



"ADVANCING SOLUTION TO HEALTH DISPARITIES"

Special Board Meeting

Wednesday, January 02, 2019



"Advancing Solutions to Health Disparities"

SPECIAL MEETING
LOS MEDANOS COMMUNITY HEALTHCARE DISTRICT
Wednesday, January 2, 2019 - 6:30 PM
LMCHD Board Room

Board of Directors:

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

Staff:

Vacant, Executive Director
Barbara Kee, Executive Assistant
Aaronique Gordon, Administrative Assistant

Staff Support:

Vacant, District Counsel
Craig Collins, Accountant
Rhonda Burke, Bookkeeper

- 1. Call to Order/Roll Call
2. Public Comments - (3 minutes/individual)
3. Review/Discuss Rolls of Officers - LMCHD Bylaws, Article IV - Officers
4. Review/Approve Extension of Assignment - Temporary Employee - Action Item #181212
5. Announcement of Closed Sessions
- Conference with Legal Counsel; pursuant to G.C. #54956.8 to discuss Real Property Negotiations - Lease Agreement with Contra Costa County - Negotiator: J. Vern Cromartie, President
Conference Call-in: Attorney Elizabeth Calciano
6. Adjourn to Closed Session
7. Reconvene Regular Meeting
8. Adjournment

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.

CERTIFICATE OF POSTING

I certify that on December 31, 2018, 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 24 hours in advance of the Special Meeting of the Board of Directors.

Barbara Kee

Executive Assistant/Secretary to the Board

ARTICLE IV

OFFICERS

Section 1. OFFICERS

The officers of this District are members of the Board and are elected. The officers of this District shall be a President, Vice President, Secretary and Treasurer. The President, Vice President, Secretary and Treasurer and such other officers as may be designated by the Board shall be elected by the Board of Directors at the first Regular meeting in November of each year, or in the case of a year in which there has been an election of one or more members of the Board of Directors, at the first regular meeting following certification of the results of said election. Each officer so elected shall serve for a term of one year, or until their successor is elected, provided, however, that an officer may resign at any time or be removed as follows:

In the event that an officer is removed, they may be removed by the majority vote of the other directors then in office at any regular or special meeting of the Board of Directors. Reason for action shall be given to the Board members ten (10) days prior to that action.

In the event of a resignation or removal of an officer, the Board of Directors shall elect a successor to serve for the balance of that officer's unexpired term.

A Board member may be removed only by recall vote as set forth in Elections Code Section 2700.

Section 2. PRESIDENT

The Board of Directors shall elect one of its members to act as President and, if at any time the President shall be unable to act, the Vice President, in the order hereinafter set forth, shall take the President's place and perform their duties. The President or officer acting as such as provided:

- a. Shall preside over all the meetings of the Board of Directors.
- b. Shall sign, as President, such contracts, conveyances and other instruments in writing as the Board of Directors shall authorize or direct the President to sign.
- c. The President shall perform such other duties as pertain to their office and as are prescribed by the Board of Directors.

Section 3. VICE PRESIDENT

In the absence or inability of the President to serve, the Vice President shall perform the duties of the President.

Section 4. SECRETARY

- a. The Secretary shall act as Secretary of both the District and the Board of Directors.
- b. The Secretary shall be responsible for seeing that records of all actions, proceedings, and minutes of meetings of the Board of Directors are properly kept and maintained in the Board office.
- c. The Secretary shall be responsible for seeing that all ordinances and resolutions of the Board of Directors pertaining to policy and government of the District and its facilities are properly recorded and are maintained in the Board office.
- d. The Secretary shall serve, or cause to be served, all notices required either by law or these bylaws and, in the event of their absence, inability, refusal or neglect to do so, such notices shall be served by any person thereunto directed by the President or Board of Directors of this District.
- e. The Secretary shall be responsible for seeing that the seal of this District is in safekeeping in the Board office and shall use it under the direction of the Board of Directors.
- f. The Secretary shall perform such other duties as pertain to their office and as are prescribed by the Board of Directors.

