



REGULAR BOARD MEETING

Los Medanos Community Healthcare District
Monday, June 8, 2020 – 7:00 PM REGULAR

AGENDA

LMCHD Board Room – *Remote Access*

Board of Directors:

President: Patt Young
Vice President: Lee Mason
Secretary/Treasurer: Linda Strong
Board Member: Arthur Fountain
Board Member: J. Vern Cromartie, Ed.D.

Staff:

Lamar Thorpe – Executive Director
Barbara Kee, Executive Assistant
Craig Collins, CPA
Rhonda Burke, Bookkeeper

Note: Public comments are welcome before any agenda item discussion.

REGULAR MEETING AGENDA

In Compliance with Executive Order N-25-20, this meeting can be accessed by any Board or public member telephonically by calling: (310) 372-7549, Code 975838

1. CALL TO ORDER/ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. **LMCHD MISSION:** *LMCHD identifies health disparities 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 Lee Mason*
4. APPROVAL OF AGENDA
5. PUBLIC COMMENTS – Non-Agenda Items (3 minutes/individual)

Members of the audience who wish to address the Board of Directors on issues that are not listed on the agenda should complete a speaker's card. Submit the completed card to the Secretary before the item is called, preferably before the meeting begins. Individuals will be given three minutes to address the Board. Prior to speaking, everyone shall state his/her name, business, and city of residence.

6. SPECIAL PRESENTATIONS

- 6.1 Presentation regarding submission of a ballot measure for the November 3, 2020 Election Regarding Term Limits – *Attorney David Ruderman*

Items listed under the Consent Calendar include reviewed reports and recommendations and are acted upon by one motion of the Board. Any item included under the Consent Calendar may be pulled for discussion and action separate from the Consent Calendar by any member of the Board or any member of the audience.

7. CONSENT CALENDAR - *Action #200601*

- 7.1 Minutes - Regular Board Meeting of May 11, 2020
Minutes – Special Meeting of April 7, 2020
Minutes – Special Meeting of May 15, 2020
Minutes – Special Meeting of May 28, 2020
- 7.2 Receive and File - Financial Report
- Profit and Loss for July through April 2020
 - Budget vs. Actual July through April 2020
 - Balance Sheet as of April 2020
 - Credit Card Charges – April 2020
 - Cash Disbursements – April 2020
 - Current Financial Statistics

8. REGULAR AGENDA AND ACTION ITEMS

- 8.1 Review/Approve Resolution approving Budget Adjustment in the amount of \$29,367.40 for 2020 Summer Health and Wellness Program -- *Action #200602*
- 8.2 Review/Approve Resolution Ordering Specifications of the Election Order - *Action #200603*
- 8.3 Review/Approve Resolution approving an adjustment to the 2019-2020 Fiscal Year Budget in the amount of \$18,000 for legal expenses and appropriate funding from the legal expense reserve in the same amount – *Action #200604*
- 8.4 Review/Approve Resolution approving adjustment to the 2019-2020 Fiscal Year Budget for various administrative cost line items – *Action #200605*

9. EXECUTIVE DIRECTOR REPORT

10. BOARD AND COMMITTEE REPORTS

11. UPCOMING PUBLIC, COMMUNITY AND CIVIC EVENTS

12. SUGGESTED FUTURE AGENDA ITEMS

13. ADJOURNMENT

Standing/Ad hoc Committees Events	Date/Time	Representativ es
Finance Committee	Wednesday, June 3, 2020 –	All Board
Special Meeting	Wednesday, June 3, 2020 –	All Board
REAL Committee	Not yet scheduled	Mason, Young
Grants & Policy Committee Meeting	No yet scheduled	All Board
Garden Committee	Wednesday, June 10, 2020 –	Mason, Young
Programs Committee	Tuesday, June 16, 2020 – 6:30	Cromartie,
Finance Committee of the Whole	Monday, June 22, 2020 – 6:30	All Board

All public records relating to an agenda item on this agenda are available for public inspection at the time the record is distributed to all, or a majority of all, members of the Board. Such records shall be available at the District office located at 2311 Loveridge Road, Pittsburg, California.

ACCESSIBLE PUBLIC MEETINGS: *Upon request, LMCHD will provide written agenda materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services, to enable individuals with disabilities to participate in public meetings. Please send a written request at least 72 hours before the meeting to the Executive Assistant, LMCHD, Pittsburg, CA 94565, or to bkee@lmchd.org, stating your name, mailing address, and phone number and/or email address.*



CERTIFICATE OF POSTING

I certify that on June 5, 2020, I posted a copy of the foregoing agenda near the regular meeting place of the Board of Directors of Los Medanos Community Healthcare District, said time being at least 72 hours in advance of the meeting of the Board of Directors.

Barbara Kee
Executive Assistant/Secretary to the Board

Approved: Lamar Thorpe
Executive Director



June 4, 2020

To: LMCHD Board of Directors

From: Barbara Kee, Executive Assistant

Approved: Lamar A. Thorpe, Executive Director

Subject: Presentation regarding submission of a ballot measure for the November 3, 2020 Election Regarding Term Limits – *Attorney David Ruderman*

DISCUSSION:

Chair Patt Young requested a special presentation be made to the board concerning board member terms limits. The presentation will include time for questions and answers, and if the Board chooses, direction to the staff to bring the item back to the Board for consideration and action at a future meeting.

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COLANTUONO
HIGHSMITH
WHATLEY, PC

MEMORANDUM

TO: President Young and Members of the Board of Directors of the Los Medanos Community Healthcare District
FILE NO: 42032.0001

FROM: Gary B. Bell, Assistant General Counsel
David J. Ruderman, Assistant General Counsel
DATE: June 4, 2020

RE: Term Limits for Members of the Board of Directors

1. TERM LIMITS ARE PERMISSIBLE IF APPROVED BY THE VOTERS

Under the Local Health Care District Law, a director’s term of office is “four years, or until his or her successor is elected and has qualified.”¹ There is no limit on the number of terms a director may hold because “the right to hold public office is a fundamental right of citizenship that can be curtailed only if the law clearly so provides.”²

However, the law does clearly provide that a district may impose term limits on its directors if the voters approve term limits and those limits meet certain other requirements, discussed below.³ The California Supreme Court has determined term limits do not impermissibly infringe on a candidate’s right to hold public office or on an individual’s right to vote for the candidate of his or her choice.⁴ Such limitations may serve substantial governmental interests such as discouraging entrenched incumbencies and encouraging public participation in civic affairs.

2. REQUIREMENTS FOR ADOPTING TERM LIMITS

Government Code section 53077 governs a special district’s adoption of terms limits. First, a term limit proposal must be submitted to the voters either by the District’s Board of Directors or voter initiative. A term limit proposal may only be

- 1 Health & Saf. Code, § 32100.5.
- 2 *Woo v. Superior Court* (2000) 83 Cal.App.4th 967, 977, internal citations omitted.
- 3 Gov. Code, § 530777, subd. (a).
- 4 *Legislature v Eu* (1991) 54 Cal.3d 492, 524

placed on the ballot of a regularly scheduled election, i.e., it cannot be considered at a special election and must be considered at the general district election. Once on the ballot, term limits do not become effective unless a majority of voters approve. Finally, term limits may only apply prospectively, i.e., they cannot count previous terms a director has served toward the limit.⁵

3. TERM LIMIT OPTIONS

There are generally two types of term limits: (1) strict limits, which allow members to serve some number of terms but then forever bars them from holding office in the District; and (2) flexible limits, which allow directors to serve some consecutive number of terms, then step down for an election cycle, but does not prohibit holding office in the District again. Under both types, the proponent of term limits also needs to determine the total number of terms allowed.

