



**FINANCE COMMITTEE OF THE WHOLE  
LOS MEDANOS COMMUNITY HEALTHCARE DISTRICT**

MONDAY, JULY 27, 2020 – 7:00 PM

In compliance with Executive Order N-25-20  
MEETING CAN BE ACCESSED TELEPHONICALLY:  
Dial: 310-372-7549 Access Code: 975838

<b>Committee Members</b>	Art Fountain (Chair)	J. Vern Cromartie Lee Mason Linda Strong Patt Young
<b>Support Staff</b>	Lamar Thorpe, Executive Director Craig Collins, Accountant Nichole Gardner, Administrative Assistant	

***Note: Public comments are welcome before any agenda item is discussed.***

1. Call to Order/Roll Call - **Art Fountain, Chair**
2. Public Comments
3. Review of June 22, 2020 Minutes
4. Review/Discuss/Recommend Emergency COVID-19 funding to support Pittsburg Unified School District and Mt. Diablo Unified School District efforts in bridging the digital divide
5. Review/Discuss gardener Charles Smith's letter – **Art Fountain, Chair**
6. Review/ Discuss financial reports for June 2020 – **Craig Collins, CPA**
7. Review/ Discuss current financial statistics – **Craig Collins, CPA**

**CERTIFICATE OF POSTING**

I certify that on July 24, 2020, I posted a copy of the foregoing agenda near the regular meeting place of the Board of Directors of Los Medanos Community Healthcare District, said time being at least 72 hours in advance of the meeting.

Reviewed by Lamar Thorpe, Executive Director

N.Gardner., Administrative Assistant

8. Review/ Discuss all LMCHD contracts and expiration dates for 2020 – **Lamar Thorpe, Executive Director**
9. Adjournment

**CERTIFICATE OF POSTING**

I certify that on July 24, 2020, I posted a copy of the foregoing agenda near the regular meeting place of the Board of Directors of Los Medanos Community Healthcare District, said time being at least 72 hours in advance of the meeting.

Reviewed by Lamar Thorpe, Executive Director

N.Gardner., Administrative Assistant



## Agenda Item No. 3

<input type="checkbox"/> Community Garden	<input type="checkbox"/> Programs	<input checked="" type="checkbox"/> Finance	<input type="checkbox"/> Outreach	<input type="checkbox"/> REAL
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<b>Purpose:</b>	To Discuss LMCHD Finance Committee issues.
<b>Meeting Date and Time:</b>	Monday, June 22, 2020 7:00 pm
<b>Date and Time of Next Meeting:</b>	Monday, July 27, 2020 7:00 pm

<b>Chair:</b>	<input checked="" type="checkbox"/> Arthur Fountain
<b>Board Members:</b>	<input checked="" type="checkbox"/> J. Vern Cromartie Ed.D. <input checked="" type="checkbox"/> Patt Young <input checked="" type="checkbox"/> Linda Strong <input checked="" type="checkbox"/> Lee Mason
<b>Staff:</b>	<input checked="" type="checkbox"/> Nichole Gardner, Administrative Assistant <input checked="" type="checkbox"/> Craig Collins, LMCHD Accountant <input checked="" type="checkbox"/> Rhonda Burke, Bookkeeper <input checked="" type="checkbox"/> Lamar Thorpe, Executive Director

<b>Agenda Item #1 Call to Order/Roll Call</b>
<b>Discussion:</b> The meeting was called to order at 7:06 pm. All Finance Committee members and LMCHD staff were present.
<b>Action:</b>
<input type="checkbox"/> Needs Staff Assistance <span style="margin-left: 200px;"><input type="checkbox"/> Needs to go to Full Board</span>

<b>Agenda Item #2 Public Comments</b>
<b>Discussion:</b> There were no public comments.
<b>Action:</b>
<input type="checkbox"/> Needs Staff Assistance <span style="margin-left: 200px;"><input type="checkbox"/> Needs to go to Full Board</span>

**Agenda Item #3 Review of March May 18, 2020 & June 3, 2020 Minutes**

Discussion: The Finance Committee reviewed the May 18, 2020 and the June 3, 2020 Finance Committee minutes. There were no modifications.

Action: 1. The minutes were accepted as written.

Needs Staff Assistance

Needs to go to Full Board

**Agenda Item #4 Review/ Discuss/ Recommend a Resolution for 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 (referred from June 8, 2020 Board Meeting) – Craig Collins, CPA**

Discussion: The Finance Committee recommended to remove this agenda item as it was already discussed at the previous Board Meeting.

