

MINUTES
SPECIAL BOARD MEETING
LOS MEDANOS COMMUNITY HEALTHCARE DISTRICT
Monday, June 29, 2020 – 10:00 p.m.
LMCHD Board Room

All members attended the meeting telephonically due to the Coronavirus “Shelter in Place” directive.

1. CALL TO ORDER/ ROLL CALL

The meeting was called to order at 10:04 a.m.

ROLL CALL:

Present: Directors: Mason, Fountain, Young, Strong, Cromartie
Absent: Directors: None

2. PUBLIC COMMENTS – (3 minutes/individual)

There were no public comments.

**3. REVIEW/APPROVE RESOLUTION ADOPTING THE LMCHD 2020-2021 FISCAL YEAR BUDGET –
*Action #200606***

Executive Director Thorpe referenced the Finance Committee’s discussion on June 22, 2020 regarding the 2020-2021 FY Budget, stating that it was the Committee’s direction to bring the matter before the Board for action at this meeting. He discussed two alternative budget alternatives and responded to questions by Board members.

Accountant Craig Collins clarified a question regarding the Community Garden Monitor position hours on the proposed budget and agreed that this was an error and would be modified as a condition of the budget approval. The work hours will be changed from 30 hours per week to 20 hours per week.

Mr. Collins additionally responded to a question regarding a proposed modification under Alternative 3F for Line Item No. 60250 regarding compliance assistance.

A motion was made by Director Strong, seconded by Director Mason to accept Budget Alternative 3A, representing a Status Quo Budget for Fiscal Year 2020-2021. The motion was approved by the following vote:

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

(Director Mason left the meeting at 10:19 a.m.)

**4. REVIEW/APPROVE RENEWAL OF LMCHD’S GENERAL LIABILITY INSURANCE POLICY, FOR
AN AMOUNT NOT TO EXCEED \$7,781 - *Action #200607***

The Executive Director discussed the staff report, indicating that the renewal premium has been increased by 1.6%, which is a very reasonable increase. A motion was made by Director Cromartie, seconded by Director Strong, to approve renewal of LMCHD's General Liability Insurance, for a premium amount of \$7,781.00. The motion was approved by the following vote:

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

5. REVIEW/APPROVE AUDIT MANAGEMENT REPRESENTATION LETTER AND AUTHORIZING DIRECTOR STRONG TO SIGN THE LETTER – *Action #200608*

Accountant Craig Collins discussed the draft Management Responsibility letter included with support information. He explained that the letter affirms that there has been no fraud or non-compliance that would affect the financial statements and that the District takes responsibility for implementing internal controls. He mentioned that there is a possibility of minor auditor-recommended changes to the letter and asked that the Board authorize Director Strong as the Treasurer and Executive Director Thorpe to sign the letter, subject to any such recommended minor changes.

A motion was made by Director Cromartie, seconded by Director Strong, to approve the Audit Management Representation letter, subject to minor auditor-recommended modifications. The motion was approved by the following vote:

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

6. ADJOURNMENT

There being no additional business to come before the Board, the meeting was adjourned at 10:25 a.m.

Barbara Kee
Recording Secretary

Linda Strong
Board Secretary