Strict limits may make recruiting residents to run for board positions more difficult, while flexible limits allow others the opportunity to serve on the board without permanently barring seasoned directors from serving later. Both have benefits and drawbacks that are within the Board's discretion to weigh.

We understand staff is requesting the Board provide any measures it wishes to include on the November ballot before July 1, 2020. Thus, if the Board wishes to place term limits on the ballot in November, it will need to provide direction on the type of term limit it wishes to propose and convene a special meeting to consider approval the term limit proposal.

CONSENT CALENDAR

MINUTES
REGULAR BOARD MEETING
LOS MEDANOS COMMUNITY HEALTHCARE DISTRICT
Monday, May 11, 2020

7:00 p.m. – **In Compliance with Executive Order N-25-20, this meeting can be accessed by any Board or public member telephonically by calling: (310) 372-7549, Code 975838**

The meeting was called to order at 7:03 p.m. All members attended the meeting telephonically due to the Coronavirus “Shelter in Place” directive.

1. CALL TO ORDER/ROLL CALL

The meeting was called to order at 7:05 p.m.

Roll Call

Present: Directors: Mason, Fountain, Young, Strong, Cromartie (via teleconference)
Absent: Directors: None

2. PLEDGE OF ALLEGIANCE

Director Fountain led in the Pledge of Allegiance.

3. **LMCHD MISSION**: *LMCHD identifies health disparities 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 Linda Strong

4. APPROVAL OF AGENDA

The Board approved the agenda by consensus.

5. PUBLIC COMMENTS – Non-Agenda Items (3 minutes/individual)

There were no public comments.

6. SPECIAL PRESENTATIONS – None

7. CONSENT CALENDAR - *Action #200501*

- 7.2 Minutes - Regular Board Meeting of April 13, 2020
- Minutes – Special Meeting of April 7, 2020
- Minutes – Special Meeting of April 27, 2020

7.2 Receive and File - Financial Report

- Profit and Loss for July through March 2020
- Budget vs. Actual July through March 2020
 - Balance Sheet as of March 2020
 - Credit Card Charges – March 2020
- Cash Disbursements – March 2020
 - Current Financial Statistics

Director Strong requested that Item 7.1 (c) be removed from the Consent Calendar for discussion. The Board President acknowledged this request.

A motion was made by Director Strong, seconded by Director Cromartie, to approve the Consent Calendar, and that item 7.1 (c) be removed for further discussion. The motion was approved by the following vote:

AYES: Board Members: Mason, Fountain, Young, Strong, Cromartie
NOES: Board Members: None

ABSTAIN: Board Members: None

ABSENT: Board Members: None

ITEMS REMOVED FROM CONSENT CALENDAR

7.1 (c) Minutes – Special Meeting of April 27, 2020

Director Strong noted a typographical error on Page 2, Paragraph 3, of the April 27, 2020 minutes. She also commented regarding the Board's action to approve Satellite Affordable Housing Associate's (SAHA) request for additional funding in the amount of \$3,675, stating that she was under the impression SAHA had intended to request reallocation of funding awarded under LMCHD's Fall Program.

Members of the Board discussed the Board's action on April 27, 2020. The Executive Director offered to review the meeting tape to verify the discussion and action. He suggested that the Board may want to hold a special meeting to further review this matter again and determine whether the reported action is correct.

It was the consensus of the Board to schedule a Special Meeting for Friday, May 15, at 10:00 a.m., to review action taken at the Special Meeting on April 27, 2020.

8. REGULAR AGENDA AND ACTION ITEMS

8.1 Review/Approve Resolution approving Budget Adjustment in the amount of \$15,542 from Direct Services to an Emergency Fund line item for COVID-19 Emergency Funding – *M. Hernandez/C. Collins - Action #200502*

A motion was made by Director Cromartie, seconded by Director Fountain, to table this matter until the Special Meeting on May 15, 2020. The motion was approved unanimously.

8.2 Review/Approve Grants and Policy Committee recommendation regarding the 2020 Summer Health and Wellness Program – *L. Thorpe/S. Hansen - Action #200503*

Executive Director referred to the staff report, included with the support material. The amount recommended for approval by the Grants Committee on April 20, 2020 totaled \$127,299. There were two organizations that the Board had recommended for staff

follow up: Give Always to Others (recommendation to move to the LMCHD Fall Program, and Upper Room Church (provide an alternative budget for Virtual Camping trip).

Staff member Sabrina Hanson responded to questions by Board members regarding back-up/alternative plans received due to the COVID-19. She reported that she contacted all organizations and they were given until May 12 to submit any back-up/alternative plans and budgets to the Grants Committee. It was agreed to include this item for further review at a Special Meeting.

Director Strong requested that the staff call each organization, as well as send emails, to advise them to submit alternative plans and budgets for review by the Board on Friday.

It was the consensus of the Board to schedule a special meeting for Friday, May 15, 2020 and to add this item to the agenda for further consideration.

A motion was made by Director Cromartie, seconded by Director Strong, to table this item until the Special Meeting on Friday, May 15, 2020. The motion was approved unanimously.

8.3 Review/Approve Finance Committee recommendation to authorize the Executive Director to enter a two-year contract with Collins Accountancy Co., effective April 1, 2020 – not to exceed \$100/hour – *L. Thorpe - Action #200504*

Executive Director Lamar Thorpe reported that this matter is scheduled for action in follow up to the Finance Committee meeting of April 27, 2020. He explained that the Board had reviewed this item and recommended a two-year contract, rather than a one-year contract as originally submitted.

A motion was made by Director Mason, seconded by Director Strong, to authorize the Executive Director to enter a two-year contract with Collins Accountancy.

The Executive Director responded to questions by Board members regarding the proposed hourly rate. He explained that because there is a per-hour differential rate between the Sacramento Area and the Bay Area, the proposed negotiated hourly rate for this contract is \$100.00 per hour.

Director Young called for a vote on the motion, and it was approved by the following vote:

AYES: Board Members: Mason, Fountain, Young, Strong, Cromartie
NOES: Board Members: None
ABSTAIN: Board Members: None
ABSENT: Board Members: None

9. EXECUTIVE DIRECTOR REPORT

Executive Director Thorpe reported on the following topics:

- Legislative updates and actions by the Governor’s Office
- The California State Legislature re: COVID-19 effects on the workforce
- LMCHD Administrative updates and training; ethics certificates; Bylaws
- Staff is working with Summer Health and Wellness Program applicants to receive alternative plans
- Community Outreach efforts and the Executive Director’s participation in weekly healthcare district CEO meetings hosted by ACHD
- Healthy Food and Nutrition – the community garden is reopening by appointment only; the gardening academy launched its ZOOM gardening course for children ages 3 to 5.
- AED equipment installed at the Community Garden.
- Healthy Aging - Dr. Marcus Penn has resumed weekly “Falls and Stress Reduction” course via ZOOM.
- Mental Health – Veronica Baines is offering support groups via ZOOM.

10. **BOARD AND COMMITTEE REPORTS** – No reports.

