



**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, CPA, Interim CEO Donna Craig, Chief Program Officer Alejandro Espinoza, MPH, Chief of Community Engagement Eric Taylor, CPA, Accounting Manager Andrea S. Hayles, MBA, Board Relations Officer	
--	---	--

AGENDA ITEMS	DISCUSSION	ACTION
<b>I. Call to Order</b>	Chair Shorr called the meeting to order at 5:05 p.m.	
<b>II. Approval of Agenda</b>	Chair Shorr asked for a motion to approve the agenda.	<b>Moved and seconded by Director De Lara and Vice-President Zavala to approve the agenda. Motion passed unanimously.</b>
<b>III. Public Comment</b>	There was no public comment.	
<b>IV. Approval of Minutes</b> 1. <b>F&amp;A Minutes – Meeting January 10, 2024</b>	Chair Shorr motioned to approve the January 10, 2024.	<b>Moved and seconded by Vice-President Zavala and Chair Shorr to approve the January 10, 2024, meeting minutes. Motion passed unanimously.</b>
<b>V. Interim CEO Report</b>	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.	
<b>VI. Chief Administration Officer Report</b> 1. <b>Las Palmas Medical Plaza Leasing Update</b>	Chris Christensen, Interim CEO, described Coldwell Banker's role in continuing to market the two vacant suites.	
<b>VII. Financial Reports</b>	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"> <li><b>1. District and LPMP Financial Statements</b></li> <li><b>2. Accounts Receivable Aging Summary</b></li> <li><b>3. District – Deposits</b></li> <li><b>4. District – Property Tax Receipts</b></li> <li><b>5. LPMP Deposits</b></li> <li><b>6. District – Check Register</b></li> <li><b>7. Credit Card – Detail of Expenditures</b></li> <li><b>8. LPMP – Check Register</b></li> <li><b>9. Retirement Protection Plan Update</b></li> <li><b>10. Grant Payment Schedule</b></li> </ol>	<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 &amp; Associates consulting services being considerably more costly than the current consultant, including pending legal bills. The committee reviewed the Profit &amp; 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><b>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.</b></p>
<p><b>VIII. Other Matters</b></p> <ol style="list-style-type: none"> <li><b>1. Coachella Valley Economic Partnership (CVEP) / Desert Healthcare District Study Consulting Services Agreement</b> <ol style="list-style-type: none"> <li><b>a. The Regional Economic Impacts of DHCD's Community and Clinical Social Needs Goals and Implementation for</b></li> </ol> </li> </ol>	<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><b>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.</b></p>



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

<p><b>Recommendations – NTE \$80,000</b></p> <p><b>2. Desert Regional Medical Center – Capital Request – Elevator Modernization Initiative Authorization</b></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><b>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.</b></p> <p><b>Motion passed unanimously.</b></p>
<p><b>IX. Adjournment</b></p>	<p>Chair Shorr adjourned the meeting at 5:51 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>

DocuSigned by:  
  
 ATTEST: \_\_\_\_\_  
 Arthur Shorr, Treasurer, Board of Directors  
 Finance & Administration Committee Chair  
 Desert Healthcare District Board of Directors

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