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# LMCHD REGULAR BOARD MEETING

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March 8, 2021 – 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/>

MEETING CAN BE ACCESSED TELEPHONICALLY VIA ZOOM

Dial: 669-900-9128 US (San Jose) Meeting ID: 870 8986 6152 Passcode 12345

# Richmond Community Foundation – Presentation

See Financial Documents – Separate Attachment

MINUTES  
STUDY SESSION BOARD MEETING  
LOS MEDANOS COMMUNITY HEALTHCARE DISTRICT  
Friday, February 5, 2021  
9:00 a.m. – VIA ZOOM

**1. CALL TO ORDER/ ROLL CALL**

The meeting was called to order at 9:13 am.

**Roll Call**

Present: Directors: Young, Strong, Marsh, Fountain, Mason

Absent: Directors: None

**2. PLEDGE OF ALLEGIANCE**

Director Mason 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 Pat Young read the Mission Statement**

**4. STUDY SESSION TO REVIEW/DISCUSS THE LMCHD STRATEGIC PLAN**

The executive director read the current plan and goals, followed by an introduction from the instructor Tasha Johnson. The host disclosed the agenda and requested the board and staff to separate into different teams to discuss topics. Furthermore, the first break out session took place at 10:00am where each team discussed the current plans and goals. The meeting resumed and together the staff and board recapped on notes and suggestions that were presented. The second break out session was at 10:25am and in this session each person was able to discuss programs and current areas of development. In conclusion, another meeting will be scheduled to follow up and determine the new Los Medanos Healthcare District strategic plan.

**5. ADJOURNMENT**

There being no further business to review, the meeting was adjourned at 11:00am.

MINUTES  
REGULAR BOARD MEETING  
LOS MEDANOS COMMUNITY HEALTHCARE DISTRICT  
Monday, February 8, 2021  
7:00 p.m. – VIA ZOOM

**1. CALL TO ORDER/ ROLL CALL**

The meeting was called to order at 7:09 pm.

**Roll Call**

Present: Directors: Young, Strong, Marsh, Fountain, Mason  
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 read the Mission Statement

**4. HONORING OF JOY WALKER**

The Executive Director, Lamar Thorpe read the Good healthy award followed by individual comments from the Board recognizing Joy Walker. The Board allowed others to say a few words and thank Joy as well. Furthermore, she will be presented a plaque and spoke, expressing great gratitude and explaining how much it means to help the community. A plaque and award will be provided as well. A motion was made by Director Strong, seconded by Director Marsh to approve the award.

The motion was approved by the following vote:

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

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

**6. SPECIAL PRESENTATIONS**

**6.1** Pittsburg Youth Development Center – Presentation on Community Mural Project  
A presentation was presented by the President of the Pittsburg Youth Development center Willie Moffett. The center would like to collaborate with Los Medanos Health District, along with other supporters such as the Pittsburg library and First Five to create a Mural in the community. The center believes this mural will bring healing, peace, and happiness to our community due to the coronavirus outbreak, which can give children joy to be included in something that will last forever. He is expecting one hundred kids to work on the project which would take almost a year to complete. Furthermore, if we were to partner with him and help financially it would help create this mural for the community. The board acknowledge the guests on this project, with great interest and thanked them for joining the meeting.

*Items listed under the Consent Calendar include reviewed reports and recommendations and are acted upon by one motion of the Board. Any item included under the Consent Calendar may be pulled for discussion and action separate from the Consent Calendar by any member of the Board or any member of the audience.*

## **7. CONSENT CALENDAR - Action No. 210109**

**7.1** Minutes – Regular Meeting of January 11, 2021

**7.2** Receive and File - Financial Report

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

A motion was made by Director Marsh, seconded by Director Strong to approve the consent calendar. The motion was approved by the following voice vote:

AYES: Directors: Young, Strong, Marsh, Fountain

NOES: Directors: None

ABSTAIN: Directors: None

ABSENT: Directors: Mason (Due to technical difficulties)

## **8. REGULAR AGENDA AND ACTION ITEMS**

**8.1** Review/approve revised engagement letter with Fechter and Company, Certified Public Accountants for auditing services and authorize the Board President and Executive Director to sign the letter. ***Craig Collins/Lamar Thorpe – Action #210110***

The board was presented with a revised letter to enter a new contract with Fechter and Company, this was previously discussed at the last Board meeting.

A motion was made by Director Young, seconded by Director Mason. The motion was approved by the following voice vote:

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

ABSTAIN: Directors: None

ABSENT: Directors: None

**8.2 Review/Approve COVID 19 Emergency funding request - Lamar Thorpe – Action #210111**

The board decided LMCHD will grant half of the money, being requested with an exception of receiving a budget report. The report should include a break down, showing that the funds would be used for boxes, masks, gloves and food and go services. Furthermore, Director Strong suggested that the group applies for a fall grant as well. The total agreed at this time for disbursement is \$7,500.