11. **UPCOMING PUBLIC, COMMUNITY AND CIVIC EVENTS**

12. **SUGGESTED FUTURE AGENDA ITEMS**

- The Executive Director reported that a tentative special Finance Committee meeting will be scheduled during the last week in May to review the 2020-2021 Preliminary Budget. This will be confirmed at a later date.

13. **ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 8:20 p.m.

Barbara Kee
Recording Secretary

Linda Strong
LMCHD Board Secretary

Agenda Item #7.1(b)

MINUTES
SPECIAL BOARD MEETING
LOS MEDANOS COMMUNITY HEALTHCARE DISTRICT

Tuesday, April 7, 2020

7:00 p.m. – In Compliance with Executive Order N-25-20, this meeting can be accessed by any Board or public member telephonically by calling: (310) 372-7549, Code 975838

1. CALL TO ORDER/ROLL CALL

The meeting was called to order at 7:03 p.m. All members attended the meeting telephonically due to the Coronavirus “Shelter in Place” directive.

Roll Call

Present: Directors: Fountain, Mason, Young, Strong, Cromartie

Absent: Directors: None

2. ANNOUNCEMENT OF CLOSED SESSIONS

The scheduled Closed Session was not held due to lack of a quorum.

3. ADJOURNMENT OF CLOSED SESSIONS

N/A.

4. RESUME OPEN MEETING - REPORT ACTIONS OF CLOSED SESSION

N/A

5. INFORMATION ONLY – LMCHD RESPONSE TO CORONAVIRUS – Lamar Thorpe, Executive Director

Executive Director Lamar Thorpe reported that at the last Community Outreach Committee meeting, members had given direction to the staff regarding suggested follow up measures to address the coronavirus pandemic.

Interim Outreach Specialist Martha Hernandez addressed the Board and presented a Power Point document outlining what the staff has been working on to date regarding COVID-19. She discussed data outlining the total number of cases in the United States and in California and discussed the main symptoms of the virus, pointing out that that only people displaying these symptoms can receive testing. She discussed the first and second public health orders that have been announced, restricting types of businesses that can remain open, prohibiting public and private gatherings, as well as rules businesses must abide by for its patrons.

Ms. Hernandez discussed methods LMCHD has been using to respond to COVID-19. The LMCHD website has been updated in English, as well as Spanish, and Facebook has also been used to help educate the public on the importance of following the health orders. It has been noted that some local grocery stores are not complying with social distancing protocols that have been established, and this is something the staff will continue to address. Flyers have been created and distributed to businesses to remind them of their responsibilities to customers regarding COVID-19. Also provided on Facebook and the LMCHD website are resources for people who have lost their jobs as a result of COVID-19 and need to apply for unemployment benefits.

The Facebook page and LMCHD website are being updated on a frequent basis regarding the number of pandemic cases in the community. This information is provided in English and in Spanish. Ms. Hernandez reported that as of today, there are reported 33 positive cases of COVID-19 in Pittsburg and 18 positive cases in Bay Point.

Executive Director Thorpe responded to questions by Board members relative to what is planned for the Pittsburg Health Clinic in addressing the coronavirus, stating that to date, he has received no new information about this.

6. REVIEW/APPROVE REALLOCATION OF GRANT FUNDING FOR CORONAVIRUS EMERGENCY RESPONSE PURPOSES – Dennisha Marsh, Martha Hernandez, Community Outreach Coordinators - Action #200401

Dennisha Marsh presented a staff report, dated April 7, 2020. She stated that LMCHD staff have reached out to fall grantees and

District-sponsored Program partners to explore how the District can support efforts to provide needed services. It has been determined that there is a critical need for food and supplies to reach many LMCHD partners. She has reached out to grantees and partners by email requesting that they indicate what their needs are.

It is the staff's recommendation that the Board consider allowing grantees and DPAC partners the opportunity to reallocate funds for purposes that directly support measures to contain the COVID-19 pandemic.

Director Strong expressed the importance of board members reviewing all requests to avoid any misunderstandings about the use of reallocation of funds. She asked that all requests be in writing, and asked that the staff generate a second email message.

Director Young mentioned that none of the requests received to date have requested funds be used for salaries and many of the requests are urgently needed.

The Executive Director reported that the staff has already generated emails to all grantees and partners, and the staff is requesting direction on how to proceed. He mentioned that the Outreach Committee at its meeting on March 27 requested only that the staff report back regarding how the funds might be reallocated. However, the Board can give parameters in its direction to the staff.

Director Cromartie stated there should be a clear expectation on how money can be used.

Based on the information received, Director Cromartie recommended that the Board of Directors develop a policy guideline that any reallocation of funding be restricted to supplies and services, excluding any allocation for salaries. He clarified that supplies would include food. He requested that this recommendation be put in the form of a motion.

Director Fountain seconded the motion, and the Board President opened the matter for discussion.

Following additional deliberation by the Board, it was determined that the Board be given an opportunity to review any reallocation requests received. It was confirmed that requests received are not requesting additional funding than that which was originally allocated.

Director Young called for a vote on the motion and staff direction, and it was approved by the following vote:

AYES: Mason, Fountain, Young, Strong, Cromartie
NOES: None

ABSENT: None

ABSTAIN: None

7. REVIEW AND PROVIDE STAFF DIRECTION RE: ALLOCATING ADDITIONAL FUNDING TO ADDRESS CORONAVIRUS – *Dennisha Marsh, Community Outreach Coordinator - Action #200402*

Executive Director Thorpe discussed the proposal to establish a local COVID-19 emergency fund.

Two organizations have asked to work together to help each other use their individual resources for emergency needs. Following a discussion, it was the consensus of the Board to allow the staff to act as a link to encourage organizations to collaborate to provide needed support.

Executive Director Thorpe discussed the March 27, 2020 Outreach Committee’s discussion to encourage staff to research Zoom, Webex, or Meeting Spaces communication platforms for communication purposes between direct service providers. It was the consensus of the Board to direct the staff to provide technical assistance to grantees and partners with the purpose of connecting community partners for support with COVID-19 emergencies.

It was additionally the consensus of the Board to direct the staff to determine what amount of money would be required for the proposed emergency fund. If additional funds outside of the budget are required, the staff would be directed to come back to the Board with a recommendation.

8. ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 8:34 p.m.

Barbara Kee
Recording Secretary

Linda Strong
LMCHD Board Secretary

MINUTES
SPECIAL BOARD MEETING
LOS MEDANOS COMMUNITY HEALTHCARE DISTRICT
Friday, May 15, 2020

10:00 a.m. In Compliance with Executive Order N-25-20, this meeting can be accessed by any Board or public member telephonically by calling: (310) 372-7549, Code 975838

The meeting was called to order at 10:05 a.m. All members attended the meeting telephonically in compliance with Executive Order N-25-20.

1. CALL TO ORDER/ROLL CALL

The meeting was called to order at 10:05 a.m.

Roll Call

Present: Board Members: Mason, Fountain, Young, Strong, Cromartie

Absent: Board Members: None

2. PUBLIC COMMENTS

There were no public comments.

3. MINUTES – SPECIAL MEETING OF APRIL 27, 2020 (Cont’d. 5-11-20) – Action #200501

It was noted that the Page 2 of the April 27, 2020 Minutes was not reproduced, and therefore, it was recommended that this item be tabled to a future meeting for consideration.

