

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

Absent:

Michael Solomon MD - Director

Staff

Kathy Greco, Chief Executive Officer

Chris Christensen, Controller

Donna Craig, Chief Grants Officer

Steve Brown, Director of Community Relations/Clerk of the Board

Guest

None

CALL TO ORDER

The meeting was called to order at 3:00 p.m. by Chairman Matthews.

APPROVAL OF AGENDA

Chairman Matthews approved the agenda.

PUBLIC COMMENT

None

APPROVAL OF MINUTES

Submitted for approval:

1. Minutes – June 9, 2015

It was recommended by Chairman Matthews to move forward the June 9, 2015 minutes to the Board for approval.

CONTROLLER'S REPORT & LPMP LEASING UPDATE

Mr. Christensen reported that the field work for the audit was completed and it is expected to be presented to the Board at the October board meeting. In reviewing the LPMP Rental Status Report Chairman Matthews asked Mr. Christensen to prepare the total annual rent including CAMs (last column on the report) for the past 5 years.

FINANCIAL REPORTS

1. Financial Statements. The District's and LPMP financial statements for August 2015 were reviewed.
2. Accounts Receivable Aging Summary – Accounts Receivable detail was reviewed.
3. Deposits – District – The District's August 2015 deposit detail was reviewed.
4. Property Tax Receipts – property tax receipts were reviewed.
5. Deposits – LPMP – The LPMP's August 2015 deposit detail was reviewed.
6. Check Register – The August 2015 check register for the District was reviewed.
7. Credit Card – The August 2015 credit card expenditures were reviewed.
8. Check Register – The August 2015 check register for the LPMP was reviewed.
9. Retirement Protection Plan Update – The Retirement Protection Plan Update was reviewed.

It was recommended by Chairman Matthews to move forward the Financial Reports to the Board for approval.

OTHER MATTERS

1. Grant Payment Schedule

There were no questions or comments.

2. District Policies Progress Review & Recommendations

Mr. Brown has previously provided 20 draft policies for the Committee's review. With Director Solomon not present, Chairman Matthews recommended scheduling a special meeting of the F&A Committee to review the policies before the next board meeting. He would contact Director Solomon to schedule a meeting.

3. Staffing Plan, Director of Project, Programs, and Analytics Job Description & Controller Promotion.

Chairman Matthews summarized the reports that the Controller would be promoted to COO/CFO in October as approved during the FY 2015-2016 budget process. The job description for the Director of Projects, Programs, etc. needs to be approved by the Board. The salary for this position was approved in the FY 2015-2016 budget process. The Controller promotion is a CEO action and should be reported to the Board, as informational, at the September Meeting.

It was recommended by Chairman Matthews to move forward the job description for the Director of Project, Programs, and Analytics to the Board for approval.

4. Lease Amendment for UCR lease holdover extension

Mr. Christensen reported that UCR may need the space for their internal medicine program. The month to month extension has a 90 day notice to vacate by either party.

It was recommended by Chairman Matthews to forward the UCR lease holder extension to the Board on the Consent Agenda.

5. Las Palmas Medical Plaza Lease Proposal

Mr. Christensen reviewed the staff report for the ten year lease with the Chairman.

It was recommended by Chairman Matthews to forward the lease proposal to the Board. Because the tenet improvement amount exceeds the Board approved amount, the lease should not be placed on the consent agenda, but as a separate agenda item for consideration to approve.

6. GASB 68 – Retirement Protection Plan Net Pension Liability

Mr. Christensen reviewed the reports with the Chairman. Chairman Matthews summarized the process. The footnote on the balance sheet which listed the dollar amount of the liability for the pension will now be listed as a liability on the balance sheet.

It was recommended by Chairman Matthews to inform the Board about GASB 68.

7. Brent Ives Consulting – Billing Report Discussion

Staff was concerned that the billing statements are not itemize as to the services provided. Chairman Matthews was comfortable with the information provided on the statement but stated the CFO & CEO need to be comfortable with information provided for any services. In this particular case Chairman Matthews recommended talking to the Board President.

8. Consulting Agreement Extension – Peter Young

Mr. Christensen reviewed the staff report with the Chairman. Chairman Matthews supported Option A which extended Mr. Young's contract during Mr. Christensen's medical leave.

It was recommended by Chairman Matthews to forward the Consulting Agreement Extension with Peter Young to the Board for approval.

9. October F&A Committee Meeting

Chairman Matthews expressed his concern for Mr. Christensen's recovery as the top priority. The September financials can always be reported later if they are not completed by the October F&A Committee Meeting. The audit presentation should go forward to the F&A Committee Meeting as planned.

ADJOURNMENT

The meeting was adjourned at 4:32 pm.

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