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# LMCHD REGULAR BOARD MEETING

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August 10, 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, June 8, 2020  
7:00 p.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 7:05 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 Lee Mason**

**4. APPROVAL OF AGENDA**

A motion was made by Director Mason, seconded by Director Strong, to approve the agenda. The motion was approved unanimously.

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

There were no public comments.

**6. SPECIAL PRESENTATIONS**

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

Attorney David Ruderman discussed the process for filing a voter initiative relative to elected members’ term limits. He discussed term limit options and explained that any

imposed term limit would not be effective until a majority of voters have approved it. He responded to questions by Board members. There was no staff direction.

**7. CONSENT CALENDAR - *Action #200601***

**7.1 Minutes - Regular Board Meeting of May 11, 2020**

Minutes – Special Meeting of April 27, 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

A motion was made by Director Mason, seconded by Director Strong, to approve the Consent Calendar.

Director Cromartie requested to pull Item 7.1 from the Consent Calendar for separate action. The makers of the motion agreed to accept the amended action.

The amended motion was approved by the following vote:

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

NOES: Directors: None

ABSTAIN: Directors: None

ABSENT: Directors: None

**ITEMS CONSIDERED SEPARATE OF CONSENT CALENDAR**

**7.1 Minutes - Regular Board Meeting of May 11, 2020**

Minutes – Special Meeting of April 27, 2020

Minutes – Special Meeting of May 15, 2020

Minutes – Special Meeting of May 28, 2020

It was confirmed by the staff that the previously requested modification to the April 27, 2020 Minutes had been made.

A motion was made by Director Mason, seconded by Director Cromartie, to approve the minutes of May 11, April 27, May 15 and May 28, 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

Members requested that future board minutes with previously discussed corrections be included in a “redline” format to show where the changes were made.

## **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***

The Board reviewed the staff report, dated June 2, 2020.

A motion was made by Director Mason, seconded by Director Cromartie, to approve Resolution No. 200602 approving an adjustment to 2019-2020 Fiscal Year Budget in the amount of \$29,367.40 to accommodate the 2020 Summer Health and Wellness Program. The motion was approved by the following vote:

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

### **8.2 Review/Approve Resolution Ordering Specifications of the Election Order - *Action #200603***

The Board reviewed the staff report, dated June 4, 2020.

Director Cromartie mentioned that he would be using the name “J. Vern Cromartie” on his Candidate’s Statement.

A motion was made by Director Cromartie, seconded by Director Fountain, to approve Resolution 200603 Ordering Specifications of the Elections Order. The motion was approved by the Following vote:

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

ABSTAIN: Directors: None  
ABSENT: Directors: None

**8.3 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***

The Board reviewed the staff report, dated June 4, 2020. A motion was made by Director Fountain, seconded by Director Cromartie, to approve Resolution No. 200604 approving an amendment to the 2019-2020 Fiscal Year Budget in the amount of \$18,000 and appropriating funding from the Legal Expense Reserve in this amount. The motion was approved by the following vote:

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

**8.4 Review/Approve Resolution approving adjustment to the 2019-2020 Fiscal Year Budget for various administrative cost line items – *Action #200605***

The Board reviewed the staff recommendation, dated June 3, 2020. This item was reviewed and discussed by the Finance Committee at its meeting on June 3 and addresses budgetary variances in several service and supply items within the administrative cost category.

Accountant Craig Collins responded to questions by Board members relative to this issue. A motion was made by Director Cromartie, seconded by Director Fountain, to remove this item and schedule it for consideration at the next Finance Committee meeting. The motion was approved by the following vote:

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

## **9. EXECUTIVE DIRECTOR REPORT**

The Executive Director presented updates on the following categories:

- Legislative
- Administrative
- Community Outreach
- Direct Services Programs

This report, dated June 8, 2020, was noted and filed with the District record of this meeting.

**10. BOARD AND COMMITTEE REPORTS**

- Director Cromartie inquired about a recent letter received by the District from Willie Mims discussing a letter received by a former gardener. Executive Director Lamar Thorpe responded to this inquiry. Director Cromartie urged that any future correspondence received from a citizen be personally responded to by the Executive Director.
- Director Strong proposed holding a Grants Committee meeting prior to the next Finance Committee meeting. This meeting date will be confirmed.