Executive Director Lamar Thorpe asked if the Board would like to review the meeting minutes excerpt of the issue under review. It was the consensus of the Board to postpone this issue until the April 27, 2020 minutes are available for review at the next meeting.

A motion was made by Director Cromartie, seconded by Director Fountain, to table consideration of the minutes until a future meeting. The motion was approved by the following vote:

AYES: Board Members: Mason, Fountain, Young, Strong, Cromartie
NOES: Board Members: None
ABSTAIN: Board Members: None
ABSENT: Board Members: None

4. REVIEW/APPROVE RESOLUTION APPROVING BUDGET ADJUSTMENT IN THE AMOUNT OF \$15,542 FROM DIRECT SERVICES TO AN EMERGENCY FUND LINE ITEM FOR COVID-19 EMERGENCY FUNDING – M. HERNANDEZ/C. COLLINS (Cont'd. 5-11-20) - Action #200502

The Executive Director referred to the staff report related to this item. He pointed out that due to an issue raised concerning the April 27, 2020 minutes, there is a question of whether or not to move forward with this item.

A motion was made by Director Young, seconded by Director Mason, to remove item No. 4 from the agenda and table it to a future meeting when the April 27, 2020 minutes will be approved. The motion

failed by the following vote:

AYES: Board Members: Mason, Young
NOES: Board Members: Fountain, Strong, Cromartie
ABSTAIN: Board Members: None
ABSENT: Board Members: None

The Board discussed action taken at the April 27, 2020 meeting and confirmed that the Board's action did reflect that emergency funding be approved for Satellite Affordable Housing Associates (SAHA) and St. Vincent de Paul, inclusive within the recommended funding amount of \$15,542.

A motion was made by Director Cromartie, seconded by Director Fountain, that based on information received relative to the April 27, 2020 Special Meeting minutes, Action Item No. 200502 be approved. The motion was approved by the following vote:

AYES: Board Members: Mason, Fountain, Young, Strong, Cromartie

NOES: Board Members: None

ABSTAIN: Board Members: None

ABSENT: Board Members: None

5. REVIEW/APPROVE GRANTS AND POLICY COMMITTEE RECOMMENDATION REGARDING THE 2020 SUMMER HEALTH AND WELLNESS PROGRAM – L. THORPE/S. HANSEN (Cont’d. 5-11-20) - Action #200503

The Executive Director discussed the staff report, dated May 12, 2020 outlining the Summer Health and Wellness Program process and dates. The Grants Committee at its meeting on April 20, 2020, recommended funding for several organizations, totaling \$142,367.40.

The staff was given the task of following up with two organizations to discuss alternative plans for these programs. *Give Always to Others Homeless Holiday Cheer Program* was urged to resubmit their application for the LMCHD Fall Program cycle. *Upper Room Church* was asked to resubmit their budget to conform to the planned virtual camping trip activity due to the Coronavirus pandemic. Additionally, due to the COVID-19 Shelter- in-Place directive, the staff was asked to contact all organizations to obtain alternative programs and budgets.

On May 12, 2020, *East County Jr. Warriors Basketball* requested to move their application to the Fall Health and Wellness Program.

Grants and Program Evaluation Assistant Sabrina Hansen reviewed individual applications using a program recap to detail information regarding each program, including alternative proposals.

The Board reviewed all proposals as follows:

ORGANIZATION	PROGRAM	REQUESTED FUNDING	RECOMMENDED FUNDING
Aspire Youth Engagement Programs, Inc.	Youth, Grades K-12, Summer Camp: fitness, literacy, anti-bullying	\$15,000	\$13,596 (Alternate Budget and Plan received)
Bay Point Community Foundation	Youth, ages 4-18, Garden: gardening and eating healthy	\$2,000	\$2,000
Delta Skimmers	Youth, ages 5-18, Swim Program	\$20,000	\$10,000 Scholarships (Alternate Budget and Plan received)
East County Junior Warriors AAU Basketball	Young, ages 10-14, Basketball Camp: basketball, fitness, social and emotional development	\$15,000	\$10,000 Moved to Fall Cycle
East County Midnight Basketball	Ages 16-28, Basketball Camp: basketball skills, fitness, community	\$22,500	\$20,000 (Coaches \$3000, Time & Stats \$1500, Game Officials \$4000, Facility Usage \$2000, Security, \$2500, Snacks & Water \$2000, Trophies & Flyers \$3000, T-Shirts \$2000)
Eddie Hart All-in-One Foundation	Ages 4-18, activities and venues for healthy lifestyles	\$12,000	\$12,000 (t-shirts, sports equipment, awards, food & water)
First Baptist Head Start	Youth Grades 6-10, at-risk youth working with preschoolers 3-5 to support	\$20,000	\$13,600 (Physical Activity Equipment \$10000; Office

	their educational activities		Supplies \$600; Nutrition Supplies \$3000)
Give Always to Others	Youth Grades 6-8, Pittsburg and Antioch: Part 1: Holiday Cheer, provide housing for 12 homeless families for 2 days, purchase decorations, gifts and meal vouchers. Part 2: performance group/theater for homeless	\$12,799	Moved to Fall Cycle
Lions Blind Center of Diablo Valley	Low-income Seniors, Vision Screening	\$27,391	\$27,391 (eye exams; remove “salaries”)
RFY Dance and Academic Academy	Youth, ages 7-18, Health and Literacy Camp	\$10,000	\$10,000 (Alternate Budget & Pan received)
Sports & Fitness for Kids	Youth, ages 7-10, basketball camp for health and fitness for underserved children	\$8,712	\$8,712 (remove “other administrative costs” and change to: “services and supplies”)
Upper Room Camp P22:6	Boys and Girls, ages 3-13, camping trip, sports, arts & crafts, obesity awareness, prevention of social media bullying, sense of self, survival skills and independence	\$30,265	15,058.40 (modified to \$14,068.40) (Alternate Budget and Plan submitted – remove “gift cards”)

*East County Midnight Basketball’s contract to indicate that the recommended amount is higher than usual, recommended to urge this organization to secure other funders for future programs.

Board members requested the following stipulations to all contracts:

- 1) Contracts include the requirement that funded organizations reside within the District; and
- 2) Contracts clearly point out that any unused funds or funding designations be returned to LMCHD.

The total projected budget adjustment, based on the Board's discussion, is \$131,367.40.

The Board took the following action:

A motion by Director Strong, seconded by Director Young, to approve the contract for Aspire Youth Engagement Programs, Inc. in the amount of \$13,596. The motion was approved by the following vote:

AYES: Board Members: Mason, Fountain, Young, Strong, Cromartie
NOES: Board Members: None
ABSTAIN: Board Members: None
ABSENT: Board Members: None

Director Mason recused himself from the vote due to potential conflict of interest.