Section 5. TREASURER

- a. The Treasurer shall have the responsibility for the safekeeping and dispersal of funds in the treasury of the District in accordance with the provisions of "The Local Health Care District Law" and in accordance with such resolutions, procedures and directions as the Board of Directors may adopt.
- b. The Treasurer shall receive regular monthly reports with respect to the financial condition of the District and shall present such reports to the Board of Directors as directed by the Board of Directors.
- c. The Treasurer shall perform such duties as pertain to their office and as are prescribed by the Board of Directors.

- d. The Board of Directors may designate, by motion, resolution or by proper procedure, any other person or persons who shall have authority to sign checks drawn on the appropriate accounts of the District, and to execute in the name of the District all contracts and conveyances and other instruments in writing.

Handwritten marks and scribbles in the top right corner.



December 21, 2018

MEMORANDUM

TO: LMCHD BOARD
FROM: Itika Greene, Interim Executive Director LMCHD
SUBJECT: Extension of Temporary Office Assistant Support

I have approved the extension of a Temporary Office Assistant support for January 2019 for the following reasons:

- The Board will be recruiting for the position of a replacement Interim Executive Director, and as in the past, the Executive Assistant will be working with advertisement and interview scheduling for the replacement position.
- In the absence of an Executive Director, the current staff will be in a position of researching and responding to questions to assist members of the Board.
- The Administrative Assistant and the Executive Assistant will also be focused on updating the LMCHD website for conformance with laws related to media advertisement during the Special Election process, thereby requiring assistance with other routine office projects with specific deadlines.
- The Administrative Assistant spends a percentage of time away from the office two days weekly for outreach activities. The Executive Assistant has been requested by the Board President to limit hours spent working in the office, thus creating a coverage issue.
- A percentage of the Executive Assistant's time is focused on compliance issues to assure that board members meet responsibilities and keep current relative to campaign disclosure requirements, the Brown Act, election laws, and ethics requirements. Agenda planning and preparation time are oftentimes affected, and the temporary assistant has helped us to meet our deadlines.
- The Executive Assistant works independently, as well as with the Executive Director, to follow up on numerous Board and Committee requests, resulting in administrative and project time. This affects deadline-related tasks such as board meeting preparation. The temporary assistant works with the Administrative Assistant to assure timely board and committee packet distribution.

- For some time, one project that has been delayed due to lack of staff resources has been to provide electronic access to the District's Operations Manual. The temporary assistant has recently distributed approved Operations Manual updates; the Executive Assistant would like to utilize her services to help provide the Manual electronically.
- There are specific required website criteria to achieve ACHD certification in 2019, and it would be beneficial for the Executive Assistant to focus on meeting this criterion and meet current website requirements.

Cost @ \$28.11/hr for three 6-hr days/wk for 4 wk; Tues-Thurs schedule

\$ 2,023.92



"Advancing Solutions to Health Disparities"

NOTICE OF CLOSED SESSION

A Closed Session of the Los Medanos Community Healthcare District Board of Directors
is scheduled for:

Wednesday, January 2, 2019

6:30 p.m.

at

2311 Loveridge Road Pittsburg, California, 94565

CLOSED SESSION

- Conference with Legal Counsel Pursuant to G.C. #54956.8 to discuss Real Property Negotiations – Lease Agreement with Contra Costa County – **Negotiator: J. Vern Cromartie, President**

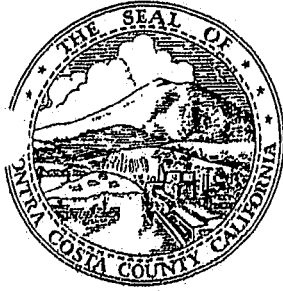
CERTIFICATE OF POSTING

I certify that on December 31, 2018, 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

01.02.2019 #ClosedSession



OFFICE OF THE COUNTY COUNSEL CONTRA COSTA COUNTY

SHARON L. ANDERSON
COUNTY COUNSEL

CHIEF ASSISTANT
MARY ANN MCNETT MASON

ASSISTANTS
MONIKA L. COOPER
THOMAS L. GEIGER
STEVEN P. RETTIG

January 22, 2018

VIA EMAIL AND U.S. MAIL

Michael Peterson
Partner
Archer Norris
2033 N. Main Street, #800
Walnut Creek, California 94596

Dear Mike:

Thank you for calling on January 12, 2018, to discuss the status of lease extension negotiations between the County and the Los Medanos Community Healthcare District. I would like to reiterate that the County has been willing to continue negotiations with the District following the County's July 27, 2017, proposal to extend the Pittsburg Health Center lease. Since the parties' meeting on September 8, 2017, and the discussion you and I had by phone on November 14, 2017, the County has been expecting to receive a counter-offer from the District to the extension terms proposed by the County. To date, that has not occurred.

