



DESERT HEALTHCARE DISTRICT
Finance, Legal, Administration, & Real Estate Committee
March 13, 2024

The Finance, Legal, Administration, & Real Estate Committee of the Desert Healthcare District will be held at 5:00 PM, Wednesday, March 13, 2024, via Zoom using the following link:
<https://us02web.zoom.us/j/83743788340?pwd=VXljcEdUMWtLa3NvdHd3SGRXa0Mzd09>
Password: 108761

Members of the public can also participate by telephone, using the following dial in information:
Dial in #:(669) 900-6833 or (888) 788-0099
Webinar ID: 837 4378 8340
Password: 108761

I. CALL TO ORDER

II. APPROVAL OF AGENDA

III. PUBLIC COMMENT

At this time, comments from the audience may be made on items not listed on the agenda that are of public interest and within the subject-matter jurisdiction of the District. The Committee has a policy of limiting speakers to not more than three minutes. The Committee cannot take action on items not listed on the agenda. Public input may be offered on an agenda item when it comes up for discussion and/or action.

IV. APPROVAL OF MINUTES

- 1. F&A Meeting Minutes – February 14, 2024 – Pg. 3-5 **ACTION**

V. INTERIM CEO REPORT

- 1. None presently

VI. CHIEF ADMINISTRATION OFFICER’S REPORT – Pg. 6 **Information**

- 1. LPMP Leasing Update – Pg. 7

VII. FINANCIAL REPORTS

- 1. District and LPMP Financial Statements – Pg. 8-19 **ACTION**
- 2. Accounts Receivable Aging Summary – Pg. 20
- 3. District - Deposits – Pg. 21
- 4. District - Property tax receipts – Pg. 22
- 5. LPMP – Deposits – Pg. 23-24
- 6. District – Check Register – Pg. 25-26
- 7. Credit Card – Detail of Expenditures – Pg. 27
- 8. LPMP – Check Register – Pg. 28
- 9. CEO Discretionary Fund – Pg. 29
- 10. Retirement Protection Plan Update – Pg. 30
- 11. Grant Payment Schedule – Pg. 31

VIII. OTHER MATTERS

- 1. Program Associate Job Description – Pg. 32-36 **ACTION**
- 2. Temporary Employment Agreement – Chloe Vartanian, UC Berkeley Spring 2024 Graduate – 8 weeks commencing May 13, 2024 – Pg. 37-40 **ACTION**



DESERT HEALTHCARE DISTRICT
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March 13, 2024

- | | |
|--|---------------|
| 3. Property Management/Maintenance Agreement Addendum #3 – INPRO Construction, Inc. – 4% increase from \$11,485/mo. to \$11,944/mo. – Effective May 1, 2024 through April 30, 2025 – Pg. 41-42 | ACTION |
| 4. Consulting Services Agreement Extension – CV Strategies – \$25,000 Increase for Professional Services – Pg. 43-45 | ACTION |
| 5. CEO Discretionary Fund Increase of \$15,000 (totaling \$65,000) through the end of fiscal year June 30, 2024 – Pg. 46-48 | ACTION |

IX. ADJOURNMENT

The undersigned certifies that a copy of this agenda was posted in the front entrance to the Desert Healthcare District offices located at 1140 North Indian Canyon Drive, Palm Springs, California, and the front entrance of the Desert Healthcare District office located at the Regional Access Project Foundation, 41550 Eclectic Street, Suite G 100, Palm Desert, California at least 72 hours prior to the meeting.

If you have any disability which would require accommodation to enable you to participate in this meeting or translation services, please email Andrea S. Hayles, Special Assistant to the CEO and Board Relations Officer, at ahayles@dhcd.org or call (760) 567-0298 at least 24 hours prior to the meeting.

Andrea S. Hayles

Andrea S. Hayles, Board Relations Officer



**DESERT HEALTHCARE DISTRICT
FINANCE, ADMINISTRATION, REAL ESTATE, AND LEGAL COMMITTEE
MEETING MINUTES
February 14, 2024**

Directors Present via Video Conferencing	District Staff Present via Video Conferencing	Absent
Chair/Treasurer Arthur Shorr Vice-President Carmina Zavala, PsyD Director Leticia De Lara, MPA	Chris Christensen, Interim CEO Donna Craig, Chief Program Officer Alejandro Espinoza, Chief of Community Engagement Eric Taylor, Accounting Manager Andrea S. Hayles, Board Relations Officer	

AGENDA ITEMS	DISCUSSION	ACTION
I. Call to Order	Chair Shorr called the meeting to order at 5:05 p.m.	
II. Approval of Agenda	Chair Shorr asked for a motion to approve the agenda.	Moved and seconded by Director De Lara and Vice-President Zavala to approve the agenda. Motion passed unanimously.
III. Public Comment	There was no public comment.	
IV. Approval of Minutes 1. F&A Minutes – Meeting January 10, 2024	Chair Shorr motioned to approve the January 10, 2024.	Moved and seconded by Vice-President Zavala and Chair Shorr to approve the January 10, 2024, meeting minutes. Motion passed unanimously.
V. Interim CEO Report	Chris Christensen, Interim CEO, described the negotiations in-progress for renewing the 5-year lease at the Las Palmas Medical Plaza expiring April 30, 2024.	
VI. Chief Administration Officer Report 1. Las Palmas Medical Plaza Leasing Update	Chris Christensen, Interim CEO, described Coldwell Banker’s role in continuing to market the two vacant suites.	
VII. Financial Reports	Chair Shorr reviewed the January financial statements	

**DESERT HEALTHCARE DISTRICT
FINANCE, ADMINISTRATION, REAL ESTATE, AND LEGAL COMMITTEE
MEETING MINUTES
February 14, 2024**

<ol style="list-style-type: none"> 1. District and LPMP Financial Statements 2. Accounts Receivable Aging Summary 3. District – Deposits 4. District – Property Tax Receipts 5. LPMP Deposits 6. District – Check Register 7. Credit Card – Detail of Expenditures 8. LPMP – Check Register 9. Retirement Protection Plan Update 10. Grant Payment Schedule 	<p>with the committee, highlighting the Year-to-Date Variance Analysis and the professional services fees lower than budgeted due to the prior Kaufman Hall & Associates consulting services being considerably more costly than the current consultant, including pending legal bills. The committee reviewed the Profit & Loss Budget vs. Actual, the Balance Sheet Previous Year's Comparison, Property Tax Receipts, Deposit Details, and the Check Register.</p> <p>The committee recommended exploring electronic payments with the auditors related to the segregation of duties, possible Board approval for the staff's holiday gift cards with a notation on the line item for holiday cards, and review by the policies committee to clarify the meal policy related to meals and tips.</p>	<p>Moved and seconded by Director De Lara and Vice-President Zavala to approve the January 2024 financials – items 1-10 and forward to the Board for approval. Motion passed unanimously.</p>
<p>VIII. Other Matters</p> <ol style="list-style-type: none"> 1. Coachella Valley Economic Partnership (CVEP) / Desert Healthcare District Study Consulting Services Agreement <ol style="list-style-type: none"> a. The Regional Economic Impacts of DHCD's Community and Clinical Social Needs Goals and Implementation for 	<p>Chris Christensen, Interim CEO, described the Program and Strategic Planning Committee's review of the CVEP proposal and the prior recommendations for modification, and the timeline for completion.</p> <p>The committee requested the inclusion in the deliverables</p>	<p>Moved and seconded by Director De Lara and Vice-President Zavala to approve the Coachella Valley Economic Partnership (CVEP) / Desert Healthcare District Study Consulting Services Agreement and forward to the Board for approval with the inclusion of the months of completion in the deliverables section. Motion passed unanimously.</p>

**DESERT HEALTHCARE DISTRICT
FINANCE, ADMINISTRATION, REAL ESTATE, AND LEGAL COMMITTEE
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<p align="center">Recommendations – NTE \$80,000</p> <p>2. Desert Regional Medical Center – Capital Request – Elevator Modernization Initiative Authorization</p>	<p>section of the May and June project conclusion dates.</p> <p>Chris Christensen, Interim CEO, described the Desert Regional Medical Center capital expenditures for the elevator modernization initiative, noting that the net book value upon expiration or termination of the lease.</p> <p>Mike Ditoro, Chief Operating Officer of Desert Regional Medical Center, described the bidding process, selecting the current vendor, OTIS.</p> <p>The committee inquired about the update on the pipe leak repairs in the ICU, with Mr. Ditoro describing the affected areas, repairing the piping in all rooms, including those without leaks, for preventative maintenance, remediation, the California Department of Public Health (CDPH) inspection, and repainting and other renovations.</p>	<p>Moved and seconded by Director De Lara and Vice-President Zavala to approve Desert Regional Medical Center – Capital Request – Elevator Modernization Initiative and forward to the Board for approval.</p> <p>Motion passed unanimously.</p>
<p>IX. Adjournment</p>	<p>Chair Shorr adjourned the meeting at 5:51 p.m.</p>	<p>Audio recording available on the website at http://dhcd.org/Agendas-and-Documents</p>

ATTEST: _____
 Arthur Shorr, Treasurer, Board of Directors
 Finance & Administration Committee Chair
 Desert Healthcare District Board of Directors

Minutes respectfully submitted by Andrea S. Hayles, Board Relations Officer



Chief Administration Officer's Report

March 13, 2024

Las Palmas Medical Plaza - Property Management:

Occupancy:

See attached unit rental status report.

94.1% currently occupied –

Total annual rent including CAM fees is **\$1,444,254**.

Leasing Activity:

2 suites (1W-104, & 2W-103/104) are now vacant and available for lease. Rob Wenthold, our broker, will be showing the suites to prospective tenants.

