

**DESERT HEALTHCARE DISTRICT
FINANCE, ADMINISTRATION, REAL ESTATE AND LEGAL COMMITTEE
MEETING MINUTES
November 14, 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
Dr. Les Zendle, Director

Absent

Alejandro Espinoza, Program Officer and Outreach Director
Sid Rubenstein, Community Member
Arthur Shorr, Community Member

Staff

Herb K. Schultz, CEO
Chris Christensen, CFO
Donna Craig, Senior Program Officer
Mary Pannoni, Accounting/Admin Support
Andrea S. Hayles, Clerk to the Board

Community Members

CALL TO ORDER

The meeting was called to order at 3:03 p.m. by Chair Matthews.

APPROVAL OF AGENDA

Chairman Matthews requested an amended agenda item for Dr. Mehrdad Asgeri in item 2 of Other Matters. The lease should be changed from 5 years to 3 years representing the DBA of Oasis Advanced Gastroenterology.

It was moved and seconded (Director Zendle, Chair Matthews) to approve the agenda with the amended items. Motion passed unanimously.

PUBLIC COMMENT

Ezra Kaufman, District Resident, described his request for the Annual Independent Audits from 1995-2004. Chris Christensen, CFO, explained that he is requesting the information from the former auditors and also the State Controller's Office and County Auditor-Controllers office.

APPROVAL OF MINUTES

Submitted for approval:

1. Minutes – October 10, 2017

It was moved and seconded (Director Zendle, Director Matthews) to approve the minutes of October 10, 2017. Motion passed unanimously.

CEO REPORT – Herb K. Schultz, CEO explained the upcoming October 31, Study Session on New Providers, Facilities, Programs, and Services. The new Chief Operating Officer has been selected for employment, and the final interviews are underway for the Communications and Marketing Director position. Mr. Schultz also described the office arrangements for the new positions and restructuring of Staff.

CHIEF FINANCIAL OFFICER'S REPORT - LPMP Leasing Update

Chris Christensen, CFO provided a brief overview of the Chief Financial Officer Report that included the pending background check for the new Chief Operating Officer and the interviews for the Communications and Marketing Director positions update. There are currently three vacant suites at Las Palmas Medical Plaza.

FINANCIAL REPORTS

1. Financial Statements – The District's and LPMP Financial Statements for October 2017 was reviewed.
2. Accounts Receivable Aging Summary – The October 2017 accounts receivable detail was reviewed.
3. Deposits – District – The District's October 2017 deposits detail was reviewed.
4. Property Tax Receipts – District - The property tax receipts were reviewed.
5. Deposits – LPMP – The LPMP's October 2017 deposit detail was reviewed.
6. Check Register – District - The October 2017 DHCD check register for the District was reviewed.
7. LPMP Check Register – The October 2017 LPMP check register was reviewed.
8. Credit Card – Detail of Expenditures – The October 2017 credit card expenditures were reviewed.
9. RPP Update – The RPP update was reviewed.
10. Grant Payment Schedule - The grant payment schedule was reviewed.

It was moved and seconded (Director Zendle, Chair Matthews) to approve the October 2017 District Financial Reports - Items 1-10 and to forward to the Board for approval. Motion passed unanimously.

PUBLIC COMMENT

There were no public comments.

OTHER MATTERS

1. LPMP Lease Renewal (3 Year) - Suite 2W 107 – Dr. Ramy Awad – Action

Chris Christensen, CFO, detailed the 3-year lease renewal for Dr. Ramy Awad in Suite 2W 107.

It was moved and seconded (Director Zendle, Chair Matthews) to forward to the Board the LPMP Lease Renewal (3 Year) – Suite 2W 107 – Dr. Ramy Awad.

Motion passed unanimously.

2. LPMP New Lease (5 Year) – Suite 1W 104 – Dr. Mehrdad Asgeri – Action

Chris Christensen, CFO, detailed the aspects of the new 3-year lease for Dr. Mehrdad Asgeri – DBA Oasis Advanced Gastroenterology.

It was moved and seconded (Director Zendle, Chair Matthews) to forward to the Board the LPMP New Lease (3 Year) – Suite 1W 104 – Dr. Mehrdad Asgeri.

Motion passed unanimously.

3. COO & CFO Employment Terms Consideration – Action

Herb K. Schultz, CEO, explained the consideration for employment terms as outlined in the Staff Report.

It was moved and seconded (Director Zendle, Chair Matthews) to forward to the Board the COO and CFO Employment Terms for Consideration of Approval.

Motion passed unanimously.

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

Chris Christensen, CFO, explained the details of the Highmark Capital Management Investment Reports.

5. DRMC Capital Investment Review – Section 14.9 Lease Agreement – Informational


Chris Christensen, CFO, provided details of Desert Regional Medical Center’s Capital Investment commitment. Ezra Kaufman, District Resident, inquired if the District has compared the list to the definition of the capital expenditures. Herb K. Schultz, CEO and Chris Christensen, CFO explained that the documentation provided satisfied Mr. Kaufman’s request. Mr. Kaufman indicated that he would like an analysis of the detail other than his own. Director Matthews instructed Mr. Kaufman to provide a written request.

PUBLIC COMMENT

There were no public comments.

ADJOURNMENT

The meeting was adjourned at 3:44 p.m.

ATTEST: 

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