If your client would like to meet to continue negotiations, please ask the District's Executive Director, Godfrey Wilson, to call the County's Senior Deputy County Administrator, Tim Ewell, at (925) 335-1036.

Thank you.

Sincerely,

SHARON L. ANDERSON
COUNTY COUNSEL

A handwritten signature in cursive script that reads "Kathleen M. Andrus".

Kathleen M. Andrus
Deputy County Counsel

KMA:ma

cc: Timothy Ewell, County Administrator's Office



"Advancing Solutions to Health Disparities"

August 4, 2017

Mr. Timothy M. Ewell
Senior Deputy County Administrator
Contra Costa County
County Administration Building
651 Pine Street, 10th Floor
Martinez, CA 94553-1229

Dear Mr. Ewell:

Per your request, I am responding on behalf of the Los Medanos Community Healthcare District ("District") to acknowledge receipt of your letter, dated July 26, 2017, regarding the Contra Costs County's ("County") election to extend the Lease Agreement.

The District's Ad hoc Committee for the lease extension has discussed the proposal in your letter and has the following preliminary response:

The District believes that, as outlined in Lease Section A.6, the rent for any extension should be the current fair market rent for the premises. However, as the Ad hoc Committee has communicated with County representatives at a preliminary meeting on June 20, 2017, the District is willing to discuss the rent and how the rate might be affected by an opportunity for the District and the County to collaborate, through a joint venture and/or to provide health care services to the District's constituents.

Toward that end, the District proposes that members of the District's Ad hoc Committee meet with appropriate County representatives during the week of September 5-9 to begin discussions about the lease extension and opportunities to collaborate. Please contact the District's Executive Director, Godfrey Wilson, to schedule a meeting with the County's representatives.

The District welcomes this opportunity to explore how to best work with the County to provide needed health care services to all parties.

Very truly yours,

Emmanuel Ogunleye
President, Board of Directors

County Administrator

County Administration Building
1 Pine Street, 10th Floor
Martinez, California 94553-1229
(925) 335-1080
(925) 335-1098 FAX

David J. Twa
County Administrator

Contra Costa County



Board of Supervisors

John M. Glola
1st District
Candace Andersen
2nd District
Diane Burgls
3rd District
Karen Mitchoff
4th District
Federal D. Glover
5th District

RECEIVED

JUL 27 2017

Initial:

July 26, 2017

Los Medanos Community Healthcare District
Attn: Hon. Emmanuel Ogunleye, President, Board of Directors
2311 Loveridge Road
Pittsburg, CA 94565

RE: Lease between the Los Medanos Community Hospital District and the County of Contra Costa, dated August 1, 1998, for the Premises located at 2311 Loveridge Road, Pittsburg, California (the "Lease")

Notice of Exercise of Lease Extension Option

Dear Mr. Ogunleye,

The County of Contra Costa hereby elects to exercise its first option to extend the Lease, in accordance with Section A.6 of the Lease. The extension period will commence August 1, 2018, and will end July 31, 2023.

The County will continue to abide by the terms and conditions of the Lease, including the payment of rent on an annual basis. The County proposes to continue to pay rent in the amount of \$100,000 per year.

I request that you send me a written reply acknowledging receipt and acceptance of this extension notice. Should you have any questions or wish to schedule a meeting to discuss further, please contact me at (925) 335-1036.

The County looks forward to continuing to work with the District to provide critical health services to the residents of Pittsburg, Bay Point and surrounding communities.

Best regards,

A handwritten signature in black ink, appearing to read "Timothy M. Ewell".

TIMOTHY M. EWELL
Senior Deputy County Administrator
Contra Costa County

Mr. Godfrey Wilson, Executive Director, LMCHD
Mr. Colin Coffey, District Counsel, LMCHD