

MINUTES  
LOS MEDANOS COMMUNITY HEALTHCARE DISTRICT  
BOARD MEETING  
August 14, 2017  
6:30 P.M. – LMCHD Board Room

**1. CALL TO ORDER**

Board President Ogunleye called the meeting to order at 6:30 p.m.

**2. ROLL CALL**

Present: Lee Mason  
Arthur Fountain, Secretary  
Linda Strong, Treasurer  
J. Vern Cromartie, Ed.D, Vice President  
Emmanuel Ogunleye, President

Absent: None

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

**3. PLEDGE OF ALLEGIANCE**

The Board President called upon Director Mason to lead 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 Linda Strong**

**5. PUBLIC COMMENTS**

**6. SPECIAL PRESENTATIONS**

**6.1 LMCHD Intern Program Presentation – “Healthy Living”**

Don Graves, representing Contra Costa County Independent Living Services, addressed the Board and thanked LMCHD for its continued support of the Intern Program for its seventh year. Mr. Graves, along with Carol Regaldo, Education Liaison for Children’s Family Services of Contra Costa County, and Ms. Linda St. Julian, conducted this year’s program.

Linda St. Julian, LMCHD, Coordinator for the program, addressed the Board and discussed the “Healthy Living” Program that the interns were involved with for 2-1/2 months.

Individual interns addressed the Board and discussed elements of the program, which also involved working with Cindy Gershen at the Pittsburg Riverview Middle School to learn healthy food preparation. The program focused on methods to begin living a healthy lifestyle, including maintaining a healthy diet, daily exercise, learning the negative effects of stress and substance abuse, and coping mechanisms for handling stress. The program has inspired the interns to pursue education and careers in such areas as dental hygiene, biochemistry, business real estate, teaching, and event coordination.

Members of the Board commended the interns for participating in the program and urged them to stay connected with LMCHD. The Board also expressed appreciation to Don Graves, Carol Regalado, and Linda St. Julian for making this year's Intern Program a success.

A Certificate of Appreciation was issued to each intern, along with a \$500 check for their participation in the program.

## **7. APPROVAL OF MINUTES**

### **7.1 Regular Board Meeting of July 17, 2017 – Action #170701**

Director Ogunleye noted a correction to the vote in 8.2, and requested that the minutes be corrected to reflect that the motion was approved "4-0-0-1." Director Cromartie requested a correction to reflect "Ed.D, Vice President" after his name under ROLL CALL.

A motion was made by Director Fountain, seconded by Director Strong, to approve the minutes, as corrected. The motion was approved unanimously.

## **8. CONSENT CALENDAR**

### **8.1 Approval of Financial Report – Action #170802**

- Profit and Loss for July through June 2017
- Budget vs. Actual July through June 2017
- Balance Sheet as of June 2017
- Cash Disbursements – June 2017
- Credit Card Charges – June 2017

### **8.2 Review/Approve appointment of Lee Mason to serve as representative on the LMCHD Garden Committee – Action #170803**

A motion was made by Director Fountain, seconded by Director Strong, to approve the Consent Calendar. The motion was approved unanimously.

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

### **9.1 Activity Report**

Executive Director Wilson reported on the LAFCO Municipal Services Review, stating that this report is near completion. He reported regarding his attendance to various meetings in August, including a teen group cooking class at Ambrose Center, as well as meetings with Taunita Trotter with East County Community Forum, and a meeting with Healthy and Livable Pittsburg.

Cynthia Garrett, Delano Johnson, Taunita Trotter, and Barb Hunt were in attendance representing the East County Community Collaborative group. Representatives stated that it is their intent to work closely to support LMCHD in an effort to reach out to other community organizations in need of assistance; i.e., the homeless population. It was requested that this organization notify the Board when their next meeting is scheduled.

### 7.1 Site Visits

The Executive Director reported on site visits with “A More Excellent Way” Baby Shower Program, Unity in Community, Nunley’s Karate Do, Reading Advantage, Contra Costa Health Ministries, and Hope Resources.

### 7.3 Legislative Updates

Information included in the Executive Director’s written report for August 2017.

## 10. ACTION ITEMS

- 10.1** Review/Approve REAL Committee recommendation to modify LMCHD Bylaws to include the DPAC (District Program and Activities Committee) – (Cont’d. 7-14-17)  
**Action #170804**

There was discussion regarding the Bylaws version being reviewed. It was pointed out that the **Outreach Committee** language in the Bylaws appears to be different than that recommended by the REAL Committee. The **DPAC** section is being recommended for inclusion as it was not incorporated into the Bylaws at the time the Board approved the committee in 2010.

