
LMCHD REGULAR BOARD MEETING

September 14, 2020 – 7:00 p.m.

*In accordance with the Governor's Executive Order N-33-20, and for the period in which the Order remains in effect, the Los Medanos Community Healthcare District (LMCHD) Board Room will be closed to the public. During this period of time, the LMCHD Board of Directors has arranged for members of the public to observe and address the meeting telephonically. **TO ATTEND BY TELECONFERENCE:** Toll-Free Dial-In Number: (310) 372-7549, CONFERENCE CODE #975838. Download Agenda Packet and Materials at <http://www.lmchd.org/>*

MINUTES
REGULAR BOARD MEETING
LOS MEDANOS COMMUNITY HEALTHCARE DISTRICT
Monday, August 10, 2020
7:00 a.m. – LMCHD Board Room

Board of Directors and public members were invited to attend this meeting telephonically in compliance with the Coronavirus “Shelter in Place” directive.

1. CALL TO ORDER/ROLL CALL

The meeting was called to order at 7:13 p.m.

Roll Call

Present: Directors: Mason, Fountain, Young, Strong, Cromartie
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 J. Vern Cromartie**

Director Cromartie read the Mission and Vision statements.

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

5. SPECIAL PRESENTATIONS – None

6. CONSENT CALENDAR - Action No. 200801

6.1 Minutes – Regular Meeting of June 8, 2020 (Cont’d. from July 22, 2020)
Minutes - Special Meeting of July 22, 2020
Minutes – Special Meeting of July 27, 2020

6.2 Receive and File - Financial Report

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

Director Cromartie requested that the letter “J” be included with his name in all minutes.
Director Strong requested that “lmchd.org” be capitalized on Page 3 of the July 27, 2020 minutes.

A motion was made by Director Cromartie, seconded by Director Fountain, to approve the minutes of June 8, 2020. The motion was approved by the following vote:

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

A motion was made by Director Cromartie, seconded by Director Fountain, to approve the minutes of July 22 and July 27, 2020, as modified. The motion was approved by the following vote:

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

7. REGULAR AGENDA AND ACTION ITEMS

7.1 Review/Approve Program Committee recommendation to accept the Final Report and approve funding for “*A More Excellent Way Baby Shower Program*” in the amount of \$10,000 - **Lamar Thorpe/Sabrina Hansen-Beardsley – Action No. 200802**

Sabrina Hansen-Beardsley, Grants and Program Evaluations Assistant, reported that the Program Committee at its meeting on July 21, 2020 approved the 2020-2021 Work Plan submitted by “A More Excellent Way.” The Committee recommended release of funding in the amount of \$10,000.00.

Ms. Hansen-Beardsley responded to questions by board members.

A motion was made by Director Cromartie, seconded by Director Fountain, to approve funding in the amount of \$10,000 for “A More Excellent Way Baby Shower Program” in the amount of \$10,000. The motion was approved by the following vote:

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

8. EXECUTIVE DIRECTOR REPORT

Executive Director Lamar Thorpe presented his report as follows:

- Administrative: Payroll and bill processing; new bank card ordered.

- Review of candidates for Garden Outreach Coordinator.
- Interim Outreach Coordinator Martha Hernandez is continuing to work on a limited basis with s to help deliver masks, etc. to organizations.
- Gardeners are able to work their garden plots on an appointment basis to avoid congregating.
- Memorandums of Understanding for AEDs (automated external defibrillators) have been signed by all partners/trainers.
- The staff is continuing to monitor COVID and County re-openings.

9. BOARD AND COMMITTEE REPORTS

- Director Cromartie – The Program Committee will meet with Greg Osorio (Souljahs) to discuss encouraging grantees and partners to engage in virtual activities.
- Director Cromartie – requested that the Executive Director consult with LMCHD’s attorney and, if recommended, schedule a Closed Session for a future date.
- Director Fountain suggested that consideration be given to scheduling virtual meetings with the Master Gardener.
- Director Strong – reported that a Grants Committee meeting is scheduled for August 27 to review Summer Program reports.
- Director Cromartie – suggested LMCHD consider coordinating with the City of Pittsburg for a free shuttle service along Railroad Ave. to transport the public to downtown businesses.

