

**DESERT HEALTHCARE DISTRICT
FINANCE, ADMINISTRATION, REAL ESTATE AND LEGAL COMMITTEE
MEETING MINUTES
October 8, 2013**

A 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

Michael Solomon, M.D. – Chairman/Treasurer
Kay Hazen, Vice-President/Member (By Telephone)

Staff

Kathy Greco, Chief Executive Officer
Peter Young, Chief Operating Office
Samantha Prior, Operations Support Manager
Steve Brown, Clerk to the Board

Guests

Celeste Reid – Lund & Guttry
Gary Dack – Lundy & Guttry

CALL TO ORDER

The meeting was called to order at 3:07 pm by Chairman Solomon.

APPROVAL OF AGENDA

It was moved and seconded (Vice-President Hazen, Chairman Solomon) to approve the agenda. Motion passed unanimously.

PUBLIC COMMENTS

None

APPROVAL OF MINUTES

Submitted for approval:

1. Minutes – July 9, 2013
2. Special Meeting – August 6, 2013

It was moved and seconded (Vice-President Hazen, Chairman Solomon) to accept the minutes of July 9, 2013 and August 6, 2013. Motion passed unanimously.

Chairman Solomon recommended taking item 7 (2) next – Audit reports for the Desert Healthcare District and the Retirement Protection Plan.

Mr. Dack and Ms. Reid reported that the audit came through perfectly clean. There were no corrections to the general ledger. The compliance report was clean. The communication letter reported that the audit process ran smoothly. DHCD staff was very cooperative in providing all requested documents and information. Basically, assets were up due to the one time revenue of the one million dollar Avery trust donation and the approximately \$900,00 long awaited MediCare settlement and the timing of grant payments. Liabilities were down also due to the timing of grant payments.

Chairman Solomon called for a break at 3:22pm.

Chairman Solomon reconvened the meeting at 3:31pm.

CHIEF OPERATING OFFICER'S REPORT

1. The Sleep Center moved out of the 555 Building. Construction on the UCRSOM space should begin in December.
2. The final walkthrough for the parking project will be October 11th. Penta did cause some damage during the reconstructing such as broken lights and irrigation pipes. They are fully responsible for the costs

FINANCE REPORTS

1. **Financial Statements** - The District's and LPMP financial statements for September 2013 were reviewed.
2. **Accounts Receivable Aging Summary** – the District's September 2013 Accounts Receivable detail was reviewed.
3. **Deposits - District**– the District's September 2013 deposit detail was reviewed.
4. **Property Tax Receipts** – The September 2013 property tax receipts were reviewed.
5. **Deposits - LPMP** – The LPMP's September 2013 deposit detail was reviewed.
6. **Warrants** – The September 2013 warrant register for the District was reviewed.
7. **Credit Card** – The September 2013 credit card expenditures were reviewed.
8. **Warrant - LPMP** – The September 2013 warrant register for the LPMP was reviewed.
9. **Retirement Protection Plan Update** – The retirement protection plan update was reviewed.

It was moved and seconded (Vice-President Hazen, Chairman Solomon) to approve the District Finance Reports. Motion passed unanimously.

OTHER MATTERS

Grants Payments Schedule

This schedule was reviewed.

Desert Hot Springs – Investing in the Community's Health

Ms. Craig reviewed the key items from her timeline which she prepared from the time the District funded a mobile health clinic (July 2003), funded a Healthcare Plan and Strategy for Desert (August 2004), funded the organizing of a Blue Ribbon Committee, to the funding for the DHS Wellness Center in May 2012. The total amount of funding provided for infrastructure, services, partnerships, and nonprofits in DHS totaled \$8,863,378.

Updated 8/30/13 Employee Handbook

Mr. Young presented the revised employee handbook. Vice-President Hazen requested that the entire handbook be reviewed for corrections to terms/words that would be appropriate for a business but not for a government agency. Mr. Young explained that he used the California Chamber of Commerce Employee Handbook as a template.

Telecommuting is a new policy included in the handbook. Anyone can apply and if approved by the CEO, a work agreement is drafted. Chairman Solomon noted that the agreement template was not included in the handbook and requested a copy and that it be inserted in the handbook. Vice-President Hazen clarified that the District Board will need to approve the policy, however the CEO approves the agreement. Chairman Solomon commented that the policy does not include any criteria for telecommuting. He suggested objectivity for the framework and the development of a request form to telecommute. As discussed at the sexual avoidance training, the DHCD sexual harassment policy needs to be revised to model the current sexual avoidance laws.

Chairman Solomon asked staff if the handbook had been reviewed by legal counsel. Ms. Greco responded that it had not been reviewed by legal counsel since this was a draft. Staff wanted the F&A Committee to review it first, for recommendations and corrections, and then be reviewed by legal counsel. The final draft after legal review will come back to the F&A Committee. Additional policies the Committee recommended were email retention and a formal disciplinary policy.

Current Vacation and Sick Pay Policy Discussion

Ms. Greco reviewed the current policy with the Committee. The majority of the staff is capped out with vacation accrual and requested the accrual be increased. Vice-President Hazen commented that everyone should take vacations. It is important for employees to have time off. Ms. Greco suggested closing the office the week of Thanksgiving and the week between Christmas and New Years if staff would take the days as vacation (excluding the paid holidays).


CEO Report

Ms. Greco had no additional items to report.

ADJOURNMENT

The meeting was adjourned at 3:55 p.m.

ATTEST:

A handwritten signature in black ink, appearing to read "Michael Solomon", written over a horizontal line.

Michael Solomon M.D., Chairman, Finance and Administration Committee
Treasurer, Desert Healthcare District Board of Directors

Minutes respectfully submitted by Steve Brown, Clerk to the Board