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

**12. SUGGESTED FUTURE AGENDA ITEMS**

**13. ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 8:23 p.m.

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Barbara Kee  
Recording Secretary

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Linda Strong  
LMCHD Board Secretary

MINUTES  
SPECIAL BOARD MEETING  
LOS MEDANOS COMMUNITY HEALTHCARE DISTRICT  
Monday, July 22, 2020  
11:00 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 11:11 a.m.

**Roll Call**

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

**2. PLEDGE OF ALLEGIANCE**

Director Strong 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 Vern Cromartie**

Director Cromartie read the Mission Statement.

**4. PUBLIC COMMENTS – *Items appearing on the agenda only***

Anthony Molina of Pittsburg Unified School District has requested to address Item 7.4.

At Director Strong’s request, a motion was made by Director Cromartie, seconded by Director Strong, to suspend the rules and move Item No 7.4 forward on the agenda. The motion was approved unanimously.

**Taken out of order**

- 7.4 Review/Approve Request for Community Benefit Funding – To Improve Education Programs for the Pittsburg Unified School District - *Action #200705 - Lamar Thorpe, Executive Director***

Director Strong reported that she would like to use \$5,000 of her Community Benefit Funding to support students with internet access and learning devices. She introduced Anthony Molina, Superintendent of the Pittsburg Unified School District to discuss needs of the students.

Mr. Molina explained that he oversees educational services encompassing textbooks, computers, and social and student emotional wellbeing, all of which will be delivered through a technology platform. Due to the Coronavirus pandemic, students are unable to participate in learning. In preparation of distance learning, it is the goal of the School District's to reach all families. The State has provided some funding to purchase chrome books and devices to ensure that all students have devices. However, they have learned that there is not enough internet capacity to service all areas of Pittsburg.

Mr. Molina pointed out that Pittsburg is a community in which approximately 80% of the students qualify for free or reduced cost lunches. They are working to assure that adequate routers ("hot spots") are delivered so that no family is left behind.

Mr. Molina responded to questions by Board members. He stated that this request addresses the social and emotional needs of students in the community.

Executive Director Lamar Thorpe responded to a question regarding LMCHD's policy for organizations to receive more than one type of funding within a fiscal year. He will review the District's policy regarding this question.

Director Strong stated that her Community Benefit funding would support Strategic Plan Goal No. 4: ***LMCHD supports research and education programming.***

Director Fountain stated that he is not ready to support this request until more information is received regarding funding qualifications and grant criteria.

A motion was made by Director Strong, seconded by Director Cromartie to approve Community Benefit funding to support Pittsburg Unified School District in the amount of \$5,000 for technological "hotspots" and router devices for students. The motion was approved by the following vote:

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

**5. SPECIAL PRESENTATIONS – None**

**6. CONSENT CALENDAR - *Action #200701***



- 6.1 Minutes - Regular Board Meeting of June 8, 2020
- Minutes – Special Meeting of June 3, 2020
- Minutes – Special Meeting of June 22, 2020
- Minutes – Special Meeting of June 29, 2020

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

Director Cromartie requested that Agenda Item No. 6.1(a), June 8, 2020 Minutes, be pulled from the Consent Calendar for separate review. It was his understanding the Executive Director would report back to the Board regarding this issue.

A motion was made by Director Strong, seconded by Director Cromartie, to approve the Consent Calendar, with the exception of Item 6.1(a), for separate review. The motion was reviewed by the following vote:

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

**ITEM FOR SEPARATE REVIEW**

**6.1 Minutes - Regular Board Meeting of June 8, 2020**

- Director Cromartie referred to Item No. 10 under Board Reports. This item pertains to a letter received by LMCHD from Willie Mims discussing a letter from a former gardener. It was Director Cromartie’s understanding that the matter was referred to the REAL Committee with the expectation that it would return to the full Board for an update by the Executive Director.

Following a discussion, a motion was made by Director Strong, seconded by Director Fountain, to table the June 8 meeting minutes to the next regular meeting, allowing the Executive Director to review the minutes recording and report back to the Board. The motion was approved by the following vote:

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

ABSENT: Directors: Mason

## 7. REGULAR AGENDA AND ACTION ITEMS

### 7.1 Review/Approve Resolution approving adjustment to the 2019-2020 Fiscal Year Budget for various administrative cost line items (Cont'd. 6/8/20) -- **Action #200702 – Lamar Thorpe, Executive Director**

The Board reviewed the staff report, dated July 13, 2020. This matter was reviewed by the Finance Committee at its meeting on June 22, 2020, and it was the consensus of the Committee to move it to the full Board for action.