Las Palmas Medical Plaza

Unit Rental Status

As of March 1, 2024

Unit	Tenant Name	Deposit	Lease Dates		Term	Unit Sq Feet	Percent of Total	Monthly Rent	Annual Rent	Rent Per Sq Foot	Monthly CAM	Total Monthly Rent Inclg CAM	Total Annual Rent Inclg CAM
			From	To									
											\$ 0.80		
1W, 104	Vacant					1,024	2.07%						
2W, 103-104	Vacant					1,878	3.81%						
Total - Vacancies						2,902	5.88%						
Total Suites - 32 - 30 Suites Occupied		\$57,492.84				49,356	94.1%	\$ 83,194.46	\$ 998,333.52	\$ 1.79	\$ 37,160.00	\$ 120,354.46	\$ 1,444,253.52
Summary - All Units													
			Occupied	46,454	94.1%								
			Vacant	2,902	5.9%								
			Pending	0	0.0%								
			Total	49,356	100%								

DESERT HEALTHCARE DISTRICT
FEBRUARY 2024 FINANCIAL STATEMENTS
INDEX
Year to Date Variance Analysis
Cumulative Profit & Loss Budget vs Actual - Summary
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Credit Card Expenditures
Check Register - LPMP
CEO Discretionary Fund
Retirement Protection Plan Update
Grants Schedule

DESERT HEALTHCARE DISTRICT
YEAR TO DATE VARIANCE ANALYSIS
ACTUAL VS BUDGET
EIGHT MONTHS ENDED FEBRUARY 29, 2024

Scope: \$25,000 Variance per Statement of Operations Summary				
	YTD		Over(Under)	
Account	Actual	Budget	Budget	Explanation
4000 - Income	\$ 7,987,851	\$ 4,608,456	\$ 3,379,395	Higher interest income and market fluctuations (net) from FRF investments \$2,097k; higher property tax revenues \$1,283k
4501 - Misc Income	\$ 144,500	\$ 6,000	\$ 138,500	Higher misc income \$140k from Coachella Valley Resource Conservation District for 2nd Mobile Medical Unit
5000 - Direct Expenses	\$ 1,154,076	\$ 1,250,864	\$ (96,788)	Lower education expense \$47k; lower health insurance expense \$26k; lower wage related expenses \$12k; lower retirement expenses \$7k; lower board expenses \$4k; lower misc \$1k
6500 - Professional Fees Expense	\$ 615,210	\$ 1,104,304	\$ (489,094)	Lower Professional Services expense \$390k; lower PR/Communications expense \$98k; lower misc \$1k

Desert Healthcare District
Profit & Loss Budget vs. Actual
July 2023 through February 2024

	MONTH			TOTAL		
	Feb 24	Budget	\$ Over Budget	Jul '23 - Feb 24	Budget	\$ Over Budget
Income						
4000 · Income	6,456	3,667	2,789	7,987,851	4,608,456	3,379,395
4500 · LPMP Income	120,354	116,723	3,631	946,883	933,784	13,099
4501 · Miscellaneous Income	0	750	(750)	144,500	6,000	138,500
Total Income	126,810	121,140	5,670	9,079,234	5,548,240	3,530,994
Expense						
5000 · Direct Expenses	112,216	156,358	(44,142)	1,154,076	1,250,864	(96,788)
6000 · General & Administrative Exp	47,954	52,110	(4,156)	419,755	416,880	2,875
6325 · CEO Discretionary Fund	1,280	4,167	(2,887)	47,657	33,336	14,321
6445 · LPMP Expenses	119,772	104,163	15,609	826,507	833,304	(6,797)
6500 · Professional Fees Expense	136,590	138,038	(1,448)	615,210	1,104,304	(489,094)
6600 · Mobile Medical Unit	0	0	0	2,073	0	2,073
6700 · Trust Expenses	5,458	6,542	(1,084)	55,464	52,336	3,128
Total Expense Before Grants	423,270	461,378	(38,108)	3,120,732	3,691,038	(570,306)
9000 · Other Income <expenses>	78	0	78	(2,765)	0	(2,765)
7000 · Grants Expense	(227,653)	333,333	(560,986)	2,690,714	2,666,664	24,050
Net Income	(68,729)	(673,571)	604,842	3,265,023	(809,462)	4,074,485

Desert Healthcare District
Profit & Loss Budget vs. Actual
July 2023 through February 2024

	MONTH			TOTAL		
	Feb 24	Budget	\$ Over Budget	Jul '23 - Feb 24	Budget	\$ Over Budget
Income						
4000 · Income						
4010 · Property Tax Revenues	85,677	0	85,677	5,861,714	4,579,120	1,282,594
4200 · Interest Income						
4220 · Interest Income (FRF)	194,704	85,000	109,704	912,170	680,000	232,170
9999-1 · Unrealized gain(loss) on invest	(275,925)	(83,333)	(192,592)	1,197,967	(666,664)	1,864,631
Total 4200 · Interest Income	(81,221)	1,667	(82,888)	2,110,137	13,336	2,096,801
4300 · DHC Recoveries	2,000	2,000	0	16,000	16,000	0
Total 4000 · Income	6,456	3,667	2,789	7,987,851	4,608,456	3,379,395
4500 · LPMP Income	120,354	116,723	3,631	946,883	933,784	13,099
4501 · Miscellaneous Income	0	750	(750)	144,500	6,000	138,500
Total Income	126,810	121,140	5,670	9,079,234	5,548,240	3,530,994
Expense						
5000 · Direct Expenses						
5100 · Administration Expense						
5110 · Wages Expense	102,577	131,159	(28,582)	1,016,693	1,049,272	(32,579)
5111 · Allocation to LPMP - Payroll	(6,539)	(6,539)	0	(52,312)	(52,312)	0
5112 · Vacation/Sick/Holiday Expense	7,607	15,000	(7,393)	133,083	120,000	13,083
5114 · Allocation to Foundation	(33,148)	(33,148)	0	(265,184)	(265,184)	0
5119 · Allocation-FED FUNDS/CVHIP-DHCF	(5,633)	(17,071)	11,438	(118,245)	(136,568)	18,323
5120 · Payroll Tax Expense	9,079	10,578	(1,499)	73,585	84,624	(11,039)
5130 · Health Insurance Expense						
5131 · Premiums Expense	19,489	22,456	(2,967)	162,406	179,648	(17,242)
5135 · Reimb./Co-Payments Expense	2,426	1,950	476	6,583	15,600	(9,017)
Total 5130 · Health Insurance Expense	21,915	24,406	(2,491)	168,989	195,248	(26,259)
5140 · Workers Comp. Expense	365	585	(220)	4,693	4,680	13
5145 · Retirement Plan Expense	8,361	10,486	(2,125)	76,963	83,888	(6,925)
5160 · Education Expense	1,547	8,333	(6,786)	19,266	66,664	(47,398)
Total 5100 · Administration Expense	106,131	143,789	(37,658)	1,057,531	1,150,312	(92,781)
5200 · Board Expenses						
5210 · Healthcare Benefits Expense	1,690	4,188	(2,498)	45,688	33,504	12,184
5230 · Meeting Expense	(225)	3,708	(3,933)	18,745	29,664	(10,919)
5235 · Director Stipend Expense	3,936	3,465	471	27,365	27,720	(355)
5240 · Catering Expense	684	1,000	(316)	3,767	8,000	(4,233)
5250 · Mileage Reimbursement Expense	0	208	(208)	980	1,664	(684)
Total 5200 · Board Expenses	6,085	12,569	(6,484)	96,545	100,552	(4,007)
Total 5000 · Direct Expenses	112,216	156,358	(44,142)	1,154,076	1,250,864	(96,788)

Desert Healthcare District
Profit & Loss Budget vs. Actual
July 2023 through February 2024

	MONTH			TOTAL		
	Feb 24	Budget	\$ Over Budget	Jul '23 - Feb 24	Budget	\$ Over Budget
6000 · General & Administrative Exp						
6110 · Payroll fees Expense	222	208	14	1,732	1,664	68
6120 · Bank and Investment Fees Exp	5,420	5,200	220	44,763	41,600	3,163
6125 · Depreciation Expense	2,060	2,000	60	15,797	16,000	(203)
6126 · Depreciation-Solar Parking lot	15,072	15,072	0	120,576	120,576	0
6127 · Depreciation - Autos	6,409	3,287	3,122	34,936	26,296	8,640
6130 · Dues and Membership Expense	5,378	5,385	(7)	25,079	43,080	(18,001)
6200 · Insurance Expense	4,133	4,950	(817)	33,638	39,600	(5,962)
6300 · Minor Equipment Expense	0	42	(42)	0	336	(336)
6305 · Auto Allowance & Mileage Exp	0	500	(500)	2,001	4,000	(1,999)
6306 · Staff- Auto Mileage reimb	121	625	(504)	3,615	5,000	(1,385)
6309 · Personnel Expense	0	375	(375)	0	3,000	(3,000)
6310 · Miscellaneous Expense	0	42	(42)	4,460	336	4,124
6311 · Cell Phone Expense	728	900	(172)	5,720	7,200	(1,480)
6312 · Wellness Park Expenses	0	83	(83)	689	664	25
6315 · Security Monitoring Expense	0	50	(50)	503	400	103
6340 · Postage Expense	0	333	(333)	1,456	2,664	(1,208)
6350 · Copier Rental/Fees Expense	377	500	(123)	3,131	4,000	(869)
6351 · Travel Expense	0	2,500	(2,500)	34,326	20,000	14,326
6352 · Meals & Entertainment Exp	(6)	2,417	(2,423)	10,504	19,336	(8,832)
6355 · Computer Services Expense	4,837	3,083	1,754	44,064	24,664	19,400
6360 · Supplies Expense	854	1,833	(979)	11,100	14,664	(3,564)
6380 · LAFCO Assessment Expense	180	208	(28)	1,440	1,664	(224)
6400 · East Valley Office	2,169	2,517	(348)	20,225	20,136	89
Total 6000 · General & Administrative Exp	47,954	52,110	(4,156)	419,755	416,880	2,875
6325 · CEO Discretionary Fund	1,280	4,167	(2,887)	47,657	33,336	14,321
6445 · LPMP Expenses	119,772	104,163	15,609	826,507	833,304	(6,797)
6500 · Professional Fees Expense						
6516 · Professional Services Expense	128,060	103,038	25,022	434,804	824,304	(389,500)
6520 · Annual Audit Fee Expense	1,441	1,458	(17)	11,528	11,664	(136)
6530 · PR/Communications/Website	1,023	20,542	(19,519)	66,589	164,336	(97,747)
6560 · Legal Expense	9,293	13,000	(3,707)	102,289	104,000	(1,711)
6561 · Payroll Preparation Fees	(3,227)			0		
Total 6500 · Professional Fees Expense	136,590	138,038	(1,448)	615,210	1,104,304	(489,094)

Desert Healthcare District
Profit & Loss Budget vs. Actual
 July 2023 through February 2024

	MONTH			TOTAL		
	Feb 24	Budget	\$ Over Budget	Jul '23 - Feb 24	Budget	\$ Over Budget
6600 · Mobile Medical Unit						
6605 · Mobile Medical Unit Expense	0	0	0	2,073	0	2,073
6700 · Trust Expenses						
6720 · Pension Plans Expense						
6721 · Legal Expense	0	167	(167)	0	1,336	(1,336)
6725 · RPP Pension Expense	5,000	5,000	0	40,000	40,000	0
6728 · Pension Audit Fee Expense	458	1,375	(917)	15,464	11,000	4,464
Total 6700 · Trust Expenses	5,458	6,542	(1,084)	55,464	52,336	3,128
Total Expense Before Grants	423,270	461,378	(38,108)	3,120,732	3,691,038	(570,306)
9000 · Other Income <expenses>	78	0	78	(2,765)	0	(2,765)
7000 · Grants Expense						
7010 · Major Grant Awards Expense	(227,653)	333,333	(560,986)	2,690,714	2,666,664	24,050
Net Income	(68,729)	(673,571)	604,842	3,265,023	(809,462)	4,074,485

