



DESERT HEALTHCARE DISTRICT

DESERT HEALTHCARE DISTRICT

FINANCE, ADMINISTRATION, REAL ESTATE AND LEGAL COMMITTEE

MEETING MINUTES

May 8, 2018

Directors Present	District Staff Present	Absent Staff
<p>Chair/Treasurer Mark Matthews President Les Zendle, MD</p> <p><u>Community Members</u> Arthur Shorr</p>	<p>Herb K. Schultz, CEO Lisa Houston, COO Chris Christensen, CFO Andrea S. Hayles, Clerk to the Board</p>	<p>Director Jennifer Wortham, DrPH Sid Rubenstein, Community Member</p>

AGENDA ITEMS	DISCUSSION	ACTION
I. Call to Order	Chair Matthews called the meeting to order at 3:00 p.m.	
II. Approval of Agenda	Chair Matthews asked for a motion to approve the Agenda.	It was moved and seconded (Community Member Shorr, President Zendle) to approve the agenda. Motion passed unanimously.
III. Public Comment	Ezra Kaufman, District Resident, explained that his public comment is a continuation from the morning Hospital Governance and Oversight Committee Meeting concerning the new format of the Action Minutes detailing Legal Counsel's response to the transition of abbreviated Action Minutes with the recordings accessible to the public on the website. Mr. Kaufman read the Minutes of December 2, 2003, which outlined comments from various Directors about concerns with Tenet that would not be included in the condensed	



DESERT HEALTHCARE DISTRICT

DESERT HEALTHCARE DISTRICT

FINANCE, ADMINISTRATION, REAL ESTATE AND LEGAL COMMITTEE

MEETING MINUTES

May 8, 2018

	Action Minutes – inquiring when the change in the Minutes was made.	
IV. Approval of Minutes	Chair Matthews asked for a motion to approve the minutes of April 10, 2018	It was moved and seconded (President Zendle, Community Member Shorr) to approve the minutes. Motion passed unanimously.
V. CEO Report	Herb K. Schultz, CEO, informed the Committee of the FY 18-19 Budget that Chris Christensen, CFO will detail further in the meeting and the upcoming Public Hearing on zone-based Districts at Miracle Springs Resort & Spa in Desert Hot Springs.	
VI. Chief Financial Officer's Report	VI.1. Chris Christensen, CFO, provided an update on employee recruitment and an upgrade of the job description of Accounting/Admin. Support to Accounting Manager explaining the prior position and the necessity of an Accounting Manager. Mr. Christensen provided details of the three vacancies at LPMP explaining the new lease renewal for Aijaz Hashmi, MD for the Committee's consideration.	
VII. Financial Reports	The Financial Reports were reviewed.	It was moved and seconded (Community Member Shorr, President) to approve the April 2018 District Financial Reports - Items 1-10 and to forward to the Board for approval. Motion passed unanimously.
Public Comment	Ezra Kaufman, District Resident, described his conversation with the California Nurses Association concerning how the District manages the long-term liability	



DESERT HEALTHCARE DISTRICT

DESERT HEALTHCARE DISTRICT

FINANCE, ADMINISTRATION, REAL ESTATE AND LEGAL COMMITTEE

MEETING MINUTES

May 8, 2018

	<p>of the pension plan considering that employees are not contributing to the plan. Mr. Kaufman requested an annual statement of the pension plan.</p>	
<p>VIII. Other Matters</p>	<p>VIII.1. Chris Christensen, CFO, outlined the 5-year lease renewal base rent at \$1.48 per sq. ft., \$5 per sq. ft (\$6,400) tenant improvement allowance and a fiscal impact of \$168k of combined rent and Common Area Maintenance (CAM) charges over the 5-year lease period.</p> <p>VIII.2. Chris Christensen, CFO described and explained the District Director Benefits as outlined at the request of the Board explaining several options for consideration. A lengthy discussion ensued with President Zendle suggesting a minimum stipend across the board based on the number of meetings attended each year and possibly transitioning into another direction or option. Treasurer Matthews described incidences of a potential Director's admission to an Emergency Room that may be unable to pay the expense – explaining that as the District expands with additional Board Members, there should be an incentive such as Director Benefits. Community Member Arthur Shorr explained that a policy should be in place for compensation concerning the Board's time spent on significant matters and topics.</p>	<p>It was moved and seconded (President Zendle, Community Member Shorr,) to approve LPMP Lease Extension – Suite 2W 105-106 – Aijaz Hashmi, MD. Motion passed unanimously.</p> <p>Staff was directed to bring forth the matter to the Board for discussion with the possibility of directing Staff to establish a three-person advisory committee to review and provide a recommendation.</p>



DESERT HEALTHCARE DISTRICT

DESERT HEALTHCARE DISTRICT

FINANCE, ADMINISTRATION, REAL ESTATE AND LEGAL COMMITTEE

MEETING MINUTES

May 8, 2018

	<p>VIII.3. Chris Christensen, CFO, described the job description of Accounting Manager with more responsibility considering the expansion; an upgrade from Accounting Assistant/Admin. Support. The Programs and Grants Assistant was presented last year as a half time position that will evolve into a full-time position.</p> <p>VIII.4. Chris Christensen, CFO, explained the FY 18-19 Budget highlighting and recommending moving the \$1M commitment for the Expansion from the Avery Trust in the District’s Facilities Reserve Fund to the Foundation. Adjustments were requested to line item 5211 – Health Insurance BOD based on two new members and any member(s) not running for re-election.</p>	<p>It was moved and seconded (President Zendle, Community Member Shorr,) to approve the Job Descriptions – Accounting Manager – Program & Grants Assistant. Motion passed unanimously.</p> <p>It was moved and seconded (Treasurer Matthews, Community Member Shorr,) to approve the FY 18-19 Budget Review and to forward to the Board for consideration of approval. Motion passed unanimously.</p>
XI. Adjournment	Chair Matthews adjourned the meeting at 4:18 p.m.	Audio recording available on the website at http://dhcd.org/Finance-and-Administration

ATTEST: 
 Mark Matthews, Chair Finance & Administration Committee/Treasurer
 Desert Healthcare District Board of Directors

Minutes respectfully submitted by Andrea S. Hayles, Clerk of the Board