

DESERT HEALTHCARE FOUNDATION
Finance, Administration, Real Estate and Legal Committee Meeting
July 10, 2018

A meeting of the Finance, Administration, Real Estate and Legal Committee of the Desert Healthcare Foundation will be held at 3:00 PM Tuesday, June 12, 2018, in the conference room on the 2nd floor of the Jerry Stergios Building, 1140 N. Indian Canyon Drive, Palm Springs, California.

AGENDA

I. CALL TO ORDER

II. APPROVAL OF AGENDA

III. PUBLIC COMMENT

At this time, comments from the audience may be made on items not listed on the agenda that are of public interest and within the subject-matter jurisdiction of the District. The Committee has a policy of limiting speakers to not more than three minutes. The Committee cannot take action on items not listed on the agenda. Public input may be offered on an agenda item when it comes up for discussion and/or action.

IV. APPROVAL OF MINUTES

1. Minutes – Meeting June 12, 2018 - Pg. 2-3

V. CEO REPORT

VI. FINANCIAL REPORTS

1. Financial Statements – Pg. 4-8
2. Deposits – Pg. 9
3. Check Register – Pg. 10
4. Credit Card Expenditures – Pg. 11
5. General Grants Schedule – Pg. 12

VII. OTHER MATTERS

1. None

VIII. ADJOURNMENT

DESERT HEALTHCARE
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 DESERT HEALTHCARE FOUNDATION

FINANCE, ADMINISTRATION, REAL ESTATE AND LEGAL COMMITTEE
MEETING MINUTES
June 12, 2018

Directors Present	District Staff Present	Absent
Chair/Treasurer Mark Matthews Director Jennifer Wortham, DrPH	Herb K. Schultz, CEO Lisa Houston, COO Chris Christensen, CFO Andrea S. Hayles, Clerk to the Board	Arthur Shorr, Community Member

AGENDA ITEMS	DISCUSSION	ACTION
I. Call to Order	Chair Matthews called the meeting to order at 4:08 p.m.	
II. Approval of Agenda	Chair Matthews asked for a motion to approve the Agenda.	It was moved and seconded (Chair Matthews, Director Wortham) to approve the agenda. Motion passed unanimously.
III. Public Comment	No public comment.	
IV. Approval of Minutes	Chair Matthews asked for a motion to approve the minutes of May 8, 2018.	It was moved and seconded (Chair Matthews, Director Wortham) to approve the agenda. Motion passed unanimously.
V. CEO Report	No CEO Report was presented.	
VI. Financial Reports	The Financial Reports were reviewed by Chris Christensen, CFO, explaining that the \$6M for the expansion grant funding accrual has been booked as a loss. Mr. Christensen pointed out that 3-4 months previously, the Foundation received beneficiary monies and since that time has received \$80,000 from the Rootness Family Estate.	It was moved and seconded (Chair Matthews, Director Wortham) to approve the May 2018 Foundation Financial Reports – items 1.-5. and forward to the Board for approval. Motion passed unanimously.

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<p>VII. Other Matters</p>	<p>VII.1. Lisa Houston, COO, described the CVHIP Healthify yearly Maintenance Agreement to continue the website upkeep and the marketing of CVHIP. The previous agreement for 2 years with Purple Binder will replace the current agreement with Healthify.</p> <p>VII.2. Lisa Houston, COO, detailed the specifics of the Homelessness Consultant Service Agreement with Barbara Poppe and Associates. Mrs. Explained that Ms. Poppe has experience with the unique needs of the Coachella Valley. The Community Health Analyst and Health Research Analyst will be performing the data components in collaboration with Ms. Poppe.</p>	<p>It was moved and seconded (Chair Matthews, Director Wortham) to approve the CVHIP Healthify Maintenance Agreement – 1 Year Commitment and forward to the Board for approval.</p> <p>It was moved and seconded (Chair Matthews, Director Wortham) to approve the Homelessness Consultant Service Agreement – Barbara Poppe and Associates and forward to the Board for approval.</p>
<p>VIII. Adjournment</p>	<p>Chair Matthews adjourned the meeting at 4:25 p.m.</p>	<p>Audio recording available on the website at http://dhcd.org/Finance-and-Administration</p>