A motion was made by Director Strong, seconded by Director Young, to approve funding in the amount of \$2,000 for Bay Point Community Foundation. The motion failed by the following vote:

AYES: Board Members: Young, Strong
NOES: Board Members: Fountain, Cromartie
ABSTAIN: Board Members: None
ABSENT: Board Members: None

A motion was made by Director Strong, seconded by Director Cromartie, to approve funding in the amount of \$10,000 for Delta Skimmers. The motion was approved by the following vote:

AYES: Board Members: Mason, Fountain, Young, Strong, Cromartie
NOES: Board Members: None
ABSTAIN: Board Members: None
ABSENT: Board Members: None

A motion was made by Director Fountain, seconded by Director Cromartie, to approve First Baptist Head Start in the amount of \$13,600. The motion was approved by the following vote:

- AYES: Board Members: Mason, Fountain, Young, Cromartie
- NOES: Board Members: None
- ABSTAIN: Board Members: Strong
- ABSENT: Board Members: None

A motion was made by Director Fountain, seconded by Director Strong, to approve Lions Blind Center of Diablo Valley in the amount of \$27,391. The motion was approved by the following vote:

- AYES: Board Members: Mason, Fountain, Strong, Cromartie
- NOES: Board Members: None
- ABSTAIN: Board Members: None
- ABSENT: Board Members: None

A motion was made by Director Strong, seconded by Director Fountain, to approve RFY Dance & Academic Academy in the amount of \$10,000. The motion was approved by the following vote:

- AYES: Board Members: Mason, Fountain, Strong, Cromartie
- NOES: Board Members: None
- ABSTAIN: Board Members: None
- ABSENT: Board Members: None

A motion was made by Director Strong, seconded by Director Cromartie, to approve Sports and Fitness for Kids in the amount of \$8,712. The motion was approved by the following vote:

- AYES: Board Members: Mason, Fountain, Strong, Cromartie
- NOES: Board Members: None
- ABSTAIN: Board Members: None
- ABSENT: Board Members: None

A motion was made by Director Strong, seconded by Director Fountain, to approve Upper Room Church in the amount of \$14,068.40. The motion was approved by the following vote:

- AYES: Board Members: Mason, Fountain, Strong, Cromartie
- NOES: Board Members: None
- ABSTAIN: Board Members: None
- ABSENT: Board Members: None

Director Strong stated that the final report due date for the Summer Health and Wellness Program will be September 15, 2020 (subject to revision).

6. ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 8:20 p.m.

Barbara Kee
Recording Secretary

Linda Strong
LMCHD Board Secretary

MINUTES
SPECIAL BOARD MEETING
LOS MEDANOS COMMUNITY HEALTHCARE DISTRICT

Thursday, May 28, 2020

10:00 a.m. – In Compliance with Executive Order N-25-20, this meeting can be accessed by any Board or public member telephonically by calling: (310) 372-7549, Code 975838

1. CALL TO ORDER/ ROLL CALL

The meeting was called to order at 10:06 a.m.

2. Roll Call

Present: Directors: Mason, Fountain Young, Strong, Cromartie

Absent: Directors: None

3. REVIEW/APPROVE REALLOCATION OF GRANT FUNDS – PITTSBURG POLICE DEPARTMENT – Lamar Thorpe, Executive Director – Action #200504

The staff reviewed action taken at the Board’s April 7, 2020 meeting to expand the District’s grants policy guidelines to provide a reallocation process related to the COVID-19 global emergency. The Board determined that the process would require the following criteria: 1) an email from respective organizations outlining the reallocation request; 2) review of the request by the staff to ensure guidelines are satisfied; and 3) that the Programs Committee be kept updated.

The Pittsburg Police Department has submitted a request for allocation of a portion of funding received through LMCHD’s 2019 Fall Health and Wellness Program to individuals affected by COVID-19 in the Pittsburg community. This item was reviewed by the staff and referred to the District’s Programs Committee on May 19, 2020. Following review by the Programs Committee, it was forwarded the full Board for approval.

A motion was made by Director Cromartie, seconded by Director Strong, to approve the request for reallocation of grant funds for the Pittsburg Police Department in the amount of \$1,000.

Interim Community Outreach Specialist Dennisha Marsh responded to questions by Board members. Approval of this reallocation would authorize moving \$1,000 into the appropriate line item to pay for socks and soaps. Director Young called for a vote. The motion was approved by the following vote:

AYES: Board Members: Mason, Fountain, Young, Strong, Cromartie
NOES: Board Members: None
ABSTAIN: Board Members: None
ABSENT: Board Members: None

4. REVIEW/APPROVE REQUEST FOR PROPOSAL (RFP) FOR FOOD CO-OP FEASIBILITY STUDY – Jasmine Cisneros, Interim Community Outreach Specialist - Action #200505

Interim Community Outreach Specialist Jasmine Cisneros reported that the Draft Request for Proposal (RFP) was discussed at the May 19, 2020 Programs Committee. The requested corrections were made to the RFP and it is before the Board for approval. It is anticipated the following schedule will be adhered to:

- 1) June 3 – proposals to be released
- 2) July 1 - proposals due
- 3) July 22 - project awarded
- 4) November 15 - project completed.

Executive Director Lamar Thorpe responded to questions by Board members regarding incorporating insurance language into the document, and he reported that this would be added. It was requested that the RFP be reviewed by LMCHD’s attorney prior to release. He assured members that they would receive copies of all proposals.

He responded to a question regarding parties who have expressed an interest in the project to date.

A motion was made by Director Mason, seconded by Director Strong, to approve issuance of the Request for Proposal, subject to the insurance requirement being added and the document being reviewed by the District’s attorney. The motion was approved by the following vote:

AYES: Directors: Mason, Young, Strong
NOES: Directors: Fountain

ABSTAIN: Directors: Cromartie

ABSENT: Directors: None

5. ADJOURNMENT

There being no reportable action from the Closed Session, the meeting was adjourned at 10:34 a.m.

Barbara Kee
Recording Secretary

Linda Strong
Board Secretary/Treasurer

****These financial statements were prepared based on QuickBooks data entered as of 05/18/2020 at 9:00 AM. This does include a check dated 05/18/2020 but the bank balance may not be final and all bank transactions may not be included, as the reports are being run earlier this month than usual. Unrecorded bank transactions could impact revenue and expense.**

ASSETS

Current Assets

Bank Accounts

10000 Bank of the West Checking	285,617.52	256,244.37	211,093.98
10200 Petty Cash	250.00	250.00	250.00
10300 LAIF - Investment Acct		0.00	0.00
10301 LAIF-General Funds	353,879.58	357,499.80	357,499.80
10302 LAIF-Reserved by Board	553,865.98	553,865.98	553,865.98

	\$	\$	\$
Total 10300 LAIF - Investment Acct	907,745.56	911,365.78	911,365.78

	\$	\$	\$
Total Bank Accounts	1,193,613.08	1,167,860.15	1,122,709.76

Accounts Receivable

12000 Accounts Receivable	21,622.00	21,622.00	21,622.00
	\$	\$	\$

Total Accounts Receivable	21,622.00	21,622.00	21,622.00
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Other Current Assets