10. UPCOMING PUBLIC, COMMUNITY AND CIVIC EVENTS

Board members discussed the “A More Excellent Way Baby Shower Program” virtual event on Saturday, August 8.

11. SUGGESTED FUTURE AGENDA ITEMS

12. ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 7:53 p.m.

Barbara Kee
Recording Secretary

Linda Strong
LMCHD Board Secretary

Please see Financial Reports – Separate Document



September 9, 2020

To: LMCHD Board of Directors

From: Barbara Kee/Craig Collins, CPA

Approved: Lamar A. Thorpe, Executive Director

Subject: Review/Approve Resolution authorizing an adjustment to the 2020-2021 FY Budget to support COVID-19 emergency funding for Pittsburg Unified School District – Not to Exceed \$15,000 – **Action #200902**

DISCUSSION:

The Board of Directors previously adopted a budget for the 2020-2021 fiscal year. That included \$15,000 of funding to address COVID-19-related needs. The District received over \$160,000 of unbudgeted revenue late in the 2019-2020 fiscal year from redevelopment agencies, which became part of the District's ending fund balance.

LMCHD became aware of the need to help Pittsburg Unified School District provide necessary equipment for students to participate in distance learning.

At a special meeting on July 27, 2020, the LMCHD Board of Directors approved the allocation of \$15,000 in emergency funding to help the School District provide necessary equipment to close the digital divide and enhance learning opportunities during the upcoming school year.

RECOMMENDATION:

It is recommended that the Board approve Resolution No. 200902 authorizing an adjustment to the 2020-2021 FY Budget to support COVID-19 emergency funding for Pittsburg Unified School District.

FISCAL IMPACT:

Decrease Net Change in Fund Balance \$15,000
Increase 50990 COVID-19 Emergency Expenditures \$15,000

RESOLUTION NO. 200902

RESOLUTION AUTHORIZING AN ADJUSTMENT TO THE 2020-2021 FY BUDGET TO SUPPORT COVID-19 EMERGENCY FUNDING FOR PITTSBURG UNIFIED SCHOOL DISTRICT

WHEREAS, the Board of Directors of the Los Medanos Community Healthcare District previously adopted a budget for the 2020-2021 fiscal year in June 2020 that had included \$15,000 of funding to address COVID-19-related needs; and

WHEREAS, in an effort to slow further spread of COVID-19 and in compliance with a directive of the Governor of California, the Pittsburg Unified School District began their 2020-2021 school year in August 2020 offering instruction through distance learning only; and

WHEREAS, the Pittsburg Unified School District has informed the District's Board of Directors that some students within the District lack the equipment that they need to access the Internet and fully participate in the District's distance learning program, equipment such as Internet routers and hot spots for accessing the Internet via the cell phone network; and

WHEREAS, this lack of Internet access equipment creates what has been called a "digital divide" separating the students without this equipment from those who have it; and

WHEREAS, as lack of education has been linked to adverse health outcomes, such as a reduction in life expectancy and an increase in infant mortality, the District sees support to the school district's program to provide students with the necessary equipment to access education as an integral part of its mission to advance solutions to health disparities within the District; and

WHEREAS, facilitating distance learning also contributes to the public health within the District by removing opportunities for increased spread of COVID-19 in the physical classroom; and

WHEREAS, the District Board, after considering the need, wishes to provide funding for this program at the rate of \$15,000 which was not included in the budget assumptions with the adoption of the 2020-2021 budget in June of 2021, and approved such funding at a special meeting held July 27, 2020; and

WHEREAS, the District received over \$160,000 of unbudgeted revenue very late in the 2019-2020 fiscal year from redevelopment agencies, which became part of the District's ending fund balance.

NOW THEREFORE, BE IT RESOLVED that the Los Medanos Community Healthcare District Budget for fiscal year 2020-2021 be amended as follows:

DECREASE Net Change in Fund Balance \$15,000
INCREASE 50990 COVID-19 Emergency Expenditures \$15,000

PASSED AND ADOPTED at the Regular Meeting of the Board of Directors on September 14, 2020.