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

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

DESERT HEALTHCARE FOUNDATION				
JUNE 2018 FINANCIAL STATEMENTS				
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Desert Healthcare Foundation
Profit & Loss Budget vs. Actual
 July 2017 through June 2018

Preliminary	MONTH			TOTAL		
	Jun 18	Budget	\$ Over Budget	Jul '17 - Jun 18	Budget	\$ Over Budget
Income						
4000 · Gifts and Contributions	80,000	33,333	46,667	226,403	604,998	(378,595)
4003 · Grants	3,000,000	0	3,000,000	5,200,166	499,999	4,700,167
4007 · Grant Income - RSS Jr	1,650		1,650	33,751		33,751
4116 · Bequests - Frederick Lowe	706	6,667	(5,961)	76,251	80,004	(3,753)
4130 · Misc. Income	0	83	(83)	0	996	(996)
8015 · Investment Interest Income	5,974	5,000	974	65,335	60,000	5,335
8030 · Change in Value of CRT's	0	500	(500)	515	6,000	(5,485)
8040 · Restr. Unrealized Gain/(Loss)	(8,264)	2,083	(10,347)	(49,499)	24,996	(74,495)
Total Income	3,080,066	47,666	3,032,400	5,552,929	1,276,993	4,275,936
Expense						
5001 · Accounting Services Expense	628	628	0	7,536	7,536	0
5010 · Bank Service Charges	0		0	32		32
5035 · Dues & Memberships Expense	0	100	(100)	21	1,200	(1,179)
5055 · Insurance Expense	0		0	136		136
5057 · Investment Fees Expense	1,015	1,933	(918)	18,302	23,196	(4,894)
5065 · Legal Costs Ongoing Expense	0	100	(100)	0	1,200	(1,200)
5101 · DHCD-Exp Alloc Wages& benefits	2,023	51,096	(49,073)	145,446	613,152	(467,706)
5105 · East Valley Office Expense	0	3,333	(3,333)	0	19,998	(19,998)
5106 · Marketing & Communications	38,759	20,833	17,926	81,168	249,996	(168,828)
5110 · Other Expenses	83	21	62	3,517	252	3,265
5115 · Postage & Shipping Expense	0	8	(8)	0	96	(96)
5120 · Professional Fees Expense	0	83	(83)	8,269	996	7,273
5210 · RSS Jr - Expense Clearing Acct	(967)		(967)	(1,179)		(1,179)
8051 · Major grant expense	(50,486)	25,000	(75,486)	219,680	300,000	(80,320)
8052 · Grant Expense - Collective/Mini	2,000,000	1,667	1,998,333	10,000,000	20,004	9,979,996
8053 · Grant Expense - RSS Jr	1,650		1,650	33,751		33,751
Total Expense	1,992,705	104,802	1,887,903	10,516,680	1,237,626	9,279,054
5054 · Social Services Fund	0	2,083	(2,083)	32,000	24,996	7,004
Net Income	1,087,361	(59,219)	1,146,580	(4,995,749)	14,371	(5,010,120)