13000 Undeposited Funds	0.00	0.00	351,117.30
13500 Prepaid Expenses	22,262.29	19,682.11	17,101.93
	\$	\$	\$

Total Other Current Assets	22,262.29	19,682.11	368,219.23
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	\$	\$	\$
Total Current Assets	1,237,497.37	1,209,164.26	1,512,550.99
Fixed Assets			
15000 Land	494,367.00	494,367.00	494,367.00
15200 Building	4,778,640.94	4,778,640.94	4,778,640.94
15500 Office Equipment	9,173.01	9,173.01	9,173.01
	-	-	-
17200 Accumulated Depreciation	3,396,716.72	3,410,046.26	3,423,375.80
	\$	\$	\$
Total Fixed Assets	1,885,464.23	1,872,134.69	1,858,805.15
	\$	\$	\$
TOTAL ASSETS	3,122,961.60	3,081,298.95	3,371,356.14
LIABILITIES AND EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
20000 Accounts Payable	30,285.41	25,751.18	21,792.18
	\$	\$	\$
Total Accounts Payable	30,285.41	25,751.18	21,792.18
Credit Cards			
20200 B of A Visa	3,661.75	6,930.40	3,123.12
20210 Staples Card Payable	0.00	0.00	0.00
	\$	\$	\$
Total Credit Cards	3,661.75	6,930.40	3,123.12
Other Current Liabilities			
24000 Payroll Liabilities	4,452.81	4,541.94	5,888.99
25060 Deferred Revenue-State Mandate	21,622.00	21,622.00	21,622.00
	\$	\$	\$
Total Other Current Liabilities	26,074.81	26,163.94	27,510.99
	\$	\$	\$
Total Current Liabilities	60,021.97	58,845.52	52,426.29

	\$	\$	\$
Total Liabilities	60,021.97	58,845.52	52,426.29
Equity			
32000 PROPRIETARY FUND			
BALANCES	1,083,070.60	1,083,070.60	1,083,070.60
34000 Prior Yr NET INCOME	269,910.12	269,910.12	269,910.12
GOVERNMENT FUND BALANCES		0.00	0.00
33000 UNASSIGNED NET ASSETS	0.00	0.00	0.00
33100 Unassigned Funds	1,823,560.19	1,823,560.19	1,823,560.19
Total 33000 UNASSIGNED NET	\$	\$	\$
ASSETS	1,823,560.19	1,823,560.19	1,823,560.19
Total GOVERNMENT FUND	\$	\$	\$
BALANCES	1,823,560.19	1,823,560.19	1,823,560.19
Net Income	-113,601.28	-154,087.48	142,388.94
	\$	\$	\$
Total Equity	3,062,939.63	3,022,453.43	3,318,929.85
	\$	\$	\$
TOTAL LIABILITIES AND EQUITY	3,122,961.60	3,081,298.95	3,371,356.14

Note on Building Value Above

Any improvements made by the County during the lease term are not included in the building value recognized here.

10000 Bank of the West Checking

Date	Ref No.	Type	Payee	Memo	Payment	Deposit	Balance
04/03/2020	DD	Check	QuickBooks Payroll Service	Processing Fee	5.25		256,239.12
		Bill		Bookkeeping March			
04/03/2020	DD	Payment	RLB Bookkeeping	2020	1,000.00		255,239.12
		Bill					
04/03/2020	DD	Payment	Kevin Temple	Outreach Videos	1,250.00		253,989.12
		Bill		Board Stipend -			
04/03/2020	DD	Payment	Lloyd Lee Mason	March 2020	400.00		253,589.12
04/03/2020	DD	Check	QuickBooks Payroll Service	Processing Fee	15.75		253,573.37
04/03/2020	DD	Check	Dennisha Marsh	p/r: Mar 16-31, 2020	1,248.11		252,325.26
04/03/2020	DD	Check	Maribel Ochoa	p/r: Mar 16-31, 2020	255.78		252,069.48
			Martha C. Hernandez				
04/03/2020	DD	Check	Ramirez	p/r: Mar 16-31, 2020	1,142.00		250,927.48
04/03/2020	DD	Check	Sabrina Hansen	p/r: Mar 16-31, 2020	1,517.80		249,409.68
04/03/2020	DD	Check	Edward Hawkins	p/r: Mar 16-31, 2020	776.04		248,633.64
04/03/2020	DD	Check	Jasmine L. Cisneros	p/r: Mar 16-31, 2020	1,498.14		247,135.50
04/03/2020	DD	Check	Nichole Gardner	p/r: Mar 16-31, 2020	1,271.16		245,864.34
04/03/2020	DD	Check	Lamar A Thorpe	p/r: Mar 16-31, 2020	2,819.51		243,044.83
04/03/2020	DD	Check	Barbara S. Kee	p/r: Mar 16-31, 2020	2,207.36		240,837.47
04/06/2020	DD	Check	QuickBooks Payroll Service	Processing Fee	8.75		240,828.72
		Bill	Colantuono, Highsmith &				
04/06/2020	DD	Payment	Whatley, PC	Legal Services	727.00		240,101.72
		Bill	Colantuono, Highsmith &				
04/06/2020	DD	Payment	Whatley, PC	Legal Services	1,284.00		238,817.72
		Bill	Colantuono, Highsmith &				
04/06/2020	DD	Payment	Whatley, PC	Legal Services	1,598.00		237,219.72

04/06/2020	DD	Bill Payment	Linda Strong	Board Stipend - March 2020	400.00	236,819.72
04/06/2020	DD	Bill Payment	Patt Young	Board Stipend - March 2020	400.00	236,419.72
04/06/2020	6010	Bill Payment	Arthur Fountain	Board Stipend - March 2020	400.00	236,019.72
04/06/2020	6011	Bill Payment	J Vern Cromartie	Board Stipend - March 2020	400.00	235,619.72
04/10/2020	ACH	Check	Bank of America Visa	Visa Pymt on Acct	950.00	234,669.72
04/10/2020	ACH	Check	Bank of America Visa	Visa Pymt on Acct	1,632.49	233,037.23
04/10/2020	ACH	Check	Bank of America Visa	Visa Pymt on Acct	1,950.00	231,087.23
04/10/2020	EFT	Check	Toshiba Financial Services	Copier Lease	177.27	230,909.96
04/14/2020	6012	Bill Payment	City of Pittsburg	Senior Covid Meals Community Benefit Funding	5,000.00	225,909.96
04/15/2020	EFT	Expense	EDD	State P/R Taxes	1,102.68	224,807.28
04/15/2020	EFTPS	Expense	United States Treasury	Federal P/R Taxes	4,528.04	220,279.24
04/20/2020	DD	Check	QuickBooks Payroll Service	Processing Fee	14.00	220,265.24
04/20/2020	DD	Check	Jasmine L. Cisneros	p/r: April 1-15, 2020	803.88	219,461.36
04/20/2020	DD	Check	Sabrina Hansen	p/r: April 1-15, 2020	866.30	218,595.06
04/20/2020	DD	Check	Nichole Gardner Martha C. Hernandez	p/r: April 1-15, 2020	822.15	217,772.91
04/20/2020	DD	Check	Ramirez	p/r: April 1-15, 2020	762.31	217,010.60
04/20/2020	DD	Check	Lamar A Thorpe	p/r: April 1-15, 2020	2,819.51	214,191.09
04/20/2020	DD	Check	Edward Hawkins	p/r: April 1-15, 2020	714.72	213,476.37
04/20/2020	DD	Check	Dennisha Marsh	p/r: April 1-15, 2020	767.88	212,708.49
04/20/2020	DD	Check	Barbara S. Kee	p/r: April 1-15, 2020	1,791.78	210,916.71
04/21/2020	DD	Bill Payment	Marcus L Penn M.D., C.Y.T.	Senior Mindful Movements	1,200.00	209,716.71

04/24/2020	DD	Check	QuickBooks Payroll Service	Processing Fee	3.50	209,713.21
04/27/2020	DD	Check	Jasmine L. Cisneros	p/r: Mar 16 - April 15, 2020	621.18	209,092.03

To: Finance Committee of the Whole
Los Medanos Community Healthcare District

From: Craig D. Collins
Partner
Collins Accountancy Company

Date: May 18, 2020

Agenda Item: Review/Discuss current financial statistics

As of the date of this report, QuickBooks shows the following balances in the District's Bank of the West and Local Agency Investment Fund (LAIF) accounts. This balance may not reflect all transactions, but should be a conservative estimate of the balance since checks are usually entered into QuickBooks when they are written, even if they have not yet cleared the bank.

