

**DESERT HEALTHCARE DISTRICT
FINANCE, ADMINISTRATION, REAL ESTATE AND LEGAL COMMITTEE
MEETING MINUTES
January 8, 2013**

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

Michael Solomon, M.D. – Chairman/Treasurer
Kay Hazen, Vice-President/Member

Staff

Kathy Greco, Chief Executive Officer
Peter Young, Chief Operating Officer
Steve Brown, Clerk to the Board

Guests

Chris Mills, Prest-Vuksic Architects

CALL TO ORDER

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

APPROVAL OF AGENDA

It was moved and seconded (Vice-President Hazen, Chairman Solomon) to approve the agenda. Motion passed unanimously.

PUBLIC COMMENTS

None

APPROVAL OF MINUTES

Submitted for approval:

1. Minutes – December 11, 2012

It was moved and seconded (Vice-President Hazen, Chairman Solomon) to approve the minutes of December 11, 2012. Motion passed unanimously.

CHIEF OPERATING OFFICER'S REPORT

The report was reviewed in conjunction with the Las Palmas Medical Plaza (LPMP) report.

Mr. Young reported that the LPMP leasing inquiries are very slow right now. The Committee recommended that staff look into larger leasing signage at the site. The current signs are difficult to read. The Committee also suggested exploring a large permanent leasing sign for the corner of the property.

Chris Mills – LPMP Parking Lot Feasibility Report

Mr. Mills reviewed his site review and analysis of options for the resurfacing and related repairs to the LPMP Parking Lot. The three options are asphalt, pavers, or concrete. Pavers are the most expensive but they are a forever process and basically maintenance free. If any pavers get damaged, individual pavers can be replaced. Mr. Mills reported that the sewer line runs across the end of the parking lot and if any sewer repairs were necessary, pavers would be the easier and least expensive to tear out and replace than asphalt or concrete.

Mr. Mills suggested redoing the entrance to the parking lot as well. The stamped concrete is difficult to walk on and the walkways on either side of the driveway do not match up. He could use a combination of materials. Walking areas could have a smooth finish. Driving areas could have a rougher material to slow down the speed of the vehicles. There are lower priced pavers that are very good quality that could bring the total cost within the range of the other two options.

Vice-President Hazen commented that pavers are sustainable, which is the District's direction, cost effective to replace/maintain and available at a lower cost than estimated in the report.

It was moved and seconded (Vice-President Hazen, Chairman Solomon) to recommend to the Board that Staff be directed to prepare the Request for Proposals (RFP) and construction documents for the paver option at the Las Palmas Medical Plaza including the front entrance and the delineation of the front walk. Motion passed unanimously.

FINANCE REPORTS

- 1. Financial Statements** - The District's and LPMP financial statements for December 2012 were reviewed.
- 2. Accounts Receivable Aging Summary** – the District's December 2012 Accounts Receivable detail was reviewed.
- 3. Deposits - District**– the District's December 2012 deposit detail was reviewed.
- 4. Property Tax Receipts** – The December 2012 property tax receipts were reviewed.
- 5. Deposits - LPMP** – The LPMP's December 2012 deposit detail was reviewed.
- 6. Warrants** – The December 2012 warrant register for the District was reviewed.
- 7. Credit Card** – The December 2012 credit card expenditures were reviewed.
- 8. Warrant - LPMP** – The December 2012 warrant register for the LPMP was reviewed.
- 9. Retirement Protection Plan Update** – The retirement protection plan update was reviewed.

It was moved and seconded (Vice-President Hazen, Chairman Solomon) to approve the District Finance Reports. Motion passed unanimously.

OTHER MATTERS

1. Grants Payments Schedule

This schedule was reviewed.

2. Draft Policy Governing Professional Services

It was moved and seconded (Vice-President Hazen, Chairman Solomon) to recommend approval for the Policy Governing Professional Services adding that contracts for budgeted professional services less than \$50,000 do not require further action by the Board of Directors. Motion passed unanimously.

3. Lund & Guttry Engagement Letter

Mr. Young reported that there is no legal requirement to change auditing firms. Information he included in the packet recommended rotating the audit manager in the firm every five years. Also, each year certain audits conducted by Lund & Guttry are selected for a third party review. Vice-President Hazen commented that there are perception issues with long term auditors. She suggested going forward with Lund & Guttry for the FY 2012-2013 audit changing the audit manager and discuss the policy separately.

It was moved and seconded (Vice-President Hazen, Chairman Solomon) to recommend that the Board approve Lund & Guttry for FY 2012-13 audit services, rotating the audit manager this year, and discuss separately a policy to request proposals for audit services. Motion passed unanimously.

5. Staff Health Incentive Fund Proposal

Ms. Greco reported that the proposal was a reward and incentive program for staff to lead a healthy lifestyle.

Vice-President Hazen agreed with the concept but was not convinced that this proposal was the right plan. She believes that the District should be a leader in an employee wellness and should have a plan that could be replicated at other public and private organizations.

The Health Matters Blueprint will include an employee wellness program. The Committee recommended stepping back, wait for the blueprint in February and bring back to the F&A Committee a proposal that included the principles from the Health Matter Blueprint.

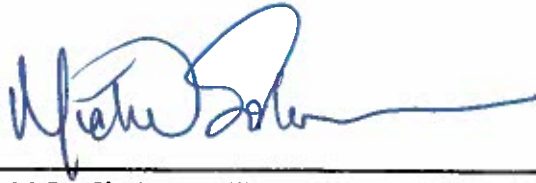
6. CEO Report

Ms. Greco reported that the dental clinic in the DHS Wellness Center was 98% complete, the cardio-fitness equipment was all in, and the grand opening is scheduled for January 11th.

The Food Access Project was presented to the Program Committee and recommended for board approval.

ADJOURNMENT

The meeting was adjourned at 3:55 p.m.



ATTEST: _____

**Michael Solomon M.D., Chairman, Finance and Administration Committee
Treasurer, Desert Healthcare District Board of Directors**

Minutes respectfully submitted by Steve Brown, Clerk to the Board