Las Palmas Medical Plaza
Profit & Loss Budget vs. Actual
July 2023 through February 2024

	MONTH			TOTAL		
	Feb 24	Budget	\$ Over Budget	Jul '23 - Feb 24	Budget	\$ Over Budget
Income						
4500 · LPMP Income						
4505 · Rental Income	83,194	93,600	(10,406)	652,624	748,800	(96,176)
4510 · CAM Income	37,160	23,040	14,120	294,259	184,320	109,939
4513 · Misc. Income	0	83	(83)	0	664	(664)
Total 4500 · LPMP Income	120,354	116,723	3,631	946,883	933,784	13,099
Expense						
6445 · LPMP Expenses						
6420 · Insurance Expense	5,568	4,050	1,518	44,544	32,400	12,144
6425 · Building - Depreciation Expense	28,271	27,441	830	214,235	219,528	(5,293)
6426 · Tenant Improvements -Dep Exp	19,540	17,917	1,623	103,854	143,336	(39,482)
6427 · HVAC Maintenance Expense	0	1,333	(1,333)	8,898	10,664	(1,766)
6428 · Roof Repairs Expense	0	208	(208)	0	1,664	(1,664)
6431 · Building -Interior Expense	18,980	625	18,355	53,480	5,000	48,480
6432 · Plumbing -Interior Expense	5,960	833	5,127	15,885	6,664	9,221
6433 · Plumbing -Exterior Expense	0	208	(208)	435	1,664	(1,229)
6434 · Allocation Internal Prop. Mgmt	6,539	6,539	0	52,312	52,312	0
6435 · Bank Charges	31	42	(11)	195	336	(141)
6437 · Utilities -Vacant Units Expense	83	183	(100)	241	1,464	(1,223)
6439 · Deferred Maintenance Repairs Ex	0	1,833	(1,833)	16,820	14,664	2,156
6440 · Professional Fees Expense	11,485	11,485	0	91,880	91,880	0
6441 · Legal Expense	0	83	(83)	0	664	(664)
6458 · Elevators - R & M Expense	282	1,083	(801)	9,416	8,664	752
6460 · Exterminating Service Expense	275	1,000	(725)	2,200	8,000	(5,800)
6463 · Landscaping Expense	0	917	(917)	9,833	7,336	2,497
6467 · Lighting Expense	0	417	(417)	0	3,336	(3,336)
6468 · General Maintenance Expense	0	83	(83)	0	664	(664)
6471 · Marketing-Advertising	0	1,250	(1,250)	842	10,000	(9,158)
6475 · Property Taxes Expense	6,167	6,650	(483)	51,328	53,200	(1,872)
6476 · Signage Expense	0	625	(625)	401	5,000	(4,599)
6480 · Rubbish Removal Medical Waste E	1,142	1,500	(358)	9,860	12,000	(2,140)
6481 · Rubbish Removal Expense	2,234	2,900	(666)	22,649	23,200	(551)
6482 · Utilities/Electricity/Exterior	699	625	74	6,850	5,000	1,850
6484 · Utilities - Water (Exterior)	561	833	(272)	5,106	6,664	(1,558)
6485 · Security Expenses	11,955	13,333	(1,378)	96,990	106,664	(9,674)
6490 · Miscellaneous Expense	0	167	(167)	8,253	1,336	6,917
Total 6445 · LPMP Expenses	119,772	104,163	15,609	826,507	833,304	(6,797)
Net Income	582	12,560	(11,978)	120,376	100,480	19,896

Desert Healthcare District
Balance Sheet Previous Year Comparison
As of February 29, 2024

		Feb 29, 24	Feb 28, 23
ASSETS			
Current Assets			
Checking/Savings			
	1000 · CHECKING CASH ACCOUNTS	4,500,043	4,827,982
	1100 · INVESTMENT ACCOUNTS	65,642,246	60,716,749
	Total Checking/Savings	70,142,289	65,544,731
	Total Accounts Receivable	226,337	187,899
Other Current Assets			
	1204.1 · Rent Receivable-Deferred COVID	15,121	56,628
	1270 · Prepaid Insurance -Ongoing	38,804	36,701
	1279 · Pre-Paid Fees	32,027	21,883
	Total Other Current Assets	85,952	115,212
	Total Current Assets	70,454,578	65,847,842
Fixed Assets			
	1300 · FIXED ASSETS	5,297,057	5,092,611
	1335-00 · ACC DEPR	(2,795,588)	(2,520,690)
	1400 · LPMP Assets	6,682,221	6,902,494
	Total Fixed Assets	9,183,690	9,474,415
Other Assets			
	1600 · RIGHT TO USE ASSETS	216,235	0
	1611 · RTU Accumulated Amortization	(22,178)	0
	1700 · OTHER ASSETS	3,698,380	3,499,745
	1800 · OTHER RECEIVABLES	3,048,911	0
	Total Other Assets	6,941,348	3,499,745
TOTAL ASSETS		86,579,616	78,822,002

Desert Healthcare District
Balance Sheet Previous Year Comparison
As of February 29, 2024

		Feb 29, 24	Feb 28, 23
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2000 - Accounts Payable		162,990	12,179
2001 - LPMP Accounts Payable		25,674	3,799
Total Accounts Payable		188,664	15,978
Other Current Liabilities			
2002 - LPMP Property Taxes		(22,554)	11,970
2003 - Prepaid Rents		23,894	0
2131 - Grant Awards Payable		5,478,329	4,338,224
2133 - Accrued Accounts Payable		249,550	199,550
2141 - Accrued Vacation Time		93,029	103,723
2145 - Payroll Liability		0	(588)
2188 - Current Portion - LTD		0	4,934
2190 - Investment Fees Payable		6,595	9,386
Total Other Current Liabilities		5,828,843	4,667,199
Total Current Liabilities		6,017,507	4,683,177
Long Term Liabilities			
2171 - RPP-Deferred Inflows-Resources		564,584	492,802
2172 - Lease - Deferred Inflows		2,982,703	0
2280 - Long-Term Disability		0	2,981
2281 - Grants Payable - Long-term		2,475,000	3,520,000
2285 - Lease Payable		196,798	0
2290 - LPMP Security Deposits		57,493	64,960
Total Long Term Liabilities		6,276,578	4,080,743
Total Liabilities		12,294,085	8,763,920
Equity			
3900 - *Retained Earnings		71,020,500	67,758,461
Net Income		3,265,023	2,299,621
Total Equity		74,285,523	70,058,082
TOTAL LIABILITIES & EQUITY		86,579,616	78,822,002

Desert Healthcare District
Balance Sheet Previous Year Comparison
As of February 29, 2024

				Feb 29, 24	Feb 28, 23
ASSETS					
Current Assets					
Checking/Savings					
1000 · CHECKING CASH ACCOUNTS					
			1012 · Union Bank Operating - 9356	0	4,471,304
			1016 · US Bank Operating - 5018	4,156,009	0
			1044 · Las Palmas Medical Plaza - 1241	343,534	0
			1046 · Las Palmas Medical Plaza	0	356,178
			1047 · Petty Cash	500	500
			Total 1000 · CHECKING CASH ACCOUNTS	4,500,043	4,827,982
1100 · INVESTMENT ACCOUNTS					
			1130 · Facility Replacement Fund	66,768,718	63,508,868
			1135 · Unrealized Gain(Loss) FRF	(1,126,472)	(2,792,119)
			Total 1100 · INVESTMENT ACCOUNTS	65,642,246	60,716,749
			Total Checking/Savings	70,142,289	65,544,731
			Total Accounts Receivable	226,337	187,899
Other Current Assets					
			1204.1 · Rent Receivable-Deferred COVID	15,121	56,628
			1270 · Prepaid Insurance -Ongoing	38,804	36,701
			1279 · Pre-Paid Fees	32,027	21,883
			Total Other Current Assets	85,952	115,212
			Total Current Assets	70,454,578	65,847,842
Fixed Assets					
1300 · FIXED ASSETS					
			1310 · Computer Equipment	105,830	94,651
			1320 · Furniture and Fixtures	59,559	50,846
			1321 · Mobile Medical Unit	381,768	197,214
			1322 · Tenant Improvement - RAP #G100	32,794	32,794
			1325 · Offsite Improvements	300,849	300,849
			1331 · DRMC - Parking lot	4,416,257	4,416,257
			Total 1300 · FIXED ASSETS	5,297,057	5,092,611
1335-00 · ACC DEPR					
			1335 · Accumulated Depreciation	(249,298)	(225,898)
			1337 · Accum Deprec- Solar Parking Lot	(2,260,972)	(2,080,107)
			1338 · Accum Deprec - LPMP Parking Lot	(227,374)	(204,824)
			1339 · Accum Deprec - Autos	(57,944)	(9,861)
			Total 1335-00 · ACC DEPR	(2,795,588)	(2,520,690)

Desert Healthcare District
Balance Sheet Previous Year Comparison
As of February 29, 2024

		Feb 29, 24	Feb 28, 23
	1400 · LPMP Assets		
	1401 · Building	8,705,680	8,705,680
	1402 · Land	2,165,300	2,165,300
	1403 · Tenant Improvements -New	2,309,146	2,271,406
	1404 · Tenant Improvements - CIP	129,550	129,550
	1406 · Building Improvements		
	1406.1 · LPMP-Replace Parking Lot	676,484	676,484
	1406.2 · Building Improvements-CIP	39,026	459,999
	1406 · Building Improvements - Other	2,776,742	2,153,527
	Total 1406 · Building Improvements	3,492,252	3,290,010
	1407 · Building Equipment Improvements	445,553	444,268
	1409 · Accumulated Depreciation		
	1410 · Accum. Depreciation	(8,344,518)	(8,055,015)
	1412 · T I Accumulated Dep.-New	(2,220,742)	(2,048,705)
	Total 1409 · Accumulated Depreciation	(10,565,260)	(10,103,720)
	Total 1400 · LPMP Assets	6,682,221	6,902,494
	Total Fixed Assets	9,183,690	9,474,415
	Other Assets		
	1600 · RIGHT TO USE ASSETS		
	1610 · Right to Use Asset	216,235	0
	1611 · RTU Accumulated Amortization	(22,178)	0
	1700 · OTHER ASSETS		
	1731 · Wellness Park	1,693,800	1,693,800
	1740 · RPP-Deferred Outflows-Resources	587,440	836,699
	1742 · RPP - Net Pension Asset	1,417,140	969,246
	Total 1700 · OTHER ASSETS	3,698,380	3,499,745
	1800 · OTHER RECEIVABLES		
	1810 · Lease Receivable	3,048,911	0
	Total Other Assets	6,941,348	3,499,745
	TOTAL ASSETS	86,579,616	78,822,002