Bank of the West Checking Account	\$ 534,079.42
Local Agency Investment Fund Total	<u>911,365.78</u>
Total Cash and Investments	\$ 1,445,445.20

The above figures include the \$351,117.30 received from the County for the April property tax disbursement.



June 5, 2020

TO: LMCHD Board of Directors

FROM: Sabrina Hansen-Beardsley, Grants and Evaluations Administrative Assistant

REVIEWED: Lamar Thorpe, Executive Director

SUBJECT: Review/Approve Resolution approving the 2020 Summer Health and Wellness Program Grants Budget Adjustment – **Action #2000602**

DISCUSSION:

A Special Meeting was held on Friday, May 15, 2020 at ten o'clock, the Board of Directors voted to approve Summer Health and Wellness grants. The amount totaled \$129,367.40, which is more than the budgeted amount of \$100,000.00. The board must consider amending the budget in the amount of \$29,367.40.

Applicant	Stipulations	Approved
Aspire Youth Engagement Programs, Inc.	Facility Usage, T-Shirts, Equipment, Educational Supplies, Printing, Janitorial	13,596.00
Bay Point Community Foundation	Denied	2,000.00
Delta Skimmers	Scholarships	10,000.00
East County Jr. Warriors	Resubmit for Fall Cycle.	10,000.00
East County Midnight Basketball	Coaches, Time & Stats, Game Officials, Facility Usage, Security, Snacks & Water, Trophies & Flyers, T-Shirts, Workshop	20,000.00
Eddie Hart All in One	Healthy Food, Health Testing Equipment, Chef/Health Lecturer, Health Equipment, Uniforms with LMCHD Logo and Awards	12,000.00
First Baptist Head Start	Physical Activity Equipment, Office Supplies, Nutrition Supplies	13,600.00
Give Always to Others	Resubmit for Fall Cycle.	12,779.00
Lions Blind Center of Diablo Valley	Exams	27,391.00
RFY Dance & Academic Academy	Scholarships	10,000.00
Sports and Fitness for Kids	Scholarships	8,712.00
Upper Room Church	No gift cards please, services & supplies, meals, t-shirts, food, gas, laptops	14,068.40

RECOMMENDATION:

Approve budget adjustment in the amount of \$29,367.40.

RESOLUTION NO. 200602

APPROVING AN ADJUSTMENT TO THE 2019-2020 FISCAL YEAR BUDGET AIN THE AMOUNT OF \$29,367.40 TO ACCOMMODATE THE 2020 SUMMER HEALTH AND WELLNESS PROGRAM

WHEREAS, the Board of Directors of the Los Medanos Community Healthcare District previously adopted a budget for the 2019-2020 fiscal year in June 2019; and

WHEREAS, at the time of budget adoption, the District anticipated funding the summer grants program at a level comparable to a prior year; and

WHEREAS, after the budget was adopted, the District's Grants and Policy Committee reviewed grant applications for the summer 2020 cycle and determined to fund summer grant applications totaling \$129,367.40; and

WHEREAS, based on the rate at which redevelopment agency residual revenue was received for the 2019-2020 fiscal year through May 31, 2020, the District anticipates that Pittsburg redevelopment residual payments will exceed the original 2019-2020 budget by at least \$30,000.

NOW THEREFORE, BE IT RESOLVED that the Los Medanos Community Healthcare District Budget for fiscal year 2019-2020 be amended as follows:

INCREASE 44220 RPTTF Pittsburg Residual Revenue \$29,367.40

INCREASE 52100 Health and Wellness Summer Grants Expenditures \$29,367.40

PASSED AND ADOPTED at the Regular Meeting of the Board of Directors on June 8, 2020.

AYES: Directors:
NOES: Directors:
ABSENT: Directors:
ABSTAIN: Directors:

By: _____
Patt Young, President

Attest:

Linda Strong, Board Secretary



June 4, 2020

TO: Board of Directors

FROM: Barbara Kee, Executive Assistant

APPROVED: Lamar A. Thorpe, Executive Director

SUBJECT: Resolution Ordering Specifications of the Election Order – **Resolution #200603**

DISCUSSION:

This resolution begins the process for the November 3, 2020 General Election. There are two seats up for election in November, and the nomination period begins July 13, 2020 and closes August 7, 2020. The resolution also determines whether the candidate or the District will pay for the Candidate's Statement, and the number of allowable words on the Candidate's Statement.

This Resolution must be completed and returned to the County Elections Official no later than July 1, 2020.

RECOMMENDATION:

To adopt Resolution 200603, ordering Specifications of the Election Order.

FISCAL IMPACT:

The final election cost is based on several factors, one being how many agencies participate in the consolidation. LMCHD has received an estimated budget range from the County Elections Office between \$59,326.25 and \$83,056.75, dependent upon the number of consolidated agencies on the ballot, as well as the number of registered voters. Including a measure to the ballot would add approximately \$3,000.

RESOLUTION NO. 200603

BEFORE THE BOARD OF DIRECTORS OF THE
LOS MEDANOS COMMUNITY HEALTHCARE DISTRICT
CONTRA COSTA COUNTY, STATE OF CALIFORNIA

**Resolution Ordering)
Specifications of the Election Order)**

WHEREAS, California Elections Code requires a general district election be held in each district to choose a successor for each elective officer whose term will expire on the first Friday in December following the election to be held on the first Tuesday after the first Monday in November in each even-numbered year; and

WHEREAS, other elections may be held in whole or in part of the territory of the district and it is to the advantage of the district to consolidate pursuant to Elections Code Section 10400; and

WHEREAS, Elections Code Section 10520 requires each district involved in a general election to reimburse the county for the actual costs incurred by the county elections official in conducting the election for that district; and

WHEREAS, Elections Code Section 13307 requires that before the nominating period opens the district board must determine whether a charge shall be levied against each candidate submitting a candidate's statement to be sent to the voters; may establish the cost; and determine whether the costs be paid in advance; and

WHEREAS, Elections Code Section 12112 requires the election official of the principal county to publish a notice of the election once in a newspaper of general circulation in the District;

NOW, THEREFORE, IT IS ORDERED that an election be held within the territory included in this district on the **3rd day of November, 2020**, for the purpose of electing members to the board of directors of said district in accordance with the following specifications:

SPECIFICATIONS OF THE ELECTION ORDER

1. The Election shall be held on Tuesday, **the 3rd day of November 2020**. The purpose of the election is to choose members of the board of directors for the following seats: (List offices and terms)

Jimmie Levern Cromartie

12/2/2016 – 12/4/2020

Lloyd Lee Mason

12/6/2018 – 12/4/2020

- 2. The District has determined that the _____ Candidate _____ will pay for the Candidate's

(District or Candidate)

Statement. As a condition of having the Candidate's Statement published, the candidate shall/may pay the costs at the time of filing. The District hereby establishes the cost for a candidate statement as the following: \$927.80.