Action: 1. There was no follow-up action recommended.

Needs Staff Assistance

Needs to go to Full Board

**Agenda Item #5 Review/Discuss/ Recommend a Resolution to adjust multiple administrative cost categories – Craig Collins, CPA/ Lamar Thorpe, ED**

Discussion: Accountant Craig Collins went over a proposed Resolution to take from line items in the Administrative budget that were over budget and extend it to lines in the Administrative budget that were under budget.

Action: 1. Craig Collins will bring back a Resolution at the next Board meeting.

Needs Staff Assistance

Needs to go to Full Board

**Agenda Item #6 Review/Discuss proposed 2020 – 2021 FY Budget – Craig Collins, CPA/ Lamar Thorpe, ED**

Discussion: Accountant Craig Collins made changes to the budget proposal based on the Committees feedback from the June 3, 2020 budget study meeting. The following changes includes:

- Office expenses increased to \$7000.00
- An increase to the Accounts Service Budget to account for Bookkeeper Rhonda Burke’s contract
- Two line items were added for the new DPAC programs Healthy Hearts and Greater Faith; the dollar amount for these programs were used from the last Fall Grants cycle budget
- Election costs were increased to \$59,000
- Payroll processing fees were increased
- An adjustment was made to District Sponsored funding

The Committee recommended to increase Healthy Hearts' budget to \$10,000 and Greater Faith's budget to \$25,000. They suggested that funds could be taken from the Youth Interim Program to increase the Healthy Hearts and Greater Faith budget. They also advised that instead of using funds from the Summer and Fall Grants budget, funding from the AED training program's budget could also be used to increase the Healthy Hearts and Greater Faith budget.

Mr. Collins reported updates he made to staffing which includes 3 alternatives.

Alternative 2A was the Status Quo Budget that includes:

- Two Administrative staff and one Executive Assistant (20 hours per week)
- Three Outreach workers (20 hours per week)

Alternative 2B includes:

- Two Administrative staff (30 hours per week)
- Two Outreach workers (40 hours per week)

Alternative 2F includes:

- Two Administrative staff (30 hours per week)
- Three Outreach workers (20 hours per week)

Executive Director Lamar Thorpe explained that there would be a Grants position devoting 20 hours a week to Grants and 10 hours a week to administration in alternatives 2B and 2F.

The Committee suggested to put staff on a temporary trial period starting July 1, 2020 to see how they would adapt to a new schedule and an increase in hours.

The Committee recommended to vote on alternatives 2A and 2F at next Board Meeting.

Action: 1. Craig Collins will bring the proposed budgets 2A and 2F to the next Board meeting for a vote.

Needs Staff Assistance

Needs to go to Full Board

**Agenda Item #7 Review/Discuss & Recommend renewal contract for RLB Bookkeeping – Lamar Thorpe, ED**

Discussion: Executive Director Lamar Thorpe reviewed bookkeeper Rhonda Burke’s engagement letter which included a two-year contract and a 20% increase from \$1,000 to \$1,200 monthly.

Her duties include:

- Payroll
- Accounts Payable
- Bank and Credit Card Reconciliation
- Provide financial reports for program budgets
- Work closely with Executive Director, LMCHD Accountant, Office Staff and Board of Directors
- Attendance at the regular Monthly Board Meeting, Finance Committee meeting and staff meeting
- Provide reports & assist staff with annual audit process
- Assist with LAIF transfers and make bank deposits as needed

Action: 2. Executive Director Thorpe will bring Rhonda Burkes proposal to the next Board Meeting for a vote.

Needs Staff Assistance

Needs to go to Full Board

**Agenda Item #8 Review/Discuss previous gardener Charles Smith’s letter**

Discussion: Executive Director Lamar Thorpe read the letter from gardener Charles Smith.

The Committee referred the letter to the REAL Committee.

Action: 1. Director Thorpe will let the Committee and staff know when this item is on the agenda for the REAL Committee.

Needs Staff Assistance

Needs to go to Full Board

**Agenda Item #9 Review/Discuss financial reports for May 2020 – Craig Collins, CPA**

Discussion: Accountant Craig Collins presented a verbal report on the May 2020 financials. He highlighted the District’s assets and revenues.

Action: 1. There was no follow-up action recommended.

