

**DESERT HEALTHCARE DISTRICT  
FINANCE, ADMINISTRATION, REAL ESTATE AND LEGAL COMMITTEE  
MEETING MINUTES  
February 10, 2015**

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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, 2<sup>nd</sup> 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

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 – January 13, 2015

**It was moved and seconded (Director Solomon, Chairman Matthews) to approve the minutes of January 13, 2015. Motion passed unanimously.**

## **OTHER MATTERS**

The Financial Schedules as of January 31, 2015 were not available at the time the packet was posted. These schedules were distributed to the Committee Members at the meeting. The Committee reviewed the schedules independently and recommended that the financials be forwarded to the Board for approval at the next board meeting on February 24, 2015 with Director Solomon abstaining from any financial transactions with the Desert Healthcare Foundation and Borrego Community Health, as stated in the previous F&A Committee Meeting on January 13, 2015 and the Desert Healthcare District Board Meeting on January 24, 2015.

### **1. Discussion Items.**

#### **a. 2015 F&A Committee Meeting schedule**

The Committee will schedule the F&A Committee Meetings as a monthly meeting every 2<sup>nd</sup> Tuesday at 3:00pm. If a meeting is not necessary Staff will inform the committee members of the cancellation.

#### **Other Issues**

The Committee recommended placing the "unfinished task" of the CEO Evaluation in closed session on the board agenda. The full Board needs to complete the evaluation.

The Committee requested a Board of Directors Policies and Procedures Manual. This would be a binder that captures basic requirements by law. Chairman Matthews is sure there are polices in place from years past. There are many sources to find existing policies and procedures.

The Committee recommended an appropriate recognition for Mr. Young's retirement.


#### **b. Planning Annual Audit – FYE 6/30/15 and Annual Budget FYE 6/30/16.**

The preliminary budget will be brought to F&A in May. If F&A recommends it, the budget will go to the Board in May for final approval. Any changes could be made by the full Board to go back for final approval in June. A schedule will be prepared for the Board. Ms. Greco is sketching out a calendar/timelines with key activities. She will add the budget and audit schedule.

For the FYE 06/30/15 Financial Audit, the preliminary audit is in May, the final audit in July and the reports are available in September.

## **ADJOURNMENT**

The meeting was adjourned at 3:15 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*