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

By: _____
Patt Young, President

Attest:

Linda Strong, Board Secretary



September 9, 2020

To: LMCHD Board of Directors

From: Barbara Kee/Craig Collins, CPA

Approved: Lamar A. Thorpe, Executive Director

Subject: Review/Approve Resolution authorizing an adjustment to the 2020-2021 FY Budget to support COVID-19 emergency funding for Mt. Diablo Unified School District – Not to Exceed \$15,000 – **Action #200903**

DISCUSSION:

The Board of Directors previously adopted a budget for the 2020-2021 fiscal year. That included \$15,000 of funding to address COVID-19-related needs. The District received over \$160,000 of unbudgeted revenue late in the 2019-2020 fiscal year from redevelopment agencies, which became part of the District's ending fund balance.

LMCHD became aware of the need to help Mt. Diablo Unified School District provide necessary equipment for students to participate in distance learning.

At a special meeting on July 27, 2020, the LMCHD Board of Directors approved the allocation of \$15,000 in emergency funding to help the School District provide necessary equipment to close the digital divide and enhance learning opportunities during the upcoming school year.

RECOMMENDATION:

It is recommended that the Board approve Resolution No. 200903 authorizing an adjustment to the 2020-2021 FY Budget to support COVID-19 emergency funding for Mt. Diablo Unified School District.

FISCAL IMPACT:

Decrease Net Change in Fund Balance \$15,000
Increase 50990 COVID-19 Emergency Expenditures \$15,000

RESOLUTION NO. 200903

RESOLUTION AUTHORIZING AN ADJUSTMENT TO THE 2020-2021 FY BUDGET TO SUPPORT COVID-19 EMERGENCY FUNDING FOR MT. DIABLO UNIFIED SCHOOL DISTRICT

WHEREAS, the Board of Directors of the Los Medanos Community Healthcare District previously adopted a budget for the 2020-2021 fiscal year in June 2020 that had included \$15,000 of funding to address COVID-19-related needs; and

WHEREAS, in an effort to slow further spread of COVID-19 and in compliance with a directive of the Governor of California, the Mt. Diablo Unified School District began their 2020-2021 school year in August 2020 offering instruction through distance learning only; and

WHEREAS, the Mt. Diablo Unified School District has informed the District's Board of Directors that some students within the District lack the equipment that they need to access the Internet and fully participate in the District's distance learning program, equipment such as Internet routers and hot spots for accessing the Internet via the cell phone network; and

WHEREAS, this lack of Internet access equipment creates what has been called a "digital divide" separating the students without this equipment from those who have it; and

WHEREAS, as lack of education has been linked to adverse health outcomes, such as a reduction in life expectancy and an increase in infant mortality, the District sees support to the school district's program to provide students with the necessary equipment to access education as an integral part of its mission to advance solutions to health disparities within the District; and

WHEREAS, facilitating distance learning also contributes to the public health within the District by removing opportunities for increased spread of COVID-19 in the physical classroom; and

WHEREAS, the District Board, after considering the need, wishes to provide funding for this program at the rate of \$15,000 which was not included in the budget assumptions with the adoption of the 2020-2021 budget in June of 2021, and approved such funding at a special meeting held July 27, 2020; and

WHEREAS, the District received over \$160,000 of unbudgeted revenue very late in the 2019-2020 fiscal year from redevelopment agencies, which became part of the District's ending fund balance.

NOW THEREFORE, BE IT RESOLVED that the Los Medanos Community Healthcare District Budget for fiscal year 2020-2021 be amended as follows:

DECREASE Net Change in Fund Balance \$15,000
INCREASE 50990 COVID-19 Emergency Expenditures \$15,000

PASSED AND ADOPTED at the Regular Meeting of the Board of Directors on September 14, 2020.

