

**DESERT HEALTHCARE DISTRICT
FINANCE, ADMINISTRATION, REAL ESTATE AND LEGAL COMMITTEE
MEETING MINUTES
January 13, 2015**

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

Mark Matthews – Chairman/Treasurer
Michael Solomon - Director

Staff

Kathy Greco, Chief Executive Officer
Peter Young, Chief Operating Officer
Donna Craig, Chief Grants Officer
Chris Christensen, Controller
Steve Brown, Clerk to the Board

Guests

None

CALL TO ORDER

The meeting was called to order at 3:00 pm by Chairman Matthews

APPROVAL OF AGENDA

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

PUBLIC COMMENTS

None

APPROVAL OF MINUTES

Submitted for approval:

1. Minutes – October, 2014

Since the F&A Committee was reorganized on January 1, 2015, the Committee recommended forwarding the minutes to the Board for approval at the January meeting.

CONTROLLER'S REPORT

Mr. Christensen reviewed the report. Desert Regional Medical Center is interested in the approximately 2400 sq. ft. suite and anticipates they will be signing the lease in either February or March 2015.

FINANCE REPORTS

- 1. Financial Statements** - The District's and LPMP financial statements for December 2014 were reviewed.
- 2. Accounts Receivable Aging Summary** – Accounts Receivable detail was reviewed.
- 3. Deposits - District**– the District's December 2014 deposit detail was reviewed..
- 4. Property Tax Receipts** - property tax receipts were reviewed.
- 5. Deposits - LPMP** – The LPMP's December 2014 deposit detail was reviewed.
- 6. Warrants** – The December 2014 warrant register for the District was reviewed.
- 7. Credit Card** – The December 2014 credit card expenditures were reviewed.
- 8. Warrant - LPMP** – The December 2014 warrant register for the LPMP was reviewed.
- 9. Retirement Protection Plan Update** – The retirement protection plan update was reviewed.

Director Solomon requested explanations for accounts receivable due from the Foundation. Mr. Christensen and Mr. Young explained that these were reimbursements from the Foundation for expenses paid by the District. The Foundation also pays the District for an allocation of District staff salary for time working on Foundation programs. Also, on the credit card bill, various purchases were made for the Foundation. The credit card bill was paid with separate checks from the District and the Foundation, each paying for their respective purchases. Director Solomon commented that the Foundation should have its own credit card, since the District is tax payer's funds and the Foundation is a non-profit. The Committee recommended Mr. Young look into applying for a Foundation credit card.

It was moved and seconded (Director Solomon, Chairman Matthews) to approve the December District Finance Reports. Motion passed unanimously.

OTHER MATTERS

1. Grant Payment Schedule

In response to Director Solomon, Mr. Young explained that the certain grant go the Desert Healthcare Foundation because the Foundation is a conduit for the collective funds. For example with the Building Healthcare Communities, their funds are used for the east valley and the District funds are only used within the District boundaries. Director Solomon summarized staff's explanation that the District funds go the Foundation, a private non-profit, which acts as a conduit or pass-through for collective funding which Director Solomon stated is an illegal action.

Since this item is informational only, Chairman Matthews recommended forwarding the schedule to the Board with Director Solomon's comments that any/all grants to the Foundation for services provided outside the District's boundaries from the District is an illegal action.

2. Consulting Agreement with Peter Young beginning March 7, 2015

Ms. Greco reported that Mr. Young would be retiring March 6, 2015 and she is recommending hiring Mr. Young as a consultant for 6 months, to complete the training for the Controller position. Between March and October 2015 Mr. Young will assist with the budget process and the FYE June 2015 audit.

Director Solomon commented that before retirement, Mr. Young will have trained Mr. Christensen for approximately 5 months. Since Mr. Christensen is a CPA, Director Solomon has complete confidence that he can successfully complete all his responsibilities.

Chairman Matthews commented that it is not uncommon for government agencies to contract with retiring staff for training and the proposed fee is very reasonable.

It was moved and seconded (Director Solomon, Chairman Matthews) to forward to the Board a split recommendation:

Chairman Matthews:	Recommendation to the Board for Approval
Director Solomon:	Not Recommend Approval by the Board

3. CEO Report
No report was given

ADJOURNMENT

The meeting was adjourned at 3:35 p.m.

ATTEST: 
Mark Matthews, Chairman Finance and Administration Committee/Treasurer
Desert Healthcare District Board of Directors

Minutes respectfully submitted by Steve Brown, Clerk to the Board