A motion was made by Director Strong, seconded by Director Cromartie, to approve Resolution No. 200702 approving an adjustment to the 2019-2020 FY Budget for various administrative cost line items. The motion was approved by the following vote:

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

### 7.2 Review/Approve authorization for the Executive Director to administer two-year contract with RLB Bookkeeping, not to exceed \$1,200/month – **Action #200703 - Lamar Thorpe, Executive Director**

Board members reviewed the supporting information regarding the requested contract renewal. This matter was reviewed by the Finance Committee at its meeting on June 22, 2020.

A motion was made by Director Strong, seconded by Director Young, to approve the contract renewal for an amount not to exceed \$1,200 per month.

Director Fountain expressed his concern regarding the increased contract amount.

The motion failed by the following vote:

AYES: Directors: Young, Strong,  
NOES: Directors: Fountain  
ABSTAIN: Directors: Cromartie  
ABSENT: Directors: Mason

### 7.3 Receive and File Final Audit for Fiscal Year 2018-2019 – **Action #200704 - Craig Collins, CPA**

The Management’s Discussion and Analysis section of the report provides an overview and summary of the financial statements and an analysis of significant changes from the prior year report.

A motion was made by Director Strong, seconded by Director Fountain, to approve the Final Audit for Fiscal Year ending June 30, 2019. The motion was approved by the following vote:

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

**7.4 Review/Approve Request for Community Benefit Funding – To Improve Education Programs for the Pittsburg Unified School District - *Action #200705 – See discussion and action on Pages 1 and 2.***

## **8. EXECUTIVE DIRECTOR REPORT**

Executive Director Thorpe presented his report on the following topics:

- ACHD has moved its Annual Conference from September 23<sup>rd</sup> to September 25<sup>th</sup> and will be held via the Zoom application.
- The Governor has resumed his daily press conferences. California is now the state leading in the number of coronavirus cases.
- Contra Costa County has slowed down its reopening process.
- On June 29, the Governor signed the 2020 State Budget, estimated at 1.7 billion, including additional funding to support decreasing numbers for COVID-19.
- Due to the uptick of COVID-19, the legislature has extended return from the summer recess to July 27.
- The legislature has convened hearings related to skilled nursing facilities.
- ACHD is opposing SB-977, which passed the State Assembly and now goes to the Assembly Health Committee for review.
- AB-890 looks at the scope of practice of nurse practitioners in the State. ACHD is asking healthcare districts to send letters of support.
- Staff has completed Sexual Harassment Avoidance training, and board members are urged to complete online training.
- Bylaws updates have been completed and distributed.
- The Annual Audit is completed.
- The District’s credit card application with Bank of the West has been completed and approved.
- The filing period for the upcoming of the Election closes on August 7.
- He continues to participate in ACHD weekly healthcare meetings.
- Martha Hernandez has accepted a position with Contra Costa County, but will continue to work with LMCHD on a limited basis to handle social media outreach and COVID work.
- Jasmine Hernandez, Garden Outreach Coordinator, continues to hold her Gardening for Children workshops.

- The Food Coop Feasibility Study has been completed and RFPs sent out. To date, there is only one applicant, so the deadline has been extended.
- Dr. Penn continues to engage senior citizens for weekly exercise classes.
- Veronica Baines continues to work with Women supporting Women, Families supporting Families and Seniors supporting Seniors.
- Dennisha Marsh will be leaving her position as Interim Outreach Coordinator in the next several days.

**9. BOARD AND COMMITTEE REPORTS**

- Director Strong reported that a Grants Committee would be scheduled to review final reports.
- Director Cromartie reported that the Programs Committee agreed that Veronica Baines could play a major part in working individually with families. He would like to see the District expanding her role.
- Director Young reported that the REAL Committee met on July 16 and reviewed a letter from former gardener Charles Smith. The Committee agreed that it would take no further action at this time.

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

Director Strong reported that the African American Baby Shower is scheduled for August 1. She suggested placing this on the LMCHD website.

**11. SUGGESTED FUTURE AGENDA ITEMS**

- Director Strong suggested that the Board schedule a Study Session in the near future to discuss various issues.
- Director Strong suggested adding an agenda item to consider additional COVID-19 funding support for “hot spots” and routers for Pittsburg Unified School District and Mt. Diablo Unified School District students during the upcoming school year.

