

**DESERT HEALTHCARE DISTRICT  
FINANCE, ADMINISTRATION, REAL ESTATE AND LEGAL COMMITTEE  
MEETING MINUTES  
January 9, 2018**

---

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

Absent

Jennifer Wortham, DrPH, Director  
Sid Rubenstein, Community Member  
Donna Craig, Senior Program Officer

Staff

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

Community Members

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 (Community Member Shorr, Chair Matthews) to approve the agenda.

**PUBLIC COMMENT**

**APPROVAL OF MINUTES**

Submitted for approval:

1. Minutes – December 12, 2017

It was moved and seconded (Community Member Shorr, Chair Matthews) to approve the minutes of December 12, 2017. Motion passed unanimously.

**CEO REPORT** – Herb K. Schultz, CEO, explained the F&A Committee's significant role in developing the budget of the 3-Year Strategic Plan that also incorporates the Infrastructure and Staffing Plan – thanking the Committee for their role and resources in moving forward the new positions of Chief Operating Officer and Director of Communications and Marketing. Mr. Schultz introduced Lisa Houston, Chief Operating Officer and Michele McKinney, Director Communications and Marketing.

**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. Milauskas Eye Institute sold their organization to a separate entity, and a new 5-year lease with Eyecare Services Partners Management will be proposed at the February meeting. The Las Palmas Pharmacy lease approved in January will be revisited at the request of the lessor for a tenant improvement allowance. There are currently three vacancies at Las Palmas with a 5-year lease at \$1.45 sq. ft. and a 3-year lease at \$1.65 sq. ft.

**FINANCIAL REPORTS**

1. Financial Statements – The District's and LPMP Financial Statements for December 2017 was reviewed.
2. Accounts Receivable Aging Summary – The December 2017 accounts receivable detail was reviewed.
3. Deposits – District – The District's December 2017 deposits detail was reviewed.
4. Property Tax Receipts – District - The property tax receipts were reviewed.
5. Deposits – LPMP – The LPMP's December 2017 deposit detail was reviewed.
6. Check Register – District - The December 2017 DHCD check register for the District was reviewed.
7. LPMP Check Register – The December 2017 LPMP check register was reviewed.
8. Credit Card – Detail of Expenditures – The December 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 (Community Member Shorr, Chair Matthews) to approve the December 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**

None

**PUBLIC COMMENT**

There were no public comments

**ADJOURNMENT**

The meeting was adjourned at 3:08 p.m.

ATTEST: 

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