Needs Staff Assistance

Needs to go to Full Board

**Agenda Item #10 Review/Discuss current financial statistics – Craig Collins, CPA**

Discussion: The Finance Committee reviewed a financial statistics memorandum for May 2020 drafted by Accountant Craig Collins. Mr. Collins reported that that the Bank of the West Checking account balance is \$394,813.92. The Local Agency Investment Fund (LAIF) balance is \$911,365.75, bringing the total cash and investment balance to \$1,306,179.70.

Action: 1. There was no follow-up action recommended.  
 Needs Staff Assistance  Needs to go to Full Board

**Agenda Item #11 Review/Discuss all LMCHD contracts and expiration dates for 2020 – Lamar Thorpe, ED**

Discussion: The Committee reviewed the list of contracts. Executive Director Thorpe explained that Bookkeeper Rhonda Burke’s contract and the General Liability Insurance contracts were up for renewal.

Action: 1. Executive Director Thorpe will bring Rhonda Burkes proposal to the next Board Meeting for a vote.  
2. When the proposal for the General Liability Insurance comes in, staff will bring the proposal to the Board.  
 Needs Staff Assistance  Needs to go to Full Board

**Agenda Item #12 Adjournment**

Discussion: The meeting was adjourned at 9:02 pm.

Action:  
 Needs Staff Assistance  Needs to go to Full Board

## Agenda Item No. 5

### Gardener Charles Smith's Letter

#### BRIEF LETTER of QUESTIONS TO THE BOARD

Statement: The LMCHD garden is not the personal play toy of the CEO.

**Why have I been kicked out of the garden?** Ed told me today I was not allowed in the garden.

For many reasons, this is bad. Ed has more than once told new gardeners he was **Charles Smith**. This illegal portrayal has the potential harm my good garden standing. On the flip side, people expecting some efforts from Ed have mistaken me. When and if I should file for court relief, I will have to include the LMCHD board as his employer. **False impersonation is a crime.**

**Why was my check of March 11, 2020 not cashed, but instead, @April 20, 2020 Jasmine tried to return the check. See copy of Jasmine's letter and my draft response. I gave Jasmine a copy.**

What stated in the response is still my frame of mind.

Why was the **"staff volunteer Master Gardener"** given a key, when supposedly the garden was closed, due to county mandates. Federal says the county never issued such orders.

I request a letter of explanation to questions 1,3 and I demand to know the Board's response to question 2. I can also be reached at 925-518-4522.

Thank you,  
Charles Smith



**Agenda Item No. 6**

**PLEASE SEE FINANCIAL REPORTS  
ATTACHED DOCUMENTS**

## Agenda Item No. 7

To: Finance Committee of the Whole  
Los Medanos Community Healthcare District

From: Craig D. Collins  
Partner  
Collins Accountancy Company

Date: July 22, 2020

Agenda Item: Review/Discuss current financial statistics

As of the date of this report, QuickBooks shows the following balances in the District's Bank of the West and Local Agency Investment Fund (LAIF) accounts. This balance may not reflect all transactions, but should be a conservative estimate of the balance since checks are usually entered into QuickBooks when they are written, even if they have not yet cleared the bank.

Bank of the West Checking Account	\$ 561,077.72
Local Agency Investment Fund Total	<u>911,365.78</u>
Total Cash and Investments	\$ 1,472,443.50

The bank balance does not yet reflect \$84,811.08 received from the County for the final June 2020 secured property tax distribution, but does include the final redevelopment payments for fiscal year 2019-2020.

