



**DESERT HEALTHCARE DISTRICT**  
**FINANCE, ADMINISTRATION, REAL ESTATE, AND LEGAL COMMITTEE**  
**MEETING MINUTES**  
**December 13, 2023**

**Directors Present via Video Conferencing****District Staff Present via Video Conferencing****Absent**

Chair/Treasurer Arthur Shorr 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	Vice- President Carmina Zavala, PsyD
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AGENDA ITEMS	DISCUSSION	ACTION
<b>I. Call to Order</b>	Chair Shorr called the meeting to order at 5:03 p.m.	
<b>II. Approval of Agenda</b>	<p>Chris Christensen, Interim CEO, requested that Chair Shorr motion to approve the agenda with the removal of item V.1. – Coachella Valley Economic Partnership (CVEP) / Desert Healthcare District Study Consulting Services Agreement describing that the Strategic Planning committee meeting tabled the matter to January for edits and modifications.</p> <p>Chair Shorr motioned to approve the agenda removing item V.1.</p>	<b>Moved and seconded by Director De Lara and Director Shorr to approve the agenda. Motion passed unanimously.</b>
<b>III. Public Comment</b>	There was no public comment.	
<b>IV. Approval of Minutes</b> <b>1. F&amp;A Minutes – Meeting November 15, 2023</b>	Chair Shorr motioned to approve the November 15, 2023, meeting minutes modifying page 4 for the RRP for clarity	<b>Moved and seconded by Director De Lara and Director Shorr to approve the November 15, 2023, meeting minutes. Motion passed unanimously.</b>
<b>V. Other Matters</b> <b>1. District Portfolio Investments Review – Keith Stribling, CFA, Vice President, Senior</b>	Chris Christensen, Interim CEO, introduced Keith Stribling, Vice President, Senior Portfolio Manager of	



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<p><b>Portfolio Manager, High Mark Capital Management</b></p>	<p>High Mark Capital Management who provided an overview of the asset allocation, highlighting the fixed income analysis, and performance reports for the District and Retirement Protection Plan reminding the committee of the merger with Union Bank and US Bank, discussing the bond position and selling the bonds since they weren't allowable by US Bank. Mr. Stribling provided an overview of the economic standing of inflation, and the interest rate hikes from committee inquiries.</p>	
<p><b>VI. Interim CEO Report</b></p> <p><b>1. Coachella Valley Economic Partnership (CVEP) / Desert Healthcare District Study Consulting Services Agreement</b></p> <p><b>a. The Regional Economic Impacts of DHCD's Community and Clinical Social Needs Goals and Implementation for Recommendations – NTE \$70,000</b></p> <p><b>2. 2024 Environmental Health Summit – Update</b></p>	<p>See item II. VI.1. is tabled until January.</p> <p>Chris Christensen, Interim CEO, provided an update on the May 2024 community health symposium and the draft budget with a District sponsorship contribution between \$65,000 - \$105,000 depending on other sponsors and the expense to Hocker Productions, with further</p>	



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<p><b>3. LPMP Temporary Lease Extension – Suite 2E-107</b></p>	<p>review of the gratuity in the venue itemization.</p> <p>Chris Christensen, Interim CEO, described the expiration of Desert Regional Medical Center’s Family Clinic's 10-year lease expiring 12/31, negotiating a new 5-year lease. A 2-month temporary extension with the current terms until the new lease is finalized.</p>	
<p><b>VII. Chief Administration Officer Report</b></p> <p><b>1. Las Palmas Medical Plaza Update</b></p>	<p>Chris Christensen, Interim CEO, described the two vacant suites with limited activity during the holidays.</p>	
<p><b>VIII. Financial Reports</b></p> <p><b>1. District and LPMP Financial Statements</b></p> <p><b>2. Accounts Receivable Aging Summary</b></p> <p><b>3. District – Deposits</b></p> <p><b>4. District – Property Tax Receipts</b></p> <p><b>5. LPMP Deposits</b></p> <p><b>6. District – Check Register</b></p> <p><b>7. Credit Card – Detail of Expenditures</b></p> <p><b>8. LPMP – Check Register</b></p> <p><b>9. Retirement Protection Plan Update</b></p> <p><b>10. Grant Payment Schedule</b></p>	<p>Chair Shorr reviewed the November financial statements with the committee, highlighting the CEO Discretionary fund and the committee inquiring about any new sponsorships for potentially increasing the fund. Mr. Christensen described the Retirement Protection Plan reduction by three participants.</p>	<p><b>Moved and seconded by Director De Lara and Director Shorr to approve the November 2023 financials – items 1-10 and forward to the Board for approval. Motion passed unanimously.</b></p>
<p><b>IX. Adjournment</b></p>	<p>Chair Shorr adjourned the meeting at 5:47 p.m.</p>	<p><b>Audio recording available on the website at <a href="http://dhcd.org/Agendas-and-Documents">http://dhcd.org/Agendas-and-Documents</a></b></p>



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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*