- 3. The District directs that the County Registrar of Voters of the principal county publish the Notice of Election in a newspaper of general circulation that is regularly circulated in the territory.

- 4. This Board hereby requests and consents to the consolidation of this election with other elections which may be held in whole or in part of the territory of the district, pursuant to Elections Code 10400.

- 5. The district will reimburse the county for the actual cost incurred by the county elections official in conducting the general district election upon receipt of a bill stating the amount due as determined by the elections official.

- 6. The Clerk of this Board is ordered to deliver copies of this Resolution, to the Registrar of Voters, and if applicable, to the Registrar of Voters of any other county in which the election is to be held, **and to the Board of Supervisors**.

- 7. THE FOREGOING RESOLUTION WAS ADOPTED upon motion of Director _____

Seconded by Director _____, at a regular meeting on this day of

_____ June 8 _____, 2020, by the following vote:

AYES: _____ NOES: _____

ABSENT: _____ ABSTAIN: _____

DATED: _____

DISTRICT SECRETARY
District



June 4, 2020

To: LMCHD Board of Directors

From: Craig Collins, CPA

Approved: Lamar A. Thorpe, Executive Director

Subject: Review/Approve Resolution approving an adjustment to the 2019-2020 Fiscal Year Budget in the amount of \$18,000 for legal expenses and appropriate funding from the legal expense reserve in the same amount – ***Action #200604***

DISCUSSION:

The Board of Directors previously adopted a budget for the 2019-2020 fiscal year. On October 14, 2019, the Board increased the District's legal expense reserve by \$200,000 to provide funding for legal expenses. The District's intention was to apply fund balances and its previously adopted legal expense reserve for excess costs related to the Local Agency Formation Commission's action in the dissolution proceeding. Due to incurred excess costs in the original 2019-2020 budgeted amount resulting from the dissolution court case, the Board has expressed its desire to augment the budget to address some incurred legal expenses.

The Board previously approved a legal expense reserve and now wishes to release that reserve so that expenditures do not reduce what the District had budgeted for program activities during 2019-2020.

RECOMMENDATION:

It is recommended to amend the Fiscal Year 2019-2020 Budget, decreasing the net change in the Fund Balance in the amount of \$18,000 and increasing Line Item No. 61700, Legal Services Expenditures, in the amount of \$18,000. It is further recommended to release \$18,000 from its legal expense reserve for the above purposes.

RESOLUTION NO. 200604

APPROVING AN ADJUSTMENT TO THE 2019-2020 FISCAL YEAR BUDGET IN THE AMOUNT OF \$18,000 AND APPROPRIATE FUNDING FROM THE LEGAL EXPENSE RESERVE IN THE SAME AMOUNT

WHEREAS, the Board of Directors of the Los Medanos Community Healthcare District previously adopted a budget for the 2019-2020 fiscal year; and

WHEREAS, on October 14, 2019, the Board of Directors increased the District's legal expense reserve by \$200,000 to provide funding for legal expenses; and

WHEREAS, the 2019-2020 budget for legal services was set at an amount that would have been average for the District's legal services expenditures prior to the commencement in earnest of lease negotiations for the renewal of the County's lease of the Pittsburg Health Center building and the subsequent filing of the application for the District's dissolution by the County of Contra Costa. The District's intention was to apply fund balance and the District's previously adopted legal expense reserve to cover excess costs related to the current dispute over the Local Agency Formation Commission's action in the dissolution proceeding, which demonstrates that those costs do not impact the District's current year program funding budget; and

WHEREAS, the District has, in fact, incurred costs in excess of the 2019-2020 originally budgeted amount because of the court case on the dissolution issue and wishes to augment the budget in an amount to address some legal expenses incurred; and

WHEREAS, the District Board previously approved a legal expense reserve and now wishes to release that reserve for the above mentioned purposes so that the expenditures do not reduce what the District had budgeted for program activities during 2019-2020; and

NOW THEREFORE, BE IT RESOLVED that the Los Medanos Community Healthcare District Budget for fiscal year 2019-2020 be amended as follows:

DECREASE Net Change in Fund Balance \$18,000
INCREASE 61700 Legal Services Expenditures \$18,000

BE IT FUTHER RESOLVED that the Los Medanos Community Healthcare District releases \$18,000 from its legal expense reserve for the above purposes.

PASSED AND ADOPTED by the Los Medanos Community Healthcare District at a regular meeting on June 8, 2020.

AYES: Directors:
NOES: Directors:
ABSENT: Directors:
ABSTAIN: Directors:

Patt Young
President, LMCHD Board of Directors

Linda Strong, Secretary
LMCHD Board of Directors



June 3, 2020

To: LMCHD Board of Directors

From: Craig Collins, CPA

Approved: Lamar A. Thorpe, Executive Director

Subject: Review/Approve Resolution approving adjustment to the 2019-2020 Fiscal Year Budget for various administrative costs line items

DISCUSSION:

The Board has previously adopted a budget for the 2019-2020 fiscal year that included administrative costs of no more than 25% of anticipated revenue.

The District anticipates small budgetary variances in several service and supply items within the administrative cost category. The District does not anticipate a need to adjust the total administrative cost category as presented in its budget.

Attached are proposed amendments to accommodate the administrative cost line item.

RECOMMENDATION:

To approve Resolution No. 200605 approving a budget adjustment to accommodate the 25% administrative costs requirement.

RESOLUTION NO. 200605

**APPROVING AN ADJUSTMENT TO THE 2019-2020 FISCAL YEAR BUDGET FOR
VARIOUS ADMINISTRATIVE COST LINE ITEMS**

WHEREAS, the Board of Directors of the Los Medanos Community Healthcare District previously adopted a budget for the 2019-2020 fiscal year that included a budget for total administrative costs at no more than 25% of anticipated revenue; and

WHEREAS, based on the actual operations of the District during the 2019-2020 fiscal year, the District either has observed or anticipates small budgetary variances in several

individual service and supply line items of the administrative cost category, but because some of the variances are positive while others are negative, the District does not anticipate a need to adjust the total administrative cost category as presented on its budget.

NOW, THEREFORE, BE IT RESOLVED that the Los Medanos Community Healthcare District Budget for fiscal year 2019-2020 be amended as follows:

INCREASE 62100 Payroll Processing Fees Expenditures \$167.50
INCREASE 61600 LAFCO District Fees Expenditures \$761.87
INCREASE 61000 ACHD & CSDA Dues Expenditures \$917.00
INCREASE 60870 Discretionary Expn-CEO Expenditures \$417.89
INCREASE 62450 Small Equipment Expenditures \$497.01
INCREASE 62200 Phone/Fax/Internet Expenditures \$2,339.16
INCREASE 62400 Post Office Box Rental Expenditures \$10.00
INCREASE 62000 Office Supplies Expenditures \$800.00
INCREASE 63800 Workers Comp Insurance Expenditures \$329.83
DECREASE 60000 Accounting/Bookkeeping Expenditures \$6,240.26

PASSED AND ADOPTED at the Regular Meeting of the Board of Directors on June 8, 2020.

AYES: Directors:
NOES: Directors:
ABSENT: Directors:
ABSTAIN: Directors:

By: _____
Patt Young, President

Attest:

Linda Strong, Board Secretary