



# CONTRA COSTA COUNTY

## AGENDA - PUBLISHED

### Los Medanos Health Advisory Committee

---

Tuesday, December 10, 2024

5:00 PM

2311 Loveridge Rd. Los Medanos Rm.  
Pittsburg, CA

352 Shoreline Dr.  
Pittsburg, CA

<https://cchealth.zoom.us/j/96519195537>  
Meeting ID: 965 1919 5537

Dial by your location  
• +1 646 518 9805 US (New York)

---

Agenda Items: Items may be taken out of order based on the business of the day and preference of the Committee

1. Roll Call and Introductions
2. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to two minutes).
3. Review and approve minutes for November 12, 2024. [24-4258](#)  
**Attachments:** [LMHAC Meeting Minutes 11.12.24](#)
5. Receive multi-year budget report. [24-4259](#)  
**Attachments:** [Multi-Year Expense Statements](#)  
[Multi-Year Revenue Statement](#)
6. Los Medanos Community Garden update and annual report [24-4257](#)

For Additional Information Contact: [Ernesto.DeLaTorre@cchealth.org](mailto:Ernesto.DeLaTorre@cchealth.org)



# CONTRA COSTA COUNTY

1025 ESCOBAR STREET  
MARTINEZ, CA 94553

## Staff Report

---

**File #:** 24-4258

**Agenda Date:** 12/10/2024

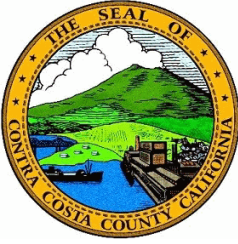
**Agenda #:** 3.

---

Advisory Board: Los Medanos Health Advisory Committee  
Subject: Review and approve minutes for November 12, 2024  
Presenter: Ernesto De La Torre  
Contact: [Ernesto.DeLaTorre@cchealth.org](mailto:Ernesto.DeLaTorre@cchealth.org)

### Information:

Review and approve minutes for November 12, 2024



## Meeting Minutes - Final

### CONTRA COSTA COUNTY Los Medanos Health Advisory Committee

---

Tuesday, November 12, 2024

5:00 PM

2311 Loveridge Rd.  
Los Medanos Room  
Pittsburg, CA

352 Shoreline Drive.  
Pittsburg, CA

Zoom: <https://cchealth.zoom.us/j/96519195537>  
Dial in: +1 646 518 9805 Meeting ID: 965 1919  
5537

---

Agenda Items: Items may be taken out of order based on the business of the day and preference of the Committee

1. Roll Call and Introductions

A regular meeting of the Los Medanos Health Advisory Committee was call to order by Vice Chair Dennisha Marsh on November 12, 2024 at 5:12 pm.

**Present** Jelani Killings, Sefanit Mekuria, Shanelle Preston, Charles Tremaine, and Dennisha Marsh

**Absent** Lloyd Mason, and Christopher Pedraza

2. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to two minutes).

There was no public comment.

3. [24-3918](#)

**Attachments:** [LMHA FY23-24](#)

Staff presented the 23/24 budget report.

Vice Chair requested a more detailed report to include multiple years, the amount in reserve at the end of each year and additional detail on the administration costs.

Committee member Killings requested additional detail on the percentage of funds requested/received by grantees.

Committee requested a budget presentation from finance or the auditor/controller for the detailed budget.

**This Discussion Item was received.**

4. [24-3919](#)

Staff presented the 24/25 Grant Extension Report. Staff provided clarification on the need for Sexual Assault & Molestation (SAM) insurance as part of contracts where services will be provided to minors. This requirement was overlooked in some previous contracts and was noted during contract extensions.

**This Discussion Item was received.**

5.

[24-3920](#)

**Attachments:** [LM RFQ timeline](#)

Staff presented the RFQ timeline and requested committee participation on the review panel. Committee requested the opportunity to review the RFQ before it is open to the public for response.

**The Los Medanos Health Advisory Committee appoints Vice Chair Marsh and Council Member Killings to sit on the Fiscal Agent RFQ review panel.**

**Motion:** Preston

**Second:** Mekuria

The next meeting is currently scheduled for December 10, 2024.

Adjourn

The meeting was adjourned at 6:20 pm by Shanelle Scales-Preston, Chair. The next scheduled meeting of the Council is 12/10/2024 at 5:00 pm.