**12. ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 12:45 p.m.

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Barbara Kee  
Recording Secretary

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Linda Strong  
LMCHD Board Secretary

MINUTES  
SPECIAL BOARD MEETING  
LOS MEDANOS COMMUNITY HEALTHCARE DISTRICT  
Monday, July 27, 2020  
8:00 p.m.

*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 8:05 a.m.

Roll Call

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

Absent: Board Members: None

**2. PLEDGE OF ALLEGIANCE** – Director Strong 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 Mason read the LMCHD Mission statement.

**4. PUBLIC COMMENTS** – *Items appearing on the agenda only*

**5. SPECIAL PRESENTATIONS** – None

**6. CONSENT CALENDAR** – No Items

**7. REGULAR AGENDA AND ACTION ITEMS**

**7.1** Review/Approve authorization for the Executive Director to administer two-year contract with RLB Bookkeeping, not to exceed \$1,200/month – ***Action #200706 - Lamar Thorpe, Executive Director***

A motion was made by Director Mason, seconded by Director Strong, to authorize the Executive Director to administer a two-year contract with RLB Bookkeeping, not to exceed \$1,200/month.

Director Cromartie cautioned that it is important that the District not exceed its administrative costs.

The motion was approved by the following vote:

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

**7.2** Review/Approve COVID-19 emergency funding for an amount not to exceed \$15,000 for Pittsburg Unified School District - to support technological issues and enhance learning opportunities during the upcoming school year – **Action #200707 – Lamar Thorpe, Executive Director**

Executive Director Lamar Thorpe explained that this proposed funding allocation pertains to COVID-19 emergency funding and if approved, would trigger a budget adjustment for action at a future Board meeting.

A motion was made by Director Strong, seconded by Director Mason to approve emergency funding for an amount not to exceed \$15,000 for the Pittsburg Unified School District.

Director Cromartie requested that Pittsburg Unified School District provide a statement describing the link between healthcare and how funds are intended to be used.

The motion was approved by the following vote:

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

**7.3** Review/Approve COVID-19 emergency funding for an amount not to exceed \$15,000 for Mt. Diablo Unified School District - to support technological issues and enhance learning opportunities during the upcoming school year – **Action #200708 – Lamar Thorpe, Executive Director**

Executive Director Thorpe reported that this proposal would entail a similar process to that of the Pittsburg Unified School District, and, if approved, a budget adjustment would to the Finance Committee for recommendation and then back to the Board at its next meeting.

A motion was made by Director Mason, seconded by Director Strong, to approve COVID-19 emergency funding for Mt. Diablo Unified School District for an amount not to exceed \$15,000.

Director Cromartie requested that Mt. Diablo Unified School District also provide a statement describing the link between healthcare and how funds are intended to be used.

Director Young called for a vote on the motion, and it 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**

## **9. BOARD AND COMMITTEE REPORTS**

Director Strong requested that the following programs and events be posted on the lmchd.org website:

- A More Excellent Way Baby Shower virtual event - August 29, 2020
- Dates for Cities of Pittsburg and Bay Point Free Food Giveaways

## **10. UPCOMING PUBLIC, COMMUNITY AND CIVIC EVENTS**

## **11. SUGGESTED FUTURE AGENDA ITEMS**

## **12. ADJOURNMENT**

- . There being no further business to come before the Board, the meeting was adjourned at 8:22 p.m.

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Barbara Kee  
Recording Secretary

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Linda Strong  
LMCHD Board Secretary

Please see Financial Reports – Separate Document





DATE: August 3, 2020

TO: LMCHD Board of Directors

FROM: Sabrina Hansen-Beardsley, Grants and Evaluations Assistant

APPROVED: Lamar A. Thorpe, Executive Director

SUBJECT: Review/Approve Programs recommendation to release funding for LMCHD District Sponsored Program “A More Excellent Way” funding in the amount of \$10,000 - **Lamar Thorpe/Sabrina Hansen-Beardsley – Action No. 200802**

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DISCUSSION:

The Programs Committee at its meeting on July 21, 2020 approved the 2020-2021 Work Plan submitted by “A More Excellent Way” and recommended release of funding in the amount of \$10,000.00. Please note that the 2019-2020 Final report was received on October 18, 2019, with prior year’s funding fully expended and appropriately documented.

RECOMMENDATION:

To review the recommendation and approve release of funds.

FISCAL IMPACT:

\$10,000.00