

**DESERT HEALTHCARE DISTRICT  
FINANCE, ADMINISTRATION, REAL ESTATE AND LEGAL COMMITTEE  
MEETING MINUTES  
September 12, 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

Mark Matthews, Chairman/Treasurer  
Director Dr. Les Zendle

Absent

Herb K. Schultz, CEO  
Sid Rubenstein

Staff

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

Community Members

Arthur Shorr, Community Member

**CALL TO ORDER**

The meeting was called to order at 3:01 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 Shorr) to approve the agenda. Motion passed unanimously.

**PUBLIC COMMENT**

There were no public comments.

**APPROVAL OF MINUTES**

Submitted for approval:

1. Minutes – July 11, 2017

It was moved and seconded (Director Zendle, Community Member Shorr) to approve the minutes of July 11, 2017. Motion passed unanimously.

## **CEO REPORT – None**

### **CHIEF FINANCIAL OFFICER’S REPORT - LPMP Leasing Update**

Chris Christensen, CFO provided an overview of his Report, which included the Las Palmas Medical Plaza occupancy rate/unit rental status and leasing activity. Mr. Christensen explained that the Committee previously approved Palmtree Medical Research’s (PMR) lease agreement, PMR has resolved the architectural components, and PMR is prepared to execute the lease. However, it could take up six months to complete the tenant improvements; therefore, Palmtree is requesting a lease commencement date of the earlier Certificate of Occupancy for February 1, 2018.

It was moved and seconded (Director Zendle, Community Member Shorr) to accept the change to the Palmtree Medical Research commencement date of the earlier Certificate of Occupancy for February 1, 2018.

Motion passed unanimously.

### **FINANCIAL REPORTS**

1. Financial Statements – The District’s and LPMP Financial Statements for July - August 2017 was reviewed.
2. Accounts Receivable Aging Summary – The August 2017 accounts receivable detail was reviewed.
3. Deposits – District – The District’s July - August 2017 deposits detail was reviewed.
4. Property Tax Receipts – The property tax receipts were reviewed.
5. Deposits – LPMP – The LPMP’s July - August 2017 deposit detail was reviewed.
6. DHCD Check Register – The August 2017 DHCD check register for the District was reviewed.
7. LPMP Check Register – The August 2017 LPMP check register was reviewed.
8. RPP Update – The RPP update was reviewed.
9. Grant Payment Schedule - The grant payment schedule was reviewed.

**It was moved and seconded (Chair Matthews, Director Zendle) to approve the July - August 2017 District Financial Reports - Items 1-9 and to forward to the Board for approval.**

**Motion passed unanimously.**

### **PUBLIC COMMENT**

There were no public comments.

### **OTHER MATTERS**

1. Cure Cardiovascular Consultants sublease agreement with Dr. Bernstein

Chris Christensen, CFO explained the specifics of the sublease agreement between Dr. Beghari, Cure Cardiovascular Consultants and Dr. Bernstein.  
**It was moved and seconded (Director Zendle, Community Member Shorr) to forward to the Board for approval.**  
**Motion passed unanimously.**

2. Investment Reports – Highmark Capital Management – District & RPP – Informational

Chris Christensen, CFO explained the Highmark Capital Management Investment Report stating that once the third quarter reports are available, representative Bob Adams will attend an upcoming F&A Meeting to answer any questions.

**PUBLIC COMMENT**

There were no public comments.

**ADJOURNMENT**

The meeting was adjourned at 3:16 p.m.

ATTEST:



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