The Committee will provide reasonable accommodations for persons with disabilities planning to attend the Committee meetings. Contact the staff person listed below at least 72 hours before the meeting. Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the County to a majority of members of the Committee less than 96 hours prior to that meeting are available for public inspection at 2311 Loveridge Rd, Los Medanos Office, Pittsburg, CA, during normal business hours. Staff reports related to items on the agenda are also accessible online at [www.contracosta.ca.gov](http://www.contracosta.ca.gov). If the Zoom connection malfunctions for any reason, the meeting may be paused while a fix is attempted. If the connection is not reestablished, the committee will continue the meeting in person without remote access. Public comment may be submitted via electronic mail on agenda items at least one full work day prior to the published meeting time.

For Additional Information Contact: [Ernesto.DeLaTorre@cchealth.org](mailto:Ernesto.DeLaTorre@cchealth.org)

**CONTRA COSTA COUNTY**  
**Los Medanos (0480)**  
**FY 2023-2024**

<b>EXPENDITURES - Description</b>	<b>Budget</b>	<b>YTD Expenses</b>
County Admin	\$ 120,000.00	\$ 98,554.00
Reserve Fund	\$ 60,000.00	\$ 60,000.00
Community Garden		\$ 37,861.00
Grant Programs	\$ 1,073,865.00	\$ 638,036.00
	<u>\$ 1,253,865.00</u>	<u>\$ 834,451.00</u>

<b>TAXES CURRENT PROPERTY</b>	<b>YTD Revenue</b>
Prop Tax - Current Secured	\$ 1,669,776.00
Prop Tax - Supplemental	\$ 50,340.00
Prop Tax - Unitary	\$ 118,651.00
Prop Tax - Current unsecured	\$ 76,754.00
Prop Tax - Prior-Secured	\$ (10,255.00)
Prop Tax - Prior-Supplemental	\$ (4,912.00)
Prop Tax - Prior-Unsecured	\$ 120.00
 <b>AID FROM OTHER AGENCIES</b>	
H/O Prop Tax Relief	\$ 10,708.00
Other In Lieu Taxes	\$ 74.00
Misc. Non-Taxable Revenue	\$ (180,530.00)
	<u>\$ 1,730,726.00</u>

# 2025/2027 Los Medanos Health Area Grant Process

RFQ ACTIVITY	PLAN START	PLAN DURATION	ACTUAL START	ACTUAL DURATION	PERCENT COMPLETE	RESPONSIBLE
Develop Fiscal Agency RFQ	Oct	60			50%	CCH Staff
Open RFQ window	16-Dec	30			0%	CCH Staff
Review submitted RFQs	16-Jan	30			0%	Review Committee
Announce Winning Agency	17-Feb	1			0%	CCH Staff
Contracting Process	19-Feb	60			0%	C&G
Executed Contract with Fiscal Agency	1-May	1			0%	C&G/Agency

GRANT ACTIVITY	PLAN START	PLAN DURATION	ACTUAL START	ACTUAL DURATION	PERCENT COMPLETE	RESPONSIBLE
Open Grant RFP Window	17-Jan	28			0%	CCH Staff
Close Grant RFP Window	14-Feb	1			0%	CCH Staff
Advisory Committee RFP Review	14-Feb	14			0%	Advisory Committee
Committee RFP Deliberations	28-Feb	7			0%	Advisory Committee
Advisory Submit Recommendations to BOS	March/April				0%	CCH/BOS
Grantees and Fiscal Agency enter contracting	April/May				0%	Fiscal Agency/Grantees
Executed Contracts with Grantees	30-Jun				0%	Grantees



# CONTRA COSTA COUNTY

1025 ESCOBAR STREET  
MARTINEZ, CA 94553

## Staff Report

**File #:** 24-4259

**Agenda Date:** 12/10/2024

**Agenda #:** 5.

Advisory Board: Los Medanos Health Advisory Committee

Subject: RECEIVE multi-year budget report

Presenter: Ernesto De La Torre

Contact: Ernesto.DeLaTorre@cchealth.org

Information:

RECEIVE multi-year budget report.

