

BOARD ROOM REDESIGN

ATTN: BARBARA KEE

FAX: 925-427-1669

FROM: Pat Butler

FAX: 707-746-1509

BARB,

Emmanuel ask that I give this to you for your Records. I'm working on the final ~~bid~~ bid, waiting for call backs from contractor, painter, electrician, carpet.

Thank you,

Pat

Patricia Butler Interior Design

Project prices as of 6/12/14

Chairs :\$289.50 @ 16 \$4,632.

CEO upholstered chairs \$1,373. @ 9 \$ 12,357.

Club chair with tablet \$698. @ 12 =\$8,376.

Table \$798.

White board glass \$1,500.

Sub Total= \$27,663.

Estimates required:

Electrical/Lighting

Carpet and Labor

Dais re-design

EXECUTIVE COMPENSATION POLICY

Sample #1

This simple policy delegates responsibility for managing the performance review and compensation determination process to a committee that will work with an external consultant.

The bylaws of XYZ establish a compensation committee that has general oversight of the organization's human resource plan. Specific duties include yearly evaluation of the chief executive of the organization.

A competent salary survey is used to benchmark compensation for the position utilizing [industry-specific reports] and other studies. The committee meets independent of the chief executive to discuss performance relative to the position description. During these deliberations, the committee also considers input obtained from other board members, staff, professional advisors, grant recipients, and other informed community leaders.

Once a consensus is reached regarding performance, a similar discussion is held concerning compensation relative to annual benchmark and established objectives.

The committee presents its findings and recommendations, in an executive session without the chief executive present, to the full board for review and approval.

The committee and/or the board chair (a member of the committee) then meet with the chief executive to discuss and document strengths, weaknesses, and goals for the upcoming year. Compensation for the upcoming year is also discussed and documented.

Sample #2

This comprehensive policy, most suited to larger, more complex institutions (in this case, a university), delegates authority, specifies responsibilities, and outlines a process for determining executive compensation.

COMPENSATION

1. Authority

1.1 The board has the authority to hire, employ, and compensate such personnel as are needed to provide a well-coordinated system of higher education.

1.2 Compensation Policy. The board retains the authority to establish compensation guidelines for annual increases and the principles and standards for distribution except as noted below. The personnel committee of the board shall be responsible for making a recommendation regarding distribution of salary increase funds. The financial affairs committee of the board shall be responsible for making a recommendation about funding of the annual increase.

1.2.1 Role. The executive committee is a permanent committee of the board. Among the responsibilities and authority of the executive committee is that relating to executive compensation. This committee is responsible for the hiring and evaluation of the principal administrators of the university. The committee reviews compensation practices and programs for principal administrators, provides leadership in this area, and upholds the tax-exempt status of the university. The executive committee reports its determinations to the full board.

1.2.2 Composition. Executive committee membership is appointed as specified in the bylaws.

1.2.3 Duties and Responsibilities

1.2.3.1 Review and approve cash and noncash compensation policies and programs applicable to principal administrators. For purposes of this policy, the university considers all employees who fit the IRS definition of "disqualified person" to be included in the principal administrator category.

1.2.3.2 Take all reasonable and prudent steps to comply with tax-exempt status to ensure that no part of the university's net earnings inures to the private benefit of any individual or group of individuals.

1.2.3.3 Establish and periodically review the university's executive compensation philosophy to ensure that the policy appropriately supports the university's purpose and mission, attracts and retains key executives at a reasonable cost, and enhances the mission and purpose of the university.

1.2.3.4 Act on behalf of the board in setting executive compensation policy and making decisions with respect to the compensation of principal administrators by reviewing the annual base salary levels and performance evaluations.

1.2.3.5 Establish reasonable compensation levels on a position-by-position basis by

- Assessing the nature and scope of each principal administrator position
- Assessing the basis for which compensation is paid to individuals holding such positions including unique background, experience, personal skills, exceptional performance, additional duties and abilities, and challenges facing the organization that require the use of such attributes or skills
- Obtaining appropriate and comparable compensation market data including data from the following:
 - Similarly situated organizations, both for-profit and tax-exempt, for functionally comparable positions
 - The availability of similar specialties in the geographic area
 - Independent compensation surveys by nationally recognized independent firms

1.2.3.6 Document the basis for the determination of the reasonable compensation, including performance evaluations and market data.