Desert Healthcare Foundation
Balance Sheet
As of June 30, 2018

Preliminary	Jun 30, 18
ASSETS	
Current Assets	
Checking/Savings	
100 · CASH	
146 · Checking - Pacific Premier 6718	3,419,560
149 · Money Market - Pacific Premier	1,940
150 · Petty Cash	200
Total Checking/Savings	3,421,700
Accounts Receivable	
312 · Accounts Receivable - Other	1,000,000
324 · RSS Jr Receivable	24,700
Total Accounts Receivable	1,024,700
Other Current Assets	
476-486 · INVESTMENTS	
477 · Morgan Stanley-Investments	
477.2 · Unrealized Gain/(Loss)	(33,928)
477 · Morgan Stanley-Investments - Other	1,816,960
Total 477 · Morgan Stanley-Investments	1,783,032
486 · Merrill Lynch	
486.1 · Merrill Lynch Unrealized Gain	150,244
486 · Merrill Lynch - Other	606,094
Total 486 · Merrill Lynch	756,338
Total 476-486 · INVESTMENTS	2,539,370
500 · CONTRIBUTIONS -RCVB -CRTS	
515 · Contrib RCVB-Pressler CRT	66,928
530 · Contrib RCVB-Guerts CRT	119,011
Total 500 · CONTRIBUTIONS -RCVB -CRTS	185,939
601 · Prepaid Payables	3,000
Total Other Current Assets	2,728,309
Total Current Assets	7,174,708
Other Assets	
460 · Investments - Point Center Fin	
461 · Reserve - Point Center - Loan	(25,015)
460 · Investments - Point Center Fin - Other	25,015
Total Other Assets	-
TOTAL ASSETS	7,174,708

Desert Healthcare Foundation
Balance Sheet
As of June 30, 2018

Preliminary	Jun 30, 18
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	46,700
Other Current Liabilities	
2180 · Accrued Accounts Payable	51,222
2190 · Current - Grants payable	3,577,039
Total Other Current Liabilities	3,628,261
Total Current Liabilities	3,674,961
Long Term Liabilities	
2186 · Grants payable	200,000
2187 · East Valley Funding Liability	6,000,000
Total Long Term Liabilities	6,200,000
Total Liabilities	9,874,961
Equity	
3900 · Retained Earnings	2,295,496
Net Income	(4,995,749)
Total Equity	(2,700,253)
TOTAL LIABILITIES & EQUITY	7,174,708

DESERT HEALTHCARE FOUNDATION					
BALANCE SHEET 06/30/18					
ALLOCATION OF MAJOR CATEGORIES/LIABILITIES					
Preliminary		T/B	GENERAL	Restricted	
			Fund	Funds	Trusts
ASSETS					
	146 · Checking Pacific Premier 6718	3,419,560	2,048,108	1,371,452	
	149 · Money Market Pacific Premier Bank	1,940	1,940		
	150 · Petty Cash	200	200		
	Total 100 · CASH - UNRESTRICTED	3,421,700	2,050,248	1,371,452	-
	Accounts Receivable				
	321 - Accounts Receivable - Other	1,000,000	129,531	870,469	
	324- RSS Jr. Receivable	24,700	24,700		
	Total Accounts Receivable	1,024,700	154,231	870,469	-
	477 · Invt-Morgan Stanley				
	477.2 · Unrealized Gain	(33,928)	(33,928)		
	477 · Invt-Morgan Stanley	1,816,960	33,928	1,783,032	
	Total 477 · Invt-Morgan Stanley	1,783,032	-	1,783,032	-
	6441 486 · Merrill Lynch Unrealized Gain	150,244	-	150,244	-
	486 · Merrill Lynch	606,094	-	606,094	
	Total 486 · Merrill Lynch	756,338	-	756,338	-
	515 · Contrib RCVB-Pressler CRT	66,928			66,928
	530 · Contrib RCVB-Guerts CRT	119,011			119,011
	601 - Prepaid payables	3,000	3,000		
	Total Current Assets	7,174,708	2,207,479	4,781,290	185,939
	TOTAL ASSETS	7,174,708	2,207,479	4,781,290	185,939
LIABILITIES & EQUITY					
Liabilities					
Current Liabilities					
Accounts Payable					
	1000 · Accounts Payable	46,700	46,700		
	2180 - Accrued Accounts Payable	51,222	51,222		
	2190 - Grants Payable - Current Portion	3,577,039		3,577,039	
	Total Current Liabilities	3,674,961	97,922	3,577,039	-
	2186 - Grant Payable - Long Term	200,000		200,000	
	2187 - East Valley Funding Liability	6,000,000		6,000,000	
	Total Liabilities	9,874,961	97,922	9,777,039	-
Equity					
	3900 · Retained Earnings	2,295,496	2,109,557		185,939
	Net Income	(4,995,749)	-	(4,995,749)	
	Total Equity	(2,700,253)	2,109,557	(4,995,749)	185,939
	TOTAL LIABILITIES & EQUITY	7,174,708	2,207,479	4,781,290	185,939

