway Project for an annual amount not to exceed \$12,214.26. The motion was approved by the following vote:

AYES: Directors: Condit, Strong, Cromartie, Ogunleye  
NOES: Directors: None  
ABSENT: Directors: Fountain  
ABSTAIN: Directors: None

Steve Cordova, volunteer Garden Coordinator, addressed the Board and expressed appreciation for approval of this project.

### 10.2 Review/Approve REAL Committee and Finance Committee of the Whole recommendations re: Renewal of Landscape Maintenance Contract – **Action Item #170207**

A motion was made by Director Strong, seconded by Director Cromartie, to approve renewal of the Landscape Maintenance Contract for an amount not to exceed \$12,000 annually. The motion was approved by the following vote:

AYES: Directors: Condit, Strong, Cromartie, Ogunleye  
NOES: Directors: None  
ABSENT: Directors: Fountain  
ABSTAIN: Directors: None

- 10.3** Review/Approve Finance Committee of the Whole recommendation to amend the LMCHD Budget for Fiscal Year 2016-2017 to accommodate the Community Garden Pathway Project, and also, to adjust the Small Equipment budget to facilitate duties of LMCHD staff – **Action Item #170208**

Accountant Craig Collins corrected Resolution No. 170208 to reflect the following changes:

Increase 63700 Community Garden Budget from \$10,700.00 to \$12,214.26

Decrease 60500 Board Election Charges from \$17,700 to \$19,214.26.

A motion was made by Director Strong, seconded by Director Cromartie, to approve Resolution No. 170208, as amended. The motion was approved by the following vote:

AYES: Directors: Condit, Strong, Cromartie, Ogunleye

NOES: Directors: None

ABSENT: Directors: Fountain

ABSTAIN: Directors: None

- 10.4** Review/Approve Resolution amending the LMCHD Budget for Fiscal Year 2016-2017 to accommodate charges for additional training for the Granicus system – **Action Item #170209**

A motion was made by Director Strong, seconded by Director Ogunleye, to approve Resolution No. 170209. The motion was approved by the following vote:

AYES: Directors: Condit, Strong, Cromartie, Ogunleye

NOES: Directors: None

ABSENT: Directors: Fountain

ABSTAIN: Directors: None

## **11. BOARD REPORTS**

**11.1** Board Member Reports - None

**11.2** Board President Report - None

**11.3** Legal Reports - None

## **12. COMMITTEE'S REPORTS/RECOMMENDATIONS/MINUTES**

**12.1** Committee Minutes

- a) REAL Committee – Meeting of December 8, 2016 – *Director Ogunleye reported.*
- b) Community Garden – Meeting of December 9, 2016 – *Director Condit reported.*
- c) Outreach Committee – Meetings of November 10 and December 8, 2016 – *Director Ogunleye reported.*
- d) Finance Committee of the Whole – Meeting of December 19, 2016 – *Director Strong reported.*
- e) DPAC – Meeting of November 22, 2016 – *Director Cromartie reported.*

## **13. COMMUNICATIONS/ INFORMATION ONLY**

- Director Strong – Grants and Policy Committee meeting to be scheduled for March.
- Director Ogunleye – Include discussion and recommendations re: outreach efforts to various ethnic communities within Pittsburg/Bay Point. Schedule for next Outreach Committee meeting.
- Director Cromartie – Suggestion to explore grant writing resources through STS Academy.

**14. ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 8:21 p.m.

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Barbara Kee  
Recording Secretary

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Arthur Fountain  
Board Secretary