Desert Healthcare District
Balance Sheet Previous Year Comparison
As of February 29, 2024

			Feb 29, 24	Feb 28, 23
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
		2000 - Accounts Payable	162,990	12,179
		2001 - LPMP Accounts Payable	25,674	3,799
		Total Accounts Payable	188,664	15,978
Other Current Liabilities				
		2002 - LPMP Property Taxes	(22,554)	11,970
		2003 - Prepaid Rents	23,894	0
		2131 - Grant Awards Payable	5,478,329	4,338,224
		2133 - Accrued Accounts Payable	249,550	199,550
		2141 - Accrued Vacation Time	93,029	103,723
		2145 - Payroll Liability	0	(588)
		2188 - Current Portion - LTD	0	4,934
		2190 - Investment Fees Payable	6,595	9,386
		Total Other Current Liabilities	5,828,843	4,667,199
		Total Current Liabilities	6,017,507	4,683,177
Long Term Liabilities				
		2171 - RPP-Deferred Inflows-Resources	564,584	492,802
		2172 - Lease - Deferred Inflows	2,982,703	0
		2280 - Long-Term Disability	0	2,981
		2281 - Grants Payable - Long-term	2,475,000	3,520,000
		2285 - Lease Payable	196,798	0
		2290 - LPMP Security Deposits	57,493	64,960
		Total Long Term Liabilities	6,276,578	4,080,743
		Total Liabilities	12,294,085	8,763,920
Equity				
		3900 - *Retained Earnings	71,020,500	67,758,461
		Net Income	3,265,023	2,299,621
		Total Equity	74,285,523	70,058,082
TOTAL LIABILITIES & EQUITY			86,579,616	78,822,002

Desert Healthcare District
A/R Aging Summary
As of February 29, 2024

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL	COMMENT
Carmina Zavala	0	26	0	0	0	26	Meal Reimbursement Over Policy Limits
Desert Healthcare Foundation	38,781	36,258	50,669	0	100,442	226,150	Due from Foundation
DPMG	0	160	0	0	0	160	Electricity Expense Reimbursement
TOTAL	38,781	36,444	50,669	0	100,442	226,336	

Desert Healthcare District
Deposit Detail
February 2024

Type	Date	Name	Amount
Deposit	02/02/2024		2,000
		T-Mobile - Cell Tower Lease	(2,000)
TOTAL			(2,000)
Deposit	02/07/2024		71,823
		Riverside County Treasurer - Property Tax	(71,823)
TOTAL			(71,823)
Deposit	02/13/2024		13,854
		Riverside County Treasurer - Property Tax	(13,854)
TOTAL			(13,854)
Deposit	02/20/2024		85
		Dana Christensen - Meal Reimbursement Over Policy Limits	(8)
		Dana Christensen - Meal Reimbursement Over Policy Limits	(4)
		Miscellaneous	(73)
TOTAL			(85)
		TOTAL	87,762

DESERT HEALTHCARE DISTRICT										
PROPERTY TAX RECEIPTS FY 2023 - 2024										
RECEIPTS - EIGHT MONTHS ENDED FEBRUARY 29, 2024										
	FY 2022-2023 Projected/Actual					FY 2023-2024 Projected/Actual				
	Budget %	Budget \$	Act %	Actual Receipts	Variance	Budget %	Budget \$	Act %	Actual Receipts	Variance
July	0.0%	\$ -	0.0%	\$ 3,676	\$ 3,676	0.0%	\$ -	0.8%	\$ 70,152	\$ 70,152
Aug	0.0%	\$ -	2.2%	\$ 175,271	\$ 175,271	0.0%	\$ -	2.0%	\$ 180,642	\$ 180,642
Sep	0.0%	\$ -	0.0%	\$ 3,382	\$ 3,382	0.0%	\$ -	0.0%	\$ -	\$ -
Oct	2.6%	\$ 208,624	0.0%	\$ -	\$ (208,624)	2.6%	\$ 229,840	2.8%	\$ 248,614	\$ 18,774
Nov	0.4%	\$ 32,096	2.5%	\$ 198,217	\$ 166,121	0.4%	\$ 35,360	0.1%	\$ 10,535	\$ (24,825)
Dec	16.9%	\$ 1,356,056	18.2%	\$ 1,458,481	\$ 102,425	16.9%	\$ 1,493,960	19.2%	\$ 1,696,170	\$ 202,210
Jan	31.9%	\$ 2,559,656	40.6%	\$ 3,259,483	\$ 699,827	31.9%	\$ 2,819,960	42.1%	\$ 3,720,800	\$ 900,840
Feb	0.0%	\$ -	0.6%	\$ 46,002	\$ 46,002	0.0%	\$ -	1.0%	\$ 85,677	\$ 85,677
Mar	0.3%	\$ 24,072	1.1%	\$ 84,592	\$ 60,520	0.3%	\$ 26,520	0.0%		
Apr	5.5%	\$ 441,320	6.4%	\$ 510,192	\$ 68,872	5.5%	\$ 486,200	0.0%		
May	19.9%	\$ 1,596,776	48.4%	\$ 3,883,733	\$ 2,286,957	19.9%	\$ 1,759,160	0.0%		
June	22.5%	\$ 1,805,400	0.1%	\$ 5,841	\$ (1,799,559)	22.5%	\$ 1,989,000	0.0%		
Total	100%	\$ 8,024,000	120.0%	\$ 9,628,870	\$ 1,604,870	100.00%	\$ 8,840,000	68.0%	\$ 6,012,591	\$ 1,433,471

**Las Palmas Medical Plaza
Deposit Detail - LPMP
February 2024**

Type	Date	Name	Amount
Deposit	02/05/2024		77
Payment	02/05/2024	Pathway Pharmaceuticals, Inc.	(77)
TOTAL			(77)
Deposit	02/05/2024		5,618
Payment	02/05/2024	DPMG	(2,244)
Payment	02/05/2024	Coachella Valley Volunteers in Medicine-	(3,374)
TOTAL			(5,618)
Deposit	02/07/2024		20,382
Payment	02/05/2024	Brad A. Wolfson, M.D.	(3,927)
Payment	02/05/2024	Cohen Musch Thomas Medical Group	(5,243)
Payment	02/05/2024	Cure Cardiovascular Consultants	(3,435)
Payment	02/05/2024	Palmtree Clinical Research	(7,777)
TOTAL			(20,382)
Deposit	02/07/2024		13,787
Payment	02/07/2024	EyeCare Services Partners Management LLC	(7,053)
Payment	02/07/2024	Desert Oasis Healthcare	(2,701)
Payment	02/07/2024	Ramy Awad, M.D.	(3,871)
Payment	02/07/2024	Desert Oasis Healthcare	(162)
TOTAL			(13,787)
Deposit	02/12/2024		4,589
Payment	02/12/2024	Global Premier Fertility	(4,589)
TOTAL			(4,589)
Deposit	02/14/2024		4,144
Payment	02/14/2024	Desert Family Medical Center	(4,144)
TOTAL			(4,144)

**Las Palmas Medical Plaza
Deposit Detail - LPMP
February 2024**

Type	Date	Name	Amount
Deposit	02/15/2024		3,626
Payment	02/15/2024	Peter Jamieson, M.D.	(3,626)
TOTAL			(3,626)
Deposit	02/20/2024		3,226
		Aijaz Hashmi, M.D., Inc.	(3,226)
TOTAL			(3,226)
Deposit	02/26/2024		68,510
		Steven Gundry, M.D.	(6,113)
		Laboratory Corporation of America	(5,632)
Payment	02/26/2024	Global Premier Fertility	(4,589)
Payment	02/26/2024	Desert Regional Medical Center	(6,177)
Payment	02/26/2024	Desert Regional Medical Center	(6,177)
Payment	02/26/2024	Tenet HealthSystem Desert, Inc.	(32,913)
Payment	02/26/2024	Tenet HealthSystem Desert, Inc	(6,908)
TOTAL			(68,509)
Deposit	02/26/2024		4,478
		Quest Diagnostics Incorporated	(4,478)
TOTAL			(4,478)
Deposit	02/29/2024		7,161
		Howard Aaron Aronow, M.D.	(1,664)
		Desert Oasis Healthcare	(2,782)
Payment	02/29/2024	Pathway Pharmaceuticals, Inc.	(2,716)
TOTAL			(7,162)
		TOTAL	135,598

