

MINUTES  
REGULAR BOARD MEETING  
LOS MEDANOS COMMUNITY HEALTHCARE DISTRICT  
Monday, December 10, 2018  
6:30 p.m. – LMCHD Board Room

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

The meeting was called to order at 6:57 p.m.

Roll Call

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

Absent: Directors: None

**2. PLEDGE OF ALLEGIANCE**

Director Mason led in the Pledge of Allegiance.

**3. 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 read the Mission Statement**

**4. PUBLIC COMMENTS – Non-Agenda Items (3 minutes/individual) - No public comments.**

**5. BOARD REORGANIZATION**

**5.1 Certification of November 6, 2018 Election Results**

Director Cromartie discussed the Board's previous action relative to the two-year seat on the 2018 Election ballot, whereby the candidate receiving the least number of votes would be assigned the two-year seat. This action was communicated to the Board of Supervisors Office and approved. The successful candidates were as follows:

Director Fountain – Four-year seat until November 2022

Director Strong – Four-year seat until November 2022

Director Young – Four-year seat until November 2022

Director Mason – Two-year seat until November 2020

He administered the Oath of Office to the four re-elected candidates and congratulated them on their election to the Board.

**5.2 Election of Board Officers**

The Board President opened nominations for LMCHD Board President.

A motion was made by Director Fountain, seconded by Director Strong, to appoint Director Cromartie as Board President for 2019. There were no subsequent nominations; therefore, Director Cromartie was unanimously approved to serve as Board President for 2019.

A motion was made by Director Strong, seconded by Director Cromartie, to elect Director Fountain as Board Vice President for 2019. There were no subsequent nominations; therefore, Director Fountain was unanimously approved to serve as Board Vice President for 2019.

A motion was made by Director Young, seconded by Director Strong, to elect Director Mason to as Secretary for 2019. There were no subsequent nominations; therefore, Director Mason was unanimously approved to serve as Board Secretary for 2019.

A motion was made by Director Young, seconded by Director Cromartie, elect Director Strong as Treasurer for 2019. There were no subsequent nominations; therefore, Director Strong was unanimously approved to serve as Board Treasurer for 2019.

### **5.3 Approve Schedule of Meetings for 2019**

The Board reviewed the proposed schedule of Board Meetings and deadline dates for submitting agenda items for 2019. Director Cromartie proposed to change the July 8 meeting date to Monday, July 15, 2018. A motion was made by Director Fountain, seconded by Director Young, to approve the schedule of meetings, as amended. The motion was unanimously approved.

## **6. APPROVAL OF MINUTES**

### **6.1 Regular Board Meeting of November 13, 2018 – Action #181201**

A motion was made by Director Strong, seconded by Director Fountain, to approve the minutes of November 13, 2018. The motion was approved 4-0-0-1, Director Mason abstaining due to absence at the November 13 meeting.

### **6.2 Special Meeting of November 16, 2018 – Action #181202**

It was noted that the Executive Director's name was misspelled in the Staff Attendance section. Director Cromartie requested that language in the Roll Call relative to Director Fountain's name be modified or omitted as he did not participate at this meeting.

A motion was made by Director Strong, seconded by Director Fountain, to approve the minutes, as corrected. The motion was approved 4-0-0-1, Director Mason abstaining due to absence at the November 16, 2018 meeting.

## **7. CONSENT CALENDAR**

### **7.1 Approval of Financial Report – Action #181203**

- Profit and Loss for July through October 2018
- Budget vs. Actual July through October 2018
- Balance Sheet as of October 2018
- Credit Card Charges – October 2018
- Cash Disbursements – October 2018

Accountant Craig Collins reported on the Financial Report. Once the invoice has been received from the County Registrar of Voters Office for the November 2018 Election, the Board can evaluate whether or not a budget adjustment is required. Bookkeeper Rhonda Burke was requested to provide the current LMCHD checking account balance.

## 8. ACTION ITEMS

- 8.1** Review/Approve DPAC recommendation to approve 2018 District-sponsored Program funding for A More Excellent Way African American Baby Shower Program in the amount of \$10,000 – **Action #181204**

Director Young noted that some of the receipts from this organization appeared to be check carbons which are not acceptable as receipts. It was requested that this item be continued for further consideration by the DPAC Committee at its next meeting.