Referral History and Update:

The 23/24 high level budget was presented at the November 12, 2024 meeting. Committee requested that staff return with multi-year report to include FY 21/22 and 22/23.

<b>EXPENDITURES - Description</b>	<b>22/23 Budget</b>	<b>22/23 expenses</b>	<b>23/24 Budget</b>	<b>23/24 expenses</b>
County Admin	\$ 120,000	\$ 78,660	\$ 120,000	\$ 105,371
Reserve Fund	\$ 60,000	\$	\$ 60,000	
Community Garden	\$ 0	\$ 169	\$ 40,000	\$ 37,861
Grant Programs	\$ 1,073,865	\$ 172,350	\$ 1,073,865	\$ 638,036
Transition costs		\$ 34,760		
Total	\$ 1,020,000	\$ 285,941	\$ 1,293,865	\$ 834,451

<b>TAXES CURRENT PROPERTY</b>	<b>21/22 Revenue</b>	<b>22/23 Revenue</b>	<b>23/24 Revenue</b>
Prop Tax - Cur Sec	\$ 971,897	\$ 764,617	\$ 1,669,776.00
Prop Tax - Sup			\$ 50,340.00
Prop Tax - Unitary			\$ 118,651.00
Prop Tax - Cur unsec			\$ 76,754.00
Prop Tax - Prior-Sec			\$ (10,255.00)
Prop Tax - Prior-Sup			\$ (4,912.00)
Prop Tax - Prior-Unsec			\$ 120.00

### AID FROM OTHER AGENCIES

H/O Prop Tax Relief	\$ 10,708.00
Other In Lieu Taxes	\$ 74.00
Misc. Non-Taxable Revenue	\$ (180,530.00)

Total	\$	971,897	\$	764,617	\$	1,730,726.00
-------	----	---------	----	---------	----	--------------

Cash on Hand (YE Reserve)	\$	51	\$	1,892,854
---------------------------	----	----	----	-----------



**Period** FY 2022-23  
**Budget Name** FY2022-23 Operating Budget  
**Agency/Department** CONTRA COSTA HEALTH - LOS MEDANOS HEALTH

Obj/Sub Obj	Description	Date Posted	Amount
2000/2251	4246047001303228-6/22	7/12/2022	\$125.00
2000/2251	4246047001303228-5/22	6/24/2022	\$125.00
2000/2251	4246047001303228-4 22	6/1/2022	\$125.00
2000 /2310	13501 RGS LMCHD	7/29/2022	\$93.75
2000/2360	187774	6/10/2022	\$45,975.00
2000/2361	187769 LOS MEDANOS	6/10/2022	(\$24,949.00)
2000/2479	OSHPD SETTLEMENT LMCHD	3/18/2022	\$225,629.00
3000/3620	550-GRANT DEED	7/13/2022	\$1,044.88
3000/3621	550-PROXIMITY CARD SYS	7/13/2022	\$66.47
3000/3622	550-GRANT DEED	6/13/2022	\$401.88
3000/3623	550-GRANT DEED	5/11/2022	\$17,471.20
3000/3624	550-GRANT DEED	5/11/2022	\$3,270.11
3000/3625	550-GRANT DEED	4/12/2022	\$219.53
3000/3626	550-GRANT DEED	4/12/2022	\$4,331.04
	<b>TOTAL</b>		<b>\$273,928.86</b>

Period	FY 2022-23
Budget Name	FY2022-23 Operating Budget
Agency/Department	CONTRA COSTA HEALTH - LOS MEDANOS HEALTH

