



CONTRA COSTA COUNTY

AGENDA

Los Medanos Health Advisory Committee

Tuesday, July 9, 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 from 4/9/2024 and 4/23/2024. [24-2101](#)
Attachments: [LMHAC Meeting Minutes April 9, 2024](#)
[LMHAC Meeting Minutes April 23, 2024](#)
4. Staff report regarding 2023-2025 grant distributions. [24-2102](#)
5. Staff to provide update on future grant process. [24-2103](#)

The next meeting is currently scheduled for August 13, 2024.

Adjourn

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 Rm. Pittsburg, CA and 352 Shoreline Dr. Pittsburg, CA, during normal business hours. Staff reports related to items on the agenda are also accessible on line at www.contracosta.ca.gov. 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



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 24-2101

Agenda Date: 7/9/2024

Agenda #: 3.

Advisory Board: Los Medanos Health Advisory Board

Subject: Review and approve meeting minutes

Presenter: Ernesto De La Torre

Contact: Ernesto.DeLaTorre@cchealth.org

Information:

County Ordinance requires that each County body keep a record of its meetings. Though the record need not be verbatim, it must accurately reflect the agenda and the decisions made in the meeting.

Attached is the Record of Action for the Los Medanos Health Advisory Committee for 4/9/2024 and 4/23/2024.



Meeting Minutes - Final

CONTRA COSTA COUNTY Los Medanos Health Advisory Committee

Tuesday, April 9, 2024

5:00 PM

2311 Loveridge Rd. Los Medanos Rm.
Pittsburg, CA

352 Shoreline Dr.
Pittsburg, CA

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Meeting ID: 965 1919 5537

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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:
Shanelle Scales-Preston (Chair)
Jelani Killings
Dr. Sefanit Mekuria
Christopher Pedraza
Lloyd Lee Mason
Charles Tramaine
Dennisha Marsh

Present Jelani Killings, Lloyd Mason, Sefanit Mekuria, Christopher
Pedraza, Charles Tremaine, and Dennisha Marsh

Absent Shanelle Preston

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

Greg Osorio from Souljahs - Timeline for grants has been challenging. Suggest moving timeline up.

3. [24-1090](#)

Attachments: [LMHAC Minutes 2023-12-12](#)
[MeetingMinutes08-Mar-2024-10-50-19](#)

A motion was made that this item be approved. The motion carried by a unanimous vote.

4. [24-1091](#)

Dennisha Marsh to position of Vice Chair approved 6-0.

A motion was made that this item be approved. The motion carried by a unanimous vote.

5.

[24-1092](#)

Attachments: [Grant Proposals 3.5.24](#)

Staff provided update report. The process and length of time has been an issue; Additional staff have been assigned to expedite contracting process.

Update on payment schedule - Health department will approve 30 day advance.

Committee requested staff to have someone answer questions about budgeting process.
Committee requested updated budget notes.

6.

[24-1093](#)

Attachments: [LMHA RFP Final](#)

Committee decided not to proceed with Grant Program Subcommittee. Will continue to meet as full committee.

Committee reviewed and began editing the previous RFP documents. Edits sent to Staff for an updated draft to be reviewed at a special meeting on 4/23/24. Committee suggested the following timeline to staff for the next RFP round.

May 1st: release RFP

May 5th: Mandatory Bidders Conference

May 22nd: Close RFP window

June 4th: Special meeting to review submitted RFPs

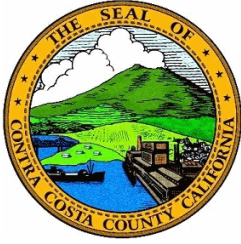
The next meeting is currently scheduled for May 13, 2024.

Special meeting was scheduled for 4/23 at 5 pm to review draft RFP.

Adjourn

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For Additional Information Contact: Ernesto De La Torre - Ernesto.DeLaTorre@cchealth.org



Meeting Minutes - Draft

CONTRA COSTA COUNTY Los Medanos Health Advisory Committee

Tuesday, April 23, 2024

4:30 PM

2311 Loveridge Rd (2311 Loveridge Rd,
Pittsburg, California 94565

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:

- Shanelle Scales-Preston, Council Member City of Pittsburg
- Jelani Killings, Council Member City of Pittsburg
- Lloyd Lee Mason, Bay Point Municipal Advisory Council
- Charles Tremaine, Bay Point Municipal Advisory Council
- Sefanit Mekuria, MD, Contra Costa Health Services, Public Health
- Christopher Pedraza, Contra Costa Health Services, Behavioral Health
- Dennisha Marsh, At Large

Present

Lloyd Mason, Sefanit Mekuria, Christopher Pedraza, Shanelle Preston, and Charles Tremaine

Absent

Jelani Killings, and Dennisha Marsh

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

No public comment

3.

[24-1237](#)

Attachments: [LMHA RFP_Draft 2024](#)

A motion was made by Mason, seconded by Tremaine, that this item be approved as amended. The motion carried by a unanimous vote.

Motion: Mason

Second: Tremaine

Adjourn

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For Additional Information Contact: Ernesto De La Torre - Ernesto.DeLaTorre@cchealth.org

DRAFT



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 24-2102

Agenda Date: 7/9/2024

Agenda #: 4.

Advisory Board: Los Medanos Health Advisory Committee
Subject: Staff report regarding 2023-2025 grant distributions.
Presenter: Ernesto De La Torre
Contact: Ernesto.DeLaTorre@cchealth.org

Information:

Between the two Board Orders there were 25 grants approved by the BOS, the final approval was in March. There was a significant delay and contract creation did not start until late April when additional health department staff were assigned.

- 17 contracts fully completed with final letter sent to vendors and they have begun submitting invoices for reimbursement.
- 5 contracts entered and are moving through the contracting and grants system.
- 3 agencies still pending. More information is needed from the vendors and have not yet been entered into the C&G system.

I take full responsibility for the delays in communicating with grantees in April. Timing for contract development was significantly underestimated. With additional staff to support it is still taking 90 days for contract development. For example, basic legal review can take 30 days. If there are questions or changes requested by legal it can add additional time to review with the vendor and get final review from county counsel.

There were additional delays as we finalized the system to request funding prior to expenditures. This was a completely new process for our system and there was pushback to the idea of providing 50% of funding up front. The result is that we received final approval to create contracts that allow for advance payment of one month or 1/12th of the annual budget. This will allow smaller agencies to begin work without needing to have initial funding. About 1/3 of the contracts so far have used this option.

To increase efficiency of the contracting process we created a dedicated group email for correspondence related to the grant program (losmedanosgrants@cchealth.org <<mailto:losmedanosgrants@cchealth.org>>) that allows for multiple staff to view and respond to emails rather than emails getting clogged with a single person. We drafted a letter for vendors with detailed instructions on how to submit D15s and key dates and implemented a tracking system for all submitted D15s.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 24-2103

Agenda Date: 7/9/2024

Agenda #: 5.

Advisory Board: Los Medanos Health Advisory Committee

Subject: Staff to provide update on future grant process.

Presenter: Ernesto De La Torre

Contact: Ernesto.DeLaTorre@cchealth.org

Information:

Due to the significant challenges, we have encountered in the 23-25 grant process the next grant cycle is on hold. We have spoken with both Supervisor Glover and Supervisor Carlson to let them know about this hold. We received support from both supervisors to put the next round on hold until we can secure an agency for grant management. The goal is to find a local agency that can distribute the grants that are approved by the Board of Supervisors in a timelier way. The request for proposals is under development and the goal is to have an agency secured by end of year. The next grant cycle will open once the agency has been contracted.