It was the consensus of the Board to continue this matter to the next regular meeting and direct the staff to research all previous versions of the Bylaws and identify all previous resolutions related to the Bylaws, and report this information back to the Board.

- 10.2** Review/Approve increase to the Garden Committee 2017-2018 budget in the amount of \$2,844.45 for installation of a self-locking gate - Budget Adjustment - **Action #170805**

The Staff Report, dated April 9, 2017, was reviewed. A motion was made by Director Cromartie, seconded by Director Fountain, to approve Resolution No. 170805, approving an amendment to the 2017-2018 Fiscal Year Budget for installation of a self-locking gate at the Community Garden. The motion was approved unanimously.

- 10.3** Review/Approve Finance Committee of the Whole recommendation to extend the contract with Craig Fetcher for Audit Services for two additional years – Not to exceed \$8,385/year – **Action #170806**

The Staff Report, dated April 11, 2017, was reviewed. A motion was made by Director Strong, seconded by Director Cromartie, to approve the recommendation.

Director Fountain recalled that the Finance Committee had requested that the Executive Director review other contractors for comparative pricing.

The Board President called for a vote on the motion, and it was approved 4-1-0-0, Director Fountain opposed.

**10.4 Review/Approve REAL Committee recommendation re: revisions to LMCHD Credit Card Policy – Action #170807**

The proposed policy was reviewed. Director Cromartie requested clarification on whether the \$15,000 credit card limit refers to the limit on each card or both. It was the consensus of the Board that the staff verify this information and continue the matter to the regular meeting on September 11, 2017.

**10.5 Review/Approve REAL Committee recommendation re: revisions to the LMCHD Media Policy – Action #170808**

Following review of the proposed policy, a motion was made by Director Fountain, seconded by Director Ogunleye to approve the Media Policy. The motion was approved unanimously.

**10.6 Review/Approve recommendation by the District Program and Activities Committee (DPAC) and Finance Committee of the Whole for a budget adjustment in the amount of \$1,800 for the “Read Me a Story” program – Action #170809**

The Staff Report and proposed resolution were reviewed. It was moved by Director Fountain, seconded by Director Strong, to approve Resolution No. 170809, approving a budget adjustment in the amount of \$1,800 for the “Read Me a Story” program. The motion was approved unanimously.

**10.7 Review/Approve REAL Committee recommendation to enter into an agreement with Federal Advocates, Inc. – Not to exceed \$36,000/year - Action #170810**

The Board President explained that LMCHD had a previous contract with Federal Advocates for approximately six months, and due to not receiving any potential funding, it was the Board’s decision to terminate the contract. The organization has subsequently sent information outlining specific grants that LMCHD would be eligible to apply for, particularly at the State level.

Directors Cromartie and Strong stated that they would not be in favor of supporting this program again. There was further discussion among members, and new information presented regarding the program.

Members expressed that there were misdirected communications between Federal Advocates, Inc. and the District due to administrative transitions occurring during that time, thus resulting in the termination of the contract.

A motion was made by Director Mason, seconded by Director Fountain, to approve an agreement with Federal Advocates, Inc. The motion was approved by a 3-2-0-0 vote, Directors Cromartie and Strong opposed.

**Recess and Reconvene**

The Board President announced a recess at 8:10 p.m. The Board reconvened at 8:15 p.m.

**11. BOARD REPORTS**

**11.1 Board Member Reports**

**11.2 Board President Report**

- ***Proposal to hold a Special Meeting following the August 28, 2017 Finance Committee of the Whole Meeting to review St. Vincent de Paul's budget update for the RotaCare Program***
- ***Announcement of Closed Session following this regular meeting***

**11.3 Legal Reports - None**

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

**12.1 Committee Minutes**

- a) REAL Committee – June 8, 2017 – ***Director Ogunleye reported.***
- b) Community Garden – June 14, 2017 – ***Director Strong reported.***
- c) Finance Committee – June 26, 2017 – ***Director Fountain reported.***
- d) DPAC – June 27, 2017 – ***Director Cromartie reported.***
- e) Outreach Committee – June 27, 2017 – ***Director Ogunleye reported.***

**13. COMMUNICATIONS/ INFORMATION ONLY**

**13.1** Letter from Dr. ReJois Frazier-Myers expressing appreciation for renewing the LMCHD Eyeglasses Program. – Noted and filed.

**14. ADJOURNMENT TO CLOSED SESSION**

***Closed Session Re: Section 54954.5 – Real Property Negotiations – 2311 Loveridge Road, Pittsburg, CA – Emmanuel Ogunleye: Negotiator***

The meeting was adjourned to Closed Session at 9:10 p.m.

---

Barbara Kee  
Recording Secretary

---

Arthur Fountain  
Board Secretary