Ledger Account/Summary

Ledger Account	Appropriations	Actuals
<b>1000: SALARIES &amp; EMPLOY BENEFITS</b>	<b>74,826.00</b>	<b>74,800.00</b>
1010: SALARIES AND WAGES	49,591.00	49,150.00
1040: RETIREMENT	14,257.00	14,439.00
1060: EMPLOYEE GROUP INSURANCE	10,301.00	10,525.00
1070: WORKERS COMPENSATION INS	677.00	686.00
<b>2000: SERVICES AND SUPPLIES</b>	<b>645,791.00</b>	<b>176,381.33</b>
2100: OFFICE EXPENSE	5,000.00	1,621.91 Admin operating expenses
2130: SMALL TOOLS & INSTRUMENTS	6,000.00	169.92 Garden program
2250: RENTS & LEASES -EQUIPMENT	5,000.00	2,239.00 Software and IT costs related to transfer and storage of files.
2300: TRANSPORTATION AND TRAVEL	2,500.00	0
2310: NON CNTY PROF SPCLZD SVCS	612,291.00	172,350.50 Grant program expenditures
2330: OTHER GEN SVCS CHARGES	5,000.00	0
2340: OTHER INTRDPTMNTL CHARGES	5,000.00	0
2460: SPECIAL DEPARTMENTAL EXP	5,000.00	0
<b>3000: OTHER CHARGES</b>	<b>39,000.00</b>	<b>34,760.13</b>
3550: JUDGEMENTS & DAMAGES	29,000.00	29,000.00 Costs related to a judgement against LMCHD
3610: INTERFUND EXPENDITURES	10,000.00	5,760.13 Service and Maintance
<b>4000: CAPITAL ASSETS</b>	<b>5,000.00</b>	<b>0</b>
4950: EQUIPMENT	5,000.00	0
<b>TOTAL EXPENSES</b>	<b>764,617.00</b>	<b>285,941.46</b>

<b>Period</b>	FY 2023-24
<b>Budget Name</b>	FY 2023-24 Operating Budget
<b>Agency/Department</b>	<b>CONTRA COSTA HEALTH - LOS MEDANOS HEALTH</b>

**Ledger Account/Summary**

<b>Ledger Account</b>	<b>Appropriations</b>	<b>Actuals</b>	<b>ACT</b>	
<b>1000: SALARIES &amp; EMPLOY BENEFITS</b>	<b>95,000.00</b>	<b>92,634.93</b>	<b>98%</b>	
1010: SALARIES AND WAGES	69,342.00	59,757.91	86%	
1040: RETIREMENT	14,496.00	16,690.20	115%	
1060: EMPLOYEE GROUP INSURANCE	10,474.00	14,984.83	143%	
1070: WORKERS COMPENSATION INS	688.00	1,201.99	175%	
<b>2000: SERVICES AND SUPPLIES</b>	<b>1,070,000.00</b>	<b>717,725.42</b>	<b>67%</b>	
2100: OFFICE EXPENSE	5,000.00	2,127.50	43%	Admin operating expenses
2130: SMALL TOOLS & INSTRUMENTS	10,000.00	2,482.77	25%	Garden Program
2250: RENTS & LEASES - EQUIPMENT	10,000.00	3,791.39	38%	
2250:RENTS & LEASES - EQUIPMENT		1,457.39		Admin operating expenses
2251:COMPUTER SOFTWARE COST		2,334.00		Admin operating expenses
2280: MNTNCE STRUCTURES & GRNDS	0.00	14,775.04		Garden Program
2300: TRANSPORTATION AND TRAVEL	5,000.00	0.00	0%	
2310: NON CNTY PROF SPCLZD SVCS	1,040,000.00	680,648.62	65%	Grant program expenditures.
2314:CONTRACTED TEMPORARY HELP		6,818.13	0%	Admin operating expenses
2330: OTHER GEN SVCS CHARGES	5,000.00	0.00	0%	
2340: OTHER INTRDPTMNTL CHARGES	5,000.00	0.00	0%	
2460: SPECIAL DEPARTMENTAL EXP	(10,000.00)	0	0%	
2490: MISC SERVICES & SUPPLIES	0.00	13,900.10	0%	Garden Program
<b>3000: OTHER CHARGES</b>	<b>25,000.00</b>	<b>24,090.77</b>	<b>96%</b>	
3610: INTERFUND EXPENDITURES	25,000.00	24,090.77		
3615:DOIT DATA PROC SVCS	5,000.00	7,426.00	149%	IT costs for digitization and storage of old files.
3620:GEN SVC-REQUESTED MNTCE	0	1,208.00	0%	General maintenance requests
3622:GEN SVC-OTHER GS CHARGES	20,000.00	15,456.77	77%	Property tax revenue admin costs
<b>4000: CAPITAL ASSETS</b>	<b>5,000.00</b>	<b>0.00</b>	<b>0%</b>	

