

**DESERT HEALTHCARE DISTRICT  
FINANCE, ADMINISTRATION, REAL ESTATE AND LEGAL COMMITTEE  
SPECIAL MEETING MINUTES  
September 16, 2014**

---

A Special Meeting of the Finance, Administration, Real Estate and Legal Committee of the Desert Healthcare District was held in the Desert Healthcare District Conference Room, 2<sup>nd</sup> 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  
Donna Craig, Chief Grants Officer  
Steve Brown, Clerk to the Board

Guests

None

**CALL TO ORDER**

The meeting was called to order at 3:00 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

**APPROVAL OF MINUTES**

Submitted for approval:

1. Minutes – July 8, 2014
2. Minutes – July 22, 2014

**It was moved and seconded (Director Matthews, Chairman Grayman) to approve the minutes of July 8 & July 22, 2014. Motion passed unanimously.**

## **CHIEF OPERATING OFFICER'S REPORT**

The Committee Members questioned the replacement for Samantha Prior's position which was upgraded by Staff from an Accounting Manager position to a Controller position. Ms. Greco confirmed that the salary range was also increased with the need to attract a CPA for the position and allow for a transition period when Mr. Young retires. The Committee understood the reasoning but not the process. They suggested that Ms. Greco restate again the reason for the Controller position and salary range in her CEO report at today's F&A Committee Meeting and at the next week's board meeting place this item on the agenda and state that she reviewed the reasoning, job description and salary for the Controller position with the F&A Committee on September 16<sup>th</sup> who recommended it go forward for board approval.

## **FINANCE REPORTS**

Director Matthews requested the actual credit card statement be brought to the F&A Committee meeting each month.

## **OTHER MATTERS**

1. Grant Payment Schedule  
No questions or comments.

2. Contract with Burke Consultants in the amount of \$17,335.92 for the DHCD Annual Report. Understanding the need for the annual report, Director Matthews inquired if the price was fair since there were no other proposals presented. Mr. Greco reported that she and Director Hazen attended a meeting in Riverside and saw a copy of an annual report prepared by Burke and they both like the product. Ms. Greco also reported that Director Hazen stated that the bid presented was a fair price.

**It was moved and seconded (Director Matthews, Chairman Grayman) to recommend to the Board to approve the contract with Burke Consultants in the amount of \$17,335.92 for the DHCD Annual Report. Motion passed unanimously.**

3. Contract with Moder Research & Communications Inc. in the amount of \$38,080 for the Healthcare Workforce Assessment Update.

Chairman Grayman asked Ms. Greco if the price for an update was too high. Ms. Greco responded that the update will tie in the workforce needed for the 10 essential benefits covered by the Affordable Care Act, which was not a factor in the original report in 2009.

**It was moved and seconded (Director Matthews, Chairman Grayman) to recommend to the Board to approve the contract with Moder Research & Communications Inc. in the amount of \$38,080 for the Healthcare Workforce Assessment Update. Motion passed unanimously.**

4. Acceptance of Nutrition Education and Obesity Prevention Branch (NEOPB) Grant & 2 Year Contract with the Riverside County Public Health Department in the amount of \$428,035 for the 2 years.

Chairman Grayman asked if there were any specific details of the contract that the committee should be aware of. Ms. Greco responded that the grant requires one full time employee, fully funded by the grant who will oversee the program and be responsible for the very technical monthly grant reports to the County. Ms. Greco verified for the committee that the position must be employed by the Desert Healthcare District.

Chairman Grayman requested that Ms. Greco look into other funding opportunities for the other communities within the District.

**It was moved and seconded (Director Matthews, Chairman Grayman) to Approve the Contract for the Nutrition Education and Obesity Prevention Branch (NEOPB) Grant & 2 Year Contract with the Riverside County Public Health Department in the amount of \$428,025 and move forward for final signature by the Board President. Motion passed unanimously.**


5. CEO Report

1. The "All 3<sup>rd</sup> Graders Learn to Swim" Program, collective fund, is moving forward and should be ready to begin in November.
2. There will be two closed sessions on the September board meeting:
  1. CEO Evaluation
  2. Trade Secrets – proposed hospital services

#### **ADJOURNMENT**

The meeting was adjourned at 4:12 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*