



DESERT HEALTHCARE DISTRICT
FINANCE, ADMINISTRATION, REAL ESTATE, AND LEGAL COMMITTEE
MEETING MINUTES
April 10, 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
I. Call to Order	Chair Shorr called the meeting to order at 5:00 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 March 13, 2024	Chair Shorr motioned to approve the March 13, 2024, meeting minutes.	Moved and seconded by Director De Lara and Vice-President Zavala to approve the March 13, 2024, meeting minutes. Motion passed unanimously.
V. Interim CEO Report	There is no report at this time.	
VI. Chief Administration Officer Report 1. Las Palmas Medical Plaza Leasing Update	Chris Christensen, Interim CEO, described the two vacant suites and the occupancy rate of 94% with a renewed lease for an existing occupancy in Other Matters and interest in Suite 2W 103-104 for presenting in May.	
VII. Financial Reports	There are no financials to report at this time.	
VIII. Other Matters 1. Consulting Services Agreement – Regional	Mr. Christensen described the Regional Government Services	Moved and seconded by Chair Shorr and Director De Lara to



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<p>Government Services Human Resources Consultant – NTE \$40,000</p>	<p>(RGS) proposal for assessing the internal human resources processes, reporting, documentation, and improvements, further outlining the other proposal received from the RFP release.</p> <p>The committee inquired about RGS’s consulting services hourly rate related to the list of staff in the billing rates with varying hourly rates based on the scope of work for the hourly rate.</p> <p>Betsy Adams, Interim Human Resources Services Director of RGS, described the not-to-exceed rate and invoicing for services performed at the hourly rate.</p>	<p>approve the Consulting Services Agreement – Regional Government Services Human Resources Consultant – NTE \$40,000 and forward to the Board for approval. Motion passed unanimously.</p>
<p>2. Consulting Services Agreement – Success for Nonprofits – Feasibility Study for Director Development – NTE \$6,000</p>	<p>Mr. Christensen described the consulting services agreement with Success for Nonprofits to conduct a feasibility study to determine the need and consideration for a Director of Development. The committee inquired about an RFP, with staff confident in an assessment by Success for Nonprofits.</p>	<p>Moved and seconded by Chair Shorr and Vice-President Zavala to approve the Consulting Services Agreement – Success for Nonprofits – Feasibility Study for Director Development – NTE \$6,000 and forward to the Board for approval. Motion passed unanimously.</p>
<p>3. Small Non-Profit Grantee Audits – Coachella Valley Accounting & Auditing - \$6,500 per audit</p>	<p>Mr. Christensen described offering qualified grantees financial audit services and the challenges of locating a firm for the tasks on an as-needed basis, further outlining Coachella Valley Accounting and Auditing’s proposal while</p>	<p>Moved and seconded by Director De Lara and Vice-President Zavala to approve the Small Non-Profit Grantee Audits – Coachella Valley Accounting & Auditing - \$6,500 per audit and forward to the Board for approval. Motion passed unanimously.</p>



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<p>4. Exempt Status from Single Audit Reporting for FY 2022-23</p>	<p>still exploring other firms as inquired by the committee.</p> <p>Mr. Christensen described the federal funding grants and the requirement for a single audit exceeding \$750k. Funding carried over to the Foundation for the COVID Disparities, SCAQMD, and RODA grants as contractors are not subject to the Single Audit and the amount expended did not exceed the threshold. Therefore, the staff is submitting a letter to the State Controller’s Office about the exemption.</p>	
<p>5. 2023 CAM Reconciliation – Las Palmas Medical Plaza</p>	<p>Mr. Christensen provided an overview of the monthly CAM rate of \$.80 per sq. ft. charged to the tenants and the increase of the 2023 excess costs. The committee inquired about the increase to \$.86/sq. ft. charge, which will be reconciled at the end of the year and billing any potential excess costs at the beginning of 2025.</p>	
<p>6. Security Agreement – Addendum #1 – Extension to May 31, 2025</p>	<p>Mr. Christensen provided background on the security services at the Las Palmas Medical Plaza, the satisfactory work of the organization, and extending the terms for another year with no cost increase.</p>	<p>Moved and seconded by Director De Lara and Vice-President Zavala to approve Security Agreement – Addendum #1 – Extension to May 31, 2025, and forward to the Board for approval. Motion passed unanimously.</p>



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<p>7. Consulting Services Agreement – Van Surveying, Inc. – Flooding Surveying - \$13,200</p>	<p>Mr. Christensen described the landscape water flow to the base of the building suites due to the recent excessive rains with water intrusion, a survey to assess the area with a drainage plan, and an eventual RFP for the completion of the work using Van Surveying as a recommendation from the architect.</p> <p>The committee requested two additional estimates to provide to the Board for establishing the best price option.</p>	<p>Moved and seconded by Director De Lara and Vice-President Zavala to approve the Consulting Services Agreement – Van Surveying, Inc. – Flooding Surveying - \$13,200, provide two additional quotes and forward to the Board for approval. Motion passed unanimously.</p>
<p>8. Las Palmas Medical Plaza – Lease Renewal – DRMC -Suite 2E-107 – 5 years</p>	<p>Mr. Christensen described the suite for renewal with Tenet Healthcare previously for 10 years, both parties general counseling agreeing on the lease language and a 5-year lease renewal with CAMS of \$.86/sq. ft.</p>	<p>Moved and seconded by Director De Lara and Vice-President Zavala to approve the Las Palmas Medical Plaza – Lease Renewal – DRMC - Suite 2E-107 – 5 years and forward to the Board for approval. Motion passed unanimously.</p>
<p>9. Environmental Health Summit</p> <p>a. Project Budget - \$75,000 Sponsorship Commitment from DHCD</p> <p>b. Westin Service Agreement – Items Included in Project Budget</p>	<p>Mr. Christensen proposed the Environmental Health Summit budget for consideration and the agreement with Westin for an initial deposit to hold the venue, including the District providing \$75k of the sponsorship.</p> <p>The committee inquired about the sponsorship’s commitment, agency invites, and the number of attendees.</p>	<p>Moved and seconded by Director De Lara and Vice-President Zavala to approve the Environmental Health Summit Project Budget - \$75,000 Sponsorship Commitment from DHCD and forward to the Board for approval. Motion passed unanimously.</p> <p>Moved and seconded by Director De Lara and Vice-President Zavala to approve the Westin Service Agreement – Items Included in Project Budget and forward to the Board for approval.</p>



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		Motion passed unanimously.
IX. Adjournment	Chair Shorr adjourned the meeting at 6:01 p.m.	Audio recording available on the website at http://dhcd.org/Agendas-and-Documents

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