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

By: _____
Patt Young, President

Attest:

Linda Strong, Board Secretary



September 14, 2020

TO: LMCHD Board of Directors

FROM: Barbara Kee, Executive Assistant/Secretary to the Board

APPROVED: Lamar Thorpe, Executive Director

SUBJECT: Review/Approve filing the 2020 Local Agency Biennial Notice to the LMCHD Conflict of Interest Code verifying no amendments – **Action #200904**

DISCUSSION:

The Political Reform Act requires every agency to review its Conflict of Interest Code biennially and to notify the Code reviewing body if their current Code is accurate, or alternatively, that their Code be amended. Attorney Gary Bell has reviewed LMCHD's Conflict of Interest Code and confirmed that based on LMCHD'S current disclosure requirements as outlined in LMCHD's adopted Code, no amendments are required.

Each agency must submit a biennial review by October 1, 2020.

RECOMMENDATION:

To approve filing the 2020 Conflict of Interest Local Agency Biennial Notice reflecting no amendments to the LMCHD Conflict of Interest Code since filing of the previous statement.

2020 Local Agency Biennial Notice

Name of Agency: Los Medanos Community Healthcare District

Mailing Address: P.O. Box 8698, Pittsburg, CA 94565

Contact Person: Barbara Kee

Phone No (925) 432-2200

Email: bkee@lmchd.org

Alternate Email: lamar.thorpe@gmail.com

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.

This agency has reviewed its conflict of interest code and has determined that (*check one BOX*):

An amendment is required. The following amendments are necessary:

(*Check all that apply.*)

- Include new positions
- Revise the titles of existing positions
- Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- Other (*describe*) _____

The code is currently under review by the code reviewing body.

No amendment is required. (If your code is over five years old, amendments may be necessary.)

Verification (to be completed if no amendment is required)

This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions are reported. The code includes all other provisions required by Government Code Section 87302.

September 14, 2020

Signature of Chief Executive Officer

Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 1, 2020**, or by the date specified by your agency if earlier, to:

Contra Costa County Clerk of the Board
1025 Escobar St., 1st Floor
Martinez, CA 94553

FAIR POLITICAL PRACTICES COMMISSION

2020 Conflict of Interest Code Biennial Notice Instructions for Local Agencies

The Political Reform Act requires every local government agency to review its conflict of interest code biennially. A conflict of interest code tells public officials, governmental employees, and consultants what financial interests they must disclose on their Statement of Economic Interests (Form 700).

By **July 1, 2020**: The code reviewing body must notify agencies and special districts within its jurisdiction to review their conflict of interest codes.

By **October 1, 2020**: The biennial notice must be filed with the agency's code reviewing body.

The FPPC has prepared a 2020 Local Agency Biennial Notice form for local agencies to complete or send to agencies within its jurisdiction to complete before submitting to the code reviewing body. The City Council is the code reviewing body for city agencies. The County Board of Supervisors is the code reviewing body for county agencies and any other local government agency whose jurisdiction is determined to be solely within the county (e.g., school districts, including certain charter schools). The FPPC is the code reviewing body for any agency with jurisdiction in **more than one county** and will contact them.

The Local Agency Biennial Notice is not forwarded to the FPPC.

If amendments to an agency's conflict of interest code are necessary, the amended code must be forwarded to the code reviewing body for approval within 90 days. An agency's amended code is not effective until it has been approved by the code reviewing body.

If you answer yes, to any of the questions below, your agency's code probably needs to be amended.

- Is the current code more than five years old?
- Have there been any substantial changes to the agency's organizational structure since the last code was approved?
- Have any positions been eliminated or re-named since the last code was approved?
- Have any new positions been added since the last code was approved?

- Have there been any substantial changes in duties or responsibilities for any positions since the last code was approved?

