

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

Staff

Herb K. 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
Arthur Shorr, Community Member

CALL TO ORDER

The meeting was called to order at 3:00 p.m. by Chair Matthews.

APPROVAL OF AGENDA

It was moved and seconded (Director Zendle, Chair Matthews) to approve the agenda and move the Vacation Benefit Analysis to Executive Session of the Committee.

PUBLIC COMMENT

APPROVAL OF MINUTES

Submitted for approval:

1. Minutes – October 10, 2017

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

CEO REPORT – Herb K. Schultz, CEO gave a brief overview of the Facility Condition Assessment Report that is in the final stages of the inspection. The seismic inspection was performed on December 4th and the final inspections, conducted on December 11th & 12th, are MEP and the general inspection.

CHIEF FINANCIAL OFFICER’S REPORT - LPMP Leasing Update

Chris Christensen, CFO provided an overview of the Chief Financial Officer Report that included the LPMP lease update.

FINANCIAL REPORTS

1. Financial Statements – The District’s and LPMP Financial Statements for November 2017 was reviewed.
2. Accounts Receivable Aging Summary – The November 2017 accounts receivable detail was reviewed.
3. Deposits – District – The District’s November 2017 deposits detail was reviewed.
4. Property Tax Receipts – District - The property tax receipts were reviewed.
5. Deposits – LPMP – The LPMP’s November 2017 deposit detail was reviewed.
6. Check Register – District - The November 2017 DHCD check register for the District was reviewed.
7. LPMP Check Register – The November 2017 LPMP check register was reviewed.
8. Credit Card – Detail of Expenditures – The November 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 November 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 Suite 1W 101 Pathway Pharmaceuticals, Inc. – Action

Chris Christensen, CFO, detailed the aspects of the lease renewal for Suite 1W 101 Pathway Pharmaceuticals, Inc.

It was moved and seconded (Director Zendle, Chair Matthews) to forward to the Board for approval of the LPMP Lease Renewal for Suite 1W 101 Pathway Pharmaceuticals, Inc.

Motion passed unanimously.

2. Staff Benefit Analysis – Discussion

In executive session, the Committee discussed the Staff Benefits Analysis. The Committee directed Staff to consult with legal counsel and gather further information to bring back to the F&A Committee.

3. NEOPB Health Educator Employment – Discussion

Chris Christensen, CFO, explained the request to hire a Health Educator on a temporary part-time basis given the evolving role of Alejandro Espinoza, Program Officer and Outreach Director. The expense of the additional Health Educator will be reimbursed by the NEOPB grant funds. The Health Educator is necessary in the Spring; thus, Staff would bring back to the Committee a temporary employment agreement for consideration of approval when the new Health Educator is needed.

The Committee directed Staff to bring the temporary employment agreement to a future Committee for consideration for approval.

4. Healthcare District Board Benefits Analysis & Comparison – Informational

Chris Christensen, CFO, detailed the aspects of the Healthcare District Board Benefits Analysis & Comparison for healthcare districts.

The Committee directed Staff to bring the Board Benefits Analysis to the Board for further discussion.

The District Finance, Administration, Real Estate and Legal Committee recessed at 3:32 p.m. to the Foundation Finance, Administration, Real Estate and Legal Committee.

PUBLIC COMMENT

There were no public comments.

ADJOURNMENT

The meeting was adjourned at 4:30 p.m.

ATTEST:



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