

**DESERT HEALTHCARE DISTRICT
FINANCE, ADMINISTRATION, REAL ESTATE AND LEGAL COMMITTEE
SPECIAL MEETING MINUTES
July 22, 2014**

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

Glen Grayman, M.D. – Chairman/Vice-President
Mark Matthews - Director

Staff

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

Guests

None

CALL TO ORDER

The meeting was called to order at 1:00 pm by Chairman Grayman

APPROVAL OF AGENDA

It was moved and seconded (Director Matthews, Chairman Grayman) to approve the agenda. Motion passed unanimously.

PUBLIC COMMENTS

None

NEW BUSINESS

Review of Request for Proposals for the Las Palmas Medical Plaza Property Management/Maintenance, Selection & Recommendation to Forward to the Board for Directors for Approval.

Mr. Young reported that with Ms. Prior resigning it was in the District's best interest to hire a professional property management company. A Request for Proposals (RFP) was issued and the District received 5 proposals. Three proposals were non-responsive in that the companies did not respond to all the requirements listed in the RFP.

The committee reviewed the 2 proposals. Import Management has worked at the LPMP and has built out tenet improvements. The Griffon Management Group has 35 years of property management experience. They own their own properties, have their own maintenance and tenant improvement division and an office in Palm Springs. Two maintenance workers would be assigned to the LPMP. Additionally, The Griffon Group was also the lowest bidder at \$100,200 annual fee.

Director Matthews asked if there were additional services in the higher bid. Mr. Young responded that both bids were for the same scope of work.

It was moved and seconded (Director Matthews, Chairman Grayman) to recommend the Board approve the contract with The Griffon Management Group for \$100,200 annual fee to begin August 1, 2014, contingent on references. Motion passed unanimously.

CEO REPORT

1. Ms. Greco reported that in addition to a property management company, the District will be hiring a new position, Accounting Manager to replace some of Samantha's responsibilities. The salary range will be \$55,000 to \$75,000. The job has been advertised in the on-lines service, Career Builders and Craigslist. Director Matthews suggested starting at the low end of the salary range.

ADJOURNMENT

The meeting was adjourned at 1:35 p.m.

ATTEST: _____


Glen Grayman M.D., Chairman, Finance and Administration Committee,
Vice-President/Secretary, Desert Healthcare District Board of Directors

Minutes respectfully submitted by Steve Brown, Clerk to the Board