Desert Healthcare Foundation
Deposit Detail
 June 2018

Preliminary Type	Date	Name	Amount
Deposit	06/15/2018		2,080,706
		Desert Healthcare Dist.	(2,000,000)
		Walter L. & Patricia Rootness	(80,000)
		Warner Music Group Services	(706)
TOTAL			(2,080,706)
Deposit	06/29/2018		4,522
		Riverside County Treasurer	(4,522)
TOTAL			(4,522)
Deposit	06/29/2018		751
		Fantasy Springs Resort Casino	(751)
TOTAL			(751)
		Total Deposits	2,085,979

Desert Healthcare Foundation
Check Register
As of June 30, 2018

Preliminary	Type	Date	Num	Name	Amount
	100 · CASH				
	146 · Checking - Pacific Premier 6718				
	Bill Pmt -Check	06/03/2018	10851	Alpha Media, LLC	(920)
	Bill Pmt -Check	06/03/2018	10852	Coachella Valley Assoc of Governments	(103,000)
	Bill Pmt -Check	06/03/2018	10853	Scott Van Dyke Studio	(150)
	Bill Pmt -Check	06/03/2018	10854	Vanessa Smith	(33)
	Bill Pmt -Check	06/07/2018	10855	Fantasy Springs Resort Casino	(4,900)
	Bill Pmt -Check	06/07/2018	10856	Fantasy Springs Resort Casino	(4,191)
	Bill Pmt -Check	06/08/2018	10857	Lamar Companies	(1,200)
	Bill Pmt -Check	06/08/2018	10858	O'Bayley Communications	(6,762)
	Bill Pmt -Check	06/15/2018	10859	Desert Entertainer/Desert Mobile Home New - VOID	0
	Bill Pmt -Check	06/15/2018	10860	KESQ News	(327)
	Bill Pmt -Check	06/15/2018	10861	The Desert Sun	(4,033)
	Bill Pmt -Check	06/15/2018	10862	Tidbits of Coachella Valley	(207)
	Bill Pmt -Check	06/15/2018	10863	TOP Shop	(358)
	Bill Pmt -Check	06/15/2018	10864	Vanessa Smith	(323)
	Bill Pmt -Check	06/17/2018	10865	Desert Entertainer/Desert Mobile Home New	(530)
	Bill Pmt -Check	06/18/2018	10866	Lake Research Partners	(3,943)
	Bill Pmt -Check	06/25/2018	10867	Cardmember Services	(93)
	Bill Pmt -Check	06/25/2018	10868	Moss, Levy & Hartzheim LLP	(3,000)
	Bill Pmt -Check	06/25/2018	10869	Vanessa Smith	(100)
	Bill Pmt -Check	06/28/2018	10870	Lamar Companies	(900)
	Bill Pmt -Check	06/29/2018	10871	CV Independent	(249)
	Bill Pmt -Check	06/29/2018	10874	Desert Recreation District	(18,551)
	Bill Pmt -Check	06/29/2018	10872	Digital Palm Springs - VOID	0
	Bill Pmt -Check	06/29/2018	10873	KMIR-TV	(871)
	Bill Pmt -Check	06/30/2018	10877	Desert Recreation District - VOID	0
	TOTAL				(154,641)

Desert Healthcare Foundation
Details for credit card Expenditures
Credit card purchases - May 2018 - Paid June 2018

Number of credit cards held by Foundation personnel - 2

Credit Card Limit - \$5,000

Credit Card Holders:

Herb Schultz - Chief Executive Officer

Chris Christensen - Chief Financial Officer

Routine types of charges:

Office Supplies, Dues for membership, Supplies for Projects, Programs, etc.