Desert Healthcare District
Check Register
As of February 29, 2024

Type	Date	Num	Name	Amount
1000 - CHECKING CASH ACCOUNTS				
1016 - US Bank Operating - 5018				
Liability Check	02/02/2024		QuickBooks Payroll Service	(567)
Liability Check	02/02/2024		QuickBooks Payroll Service	(53,266)
Bill Pmt -Check	02/07/2024	3046	U.S. Bank	(1,045)
Bill Pmt -Check	02/07/2024	3047	California Consulting	(4,250)
Bill Pmt -Check	02/07/2024	3048	Magdalena Cleaning Services	(400)
Bill Pmt -Check	02/07/2024	3049	Ready Refresh	(55)
Bill Pmt -Check	02/07/2024	3050	Rogers, Carole - Stipend	(695)
Bill Pmt -Check	02/07/2024	3051	Staples	(741)
Bill Pmt -Check	02/07/2024	3052	State Compensation Insurance Fund	(438)
Bill Pmt -Check	02/07/2024	3053	Deveau Burr Group, LLC	(9,500)
Bill Pmt -Check	02/07/2024	3054	Jana Trew - Expense Reimbursement	(180)
Bill Pmt -Check	02/07/2024	3055	TWC Consulting LLC	(6,833)
Bill Pmt -Check	02/07/2024	3056	Desert Arc - Grant Payment	(65,536)
Bill Pmt -Check	02/07/2024	3057	Lift To Rise - Grant Payment	(67,500)
Bill Pmt -Check	02/07/2024	3058	Pueblo Unido CDC - Grant Payment	(11,250)
Bill Pmt -Check	02/07/2024	3059	So.Cal Computer Shop	(2,924)
Bill Pmt -Check	02/07/2024	3060	Arthur Shorr - Health Premium Reimbursement	(8,966)
Check	02/07/2024	Auto Pay	Calif. Public Employees' Retirement System	(17,253)
Bill Pmt -Check	02/08/2024	3061	Sergio Rodriguez - Expense Reimbursement	(64)
Bill Pmt -Check	02/08/2024	3062	Alejandro Espinoza Santacruz - Expense Reimbursement	(2,298)
Bill Pmt -Check	02/08/2024	3063	Steven Hollis - Consulting Services	(24,032)
Check	02/14/2024		Bank Service Charge	(420)
Bill Pmt -Check	02/15/2024	3064	AMS Tax Service, Inc.	(500)
Bill Pmt -Check	02/15/2024	3065	Asthma & Allergy Foundation of America - Grant Payment	(10,000)
Bill Pmt -Check	02/15/2024	3066	CV Strategies	(6,915)
Bill Pmt -Check	02/15/2024	3067	Eric Taylor - Expense Reimbursement	(635)
Bill Pmt -Check	02/15/2024	3068	Kimberly Barraza - Stipend	(1,273)
Bill Pmt -Check	02/15/2024	3069	LoopUp LLC	(24)
Bill Pmt -Check	02/15/2024	3070	Xerox Financial Services	(377)
Bill Pmt -Check	02/15/2024	3071	Blood Bank of San Bernardino - Grant Payment	(8,121)
Bill Pmt -Check	02/15/2024	3072	Frazier Pest Control, Inc.	(33)
Bill Pmt -Check	02/15/2024	3073	NPO Centric	(24,044)
Bill Pmt -Check	02/15/2024	3074	Bob Murray & Associates	(14,240)
Liability Check	02/16/2024		QuickBooks Payroll Service	(503)
Liability Check	02/16/2024		QuickBooks Payroll Service	(53,119)
Bill Pmt -Check	02/16/2024	ACH 022124	Law Offices of Scott & Jackson	(9,293)
Bill Pmt -Check	02/20/2024	3075	Principal Life Insurance Co.	(2,156)

Desert Healthcare District
Check Register
As of February 29, 2024

Type	Date	Num	Name	Amount
Bill Pmt -Check	02/20/2024	3077	Grantmakers In Health	(3,325)
Bill Pmt -Check	02/20/2024	3078	Shred-It	(260)
Bill Pmt -Check	02/20/2024	3079	CoPower Employers' Benefits Alliance	(1,439)
Bill Pmt -Check	02/20/2024	3080	Erica Huskey - Expense Reimbursement	(75)
Bill Pmt -Check	02/20/2024	3081	Spectrum (Time Warner)	(330)
Bill Pmt -Check	02/22/2024	3082	Gannett California LocalIQ	(528)
Bill Pmt -Check	02/22/2024	3083	Regional Access Project Foundation	(2,169)
Bill Pmt -Check	02/22/2024	3084	Evelt PerezGil - Health Premium Reimbursement	(331)
Bill Pmt -Check	02/26/2024	3085	Top Shop	(80)
Bill Pmt -Check	02/26/2024	3086 - VOID	Evelt PerezGil	0
Bill Pmt -Check	02/26/2024	3087	Frazier Pest Control, Inc.	(33)
Bill Pmt -Check	02/26/2024	3088	Evelt PerezGil - Stipend	(695)
Bill Pmt -Check	02/27/2024	3089	Visual Edge IT (Image Source)	(358)
Bill Pmt -Check	02/29/2024	3090	Andrea S. Hayles - Expense Reimbursement	(330)
Bill Pmt -Check	02/29/2024	3091	Carmina Zavala - Stipend	(810)
Bill Pmt -Check	02/29/2024	3092	Partners In Medical Education, Inc.	(11,333)
Bill Pmt -Check	02/29/2024	3093	Uken Report	(400)
Bill Pmt -Check	02/29/2024	3094	Zendle, Les - Stipend	(463)
Bill Pmt -Check	02/29/2024	3095	The Bridge To Better	(280)
Bill Pmt -Check	02/29/2024	3096	Gibbins Advisors, LLC	(50,000)
Bill Pmt -Check	02/29/2024	3097	Staples	(67)
Bill Pmt -Check	02/29/2024	3098	Verizon Wireless	(846)
TOTAL				(483,598)

Desert Healthcare District							
Details for Credit Card Expenditures							
Credit card purchases - January 2024 - Paid February 2024							
Number of credit cards held by District personnel -1							
Credit Card Limit - \$20,000 - Chris							
Credit Card Holders:							
Chris Christensen - Interim CEO/Chief Administration Officer							
Routine types of charges:							
Office Supplies, Dues for membership, Computer Supplies, Meals, Travel including airlines and Hotels, Catering, Supplies for BOD meetings, CEO Discretionary for small grant & gift items							
Statement							
Year	Month	Total Charged	Expense Type	Amount	Purpose	Description	
		\$ -					
Chris' Statement:							
2024	January	\$ 7,762.58	District				
			GL	Dollar	Description		
			5230	\$ (5,000.00)	Refund for 2023 VIMY Awards Bronze Sponsorship (duplicate billing, tpayment already made by check)		
			6516	\$ (449.00)	Credit for Federal Filing fee charged in error		
			6530	\$ 14.99	The Desert Sun - marketing subscription		
			6516	\$ 449.00	Federal Filing - fee charged during SAM.gov registration (to be credited)		
			1320	\$ 4,460.01	Budget Blinds - deposit for blind replacement in Palm Springs office		
			5230	\$ 1,562.50	Joslyn Center - Wine and All That Jazz event - President PerezGil, Director Rogers + 1, Director De Lara +1		
			5160	\$ 937.50	Joslyn Center - Wine and All That Jazz event - Chris Christensen, Donna Craig, Andrea Hayles		
			6355	\$ 254.94	Zoom webinar/audio conference expense		
			6130	\$ 390.00	Association of Fundraising Professionals membership		
			6325	\$ 1,000.00	Joslyn Center - CEO Discretionary Fund donation	CEO Discretionary Fund	
			6360	\$ 143.99	CalChamber - 2024 posters & pamphlets		
			5230	\$ 913.00	Palm Desert Osher - UCR Palm Desert Campus room rental for 01/022/24 Special BOD meeting		
			5240	\$ 214.97	Jensen's - food for 01/22/24 Special BOD meeting		
			5240	\$ 192.04	El Pollo Loco - food for 01/23/24 BOD meeting		
			6516	\$ 226.80	1-800-Got-Junk - electronic waste disposal		
			5230	\$ 2,000.00	DAP Health - 30th Annual Steve Chase Humanitarian Awards - Director Zendle +1, Director Rogers +1		
			6516	\$ 151.84	Tax1099.com - electronic filing fee for 2023 1099 forms		
			5230	\$ 300.00	Loma Linda Health - Big Hearts for Little Hearts Desert Guild Gala - 02/29/2024 - President PerezGil		
				\$ 7,762.58	*payment of \$1,044.77 made after previous credit applied		

**Las Palmas Medical Plaza
Check Register - LPMP
As of February 29, 2024**

Type	Date	Num	Name	Amount
1000 - CHECKING CASH ACCOUNTS				
1044 - Las Palmas Medical Plaza - 1241				
Bill Pmt -Check	02/07/2024	10857	Green Security Solutions	(11,955)
Bill Pmt -Check	02/07/2024	10858	INPRO Construction Inc.	(11,485)
Bill Pmt -Check	02/07/2024	10859	Palm Springs Disposal Services Inc	(2,695)
Bill Pmt -Check	02/07/2024	10860	INPRO Construction Inc.	(6,780)
Bill Pmt -Check	02/07/2024	10861	INPRO Construction Inc.	(1,010)
Bill Pmt -Check	02/07/2024	10862	INPRO Construction Inc.	(5,500)
Bill Pmt -Check	02/08/2024	10863	Best Signs, Inc.	(401)
Bill Pmt -Check	02/15/2024	10864	Frazier Pest Control, Inc.	(275)
Bill Pmt -Check	02/15/2024	10865	Stericycle, Inc.	(1,142)
Bill Pmt -Check	02/15/2024	10866	INPRO Construction Inc.	(7,560)
Bill Pmt -Check	02/15/2024	10867	INPRO Construction Inc.	(6,700)
Bill Pmt -Check	02/15/2024	10868	INPRO Construction Inc.	(450)
Bill Pmt -Check	02/15/2024	10869	INPRO Construction Inc.	(4,500)
Bill Pmt -Check	02/20/2024	10870	Frontier Communications	(282)
Bill Pmt -Check	02/20/2024	10871	Southern California Edison	(877)
Check	02/20/2024		Bank Service Charge	(593)
Bill Pmt -Check	02/26/2024	10872	Matthew Jennings Riverside Co. Treasurer	(37,152)
Bill Pmt -Check	02/27/2024	10873	INPRO Construction Inc.	(18,498)
Bill Pmt -Check	02/29/2024	10874	Desert Water Agency	(561)
TOTAL				(118,416)

Desert Healthcare District
CEO Discretionary Fund Detail
 July 2023 through February 2024

Date	Name	Memo	Amount
6325 - CEO Discretionary Fund			
07/01/2023	California Forward	Knowledge level sponsorship for 2023 Economic Summit	5,000
08/04/2023	U.S. Bank	Planned Parenthood contribution to 60th Anniversary Cocktail Reception - September 23, 2023	5,000
08/11/2023	Blood Bank of San Bernardino	2023 Thanks4Giving Gala Table Sponsorship - Saturday November 11, 2023	3,500
08/15/2023	Coachella Valley Volunteers in Medicine	2023 VIMY Awards - Bronze Sponsorship	5,000
08/17/2023	UC Riverside Foundation	UCR SOM 2023 Gala and Education Building II Grand Opening - Silver Sponsorship	10,000
08/30/2023	Regional Access Project Foundation	Desert Fast Pitch 2023 Sponsorship	5,000
09/06/2023	Cathedral City Senior Center	Table Sponsor at November 13, 2023 Gala	5,000
10/10/2023	Alianza Nacional De Campesinas Inc.	Storm assistance to help Alianza Nacional de Campesinas purchase and distribute food & water after Tropical Storm Hillary	3,698
01/04/2024	U.S. Bank	OneFuture - The Future Is Ours - February 28, 2024 - Empowering Students Sponsor	2,575
01/31/2024	Alejandro Espinoza Santacruz - Expense Reimbursement	Purchased items for refugee children	1,604
02/01/2024	U.S. Bank	Joslyn Center - CEO Discretionary Fund donation	1,000
02/29/2024	The Bridge To Better	Airfare reimbursement donation for individual in need	280
TOTAL			47,657



MEMORANDUM

DATE: March 13, 2024
 TO: F&A Committee
 RE: Retirement Protection Plan (RPP)

Current number of participants in Plan:

	<u>January</u>	<u>February</u>
Active – still employed by hospital	62	62
Vested – no longer employed by hospital	46	44
Former employees receiving annuity	<u>7</u>	<u>6</u>
Total	<u>115</u>	<u>112</u>

The outstanding liability for the RPP is approximately **\$2.5M** (Actives - \$1.4M and Vested - \$1.1M). US Bank investment account balance \$4.5M. Per the June 30, 2023, Actuarial Valuation, the RPP has an Overfunded Pension Asset of approximately **\$1.45M**.