**8.3 Review Applications Regarding the Community Food Co-op Feasibility Study. Jasmine Cisneros – Action #201112**

A food study was presented to the board with deadlines in regards, to the process of the community garden and growing healthy people in Pittsburg. The Board has a chance to review the outlined presentation provided by Jasmine Cisneros, which resulted to a request to review the applications from the previous proposal. The food study will be discussed at a future meeting, no action taken.

**9. EXECUTIVE DIRECTOR REPORT**

The executive Director, Lamar Thorpe provided information about the county changes which included, Cover California extension, stimulus relief checks, and renter evictions. The board was updated on the administrative staffing hours and building changes due to sharing a entrance with the county. He recapped on the Kaiser partnership, community outreach garden renovation and the summer grants programs.

**10. BOARD AND COMMITTEE REPORTS**

Director Lee Mason advised the staff that there was free a free clinic, for coronavirus testing on Saturday's and Sunday's at Riverview Middle school.

**11. UPCOMING PUBLIC, COMMUNITY AND CIVIC EVENTS – None**

**12. SUGGESTED FUTURE AGENDA ITEMS**

Director Marsh made a suggestion for the board to help the city establish a park, by providing a grant. A request was made for Los Medanos Health District to be involved

in partnering, surveying, the need to create a park for the community. Furthermore, if partnered LMCHD would provide hours, materials and have inclusion on the park design. The board decided, this item will be revisited during a special meeting and a detailed document would need to be sent for review. The executive director, Lamar Thorpe requested for someone to contact him directly as well. However, during this time it was also suggested that the Youth Development project, bring back the Mural for consideration through programs.

### **13. ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 8:36pm.



MINUTES  
SPECIAL BOARD MEETING  
LOS MEDANOS COMMUNITY HEALTHCARE DISTRICT  
Monday, February 22, 2020  
5:00 p.m. – Via Zoom

**1. CALL TO ORDER/ ROLL CALL**

The meeting was called to order at 5:08pm.

**Roll Call**

Present: Directors: Fountain, Young, Strong, Marsh

Absent: Directors: Mason

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

None.

**3. Announcement of Closed Session**

The Board President announced the following Closed Session:

a) Conference with Labor Negotiator Pursuant to G.C. #54957 to discuss Public Employee Performance Evaluations - *Negotiator: Patt Young, President*

The Closed Session commenced at 5:08pm.

**4. Adjournment of Closed Session**

The Closed Session was adjourned at 6:08pm and the Open Meeting resumed.

**5. Resume Open Meeting – Report Actions of Closed Session**

There was no reportable action.

**6. Adjournment**

There being no reportable action from the Closed Session, the meeting was adjourned at 6:10pm.

MINUTES  
SPECIAL BOARD MEETING  
LOS MEDANOS COMMUNITY HEALTHCARE DISTRICT  
Monday, March 1, 2021  
11:30 a.m. – Via Zoom

**1. CALL TO ORDER/ ROLL CALL**

The meeting was called to order at 11:00am.

**Roll Call**

Present: Directors: Mason, Fountain, Young, Strong, Marsh

Absent: Directors: None

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

**3. Review/approve the supplemental garden budget for LMCHD fiscal year 2020 – 2021. Jasmine Cisneros – Action #210113**

The board was presented a draft budget for the garden in the amount of \$3,180.00 which consisted of supplies and services. The board members had concerns, that they LMCHD was supplying majority of the supplies and wanted to verify that these items will be used sufficiently. Jasmine, provided an update, disclosing the garden has an estimated amount of thirty registered gardeners. Furthermore, a request was made by Executive Director Thorpe, to reduce the cost of the seed supplies by half, which decreases two hundred and fifty dollars. A motion was made by Director Mason, seconded by Director Strong to approve the budget request.

The motion was approved by the following vote:

AYES: Directors: Mason, Young, Strong, Marsh, Fountain NOES: Directors: Fountain

ABSTAIN: Directors: None

ABSENT: Directors: None

**4. Review/approve the communication contract. Lamar Thorpe – Action #210114**

A letter was presented to the board for the Strategic Advisor plan, with a request to enter a contract based on the previous closed session performance evaluation. The Executive Director shared items in different areas which Los Medanos Health District would need support in. Such as, video production, social media, crisis communication and more. The fee for the advisor support plan averages to \$8,000 and it was advised, he will need

support in these areas to perform at the level that the board is requesting. A motion was made by Director Mason, seconded by Director Marsh to enter a contract.

The motion was approved by the following vote:

AYES: Directors: Mason, Young, Marsh, NOES: Directors: Fountain

ABSTAIN: Directors: Strong

ABSENT: Directors: None

#### **5. Review/discuss Community Benefit Grant – Lamar Thorpe and Dennisha Marsh**

The Community Benefit item was requested to be postponed. A motion was made to postpone the discussion by Director Mason, seconded by Director Strong.

The motion was approved by the following vote:

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

ABSTAIN: Directors: Marsh

ABSENT: Directors: None

#### **6. Adjournment**

There being no reportable action from the Closed Session, the meeting was adjourned at 12:09pm.