LMCHD contracts and expiration dates for 2020-2021

Agenda Item No. 8

<b>MOU's/VENDOR CONTRACTS</b>	<b>Effective Date</b>	<b>Contract Term</b>	<b>Expiration Date</b>	<b>Amount</b>
Bank of the West	June 1, 2018	2 years	June 17, 2020	
Colantuono, Highsmith, Whatley	November 29, 2017	Upon Notice	Upon Termination	Per contract
Craig Collins - Accountant	March 8, 2018	2 years	April 1, 2020	\$75/hour (partners)
Craig Fechter, Auditor	September 9, 2019	1 year	August 1, 2020	\$8,964.00
Commercial Liability Ins. - Nova Casualty Co.	July 10, 2019		July 10, 2021	\$7,660.00
D&O Liability Insurance - Integro Insurance Brokers	February 1, 2020	1 year	December 31, 2020	\$21,375.00
Hensley Law Group	October 4, 2018	Upon Notice	Upon Termination	Per contract
Dr. Linder	December 1, 2019	1 year	December 1, 2020	Not to exceed \$4,000
Logmein.com (remote computer operation)	December 1, 2018	12 months	November 30, 2020	\$349.00
Microsoft Office	October 1, 2015	12 months	October 27, 2020	\$349.00
Network Solutions (www.lmchd.org hosting)	January 5, 2015	20 years	January 1, 2035	\$200.00
Protection One Alarm Monitoring Services	Sept. 9, 2013		60 days notice	\$31.02/month
Site for Sore Eyes Site Group, LLC	12/10/2019	1 year	December 1, 2020	Not to exceed \$4,000
Streamline Services	October 1, 2015	Ongoing	Upon Termination	\$200.00
Toshiba Lease Agreement	January 15, 2016	3 years	*December 31,2020	\$124.00
Workers Compensation - State Fund	December 1, 2019	12 months	November 30, 2020	\$1,935.00
<b>*1 year lease extension - 30% discount</b>				
<b>INDEP. CONTRACTOR SERVICES</b>				
	<b>Effective Date</b>	<b>Contract Term</b>	<b>Expiration Date</b>	<b>Amount</b>
Veronica Baines	April 8, 2019		April 8, 2021	\$300/Session
Beverly Bradley	November 6, 2019	1 year	November 5, 2020	\$32,000 (\$15,000 AED Equipment)
Rhonda Burke - Bookkeeping Svcs.		2 years	August 13, 2022	\$1000/month + services
Dr. Marcus Penn	March 12, 2018	2 years	March 11, 2020	\$300/Session
James Thomas - IT Specialist	January 1, 2020	2 years	December 31, 2021	Not to exceed \$3,500/annually
<b>EMPLOYMENT SERVICES</b>				
Sabrina Beardsley-Hansen	March 4, 2020		N/A	\$20.00/hour
Edward Hawkins Garden Monitor	September 10, 2019		N/A	\$15.00/hour
Barbara Kee - Executive Assistant/Secy. to Board	March 26, 2009		N/A	\$40.00/hour
Maribel Ochoa- Custodian	July 31, 2019		N/A	\$20.00/hour
Nichole Gardner, Administrative Assistant	16-Jan-20		N/A	\$20.00/hour
Dennisha Marsh, Community Outreach Specialist	Interim			\$20.00/hour

LMCHD contracts and expiration dates for 2020-2021

Agenda Item No. 8

Martha Hernandez, Community Outreach Specialist	Interim				\$20.00/hour
Jasmine Cisneros, Community Garden Specialist	Interim		N/A		\$20.00/hour
Lamar Thorpe, Executive Director	August 12, 2019		August 1, 2022		\$8,000/month
<b>DISTRICT SPONSORED PROGRAMS</b>					
	<b>Effective Date</b>	<b>Contract Term</b>	<b>Expiration Date</b>		<b>Amount</b>
City of Pittsburg Swim Academy	July 1, 2020	1 year	June 30, 2021		\$20,000.00
Ambrose Aquatic Center	July 1, 2020	1 year	June 30, 2021		\$10,000.00
Student Eyeglasses Program	July 1, 2020	1 year	June 30, 2021		\$8,000.00
AED Equipment	July 1, 2020	1 year	June 30, 2021		\$17,700.00
AED Training	July 1, 2020	1 year	June 30, 2021		\$13,000.00
St. Vincent de Paul Rota Care	July 1, 2020	1 year	June 30, 2021		\$44,000.00
African American Comm. Baby Shower	July 1, 2020	1 year	June 30, 2021		\$10,000.00
Reading Advantage	July 1, 2020	1 year	June 30, 2021		\$13,200.00
Souljahs Juneteenth Celebration/Healthcare Fair	July 1, 2020	1 year	June 30, 2021		\$29,205.00
Board Community Benefit Grants	July 1, 2020	1 year	June 30, 2021		\$25,000.00
Healthy Hearts Institute	July 1, 2020	1 year	June 30, 2021		\$10,000
Greater Faith Food Pantry	July 1, 2020	1 year	June 30, 2021		\$25,000
COVID-19 Emergency	July 1, 2020	1 year	June 30, 2021		\$15,000
DIRECT SERVICES	July 1, 2020	1 year	June 30, 2021		\$60,318