- 8.2** Review/Approve DPAC recommendation to approve 2018 District-sponsored Program funding for Pittsburg Unified School District Student Eyeglasses Program in the amount of \$4,000 – **Action #181205**

The Board reviewed the staff recommendation and support materials for this program. A motion was made by Director Strong, seconded by Director Fountain, to approve funding for the 2018 PUSD Student Eyeglasses Program, in the amount of \$4,000. The motion was approved by the following vote:

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

NOES: Board Members: None

ABSENT: Board Members: None

ABSTAIN: Board Members: None

- 8.3** Review/Approve DPAC recommendation to approve 2018 District-sponsored Program funding for Mt. Diablo Unified School District in the amount of \$4,000 – **Action #181206**

The Board reviewed the staff recommendation and support materials for this program. A motion was made by Director Fountain, seconded by Director Strong, to approve funding for the 2018 MDUSD Student Eyeglasses Program in the amount of \$4,000. The motion was approved by the following vote:

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

NOES: Board Members: None

ABSENT: Board Members: None

ABSTAIN: Board Members: Mason

- 8.4.** Review/Approve extension of contract for Interim Community Outreach Specialist – **Action #181207**

Board President Cromartie requested to pull this item until it is reviewed by the Community Outreach Committee at its next meeting.

**8.5 Review/Approve Draft Audit Report for June 30, 2018 – Action #181208**

Accountant Craig Collins reviewed the Draft Audit Report, and mentioned minor recommended changes prior to finalization. He noted that the Audit went well, and the Auditor has given a clean opinion regarding the District's financial statement. The Management Discussion and Analysis section of the Report on Page 5 provides a summary of financial highlights for 2017-2018 and key factors contributing to this section.

He noted the Financial Highlights section of the Report and the fact that the District's net position increased by \$126,860 for the year ended June 30, 2018, representing an increase of 1.95% over the prior year. He provided rationale for this increase.

He discussed recommended language changes in the Management's Discussion and Analysis on Pages 6 and 7 to include an explanation of variances between the budget and actual numbers.

The Accountant responded to questions by Board members. He advised that he would revise language to Note 8 on Page 28 of the Report to reflect current to operations through the end of the year. He responded to a question by the Executive Director regarding budgeted administrative activities vs. service activities; i.e., the Grants Program.

A motion was made by Director Mason, seconded by Director Fountain, to approve the Draft Audit Report, subject to changes discussed and recommended by the Accountant. The motion was approved by the following vote:

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

**8.6 Review/Approve revised LMCHD Media Policy (Cont'd. 10/30/18) - Action #180922**

The Board reviewed the staff recommendation and support material.

A motion was made by Director Strong, seconded by Director Fountain, to approve the revised Media Policy. The motion was approved by the following vote:

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

**8.7 Review/Approve Public Appointment (Executive Director) position (Cont'd. 12/7/18) – Action #181209**

The Board reviewed the staff recommendation and support material.

A motion was made by Director Fountain, seconded by Director Strong, to begin recruitment of an Interim Executive Director to replace Itika Greene after December 31, 2018.

The motion was approved by the following vote:

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

Director Cromartie requested an Ad Hoc Committee comprised of himself and Director Fountain be held following the REAL Committee meeting on December 13, 2018.

**9. BOARD REPORTS**

- 9.1 Board Member Reports - None
- 9.2 Board President Report - None
- 9.3 Legal Reports – None - None

**10. EXECUTIVE DIRECTOR REPORT**

**10.1 November 2018 Activities Report**

Interim Executive Director Greene reported and discussed new laws for 2019 and website requirements, as well as other operational issues outlined in her report, dated 12/10/18. This report is included with support material for this meeting.

**11. COMMITTEE REPORTS/RECOMMENDATIONS/MINUTES**

**11.1 Committee Minutes**

- a) Community Garden Committee – October 10, 2018 meeting minutes – *Director Mason reported.*
- b) REAL Committee – October 11, 2018 meeting minutes – *Meeting rescheduled*
- c) Grants & Policy Committee – October 18, November 9, 2018 meeting minutes – *Director Strong reported.*
- d) DPAC Committee – October 23, 2018 meeting minutes – *Meeting rescheduled*
- e) Outreach Committee – October 23, 2018 meeting minutes – *Meeting rescheduled*
- f) Finance Committee – October 22, 2018 meeting minutes – *Director Fountain reported.*

**12. COMMUNICATIONS/ INFORMATION ONLY**

**13. ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 9:04 p.m.

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Barbara Kee  
Recording Secretary

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Lee Mason  
LMCHD Board Secretary