1.3 The board retains the authority to approve compensation agreements contained in collective bargaining agreements.

1.3.1 The board delegates to the employee relations committee the responsibility to recommend compensation proposals for faculty or staff engaged in certified collective bargaining.

2. Delegation of Authority to President

2.1 The board authorizes the president, in consultation with the administrative board, to establish a job evaluation system and compensation policies. These shall comply with state and federal legislation, and shall be established and implemented to promote the goals of internal equity, reward for meritorious performance, effective recruitment, and retention of faculty and staff.

2.2 Pay Ranges. The board authorizes the president to establish a set of pay ranges and classification assignments for PATs (professional, academic, and technical), academic administrators, extension educators, and operating staff. The university's human resource director shall be responsible for establishment and maintenance of the pay program. Pay levels and ranges if applicable for faculty salaries shall be set by individual institutional authority, unless covered by collective bargaining obligations, subject to review by the president.

2.3 Supplemental Pay Policies. The board authorizes the president to establish compensation policies relating to hours of work, work in excess of a regularly classified and compensated work day, holiday pay, shift differentials, and policy for payment of hourly and other nonstatus employment.

2.4 The board authorizes the president to make administrative adjustments as defined below. Such responsibility shall be delegated for administrative purposes to the university's director of human resources.

2.4.1 Definition. An administrative adjustment is a salary increase that may be granted by the university's director of human resources, upon the recommendation of the chief campus personnel/human resources officer, when such an adjustment is necessary:

- To compensate for an administrative error,
- To conform to other provisions of the compensation program, or
- Because it has been otherwise demonstrated to be in the best interest of the university.

2.5 The board authorizes the president to establish compensation policies for personnel actions including promotion, transfer, demotion, and reclassification.

3. Executive Compensation Policy.

The executive committee of the board shall review and approve the compensation policies and programs of principal administrators.

3.1 The policy of the university is to provide direct compensation programs that reflect the relative size and type of education curriculum of the university in the segment of higher education institutions of which it is a part and which accomplish the university's mission and tax-exempt purpose without causing any part of the university's net earnings to inure to the private benefit of an individual or group of individuals.

3.2 The committee will accomplish this policy in the following manner:

3.2.1 Determine the relevant market data for the principal administrator position it reviews by obtaining reliable and comparable data from published surveys of both tax-exempt and for-profit organizations focusing on data from comparably organized institutions with similarly sized budgets.

3.2.2 Develop a target base pay range built off the median of the market data.

3.2.3 Set base salary by considering both market data and each individual's background experiences, skills, and meritorious contribution.

3.2.4 Set salary increase reassessments based on external equity, internal equity, and/or merit.

4. Procedures

4.1 The committee shall execute the policy as follows:

4.1.1 In order to be eligible for any general or merit increase, a principal administrator must have at least [six] months of service in the position as of the effective date of the increase.

4.1.2 A principal administrator, who has more than [six] months of service, but less than [12] months, will be eligible for prorated general or merit increases. Equity increases may be awarded as appropriate.

4.1.3 The appointment letter for new principal administrators should include the foregoing information regarding eligibility for salary increases.

4.1.4 Actual base salary for an individual relative to the target pay will be determined upon recommendation of the president. These recommendations shall be consistent with the above principles.

4.2 The committee may also reference other published surveys on occasion and shall document the reason and purpose of consulting such other surveys.

4.3 Appointment Information. The committee shall review and recommend all principal administrator appointments, changes in title, acting, or interim appointments. The written confirmations of employment, which are considered notices of appointment rather than contracts, shall be reviewed and approved by the board chair and the university general counsel prior to issuance.

- Sample #3

This sample outlines the organization's compensation philosophy and acceptable sources for comparable pay.

- **EXECUTIVE COMPENSATION POLICY**

- **Program Philosophy and Objectives**

XYZ's primary objective is to provide a reasonable and competitive executive total compensation opportunity consistent with market-based compensation practices for individuals possessing the experience and skills needed to improve the overall performance of the organization.