The payouts, excluding monthly annuity payments, made from the Plan for the eight (8) months ended February 29, 2024, totaled **\$470K**. Monthly annuity payments (7 participants) total **\$903** per month.

DESERT HEALTHCARE DISTRICT								
OUTSTANDING GRANTS AND GRANT PAYMENT SCHEDULE								
February 29, 2024								
TWELVE MONTHS ENDING JUNE 30, 2024								
Grant ID Nos.	Name	Approved Grants - Prior Yrs	6/30/2023 Bal Fwd	Current Yr 2023-2024	Total Paid Prior Yrs July-June	Total Paid Current Yr July-June	Open BALANCE	
2014-MOU-BOD-11/21/13	Memo of Understanding CVAG CV Link Support	\$ 10,000,000	\$ 3,320,000		\$ -		\$ 3,320,000	
2022-1301-BOD-01-25-22	UCR Regents - Community Based Interventions to Mitigate Psychological Trauma - 1 Yr.	\$ 113,514	\$ 11,352		\$ 5,747		\$ 5,605	
	Unexpended funds Grant #1301						\$ (5,605)	
2022-1311-BOD-04-26-22	Desert Arc - Healthcare for Adults with Disabilities Project Employment of Nurses - 1 Yr.	\$ 102,741	\$ 10,275		\$ 10,275		\$ -	
2022-1313-BOD-04-26-22	Angel View - Improving Access to Primary and Specialty Care Services for Children With Disabilities 1 Yr.	\$ 76,790	\$ 7,680		\$ 7,680		\$ -	
2022-1314-BOD-05-24-22	Voices for Children - Court Appointed Special Advocate Program - 1 Yr.	\$ 60,000	\$ 6,000		\$ 6,000		\$ -	
2022-1325-BOD-06-28-22	Vision Y Compromiso - CVEC Unrestricted Grant Funds - 2 Yrs.	\$ 150,000	\$ 82,500		\$ 33,750		\$ 48,750	
2022-1327-BOD-06-28-22	Youth Leadership Institute - Youth Voice in Mental Health - 2 Yrs.	\$ 50,000	\$ 27,500		\$ 11,250		\$ 16,250	
2022-1328-BOD-06-28-22	EI Sol - Expanding Access to Educational Resources for Promotoras - 2 Yrs.	\$ 150,000	\$ 82,500		\$ 33,750		\$ 48,750	
2022-1331-BOD-06-28-22	Pueblo Unido - Improving Access to Behavioral Health Education and Prevention Services - 2 Yrs.	\$ 50,000	\$ 27,500		\$ 22,500		\$ 5,000	
2022-1324-BOD-07-26-22	Galilee Center - Our Lady of Guadalupe Shelter - 2 Yr.	\$ 100,000	\$ 55,000		\$ 22,500		\$ 32,500	
2022-1332-BOD-07-26-22	Alianza CV - Expanding and Advancing Outreach Through Increasing Capacity Development - 2 Yrs.	\$ 100,000	\$ 55,000		\$ 22,500		\$ 32,500	
2022-1329-BOD-09-27-22	DPMG - Mobile Medical Unit - 3 Yrs.	\$ 500,000	\$ 450,000		\$ 111,572		\$ 338,428	
2022-1350-BOD-09-27-22	JFK Memorial Foundation - Behavioral Health Awareness and Education Program - 1 Yr.	\$ 57,541	\$ 5,755		\$ 5,755		\$ (0)	
2022-1355-BOD-09-27-22	Joslyn Center - The Joslyn Wellness Center - 1 Yr.	\$ 85,000	\$ 8,500		\$ 8,500		\$ 0	
2022-1361-BOD-09-27-22	DAP Health - DAP Health Monkeypox Virus Response - 1 Yr.	\$ 586,727	\$ 340,654		\$ 7,659		\$ 332,995	
	Unexpended funds Grant #1361						\$ (332,995)	
2022-1356-BOD-10-25-22	Blood Bank of San Bernardino/Riverside Counties - Coachella Valley Therapeutic Apheresis Program - 1 Yr.	\$ 140,000	\$ 77,000		\$ 71,121		\$ 5,879	
	Unexpended funds Grant #1356						\$ (5,879)	
2022-1358-BOD-10-25-22	Foundation for Palm Springs Unified School District - School-Based Wellness Center Project - 1 Yr.	\$ 110,000	\$ 60,500		\$ -		\$ 60,500	
2022-1362-BOD-10-25-22	Jewish Family Service of the Desert - Mental Health Counseling Services for Underserved - 2 Yrs.	\$ 160,000	\$ 124,000		\$ 72,000		\$ 52,000	
2022-1326-BOD-12-20-22	TODEC - TODEC's Equity Program - 2 Yrs.	\$ 100,000	\$ 77,500		\$ 22,500		\$ 55,000	
2022-1330-BOD-12-20-22	OneFuture Coachella Valley - Building a Healthcare Workforce Pipeline - 2 Yrs.	\$ 605,000	\$ 468,874		\$ 204,187		\$ 264,688	
2022-1369-BOD-12-20-22	ABC Recovery Center - Cost of Caring Fund Project - 1 Yr.	\$ 332,561	\$ 257,735		\$ 257,735		\$ -	
2022-1333-BOD-01-24-23	Organizacion en California de Lideres Campesinas - Healthcare Equity for ECV Farmworker Women - 2 Yrs.	\$ 150,000	\$ 116,250		\$ 33,750		\$ 82,500	
2023-1363-BOD-01-24-23	Pegasus Riding Academy - Pegasus Equine Assisted Therapy - 1 Yr.	\$ 60,092	\$ 33,052		\$ 27,400		\$ 6,012	
2023-1372-BOD-02-28-23	Reynaldo J. Carreon MD Foundation - Dr. Carreon Scholarship Program - 1 Yr.	\$ 50,000	\$ 27,500		\$ 22,500		\$ 5,000	
2023-1391-BOD-05-23-23	Lift To Rise - Driving Regional Economic Stability Through Collective Impact - 3 Yrs.	\$ 900,000	\$ 832,500		\$ 135,000		\$ 697,500	
2023-1392-BOD-05-23-23	Galilee Center - Galilee Center Extended Shelter - 1 Yr.	\$ 268,342	\$ 207,965		\$ 120,754		\$ 87,211	
2023-1393-BOD-06-27-23	DAP Health - DAP Health Expands Access to Healthcare - 1 Yr.	\$ 1,025,778	\$ 1,025,778		\$ 692,400		\$ 333,378	
2023-1398-BOD-06-27-23	Desert Healthcare Foundation - Core Operating Support - 1 Yr.	\$ 750,000	\$ 750,000		\$ 750,000		\$ -	
2023-BOD-06-27-23	Carry over of remaining Fiscal Year 2022/2023 Funds for Mobile Medical Unit Program*	\$ 395,524	\$ 395,524		\$ 395,524		\$ -	
2023-1399-Mini-07-06-23	Theresa A. Mike Scholarship Foundation - Mini Grant			\$ 10,000		\$ 10,000	\$ -	
2023-1401-Mini-07-07-23	Word of Life Fellowship Center - Mini Grant			\$ 10,000		\$ 10,000	\$ -	
2023-1396-Mini-07-25-23	Boys & Girls Club of Coachella Valley - Mini Grant			\$ 10,000		\$ 10,000	\$ -	
2023-1389-BOD-07-25-23	Step Up on Second Street - Step Up's ECM/ILOS Programs in the Coachella Valley - 1 Yr.			\$ 64,401		\$ 28,980	\$ 35,421	
2023-1394-BOD-07-25-23	CSU San Bernardino Palm Desert Campus Nursing Street Medicine Program - 1 Yr.			\$ 73,422		\$ 33,040	\$ 40,382	
2023-1397-Mini-08-23-23	Well In The Desert - Mini Grant			\$ 10,000		\$ 10,000	\$ -	
2023-1402-Mini-09-05-23	Ronnie's House for Hope - Mini Grant			\$ 10,000		\$ 10,000	\$ -	
2023-1414-Mini-09-14-23	Desert Access and Mobility, Inc. - Mini Grant			\$ 10,000		\$ 10,000	\$ -	
2023-1400-BOD-09-26-23	Desert Arc - Desert Arc Health Care Program - 1 Yr.			\$ 291,271		\$ 131,072	\$ 160,199	
2023-1404-BOD-09-26-23	Martha's Village and Kitchen - Homeless Housing and Wrap-Around Services Expansion - 2 Yrs.			\$ 369,730		\$ 83,189	\$ 286,541	
2023-1405-BOD-09-26-23	Variety Children's Charities of the Desert - Expansion of Core Programs and Services - 1Yr.			\$ 120,852		\$ 54,383	\$ 66,469	
2023-1408-BOD-10-24-23	Coachella Valley Volunteers In Medicine - Ensuring Access to Healthcare - 1 Yr.			\$ 478,400		\$ 107,640	\$ 370,760	
2023-1410-BOD-10-24-23	Alianza Nacional de Campesinas, Inc. - Coachella Valley Farmworkers Food Distribution - 1 Yr.			\$ 57,499		\$ 25,875	\$ 31,624	
2023-1413-BOD-10-24-23	Voices for Children - Court Appointed Special Advocate Program - 1 Yr.			\$ 81,055		\$ 36,474	\$ 44,581	
2023-1412-BOD-10-24-23	DPMG - DPMG Health Community Medicine - 2 Yrs.			\$ 1,057,396		\$ 100,000	\$ 957,396	
2023-MOU-BOD-11-04-23	TODEC - Outreach and Linkage to Supportive Mental Health Services - Tropical Storm Hilary - 3 Mos.			\$ 40,000		\$ 40,000	\$ -	
2023-MOU-BOD-11-04-23	Chance Initiative, Inc. - Outreach and Linkage to Supportive Services - Tropical Storm Hilary - 3 Mos.			\$ 10,000		\$ 10,000	\$ -	
2023-1403-BOD-12-19-23	Vision To Learn - Palm Desert and Coachella Valley VTL Program - 1 Yr.			\$ 50,000		\$ 22,500	\$ 27,500	
2023-1419-BOD-12-19-23	Blood Bank of San Bernardino/Riverside Counties - LifeStream's Attracting New Donors Initiative - 1 Yr.			\$ 104,650		\$ 47,092	\$ 57,558	
2023-1420-BOD-12-19-23	Braille Institute of America - Low Vision Telehealth Services - 1Yr.			\$ 36,697		\$ 16,514	\$ 20,183	
2023-1421-BOD-12-19-23	Olive Crest - General Support for Counseling and Mental Health Services to Vulnerable Children and Families - 2 Yrs.			\$ 359,594		\$ 80,908	\$ 278,686	
2024-1430-Mini-02-08-24	Asthma & Allergy Foundation of America St. Louis Chapter - Asthma Newly Diagnosed Kit - 1 Yr.			\$ 10,000		\$ 10,000	\$ -	
2024-1429-BOD-02-27-24	Desert Cancer Foundation - Patience Assistance Program & Community Outreach - 1 Yr.			\$ 163,750		\$ 73,687	\$ 90,063	
TOTAL GRANTS		\$ 17,229,610	\$ 8,944,395	\$ 3,428,717	\$ 3,113,950	\$ 961,354	\$ 7,953,329	
Amts available/remaining for Grant/Programs - FY 2023-24:								
Amount budgeted 2023-2024				\$ 4,000,000				
Amount granted YTD:				\$ (3,428,717)		G/L Balance:	2/29/2024	
Financial Audits of Non-Profits; Organizational Assessments				\$ (2,000)		2131	\$ 5,478,329	
Net adj - Grants not used: FY 22-23 Carryover Mobile Medical Unit Funds; 1361; 1301; 1356				\$ 740,003		2281	\$ 2,475,000	
Matching external grant contributions				\$		Total	\$ 7,953,329	
Balance available for Grants/Programs				\$ 1,309,286			\$ (0)	



