

**DESERT HEALTHCARE DISTRICT
FINANCE, ADMINISTRATION, REAL ESTATE AND LEGAL COMMITTEE
MEETING MINUTES
April 18, 2017**

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

Attendance:

Members

Mark Matthews, Chairman/Treasurer
Director Les Zendle

Absent

Sid Rubenstein, Community Member
Arthur Shorr, Community Member

Staff

Herb Schultz, CEO
Chris Christensen, COO/CFO
Donna Craig, CGO
Mary Pannoni, Accounting/Admin Support
Andrea S. Hayles, Clerk to the Board

Community Members

Richard Cagen, Community Member
Joseph Wild, Community Member

CALL TO ORDER

The meeting was called to order at 1:07 p.m. by Chairman Matthews.

APPROVAL OF AGENDA

Chairman Matthews asked for an approval of the agenda.

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

PUBLIC COMMENT

None

APPROVAL OF MINUTES

Submitted for approval:

1. Minutes – March 14, 2017

It was moved and seconded (Director Zendle, Member Wild) to approve the minutes of March 14, 2017. Motion passed unanimously.

CHIEF OPERATING OFFICER'S REPORT - LPMP Leasing Update

- Chris Christensen, COO/CFO, provided an overview of the COO Report and the LPMP rental status.
- Mr. Christensen provided a brief description of the March 23-24 Strategic Planning sessions, describing that the annual budgeting process is underway and that planning has also begun for the annual audit.
- Mr. Christensen provided details on the LPMP suites explaining that the suites are for medical facility rental use only.
- The Committee recommends advertising to fill the vacancies.

FINANCIAL REPORTS

1. Financial Statements – The District's and LPMP Financial Statements for March 2017 were reviewed.
 2. Accounts Receivable Aging Summary – The accounts receivable detail was reviewed.
 3. Deposits – District – The District's March 2017 deposit detail was reviewed.
 4. Property Tax Receipts – The property tax receipts were reviewed.
 5. Deposits – LPMP – The LPMP's March 2017 deposit detail was reviewed.
 6. DHCD Check Register – The March 2017 check register for the District was reviewed.
 7. Credit Card – The March 2017 credit card expenditures were reviewed.
 8. LPMP Check Register – The March 2017 check register for the LPMP was reviewed.
 9. RPP Update – The RPP update was reviewed.
 10. Grant Payment Schedule - The grant payment schedule was reviewed.
- The Coachella Valley Association of Governments (CVAG) CV Link Project was discussed in detail.
 - Committee members recommended the MOU for review to the entire Board.

It was moved and seconded (Chairman Matthews, Director Zendle) to approve the March 2017 District Finance Reports - Items 1-10 with the CV Link Project recommendations. Motion passed unanimously.

OTHER MATTERS

1. LPMP – Lab Corp Lease Renewal
 - Chris Christensen, COO/CFO, provided an overview of the Lab Corp lease renewal.
 - Chairman Matthews's requests continuing with the month-to-month lease until the lease is modified for the Tenant Improvement Allowance.

- Director Zendle requests obtaining an estimate for the infrastructure on the west side of the property at the District's expense.
 - Once all recommendations have been completed, including the estimates, the Committee will re-evaluate the lease.
2. Policy for Mobile Devices
- Chris Christensen, COO/CFO, outlined the policy of mobile devices for District Staff.
 - Herb Schultz, CEO, detailed the risks and hazards of Staff and Directors using their personal devices for business related purposes.
 - Director Zendle requests a survey of government instituted practices in the Coachella Valley.
 - Community Member Wild requests a better understanding of the use of electronic communications.

It was moved and seconded (Community Member Wild, Director Zendle) to approve the Policy for Mobile Devices with a detailed Written Policy to present to the Board. Motion passed unanimously.

3. DRMC Capital Investment List – Informational
- Chris Christensen, CFO/COO, provided an overview of the DRMC Capital Investment list for F&A review and presentation to the Board.
4. CEO Report
- a. Strategic Planning Process: Update on two-day Strategic Planning Sessions held on March 23-24, 2017.
- Herb Schultz, CEO, provided a presentation on the transformation of the District to the East Valley.
- b. Town Hall meeting on Desert Healthcare District Expansion held on April 11, 2017. Co-hosted by Assemblymember Eduardo Garcia and the Desert Healthcare District/Foundation.
- Herb Schultz, CEO, detailed the April 11 Town Hall co-hosted by Assemblymember Eduardo Garcia.

Director Zendle exited the meeting at 2:26 p.m.

ADJOURNMENT

The meeting was adjourned at 2:52 p.m.

ATTEST: _____

Mark Matthews, Chairman Finance and Administration Committee/Treasurer
Desert Healthcare District Board of Directors