- The organization's executive compensation program is designed to
- Encourage the attraction and retention of high-caliber executives.
- Provide a competitive total compensation package, including benefits.
- Strongly support and further transition to a "pay for performance" culture through the use of incentives for key employees.
- Reinforce the goals of the organization by supporting teamwork and collaboration.
- Ensure that pay is perceived to be fair and equitable.
- Be flexible to reward individual accomplishments as well as organizational success.
- Ensure that the program is easy to explain, understand, and administer.
- Balance the need to be competitive with the limits of available financial resources.
- Ensure that the program complies with state and federal legislation.

- **Program Market Position**

While XYZ focuses on comparable nonprofit organizations in our area to benchmark pay, we also understand that the market for executive talent may be broader than this group. Market information from two additional market segments, private foundations, and published not-for-profit compensation surveys may be used as a supplement.

- In addition, XYZ may also collect other published survey data, when appropriate, for for-profit organizations for specific functional competencies such as finance and human resources.
- Together with data from the comparable local organizations, data from these market segments are used to form a "market composite" to assess the competitiveness of compensation.
- In general, XYZ positions total compensation, including benefits, at the median of the market. Programs are designed to be flexible so that compensation can be above or below the median based on experience, performance, and business need to attract and retain specific talent.

- **Governance and Procedures**

XYZ's executive compensation program is administered by the compensation committee of the board. The compensation committee is responsible for establishing and maintaining a competitive compensation program for the key executives of the organization. The committee meets as needed to review the compensation program and make recommendations for any changes to the board, as appropriate.

- The compensation committee commissions an annual review by an independent consulting firm to evaluate the organization's executive compensation program against the competitive market. The evaluation is reviewed in the spring of each year and is

intended to ensure that the compensation program falls within a reasonable range of competitive practices for comparable positions among similarly situated organizations.

- Following this review, the committee reviews and approves, for selected key executives, base salaries and annual incentive opportunity adjustments, and objectives and goals for the upcoming year's annual incentive plan. The committee reviews and recommends to the board salary approval and incentive awards for the chief executive.
- **Suggested Resources**
- Hryvna, Mark. "NPT Salary Survey 2006: Women Catching Up with Men, but Neither With Inflation." *The NonProfit Times*. February, 2006.
- Lipman, Harvey. "Few Organizations Have Policies to Guide Decisions on Compensation." *The Chronicle of Philanthropy*. November, 2005.
- McLaughlin, Thomas A. "Executive Compensation: Measuring What Is Fair and Reasonable." *The NonProfit Times*. August 1, 2003.
- Miller, Steven T. "Rebuttable Presumption Procedure is Key to Easy Intermediate Sanctions Compliance." www.irs.gov/pub/irs-tege/m4958a2.pdf
- "Recommended Best Practices in Determining Reasonable Executive Compensation." Council on Foundations. December 6, 2002.
www.cof.org/files/Documents/Governing_Boards/execcomp2003.pdf
- Vogel, Brian H. and Charles W. Quatt. *Dollars and Sense: The Nonprofit Board's Guide to Determining Chief Executive Compensation*. Washington, DC: BoardSource, 2005.
<http://www.boardsource.org/Bookstore.asp?Item=166>

LETTERS TO CONTRA COSTA
COUNTY HEALTH SERVICES

County Personnel Changes

- Gail Myers, of CCC Real Estate Services has recently retired. Her replacement is as follows:

Karen Laws
Principal
Real Property Division
CCC General Services Dept.
Phone No.: (925) 313-2220

- Steve Harris, former Planning Director for CC Health Services, currently works under contract, but is on vacation. His temporary replacement is:

Gennifer Mountain
(925) 957-5560

- Waynette Mason, Clinic Coordinator, has also retired. I am still attempting to receive information on who will be replacing Waynette in this position, and will provide that information when it is available.



