

**DESERT HEALTHCARE FOUNDATION  
FINANCE, ADMINISTRATION, REAL ESTATE AND LEGAL COMMITTEE  
MEETING MINUTES  
October 10, 2017**

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

**Attendance:**

Members

Mark Matthews, Chairman/Treasurer  
Director Les Zendle

Absent

Herb Schultz, CEO

Staff

Chris Christensen, CFO  
Donna Craig, Senior Program Officer  
Alejandro Espinoza,  
Mary Pannoni, Accounting/Admin Support  
Andrea S. Hayles, Clerk to the Board

Community Members

Sid Rubenstein, Community Member  
Arthur Shorr, Community Member

**CALL TO ORDER**

The meeting was called to order at 3:41p.m. by Chair Matthews.

**APPROVAL OF AGENDA**

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

**PUBLIC COMMENT**

There were no public comments.

**APPROVAL OF MINUTES**

Submitted for approval:

1. Minutes – September 12, 2017

It was moved and seconded (Director Zendle, Community Member Shorr) to approve the minutes of September 12, 2017. Motion passed unanimously.

**CEO REPORT - None**

## **FINANCIAL REPORTS**

1. Financial Statements  
The September 2017 financial statements were reviewed.
2. Asset Allocations Schedule - September 2017  
The asset allocation schedule was reviewed.
3. Deposits  
The September 2017 deposit detail was reviewed.
4. Check Register  
The September 2017 check register was reviewed.
5. General Grants Schedule  
The general grants schedule was reviewed.

**It was moved and seconded (Director Zendle, Community Member Rubenstein) to approve the September 2017 Foundation Financial Reports and forward to the Board for approval.**

**Motion passed unanimously.**

## **OTHER MATTERS**

1. Craig Hartzheim – Moss Levy & Hartzheim – FY 2017 Audit Report
  - a. Management Letter, Communication Letter, Internal Controls
  - b. Foundation Audit Report

Craig Hartzheim, Partner, Moss Levy & Hartzheim explained the FY 2017 Audit Report, stating that there were no significant differences except the deferred plan income of \$2M. Chris Christensen, CFO explained that the \$2M is the commitment to the West Valley Homelessness Initiative that was accepted by the Foundation at the time of the audit. Mr. Christensen explained that another notable item is the charitable trust \$86,000 to the Foundation as a beneficiary.

Chair Matthews inquired as a public agency the process for F&A Committee members to speak one on one with the auditors to ensure due diligence similar to a pre-audit meeting or exit interview. Mr. Hartzheim explained that if he felt there was concerns, the auditor would go directly to the CEO or the Board if there were issues with the CEO. Mr. Hartzheim also stated that he is more than willing to hold a pre-audit meeting or exit interview for the Committee.

**It was moved and seconded (Director Zendle, Community Member Shorr) to approve the Craig Hartzheim – Moss Levy & Hartzheim – FY 2017 Audit Report to forward the Board for approval.**

**ADJOURNMENT**

The meeting was adjourned at 3:55 p.m.

ATTEST: 

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