

**DESERT HEALTHCARE DISTRICT  
FINANCE, ADMINISTRATION, REAL ESTATE AND LEGAL COMMITTEE  
MEETING MINUTES  
February 14, 2017**

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Meeting of the Finance, Administration, Real Estate and Legal Committee of the Desert Healthcare District was held in the Desert Healthcare District Conference Room, 2<sup>nd</sup> Floor, Palm Springs, CA

**Attendance:**

Members

Director Les Zendle

Absent

Mark Matthews – Chairman/Treasurer

Staff

Herb Schultz, CEO

Chris Christensen, CFO/COO

Mary Pannoni, Accounting/Admin Support

Community Members

Joseph Wild, Community Member

Richard Cagen, Community Member

Sid Rubenstein, Community Member

Arthur Shorr, Community Member

**CALL TO ORDER**

The meeting was called to order at 3:02p.m. by Director Zendle.

Director Zendle gave an opportunity to have the committee members and staff make a short introduction.

**APPROVAL OF AGENDA**

Director Zendle asked for an approval of the agenda.

It was moved and seconded (Community Member Wild, Community Member Cagen) to approve the agenda. Motion passed unanimously.

**PUBLIC COMMENT**

None

## **APPROVAL OF MINUTES**

Submitted for approval:

1. Minutes – October 11, 2016

It was moved and seconded (Member Shorr, Member Cagen) to approve the minutes of October 11, 2016. Motion passed unanimously.

## **CHIEF OPERATING OFFICER'S REPORT**

The COO Report and the LPMP rental status were reviewed. In the COO report, AB 2414 was brought up and Member Wild inquired why district residents are not voting on the potential funding sources. In the LPMP leasing update, Member Wild suggested putting practices in place that will protect the District from losing revenues due to contracts falling through.

## **FINANCIAL REPORTS**

1. Financial Statements. The District's and LPMP financial statements for January 2017 were reviewed.
2. Accounts Receivable Aging Summary – Accounts Receivable detail was reviewed.
3. Deposits – District – The District's January 2017 deposit detail was reviewed.
4. Property Tax Receipts – property tax receipts were reviewed.
5. Deposits – LPMP – The LPMP's January 2017 deposit detail was reviewed.
6. DHCD Check Register – The January 2017 check register for the District was reviewed.
7. Credit Card – The January 2017 credit card expenditures were reviewed.
8. LPMP Check Register – The January 2017 check register for the LPMP was reviewed.
9. RPP Update
10. Grant Payment Schedule

It was moved and seconded (Member Cagen, Member Rubenstein) to approve the January 2017 District Finance Reports Items 1-10. Motion passed.

## **OTHER MATTERS**

1. CEO Report: Discussion & input on Proposed Strategic Planning Process, Timeline, and Vision

Staff provided an overview of draft mission, vision, and strategies along with the proposed planning process timeline. Several meetings have occurred with a strategic planning consultant and with the District's Strategic Planning Ad Hoc Committee and Staff. Many community leaders and organizations have already been consulted, with more to come. Continued input from the public will be sought and ensured throughout the planning process. A Strategic Planning work plan has been developed for consideration of approval at the February Board of Directors meeting.

## 2. Request to Amend Professional Services Policy

Member Cagen moved for approval with the language “subject to review and approval of the Finance and Administration Committee” be removed from the amended professional services policy, and to be continued as “Any such contracts shall be reported to the F&A Committee and Board of Directors at the next regular meeting under the CEO Report”; seconded by Member Wild. Director Zendle recommended to forward to the Board for approval of the amended professional services policy.

## 3. LPMP Lease Assignment – West Pacific Medical Laboratory

It was moved and seconded (Member Cagen, Member Wild), Director Zendle recommended to forward to the Board for approval of the West Pacific Medical Laboratory lease assignment.

## 4. LPMP Lease Extension – Quest Diagnostics

It was moved and seconded (Member Wild, Member Shorr), Director Zendle to forward to the Board for approval of the Quest Diagnostics lease extension.

## 5. LPMP Lease Extension, Assignment & Sublease – Milauskas Eye Institute

It was moved and seconded (Member Wild, Member Cagen), pending the Committee approves the Principal of the assignment. Director Zendle recommended to forward to the Board for approval of the lease extension, assignment and sublease.

## 6. Special Assistant to the CEO/Board Relations Officer Job Description & Salary Range

It was moved and seconded (Member Cagen, Member Shorr), Director Zendle recommended to forward to the Board for approval of the Special Assistant job description and salary range.

## 7. Tablets and Smart phones for Directors

Member Wild stated that both a tablet and smart phone are not necessary, only the smart phone. Committee agreed to table the discussion for approval to the March meeting.

### ADJOURNMENT

The meeting was adjourned at 4:29 pm.

ATTEST:



Les Zendle, Director Finance and Administration Committee  
Desert Healthcare District Board of Directors