

SPECIAL MEETING
MINUTES
LOS MEDANOS COMMUNITY HEALTHCARE DISTRICT
January 2, 2019
6:30 p.m. – LMCHD Board Conference Room

1. CALL TO ORDER / ROLL CALL

Vice President Fountain called the meeting to order at 6:30 p.m.

Present: Arthur Fountain, Vice President
Linda Strong, Treasurer
Patt Young, Board Member

Absent: J. Vern Cromartie, President
Lee Mason, Secretary

Also Present: Elizabeth Calciano (Attorney) – *via teleconference*
Craig Collins (Accountant) – *via teleconference*
Barbara Kee, Executive Assistant

2. PUBLIC COMMENTS

There were no public comments.

3. Review/Discuss Roles of Officers – LMCHD Bylaws, Article IV – Officers

Director Young expressed concern that the Board President does not make himself available in responding to emails and telephone messages. In reviewing the District Bylaws, she was disappointed to see that there are not more specific requirements clarifying the duties of the President.

Director Strong was in agreement, stating that if the Board President or any Board member is unable to attend a meeting, it should be their responsibility to let the staff know in advance of the meeting.

Director Fountain stated that there is another section of the Bylaws that addresses meeting attendance. However, it was pointed out that attendance was not the issue, but rather, accessibility.

At the suggestion of Director Fountain, this issue will be addressed at the regular Board of Directors meeting on January 14.

4. Review/Approve Extension of Assignment - Temporary Employee – *Action Item #181212*

Director Young stated that she believes the rationale surrounding this request is the fact that the District is currently without an Executive Director, thus placing more demands on the staff. The Executive Assistant will be taking on additional projects, such as assisting with the Executive

Director recruitment process and responding to calls that would have been directed to the Executive Director. The memorandum from the previous Interim Executive Director addresses other rationale for maintaining the temporary staff position.

Director Fountain stated it was his opinion that this issue should be discussed when the full Board is in attendance, and that the District should stay in compliance with the budget.

Director Strong stated that the Board should carefully look at how office hours are being spent. One employee is currently working outside of the office on outreach activities two days each week, while office demands are increasing. Also, there is an anticipated savings due to unspent salary due to the vacant Executive Director position.

It was the consensus of the Board to suspend discussion of this issue until following the Closed Session scheduled for 6:45 p.m.

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

Vice President Fountain served as Negotiator in the absence of the Board President.

6. Adjourn Closed Session

The Closed Session adjourned at 7:13 p.m.

7. Reconvene Special Meeting

The Special Meeting reconvened at 7:15 p.m. There was no reportable action from the Closed Session.

Director Fountain stated that administrative issues are traditionally discussed by the REAL Committee and proposed that this matter will be scheduled for discussion at the January 10, 2019 REAL Committee meeting. A recommendation will then be sent for Board consideration at its regular meeting on January 14.

8. Adjournment

The meeting was adjourned at 7:16 p.m.

Barbara Kee
Recording Secretary

Lee Mason
Board Secretary