Year	Statement		Expense Type	Amount	Purpose
	Month Charged	Total Charges			
		\$ 92.70			
Chris' Statement:					
2018	May	\$ 10.00	Foundation		
			5106	\$ 10.00	Desert Sun subscription - marketing
				<u>\$ 10.00</u>	
Herb's Statement:					
2018	May	\$ 82.70	Foundation		
			5110	\$ 35.50	Ceo Meeting UCR Chancellor
				\$ 47.20	Late fee and interest
				<u>\$ 82.70</u>	

DESERT HEALTHCARE FOUNDATION
OUTSTANDING GRANTS AND GRANT PAYMENT SCHEDULE

June 30, 2018

TWELVE MONTHS ENDED JUNE 30, 2018

A/C 2190 and A/C 2186-Long term		6/30/2017 Open	New Grants Current Yr	Total Paid	6/30/2018 Open	
Grant ID Nos.	Name	BALANCE	2017-2018	July-June	BALANCE	
BOD - 11/21/13	Coachella Valley Health Portal 2014 and 2015 - \$200K	\$ 42,451		\$ 42,451	\$ -	HP
DHCD BOD 1/28/14	DHCD BOD - approved \$50K for Collective fund	\$ 27,757		\$ -	\$ 27,757	Shared Facility
	Reclass Unexpended Balance to Grant Expense				\$ (27,757)	
Donation	Cal Endowment - \$130K for collective fund	\$ 10,000		\$ -	\$ 10,000	Shared Facility
	Reclass Unexpended Balance to Grant Expense				\$ (10,000)	
	Mayor's Check recorded - \$100K HP	\$ 100,000		\$ 48,252	\$ 51,748	100 HP
	Mayor's Check recorded - \$100K HP	\$ 100,000		\$ -	\$ 100,000	100 HP
3/17/16 - Mayor's Race	Mayor's Check recorded - \$100K RSS	\$ 97,296		\$ 113,379	\$ (16,083)	RSS
BOD - 9/27/16 (#918)	Desert Highland Gateway Community Health & Wellness	\$ 39,788		\$ 27,059	\$ 12,730	DHG
	Reclass Unexpended Balance to Grant Expense				\$ (12,730)	
BOD - 7/25/17 (#937)	West Valley Homelessness Initiative - Matching Grant		\$ 2,000,000	\$ 618,000	\$ 1,382,000	Homelessness
BOD - 9/26/17- RSS	RSS Funds-From Investment Funds for additional 4th year		\$ 70,000	\$ -	\$ 70,000	RSS
TCE Grant 01/31/18	Cal Endowment - Community & Health Policy Analysts 12/1/17- 11/30/18		\$ 200,166	\$ 10,792	\$ 189,375	TCE
BOD - 04/24/18	Behavioral Health Initiative Collective Fund		\$ 2,000,000		\$ 2,000,000	
TOTAL GRANTS		\$ 417,292	\$ 4,270,166	\$ 859,933	\$ 3,777,039	
Summary: As of 06/30/18		\$ 217,292		A/C 2190	\$ 3,577,039	
Health Portal:	\$ 151,748	\$ 200,000		A/C 2186	\$ 200,000	
Swim	\$ 53,917	\$ 417,292		Total	\$ 3,777,039	
West Valley Homelessness Initiati	\$ 1,382,000	\$ -		Diff	\$ -	
Cal Endowment-Analysts	\$ 189,375					
Behavioral Health Initiative Collect	\$ 2,000,000					
Shared facility use:						
Cal Endow and School Dist	\$ -					
DHG:	\$ -					
Total	\$ 3,777,039					
Amts available/remaining for Grant/Programs - FY 2017-18:			FY17 Grant Budget			
Amount budgeted 2017-2018		\$ 300,000	\$ 300,000			
Amount granted year to date		\$ (4,270,166)				
Mini Grants:		\$ -				
Net adj - Grants not used:	Shared facility use(CalEnd & School), DHG	\$ 50,486				
Balance available for Grants/Programs		\$ (3,919,680)				