"Advancing Solutions to Health Disparities"

June 6, 2014

Ms. Gail Myers
Contra Costa County Real
Estate Services
2255 Glacier Drive
Martinez, CA 94553

Dear Gail,

Attached are letters, dated March 18, March 20, and April 22, 2014 requesting attention to three significant safety-related issues. Our Board of Directors is very concerned that to date, Los Medanos Community Healthcare District has not received a response to any of its formal communications to your office.

We respectfully request that Contra Costa County Real Estate Services and/or Contra Costa Health Services immediately follow up to our respective communications.

Sincerely,

Bobbi Palmer, MBA, MSW
Chief Executive Officer

cc: Contra Costa County Health Services
Colin Coffey, Attorney

"A Public Entity Serving East County"

6/27



"Advancing Solutions to Health Disparities"

June 6, 2014

Ms. Gail Myers
Contra Costa County Real
Estate Services
2255 Glacier Drive
Martinez, CA 94553

Dear Gail,

Attached are letters, dated March 18, March 20, and April 22, 2014 requesting attention to three significant safety-related issues. Our Board of Directors is very concerned that to date, Los Medanos Community Healthcare District has not received a response to any of its formal communications to your office.

We respectfully request that Contra Costa County Real Estate Services and/or Contra Costa Health Services immediately follow up to our respective communications.

Sincerely,

Bobbi Palmer, MBA, MSW
Chief Executive Officer

cc: Contra Costa County Health Services
Colin Coffey, Attorney

"A Public Entity Serving East County"



"Advancing Solutions to Health Disparities"

March 18, 2014

Contra Costa County
General Services Department
Lease Management Division
1220 Morello Avenue, Suite 100
Martinez, CA 94553

Re: 2311 Loveridge Road, Pittsburg Property Lease—Required Repairs/Upgrades to Premises

Contra Costa County Lease Manager:

I write on behalf of the Los Medanos Community Healthcare District (the "District") with respect to the August 1, 1998 lease (the "Lease") between the County, as Lessee, and the District, as Lessor, for the property at 2311 Loveridge Road, Pittsburg (the "Premises").

The District has received the attached CASp inspection report from 4Leaf, Inc., with respect to the compliance of the Premises with the requirements of the Americans with Disabilities Act ("ADA"). The report states that certain areas of the Premises are not ADA-compliant and outlines the steps necessary to bring the areas into ADA compliance.

The County has sole responsibility under the Lease for all repairs and maintenance of the Premises. Lease Section A.7 (at pp. 7-8) states that the County is solely responsible for "the cost of all maintenance and repair, both ordinary and extraordinary, of the Premises." This Section further requires the County to keep the Premises in good condition and repair throughout the Term of the Lease. These provisions make it clear that the County is responsible for the work outlined in the 4Leaf report required to bring the Premises into ADA compliance.

In light of the above, the District hereby requests that the County promptly perform each of the recommended actions set forth in the 4Leaf report in order to bring each of the subject areas into ADA compliance (and, in Area 1, to reduce the tripping hazard). Please confirm to me via return letter to me at the address above by no later than thirty (30) days after the date of this letter that the County will perform its obligations under the Lease with respect to these matters.

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Contra Costa County General Services Dept.

March 18, 2014

Page 2

Thank you for your prompt attention to this matter.

Sincerely,

A handwritten signature in cursive script that reads "Bobbi Palmer".

Bobbi Palmer, MBA, MSW
Chief Executive Officer
Los Medanos Community Healthcare District

• Encl.



July 11, 2013

Barbara Kee
Executive Assistant-LMCHD
2311 Loveridge Road
Pittsburg, CA

Site Address: 2311 Loveridge Road

Dear Barbara,

Attached is the CASp inspection that you requested for the building located at 2311 Loveridge Road in Pittsburg, CA. As requested, we inspected three different areas on the site as follows;

- **Area 1:** Ramp at west entrance to parking lot,
- **Area 2:** Loading zone at the west side the building, and
- **Area 3:** Ramps at traffic lane crossing on the west side of the building.


