



DESERT HEALTHCARE DISTRICT

DESERT HEALTHCARE DISTRICT

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 3:02 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 | | |
| 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 minutes. Motion passed unanimously. |
| V. CEO Report | Herb K. Schultz, CEO, explained that the addendum by National Demographic Corporation (NDC) to build a voter database will be presented at the upcoming June Board meeting. | |



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| | NDC is the current consultant informing the public of the change from an at-large to zone-based District. Mr. Schultz also described the Focus Groups that are currently underway. | |
| VI. Chief Financial Officer's Report | VI.1. Chris Christensen, CFO, provided an update on the Las Palmas Plaza vacancies and prospective tenants to occupy the vacancies. | |
| VII. Financial Reports | VII.1.-10. The Financial Reports were reviewed with Chris Christensen, CFO providing details of the financials. | It was moved and seconded (Chair Matthews, Director Wortham) to approve the May 2018 District Financial Reports - Items 1-10 and to forward to the Board for approval. Motion passed unanimously. |
| Public Comment | | |
| VIII. Other Matters VIII.1. Desert Healthcare Retirement Plan (457b & 401a) | <p>VIII.1. Chris Christensen, CFO, introduced Jace Beck, BCJ Capital Management explaining that the Administrative Document Services with the current plan, Principal is no longer available, which would require the District to outsource to a third party to coordinate with Principle. Mr. Beck provided a presentation on new opportunities and retirement plans to convert to a full-service plan.</p> <p>Staff asked various questions regarding the different service providers. The Committee directed Staff to review the options and present to the Board the preferred choice.</p> <p>Staff is currently reviewing the options and will revisit at the July F&A Committee meeting.</p> | It was moved and seconded (Chair Matthews, Director Wortham) with the recommendation to forward to the Desert Healthcare District Board of Directors a proposed retirement plan chosen by the Staff for 457b & 401a New Service Provider Proposal and forward to the Board for approval. Motion passed unanimously. |



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| <p>VIII.2. VMG Health – Hospital Appraisal Service Agreement Addendum</p> | <p>VIII.2. Chris Christensen, CFO, explained the changes in the VMG Health Addendum for the change in scope in Phase I for additional analysis that will better define the composition of Phase II. The addendum will not increase the overall estimated cost of the services of \$94,000.</p> | <p>It was moved and seconded (Chair Matthews, Director Wortham) to approve VMG Health Hospital Appraisal Service Agreement Addendum and forward to the Board for approval. Motion passed unanimously.</p> |
| <p>VIII.3. Grant Software</p> | <p>VIII.3. Lisa Houston, COO, explained that Blackbaud is no longer supporting the GIFTS software and recommends the new Blackbaud Grantmaking software with an initial set-up fee of \$5,000 and an annual subscription of \$16,400. Any remaining subscriptions with GIFTS will be credited to the new Blackbaud subscription.</p> | <p>It was moved and seconded (Chair Matthews, Director Wortham) to approve Blackbaud Grantmaking Software and forward to the Board for approval. Motion passed unanimously.</p> |
| <p>VIII.4. FY 18-19 Budget</p> <ul style="list-style-type: none">• Directors Benefits – Resolution for Stipend & Policy Update – Insurance Benefits | <p>VIII.4. Chris Christensen, CFO, detailed the direction of the Board for the stipend not to exceed \$500 per month and outlined the comparisons with a potential increase of \$28,000. Mr. Christensen outlined the draft Resolution to Adopt the Meeting Compensation Guidelines.</p> | <p>It was moved and seconded (Chair Matthews, Director Wortham) to approve FY 18-19 Budget – Director’s Benefits Resolution for Stipend & Policy Update – Insurance Benefits and forward to the Board for approval. Motion passed unanimously.</p> |
| <ul style="list-style-type: none">• Update on Marketing Line-Item Budget | <p>VIII.5. Lisa Houston, COO, explained the Communications and Marketing Budget Plan as it relates to the Three-Year Strategic Plan priorities. Herb Schultz, CEO, explained that Staff had contacted various media outlets concerning a broad visibility plan that could</p> | |



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| | <p>be substantially less based on the polling and focus group analysis on supporting the educational efforts.</p> <p>Chair Matthews asked that the new Communications and Marketing Director introduce himself. Will Dean, Communications and Marketing Director introduced himself and provided background on his work with the Desert Sun and other prior experience.</p> | |
| IV. Adjournment | Chair Matthews adjourned the meeting at 4:08 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