<b>5000: EXPENDITURE</b>	<b>5,000.00</b>	<b>0.00</b>	<b>0%</b>
<b>TRANSFERS</b>			
5010: INTERFUND	5,000.00	0	0%
REIMBURSEMENTS			

---



---

<b>TOTAL EXPENSES</b>	<b>1,200,000.00</b>	<b>834,451.12</b>	<b>70%</b>
-----------------------	---------------------	-------------------	------------



## LOS MEDANOS COMMUNITY HEALTHCARE DISTRICT

Fund	Dept	Org	Obj	Sub Obj	Description	TC	Reference	Date Posted	Amount	PO #	Task	Option
113800	0480	0480	9800	9975	FY21/22 REVENUE ACCR	35	JV528300	8/10/2022	\$923,377.96			
113800	0480	0480	9800	9975	HENSLEY RETAINER REFUND	25	DP850843	6/16/2022	\$6,991.89			
113800	0480	0480	9800	9975	LMCHD TREASURY CLOSSEOU	25	DP848646	5/6/2022	\$41,527.42			
					<b>TOTAL</b>				<b>\$971,897.27</b>			

<b>Activity</b>	<b>Coll. Org</b>
000000	0000
000000	1200
000000	1200

Revenue Period	FY 2022-23
Budget Name	FY 2024-25 Operating Budget
Agency/Department	CONTRA COSTA HEALTH - LOS MEDANOS

Ledger Accounts and Summaries

Ledger Accounts and Summaries	Net Estimated Revenue	Realized Revenue
9800: MISCELLANEOUS REVENUE	764,617.00	186,530.00
Total	764,617.00	186,530.00



HEALTH

This is the first full fiscal year reported in the financials and was an estimated accrual amount for FY22-23

Revenue Period	FY 2023-24
Budget Name	FY 2025/26 Operating Budget
Agency/Department	CONTRA COSTA HEALTH - LOS MEDANOS

Ledger Accounts and Summaries

Ledger Accounts and Summaries	Net Estimated Revenue	Realized Revenue
9000: TAXES CURRENT PROPERTY	1,200,000.00	1,915,520.93
9800: MISCELLANEOUS REVENUE		(180,530.00)
<hr/>		
Total	1,200,000.00	1,730,727.58

HEALTH

Notes

Miscellaneous revenue can be a mix of encumbrances, reimbursements, and overpayments from previous years.

---

This amount is revised from \$1,826,470.88 which was reported earlier this year.



# CONTRA COSTA COUNTY

1025 ESCOBAR STREET  
MARTINEZ, CA 94553

## Staff Report

---

**File #:** 24-4257

**Agenda Date:** 12/10/2024

**Agenda #:** 6.

---

Advisory Board: Los Medanos Health Advisory Committee

Subject: Los Medanos Community Garden update and annual report

Presenter: Ernesto.DeLaTorre

Contact: Ernesto.DeLaTorre@cchealth.org

### **Information:**

RECEIVE update and annual report on Los Medanos Community Garden

### **Garden Program Report and Update:**

Over the past year, the Los Medanos Community Garden has continued to thrive with a total of 57 garden spaces, comprising 39 plots and 18 raised beds. Currently, 52 of these spaces are occupied, with 2 more in the process of being assigned and 3 remaining vacant for the winter. Our gardeners have been actively engaged in planting throughout the year contributing to the garden's vibrancy. In the spring, we implemented a unique gate code for each gardener to ensure safety and accountability. In Spring and Summer 50 yards of soil were delivered to the garden. It was evident that the beds had not received new soil in many years. Most plots had soil levels that were significantly below ground level. This has improved soil health across the garden.

Two successful mandatory garden clean-up days were held-one in June to prepare for summer and another in November to prepare the garden for the Fall/Winter season. To foster communication and community, three mandatory meetings were conducted, allowing gardeners to share updates, ask questions, and provide feedback. The continued success of the garden is a testament to the dedication and collaboration of all involved.

For 2025 staff will work with UC Davis Master Gardeners to provide educational training and workshops.

Unfortunately, the barn was broken into in early November and again in late November. Just under \$1,000 worth of equipment and supplies were stolen, including all shovels and small hand tools. Due to ongoing security issues, tools and equipment will no longer be stored in the barn. Garden staff are working on a plan to replace some of the tools and create a check-out system so gardeners will have some access to tools.