DESERT HEALTHCARE
DISTRICT & FOUNDATION

Date: March 13, 2024
To: Finance and Administration Committee
Subject: Program Associate Job Description

Recommendation: to forward to the Board of Directors the approval of the position of Program Associate in lieu of replacing the Senior Program Officer – Behavioral Health position.

Background:

- Jana Trew joined the Desert Healthcare District and Foundation in April 2021, filling the position of Senior Program Officer – Behavioral Health. Jana served three years in this position and resigned February 29, 2024.

Information:

- Rather than seek a replacement for the Senior Program Officer – Behavioral Health position, staff researched and discussed the creation of a new position, Program Associate, with the intention of focusing on not just behavioral health but to incorporate the advancement of the other two priority goals set by the board – Primary care and specialty care (goal #2) and environmental health (goal #6).
- Under the guidance of the Chief Program Officer, this position would include participation in the grantmaking process through program research reviewing grant request; evaluating grants; Results-Based Accountability (RBA) metric implementation/management; grantmaking system management; communicating with grantees and the public through outreach, grants webpage management, data walks, and RFP development.
- A fully developed position description is attached. This position description has been reviewed by District Legal Counsel.

Fiscal Impact: Salary range \$70,000- \$90,000



Program Associate

POSITION SUMMARY

The Program Associate has an advanced understanding of healthcare, behavioral health, environmental health and is a proactive team player with excellent project management, leadership, and partnership building skills. The Program Associate is primarily responsible for the advancement of the current Desert Healthcare District and Foundation's Strategic Plan. This includes participating in the grantmaking process through program research; reviewing grant requests; evaluating grants; results-based accountability metric implementation/management; grantmaking system management; communicating with grantees and the public through outreach, grants webpage management, data walks, and request for proposal development; participating in projects and documentation development under the guidance of the Chief Program Officer.

FLSA Status

This position is non-exempt under the Fair Labor Standards Act.

Reporting Relationship

Reports to the Chief Program Officer.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The Program Associate is responsible for researching and analyzing community needs and supporting the creation and management of grantmaking opportunities that align with the Desert Healthcare District and Foundation's Strategic Plan goals and strategy areas. The Program Associate will help expand community involvement through data walks, assist with requests for proposal development, provide grantee capacity support, and help monitor grant funding impact. Specific responsibility include:

- In collaboration with the programmatic staff, review and evaluate grant proposals submitted to the District and Foundation.
- Provide capacity assistance to grant applicants as needed.
- Assist with request for proposal (RFP) development.
- Contribute to ongoing development, refinement and implementation of the District and Foundation's grantmaking outreach.
- Contribute to Strategic Plan goal and strategy development, refinement, and implementation to scale impact.

- In coordination and collaboration with the Senior Program Officer – Public Health, assist with the management and implementation of results-based accountability tracking and impact dissemination.
- In coordination and collaboration with the Director of Communications and Marketing, monitor and update the grants program’s main webpage.
- Be informed of community decisions/actions involving local and regional nonprofit, philanthropic, and government organizations that may impact District and Foundation work.
- Plan and coordinate community data walks, webinars, and networking opportunities between nonprofit organizations.

Other duties may be assigned. The duties listed here are typical examples of the work performed; not all duties assigned are included, nor is it expected that all similar positions will be assigned every duty.

Supervisory Responsibilities

This position has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education

A Bachelor’s degree from an accredited institution with a degree in Public Health or a related area of study.

Professional Experience

Three (3) years of relevant work experience, preferably in a role involving community engagement, grantmaking, and Strategic Plan advancement.

Language Skills

- The ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- The ability to write reports and business correspondence.
- The ability to effectively present information and respond to questions from groups of managers, constituents, internal and external stakeholders, and the general public.

Mathematical Skills

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret graphs.

Reasoning Ability

- Ability to solve practical problems and deal with a variety of concrete variables where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills

- Solid experience with computer skills in email and calendaring applications, and in using word processing, spreadsheets, presentation, and database software.

Other Skills & Qualifications

- Familiarity with the principles of grant and program management.
- Familiarity with non-profit operations, management, and organizational structure.
- Knowledge of, and experience addressing issues impacting underserved communities, including a good understanding of community organizing and local government policies and processes.
- Proven experience in working collaboratively across the non-profit, private, and public sectors.
- Proven ability to work well with diverse groups with flexibility, efficiency, enthusiasm, and diplomacy, both individually and as member of a team.
- Ability to listen critically, learn from others, and build consensus.
- Demonstrated ability to lead and build relationships by gaining the respect and trust of others.
- Programmatic knowledge base in community health and wellness.
- Experience in offering capacity assistance to nonprofit service providers.
- Ability to manage and prioritize multiple tasks and projects according to established organization criteria and protocols.
- Strong organizational and time management skills.
- Strong interpersonal skills and the ability to work in a diverse work environment.

Certificates, Licenses, and Registrations

None.

Travel Requirements

This position requires local travel up to 25% of the time.
Access to reliable transportation.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

The employee will sit, talk, hear, and use hands up to 2/3 of the time. The employee will stand and walk up to 1/3 of the time. The employee is routinely required to carry and/or lift up to 25 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

This position requires the flexibility to work weekends or evenings as required.

DRAFT



DESERT HEALTHCARE
DISTRICT & FOUNDATION

Date: March 13, 2024
To: Finance, Legal, Administration, & Real Estate Committee
Subject: Summer 2024 Internship

Recommendation: execute a temporary employee agreement for a 2024 summer internship.

Background:

- During summer 2023, the Desert Healthcare District hosted a Health Career Connections intern for a 8-week internship. The internship project focused on healthcare workforce data pulling and using that data to create infographics.
- The work that came out of the 8-week internship was disseminated and shared with various stakeholders to help advance the Coachella Valley’s work towards expanding the healthcare workforce.

Information:

- Desert Healthcare District staff would like to execute a temporary employee agreement for a summer 2024 intern starting May 13, 2024, and concluding July 5, 2024.
- The summer 2024 project would be a continuation of last summer’s work with additional project components related to data visualizations for our grantmaking program.
- At the February 27, 2024 Board of Director’s meeting, the Board was informed of continuing the internship with a temporary employee agreement.
- Please see attached temporary employee agreement and scope of work for additional details.

Fiscal Impact:

- \$6,100 to be allocated from the FY 2023/2024 grant budget.

TEMPORARY EMPLOYMENT AGREEMENT

This Employment Agreement (hereinafter “Agreement”) is entered into by and between the Desert Healthcare District (Employer), a California 501(c)(3) Public Benefit Foundation, and Chloe Vartanian (Employee).

R-E-C-I-T-A-L-S

- A. Employer has entered into an MOU with Chloe Vartanian to gather data and create visualizations around focus areas of the Desert Healthcare District’s Strategic Plan focus areas and grantmaking (the Project).
- B. The Project duration will be limited to eight weeks.
- C. In order to implement the Project, Employer desires to hire Employee on a temporary basis to provide services during the term of the Project.
- D. During the term of this Agreement, Employee shall serve as an at-will employee at the pleasure of the District Chief Executive Officer in accordance with the terms and conditions of this Agreement.

C-O-V-E-N-A-N-T-S

- 1. Employment. Employee duties shall include the Job Duties listed on the attached Scope of Work (SOW). Employee shall receive direction from Meghan Kane, Senior Program Officer – Public Health.
- 2. Term. The term of this Agreement shall be of a limited duration and shall not exceed eight weeks.
- 3. Hourly Rate. Commencing May 13, 2024_ Employee shall be paid an hourly rate of \$19.06 payable bi-weekly, subject to all applicable withholdings and deductions.
- 4. Benefits. Employee understands and agrees that Employee shall not be entitled to receive any benefits including medical, dental, vision, life, disability insurance, sick pay, holiday pay or vacation pay.
- 5. Termination of Employment. Employee understands and agrees that Employee is a temporary at-will employee and either the District or Employee

may terminate this Agreement at any time, with or without cause, upon seven (7) days' advance written notice, and shall not extend beyond July 5, 2024.

6. Exhibit A is incorporated into this Agreement.

7. Miscellaneous Provisions.

a. Modification. This Agreement may not be altered in whole or in part except by a modification, in writing, executed by all the parties to this Agreement.

b. Entire Agreement. This Agreement contains all representations and the entire understanding between the parties with respect to the subject matter of this Agreement. The parties acknowledge that there have not been any oral promises or communications that are not contained in this Agreement. Any prior correspondence, memoranda, or agreements, whether or not such correspondence, memoranda, or agreements are in conflict with this Agreement, are intended to be replaced in total by this Agreement which represents the final and complete agreement between the parties.

c. Binding Effect. This Agreement shall inure to the benefit of and be binding upon the parties and their respective successors, heirs, and assigns.

d. Unenforceable Provisions. The terms, conditions, and covenants of this Agreement shall be construed whenever possible as consistent with all applicable laws and regulations. To the extent that any provision of this Agreement, as so interpreted, is held to violate any applicable law or regulation, the remaining provisions shall nevertheless be carried into full force and effect and remain enforceable.