If you have any questions or are still not sure if you should amend your agency's conflict of interest code, please contact the FPPC. Additional information including an online webinar regarding how to amend a conflict of interest code is available on [FPPC's website](#).

advice@fppc.ca.gov 1.866.275.3772 or 916.322.5660
www.fppc.ca.gov FPPC • 076-04.20 20 • Page 1 of 1

LOS MEDANOS COMMUNITY HEALTHCARE DISTRICT

**CONFLICT OF INTEREST CODE
(Incorporated by Reference
2 Cal. Code of Regs. 18730)
AND**

APPENDIX

Adopted by the Board of Directors, (August 13, 2012)

The Political Reform Act (California Government code Sections 81000, et seq.) requires state and local government agencies to adopt and promulgate Conflict of Interest Codes. The California Fair Political Practices Commission has adopted a regulation (2 California Code of Regulations Section 18730, hereinafter "Regulation") which contains the terms of a standard Conflict of Interest Code which can be incorporated by reference and may be amended by the Fair Political Practices Commission after public notice and hearings to conform to amendments in the Political Reform Act . The Regulation further provides that incorporation of its terms by reference along with the designation of employees and the formulation of disclosure categories in an Appendix shall constitute the adoption and promulgation of a conflict of interest code within the meaning of Government Code Section 87300 or the amendment of a conflict of interest code within the meaning of Government Code Section 87307.

Therefore, the terms of the Regulation and any amendments to it, duly adopted by the Fair Political Practices Commission, are hereby incorporated by reference. The Regulation and the attached Appendix designating officials and employees and establishing disclosure categories constitute the Conflict of Interest Code of the Los Medanos Healthcare District.

Designated officials and employees and any person who manages the District's investments shall file statements of economic interests (Form 700) with the District. Such officers covered by this Code who are also public officials specified in Section 87200 of the Government Code, including those who manage public investments, shall file Form 700s pursuant to that Code as long as the categories of disclosure are the same or broader than those under this Code. The Form 700s will be available for public inspection and reproduction. (California Government Code Section 81008). Upon receipt of the statements of all designated officials and employees, the District shall make and retain a copy and forward the original of these statements to the County Clerk for the County of Contra Costa.

Dated: _ _ _ _ _

Secretary, Board of Directors

APPENDIX

Designated Positions

<u>Designated Positions</u>	<u>Disclosure Category</u>
Members of District Board of Directors	1 & 2
Chief Executive Officer	1&2
Consultants as designated ¹	1&2

Disclosure Categories

General Rule

The District has adopted Section 18730 of Title 2 of the California Code of Regulations, as it may hereinafter be revised, as the District's standing Conflict of Interest Code, supplemented by this Appendix. An investment, interest in real property or income is reportable if the business entity in which the investment is held, the interest in real property, or the income or source of income may foreseeably be affected materially by any decision made or participated in by the designated employee or officer by virtue of the his or her position. Form 700 provides guidelines

¹ Consultants shall be included in the list of designated employees or in writing as appropriate by addition by of the Board of Directors or CEO and shall disclose pursuant to the broadest disclosure category listed in the Code for District designated employees subject to the following limitation:

The CEO may determine in writing that a particular consultant, although a "designated employee," is hired to perform a range of duties that are limited in scope and thus is not required to comply with the written disclosure requirements described in these categories. Such determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The CEO's determination is a public record and shall be retained for public inspection by the Secretary in the same manner as this Conflict of Interest Code.

on what are "reportable" interests within each category and the corresponding disclosure schedule in Form 700, i.e., Schedules A1 -, A-2 B, C, D,E, F.

Designated Employees in Category "1" Must Report:

All investments, interests, in real property, income, including gifts and any business entity in which the person is a director, officer, partner, trustee, employee, or holds any position of management. Financial interest are reportable only if located within the Healthcare District or if the business entity is doing business or planning to do business within the Healthcare District (and such plans are known by the designated employee) or has done business within the Healthcare District at any time during the two years prior to the filing of the statement.

Designated Employees in Category "2" Must Report:

Investments in any business entity and income, including gifts from any source and status as a director, officer, partner, trustee, employee, or holder of a position of management in any business entity, which, within the last two years has contracted or in the future foreseeably may contract with the Los Medanos Healthcare District to provide services, supplies, materials, machinery, or equipment.

Designated Employees in Category "3" Must Report:

Investments in any business entity and income from any source and status as a director, officer, partner, trustee, employee, or holder of a position of management in any business entity, which has within the last two years contracted, or foreseeably may contract with the Healthcare District to provide services, supplies materials, machinery or equipment to the District.