The attached inspection report outlines the items that are not in compliance with current California Title 24 requirements as well as the Federal ADA building standards in the areas noted above. The following are the recommendations to address the issues that were discovered:

- **Area 1:**
Recommendation:
This ramp is not required since an accessible path has been provided from the accessible parking and public way. This ramp could be removed and replaced with an sidewalk and curb to avoid tripping hazard.
- **Area 2:**
Recommendation:
This area exceeds the allowable slopes for sidewalks in general. This area of sidewalk should be removed and replaced with slopes that are compliant. If this area is intended as a loading zone provide an access aisle per CBC Sec. 1131B.1. (See image 7 in the inspection report)
- **Area 3:**
Recommendation:
These ramps will not be able to be made compliant. It is recommended that they be removed and replaced. A flush pan style ramp would be more effective at this location. (see images 3 and 20 in the report)

Based on the findings of the initial inspection and an informal review of other areas on the site it is apparent that there are many items that are not in compliance on the site. We recommend that you have a complete inspection of the exterior site and the interior of the entire building. Public entities have a heightened responsibility when it comes to providing access to facilities and services for the public. We would be happy to work with you on a self evaluation and transition plan to meet these requirements.

If you have any questions regarding this inspection and report, or would like to have a more extensive inspection of other on-site accessibility conditions, please don't hesitate to call.

Sincerely,



Mike Anderson, P.E., CASp



Justin Laffoon, ICC Accessibility Inspector



ACCESSIBILITY (ADA) CASP INSPECTION REPORT FOR COMPLIANCE WITH CALIFORNIA TITLE 24 ACCESSIBILITY & ADA:

LMCHD
2311 Loveridge Road
Pittsburg, CA
Building Occupancy: B/I

This California Title 24 Accessibility (ADA) compliance CASp inspection has been completed at the request of Barbara Kee Executive assistant at LMCHD. The scope of this inspection includes four ramps on site and 1 loading area as requested by the client. The following has been found in regards to compliance with the following codes and laws (for afore mentioned scope; **for a comprehensive inspection please contact 4 LEAF, Inc.) (California Title 24 accessibility codes are shown as bold type, ADA laws are shown in italics, and California MUTCD* laws from California DOT under authority of the CVC are shown underlined)** *The California MUTCD laws are under the authority of the California Department of Transportation (DOT) under the California Vehicle Code (CVC):

Exterior Conditions:

<u>Item#</u>	<u>Code/s or Law/s</u>	<u>Requirement or code not met:</u>	<u>How requirements are not met and Recommended action:</u>
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Area 1 (ramp at west entrance to parking lot, see image 1):

1	1127B.5.5 <i>4.5.1</i>	Finished surface of ramp contrasts from adjacent sidewalk, and is stable, firm and slip resistant.	The finish of the existing ramps surfaces does not contrast from the sidewalk.
2	1127B.5.7 <i>4.7.7</i>	The curb ramp has a detectable warning that extends the full width and depth of the curb ramp, excluding the flared sides, inside the grooved border, OR has a modified detectable warning that is approved by the appropriate enforcement agency. (see images 2 and 3)	There are no detectable warnings on the surface of the ramp. (see images 2 and 3)



"Advancing Solutions to Health Disparities"

March 20, 2014

Ms. Gail Myers
Contra Costa County Real
Estate Services
2255 Glacier Drive
Martinez, CA 94553

Dear Gail,

During the past year, Los Medanos Community Healthcare District has experienced breaches impacting a safe working environment for its employees. These breaches include the following incidents:

- 1) An unauthorized male person in the women's restroom while an employee was using it.
- 2) An unauthorized person accessing the small conference room and removing employees' food and drinks.
- 3) A break-in of the LMCHD office after hours and theft of a District Ipad.

These security concerns were brought to the attention of our Real Estate, Administrative and Legal (REAL) Committee, and the committee directed our staff to follow up to facilitate a change to the double door access from the Pittsburg Health Center into the LMCHD wing. On March 12, 2013, our office communicated with Deanna Fister of the Contra Costa County Fire Marshal's Office, who inspected the door and made recommendations for switching the doors to be openable from the egress side (LMCHD's side) without the use of a key. Ms. Fister has also met with Clinic Coordinator Waynette Mason to discuss the proposed change.