March 3, 2021

To: Board of Directors  
Los Medanos Community Healthcare District

From: Craig D. Collins  
Partner  
Collins Accountancy Company

Subject: Review/approve a transfer from the Bank of the West Checking Account to the Local Agency Investment Fund in the amount of \$425,000

After considering the District's balance in the Bank of the West Checking account, major anticipated expenditures through April 30 when the next property tax disbursement is expected, and the receipt of \$177,562.68 in redevelopment pass-through funding, the Finance Committee of the Whole directed staff to return to the March board meeting with a proposed action to transfer \$425,000 from the Bank of the West Checking Account to the Local Agency Investment Fund account. The transfer will allow the District to earn interest on these funds for the time being.

WHEREAS, the District's accounting consultant reported to the Finance Committee at its February 22, 2021 meeting that the District's Bank of the West Checking Account balance as of February 18, 2021 on the books of account was \$475,871.56, and;

WHEREAS, the District received an additional \$177,562.68 of redevelopment pass-through funding in January or February 2021 that was not yet included in the book balance of the Bank of the West Checking account noted above, and;

WHEREAS, after analyzing the District's cash needs until the end of April 2021 when the District expects to receive another property tax payment from the County, the District's accounting consultant estimated that the District may require \$225,000, based on the information he had at the time of the Finance Committee of the Whole meeting on February 22, 2021, and;

WHEREAS, after subtracting the District's estimated cash requirements from the funds actually available, it appeared based on the information shared with the Finance Committee on February 22, 2021 that the District could transfer \$425,000 from the Bank of the West checking account to the LAIF account in order to earn interest on these funds without said transfer impacting the District's need for operating cash flow through April 2021.

NOW THEREFORE, BE IT RESOLVED that \$425,000 be transferred from the District's Bank of the West checking account into the District's Local Agency Investment Fund account, and;

BE IT FURTHER RESOLVED that the District's Directors and Bookkeeper are authorized to communicate with Bank of the West and enter the transfer in the above amount into the Bank of the West online system or give any other type of instruction or authorization required in order to direct Bank of the West to execute said transfer.



March 4, 2021

To: Board of Directors  
Los Medanos Community Healthcare District

From: Lamar Thorpe

Subject: Recap/update on the LMCHD Strategic Plan

I met with the team individually, to review and discuss the goals and areas of improvement. The staff has reviewed the Strategic Dashboard and completed the sections that apply to each of their areas. I would like to set up another meeting to further discuss and finalize the plan and goals as suggested in the study session.

### **Legislative/ACHD Update**

- February 19, 2021 marked the last day for legislators to introduce bills. Assembly members were asked to limit their bill packages to 12 bills, and the Senate waived the 30-day in-print rule, allowing for bills to be heard in committee sooner. ACHD is still in the process of reviewing hundreds of introduced bills and will continue to update members as we develop active positions on legislation.
  - AB 908
- The Advocacy Team also began meeting with newly elected legislators. To date the team has met with eight offices to educate them on the important role of healthcare districts, especially during the COVID-19 pandemic, and ACHD's priority issues. ACHD will continue these meeting in the coming weeks.

### **Administrative**

- Staffing Update.
- Rolando Bonilla Volver Communications – Developing plan of action.
- Main office hallway is being utilized by county for COVID-19 vaccinations.
- Payments continue to be processed to ensure bills payments are made on time.

### **Community Outreach**

- Executive Director continues to participate in bi-weekly healthcare district CEO ZOOM meetings hosted by ACHD.
- COVID-19 updates continue to be posted via social media outlets.
- Community Garden is open by appointment only.
- Plot renewals have opened last Wednesday and will close on March 12, 2021.
- Garden class called “Preparing the Soil” scheduled for March 14, 2021 at 3 pm.
- Request for Proposal for the Garden Bed Renovation project has been released as of January 4,2021. No proposals received. Examining alternatives including Boy Scouts and Future Build.

### **Grants**

- **2020 Summer Grants:** All grants, minus Sports and Fitness for Kids, closed out including receipt of final reports. Sports and Fitness for Kids deadline expended to February 26, 2021.
- **2019-2020 Fall Grants:** All final report and unused monies have been returned to LMCHD. However, Prescott Joseph final report has not been submitted for review.
- **2020-2021 Fall Grants:** All checks processed and distributed to grantees.
  - ED conducting virtual site visit. A total of 6 have been completed.
  - East County JR Warriors (brought us T-Shirts & plaque)
  - White Pony Express (Soup Pantry)
  - Pittsburg Police Department (Homeless Outreach)
  - Satellite Affordable Housing (Food & Educational Technology)
  - Sports & Fitness for Kids (extension from Summer Programs)

- CoCo County Food Bank (mobile food program)
- **2021 Summer Grants:** Application process opened March 1, 2021. Bidder's Conference schedule for March 11, 2021. Application deadline March 30, 2021.