

**DESERT HEALTHCARE FOUNDATION  
FINANCE, ADMINISTRATION, REAL ESTATE AND LEGAL COMMITTEE  
MEETING MINUTES  
December 12, 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  
Dr. Les Zendle, Director

Absent

Staff

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

Community Members

Sid Rubenstein, Community Member

**CALL TO ORDER**

The meeting was called to order at 3:32 p.m. by Chair Matthews.

**APPROVAL OF AGENDA**

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

**PUBLIC COMMENT**

There were no public comments.

**APPROVAL OF MINUTES**

Submitted for approval:

1. Minutes – November 14, 2017

**It was moved and seconded (Director Zendle, Chair Matthews) to approve the minutes of November 14, 2017. Motion passed unanimously.**

## **CEO REPORT**

None

## **FINANCIAL REPORTS**

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

**It was moved and seconded (Director Zendle, Chair Matthews) to approve the November 2017 Foundation Financial Reports and forward to the Board for approval. Motion passed unanimously.**

## **OTHER MATTERS**

1. cvHIP Marketing Plan – Action

Herb K. Schultz, CEO, explained the 18-month cvHIP Marketing proposal from O'Bayley Communications with a separate advertising component to support the budget.

**It was moved and seconded (Director Zendle, Chairman Matthews) to approve the cvHIP Marketing Plan and forward to the Board for approval.**

2. Strategic Plan Infrastructure: Policy and Research Function
  - a. CA Endowment Program Support Grant Agreement

Herb K. Schultz, CEO, described the lengthy details of the three strategic priorities as it relates to the infrastructure functionality, the partnership with University of California Riverside for community research, and the Board's acceptance of the Health Policy Analyst contingent on grant funding.

**It was moved and seconded (Director Zendle, Chair Matthews) to approve the CA Endowment Program Support Grant Agreement and forward to the Board for approval. Motion passed unanimously.**

b. Health Policy Analyst & Community Health Analyst Job Descriptions

**It was moved and seconded (Director Zendle, Chair Matthews) to approve the Health Policy Analyst & Community Analyst Job Descriptions and forward to the Board for approval.**

**Motion passed unanimously.**

**ADJOURNMENT**

The meeting was adjourned at 4:18 p.m.

ATTEST: \_\_\_\_\_



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