Dated: _____, 2024 DESERT HEALTHCARE DISTRICT

By _____

Dated: _____, 2024 EMPLOYEE

By _____



DESERT HEALTHCARE
DISTRICT & FOUNDATION

Summer Internship: Scope of Work

Internship Term (8-weeks): Internship will begin May 13, 2024, and conclude on July 5, 2024.

Internship Details:

- Continue and expand the summer 2023 internship project that focused on Coachella Valley healthcare workforce data (labor and demographic data) pulling and using that data to create infographics for the Desert Healthcare District staff and external stakeholders.
 - Includes updating workforce data from various primary care, specialty care, behavioral health care professionals, and non-clinical hospital staff.
 - Review pipeline education pathways for healthcare and non-clinical degrees and certification/training programs.
 - Creating and updating data visuals for dissemination.
- Review final report details for full grants and mini grants and create visualizations highlighting community impact with District funding.
- Review the District’s Diversity, Equity, and Inclusion grantee data to highlight and incorporate into the District’s annual report.
 - Would include graphics and various data infographics.



DESERT HEALTHCARE
DISTRICT & FOUNDATION

Date: March 13, 2024
To: Finance & Administration Committee
Subject: Addendum #3 to the Property Management/ Maintenance Agreement with INPRO Construction, Inc. for property maintenance services for Las Palmas Medical Plaza extending to April 30, 2025, and increasing compensation to \$11,944 per month.

Staff recommendation:

Consideration to approve a Property Management - Maintenance Agreement with INPRO Construction, Inc. for property maintenance services for Las Palmas Medical Plaza, extending to April 30, 2025, and increasing compensation to \$11,944 per month.

Background:

- INPRO Construction, Inc. (INPRO) has been the onsite property maintenance company for the Las Palmas Medical Plaza (LPMP) since 2017.
- INPRO continues to maintain a positive working relationship with the LPMP tenants and District staff.
- INPRO frequently responds to maintenance issues outside of the scope of work, often at no extra cost.
- Staff recommends a 4% increase from \$11,485 per month to \$11,944.
- Staff recommends approval of the draft addendum to the management/maintenance agreement for the period May 1, 2024 – April 30, 2025.
- Draft Addendum #3 is attached for your review.

Fiscal Impact:

\$11,944 per month.

The Las Palmas Medical Plaza FY24-25 annual budget will be adjusted to accommodate the increase.

NOTE: The property maintenance fees are charged to the LPMP tenants through the CAM fees.

**LAS PALMAS MEDICAL PLAZA
PROPERTY MANAGEMENT/MAINTENANCE AGREEMENT
ADDENDUM #3**

This Property Management/Maintenance Agreement (“Agreement”) was entered into on April 18, 2022, by and between Desert Healthcare District (“District”), a public agency organized and operating pursuant to California Health and Safety Code section 32000 et seq., and INPRO Construction, Inc. (“Manager”) as follows:

R-E-C-I-T-A-L-S

1. This Addendum extends and revises the termination date in Section 1 to April 30, 2025.
2. This Addendum increases the compensation to \$11,944 per month (a 4% increase).
3. All other terms and conditions of the original agreement remain unchanged.

“District”:

Desert Healthcare District

By: _____
Chris Christensen
Interim CEO

Date: _____

“Consultant”:

INPRO Construction, Inc.

By: _____
Rick Lykins
Owner

Date: _____



DESERT HEALTHCARE
DISTRICT & FOUNDATION

Date: March 13, 2024
To: Finance and Administration Committee
Subject: CV Strategies Consulting Services Agreement – Extension NTE \$25,000

Staff Recommendation:

Consideration to approve continuing CV Strategies support of the District’s communication and outreach efforts NTE \$25,000.

Background:

- The District has engaged the services of CV Strategies over the years to assist with executing external communications with stakeholders, the media, and the community.
- In October 2023, the Board-approved an engagement letter with CV Strategies to support the District’s communication and outreach efforts.
- CV Strategies has collaborated with the District to further develop our messaging by informing and educating the public and stakeholders about current communications and messaging strategies, including:
 - i. Advancing the District’s stakeholder and influencer engagement efforts through strategic communications planning and use of multiple media outlets.
 - ii. Draft communication documents to enhance engagement and public outreach.
 - iii. Support staff in outreach meeting preparation and facilitation.
 - iv. Develop collateral, electronic content and other resources for public and customer distribution.
 - v. Prepare, facilitate, and track press releases, news conferences and other media interaction.
 - vi. Identify and enhance strategic community partnerships.
 - vii. Enhance District website messaging through various multimedia efforts.
 - viii. Assist the Interim CEO and Director of Marketing and Communications as needed.
- Staff recommends approval of the attached consulting services agreement extension NTE \$25,000

Fiscal Impact:

NTE \$25,000

Date:

March 7, 2024

Client:

Chris Christensen, CPA
Interim CEO/Chief Administration Officer
Desert Healthcare District
1140 N. Indian Canyon Drive
Palm Springs, CA 92262

Dear Chris:

Thank you for considering CV Strategies to support the Desert Healthcare District in its communication and outreach efforts. Please accept this letter as a request for engagement to provide informational content, strategy and facilitation to the Desert Healthcare District, assisting the District's efforts to inform and educate stakeholders about current issues.

CV Strategies understands this engagement to include the following communications support:

- Provide messaging strategies generally associated with communication and outreach services
- Advance District's stakeholder and influencer engagement efforts through strategic communications planning and use of multiple media vehicles
- Draft communication documents to enhance engagement and public outreach
- Support staff in outreach meeting preparation and facilitation
- Develop collateral, electronic content and other resources for public and customer distribution
- Prepare, facilitate and track press releases, news conferences and other media interaction
- Identify and enhance strategic community partnerships
- Enhance Desert Healthcare District website messaging through various multimedia efforts
- Create additional digital content for online distribution
- Align District communication efforts on all topics with transparency and compliance commitments
- Assist District spokespeople as needed

Sincerely,



Erin LaCombe
President

..... *Rates for Communication Services*

- » President - \$275/hour
- » C-Suite Executives - \$225/hour
- » Directors - \$200
- » Account Manager/Specialist - \$185/hour
- » Design/Video/Photography/Web - \$165/hour
- » Translator - \$125/hour
- » Support Staff - \$100/hour

..... *Terms & Compensation*

It is mutually understood that this continued engagement shall not exceed \$25,000 for Professional Services, without prior discussion and approval by the client.

Either party may end this agreement by providing written notice to the other party. In the event of termination, CV Strategies shall be paid for all hours and expenses accrued up to the date of termination.

Hard costs incurred by CV Strategies will be billed to the client with a nominal service charge of 10% (not to exceed \$250 per item). This includes all anticipated hard costs such as printing, mailing, photography, video, advertising, etc. Required travel mileage will be billed at the published IRS rate.

All services and hard costs will be billed monthly. Invoices should be paid in full upon receipt.

..... *Agreed & Approved*

Name

Signature

Title

Date



DESERT HEALTHCARE
DISTRICT & FOUNDATION

Date: March 13, 2024
To: Finance and Administration Committee
Subject: Increase of the CEO Discretionary Fund through the New Fiscal Year - \$15,000

Staff Recommendation:

Consideration of increasing the CEO Discretionary Fund by \$15,000 through June 30, 2024. The total budget amount will be \$65,000.

Background:

- In 2023, the Board approved the CEO's Discretionary Fund annual budget of \$50,000.
- Increasing the District's visibility with additional community engagements will continue to strengthen and highlight the District's partnerships and collaborations.
- The temporary \$15,000 increase is through the end of fiscal year of June 30, with the 2024/2025 fiscal year budget to be \$50,000.
- Staff recommends approval of increasing the FY2023/2024 CEO Discretionary Fund budget to \$65,000, an increase of \$15,000.

Fiscal Impact:

The current annual budget of the CEO Discretionary Fund is \$50,000. The proposed increase of \$15,000 is temporary until the new fiscal year – June 30, 2024.



POLICY TITLE: CEO DISCRETIONARY FUND

POLICY NUMBER: OP-16

COMMITTEE APPROVAL: 02-12-2024

BOARD APPROVAL: 02-27-2024

POLICY #OP-16: Discretionary funds awarded to the Chief Executive Officer (“CEO”) are intended to supplement existing and available funds and can be used to fund any qualified non-salaried District expenditure, except as noted in #3 below. Such expenditures, while not integral to District grant-making activities, support the overall activities of the CEO and the Desert Healthcare District community at large.

Discretionary Funds operate under the following guidelines:

1. The CEO Discretionary Fund is structured as a restricted account in the fiscal year awarded. The budget is established at \$50,000 per year.
2. The CEO Discretionary Fund cannot operate with a deficit balance.
3. Expenses greater than \$2,500.00 shall require notification to and approval by the Board President prior to incurring the expense.
4. Legitimate Business Purpose – The CEO must ensure expenses charged to Discretionary Fund are for legitimate business purposes as defined under IRS regulations and District policies. Examples of eligible expenditures are:
 1. Travel to meetings of professional associations or for research activities (subject to approval per Policy #OP-14)
 2. Temporary positions (consultants)
 3. Subscriptions to professional periodicals, memberships in professional organizations, reference books
 4. Sponsorship of events, conferences, and donations to local organizations
 5. Business-related meals and beverages, or hosted professional functions
5. Expenses Not Eligible – Personal expenses of any kind are not eligible for use of discretionary Fund. Examples of items not allowable include:
 1. Home office costs such as furniture and equipment, maintenance expenses, and supplies
 2. Political contributions under any circumstances
 3. Postage for personal correspondence
 4. Office phone sets, or ordinary line charges
 5. Memberships in social clubs or airline travel clubs



6. Donations to organizations currently supported by District/Foundation grants are capped at \$5,000

Monthly, the cumulative CEO Discretionary report shall be included in the financials presented to the Finance & Administration Committee. A detailed explanation of new charges shall also be presented by the CEO during the monthly CEO report.

AUTHORITIES

Desert Healthcare District Bylaws Article V, section 5.6

DOCUMENT HISTORY

Revised	02-27-2024
Revised	03-28-2023
Approved	02-22-2022