Ms. Fister asked to receive specifications for the door change, and on March 11, 2014, reviewed and approved the specifications to move ahead with the change. She stipulated that any exit signs within the Health Center be removed to avoid misinterpretation by employees and patients.

Based on LMCHD's concerns for employee safety, LMCHD respectfully requests the County's concurrence in moving forward with the double door switch as proposed.

Sincerely,

Bobbi Palmer, MBA, MSW
Chief Executive Officer

cc: Colin Coffey, Attorney

"A Public Entity Serving East County"



"Advancing Solutions to Health Disparities"

April 22, 2014

Ms. Gail Myers
Contra Costa County Real Estate Services
2255 Glacier Drive
Martinez, CA 94553

Re: 2311 Loveridge Road, Pittsburg Property Lease – Designation of Parking Spaces for District Use

Dear Ms. Myers:

I write on behalf of the Los Medanos Community Healthcare District (the "District") with respect to the August 1, 1998 lease (the "Lease") between the County, as Lessee, and the District, as Lessor, for the property at 2311 Loveridge Road, Pittsburg (the "Premises").

The County recently removed three parking signs in the parking lot on the Premises, which the District had installed and that designated for exclusive use by District staff/employees three parking spaces near the entrance to the District's offices within the Building. The District acknowledges that it probably should have consulted with the County before installing the parking signs. However, as explained in more detail below, because of significant safety and security problems at the Premises, it is certainly reasonable for the District to designate parking places close to its offices for its use, as that is necessary for the safety of its staff.

As the County is well aware, there have been and continue to be numerous safety and security concerns with respect to the parking lot on the Premises. There has been at least one death in the parking lot. Several vagrants loiter in the lot each night. There have been break-ins and thefts at the District's offices, and security breaches into the boardroom the District uses and the nearby bathrooms (including a male lingering in the women's bathroom).

The District has an obligation to take reasonable steps to assure its staff's safety while they perform their duties for the District. District staff often must stay at the Premises well past regular business hours, many times late into the night. Not all of the parking lot is well lit. The closer the District staff can park to the entrance to the District's space within the Building, the safer they will be.

In light of all of the above, it is clearly reasonable for the District to designate three parking spaces close to the entrance to its space for exclusive use of its staff. Certainly, the Lease

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provisions that govern the District's reserved use of its space in the Building include a right to take reasonable steps to address safety concerns in connection with its use of such space, including when its staff enters and exits from the Premises. Designating three parking spaces for District staff use – out of an untold number of spaces about the Premises – is little burden on the County, and any such burden is clearly outweighed by the safety needs outlined above. Indeed, the County should welcome reasonable steps to enhance the District's staff's safety. As the Lessee and main occupant of the Premises, the County could bear substantial responsibility for any problems that occur.

Accordingly, the District hereby requests that the County promptly return the three parking signs that it removed (which, in any event, are District property) and confirm that the District may replace them from where the County removed them.

Thank you for your prompt attention to this matter.

Very truly yours,

A handwritten signature in cursive script that reads "Bobbi Palmer".

Bobbi Palmer, MBA, MSW
Chief Executive Officer
Los Medanos Community Healthcare District

LMCHD

Los Medanos Community Healthcare District

"Advancing Solutions to Health Disparities"

October 1, 2013

Mr. Pat Godley, Director
Contra Costa Health Services
50 Douglas Drive
Suite 310-A
Martinez, CA 94553

Dear Mr. Godley,

The Los Medanos Community Healthcare District Real Estate, Administrative and Legal Committee met on September 12, 2013 and discussed the issue of designated parking spaces for its employees on the property at 2311 Loveridge Road. It is proposed to designate three employee parking slots within close proximity to the LMCHD entrance. The REAL Committee will again meet on Thursday, October 10, at 6:30 p.m. to further discuss this proposal.

If you should have any questions or concerns regarding this proposal, please feel free to contact me at the number listed below or email me at bpalmerlmchd@aol.com.

Sincerely,

Bobbi Palmer, MBA, MSW
Chief Executive Officer

cc: Steve Harris, Planning Director
Gail Myers, Real Estate Services
Waynette Mason, Clinic Coordinator