

DESERT HEALTHCARE FOUNDATION BOARD MEETING Board of Directors January 23, 2018 4:00 p.m.

Or As Soon After The Adjournment of the Desert Healthcare District Board Meeting

Jerry Stergios Building, 2nd floor Arthur H. "Red" Motley Boardroom 1140 N. Indian Canyon Drive, Palm Springs, California 92262 This meeting is handicapped-accessible

Page(s)	AGENDA	Item Type
	Any item on the agenda may result in Board Action	
	A. CALL TO ORDER – President Zendle, MD	
	Roll Call Vice-President/Secretary Rogers, RNDirector Wortham, DrPH Director Matthews Director Hazen	

B. APPROVAL OF AGENDA

Action

C. PUBLIC COMMENT

At this time, comments from the audience may be made on items <u>not</u> listed on the agenda that are of public interest and within the subject-matter jurisdiction of the Foundation. **The Board has a policy of limiting speakers to no more than three minutes.** The Board cannot take action on items not listed on the agenda. Public input may be offered on agenda items when they come up for discussion and/or action.

D. CONSENT AGENDA

All Consent Agenda item(s) listed below are considered to be routine by the Board of Directors and will be enacted by one motion. There will be no separate discussion of items unless a Board member so requests, in which event the item(s) will be considered following approval of the Consent Agenda.

1. BOARD MINUTES

3-6

- a. Meeting Minutes of December 19, 2017
- 2. FINANCE AND ADMINISTRATION
- 7-15

 a. Consideration for Approval Foundation
 December 2017 Financial Statements
 F&A Committee approved January 9, 2018



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Page(s)		AGENDA	Item Type
	E.	DESERT HEALTHCARE FOUNDATION CEO REPORT	Information
16-17	F.	FINANCE & ADMINISTRATION COMMITTEE a. Draft Minutes of the January 09, 2018 F&A Committee Meeting	Information
18-19	G.	 OLD BUSINESS 1. cvHIP Marketing Update 2. cvHIP Metrics - Alejandro Espinoza, Program Officer and Outreach Director 	Information Information
	Н.	NEW BUSINESS	Information
	I.	DIRECTOR'S COMMENTS & REPORTS	Information
	J.	ADJOURNMENT	

DESERT HEALTHCARE FOUNDATION BOARD OF DIRECTORS MEETING MINUTES December 19, 2017

A Meeting of the Board of Directors of the Desert Healthcare District was held in the Arthur H. "Red" Motley Boardroom, Palm Springs, CA.

Attendance

<u>Members</u> <u>Absent</u>

Les Zendle, MD – President Carole Rogers, RN –
Kay Hazen – Director Vice- President/Secretary

Mark Matthews – Treasurer

Jennifer Wortham, Dr.PH – Director

<u>Staff</u>
Herb K. Schultz, CEO - *Telephonic*Legal Counsel
Jeffrey G. Scott

Chris Christensen, CFO

Donna Craig, Senior Program Officer

Alejandro Espinoza, Program Officer and Outreach Director

Andrea S. Hayles, Clerk to the Board

Guests

None

CALL TO ORDER

The meeting was called to order at 4:24 p.m. by President Rogers.

APPROVAL OF AGENDA

President Rogers asked for a motion to approve the agenda.

#17-42 MOTION WAS MADE by President Zendle and seconded by Director Matthews to approve the agenda.

Motion passed unanimously.

Roll Call Vote:

AYES 4 Director Hazen; Director Matthews; Director Wortham;

President Zendle

NOES: 0

ABSTAIN:

ABSENT: 1 Vice-President Rogers

Motion Passed 4-1

PUBLIC COMMENT

None

CONSENT AGENDA

Submitted for approval:

- 1. Board Minutes
 - a. Meeting Minutes of November 28, 2017
- 2. Finance and Administration
 - a. Consideration for approval Foundation November 2017 Financial Statements. F&A approved December 12, 2017

#17-43 MOTION WAS MADE by Move Director Matthews and seconded by Director Hazen approve Consent Agenda.

Motion passed unanimously.

Roll Call Vote:

AYES 4 Director Hazen; Director Matthews; Director Wortham;

President Zendle

NOES: 0

ABSTAIN:

ABSENT: 1 Vice-President Rogers

Motion Passed 4-1

DESERT HEALTHCARE DISTRICT CEO REPORT

None

FINANCE & ADMINISTRATION COMMITTEE

1. Draft Minutes of the December 12, 2017 F&A Committee Meeting

OLD BUSINESS

1. cvHIP Metrics

Alejandro Espinoza, Program and Outreach Director, provided an update on the cvHIP metrics explaining that homelessness searches have increased.

2. cvHIP Marketing Proposal

Herb K. Schultz, CEO, explained O'Bayley Communications proposal that does not include an advertising budget, and that the Communications and Marketing Director will work with O'Bayley Communications on the advertising aspects of the proposal. The Board will support the project for one year, approving costs not to exceed \$72,000, including milestones, and reassess the proposal in one year.

#17-44 MOTION WAS MADE by Director Hazen and seconded by President Zendle to approve the cvHIP Marketing Proposal costs not to exceed \$72,000 and to include milestones.

Motion passed unanimously.

Roll Call Vote:

AYES 3 Director Wortham; Director Hazen; President Zendle

NOES: 1 Director Matthews

ABSTAIN:

ABSENT: 1 Vice-President Rogers

Motion Passed 3-2

- 3. Strategic Plan Infrastructure: Policy and Research Function
 - a. CA Endowment Program Support Grant Agreement

Herb K. Schultz, CEO, explained the Strategic Plan Infrastructure with the hiring of a new Chief Operating Officer and Communications and Marketing Director, and a partnership with University of California Riverside for policy and research.

#17-45 MOTION WAS MADE by Move Director Matthews and seconded by Director Zendle approve The California Endowment Program Support Grant Agreement. Motion passed unanimously.

Roll Call Vote:

AYES 4 Director Matthews; Director Wortham; Director Hazen;

President Zendle

NOES: 0

ABSTAIN:

ABSENT: 1 Vice-President Rogers

Motion Passed 4-1

b. Health Policy Analyst & Community Health Analyst Job Descriptions

Herb K. Schultz, CEO, described the Health Policy Analyst and Community Health Analyst job descriptions explaining that the positions are hired by the District for allocated funding to the Foundation with District personnel overseeing both positions. Director Hazen's suggests that the Board consider that the two positions work for the Foundation since it is a one-year grant funded position, and defining the personnel's intention and interest for continuation after one-year. Further clarity is necessary on whether the analysts will be one-time, one-

year contracted employee positions. Mr. Schultz stated that he and the CFO will obtain clarification on expectations, including working with Counsel to amend the job descriptions. The Board directed Staff to provide quarterly reports on the progress of deliverables, policy briefs, forums, and progress on community health indicators.

#17-46 MOTION WAS MADE by Move President Zendle and seconded by Director Wortham to direct Staff to work with the contract analyst at The California Endowment and the Foundation's Legal Counsel on modifications, including adjusting the job descriptions and subsequent documentation to the Foundation from the District/Foundation to solely Foundation.

Motion passed unanimously.

Roll Call Vote:

AYES 4 Director Matthews; Director Wortham; Director Hazen;

President Zendle

NOES: 0

ABSTAIN:

ABSENT: 1 Vice-President Rogers

Motion Passed 4-1

NEW BUSINESS

None

LEGAL COUNSEL COMMENTS & REPORTS

No report was given.

DIRECTOR'S COMMENTS & REPORTS

ADJOURNMENT

The meeting was adjourned at 5:07 p.m.

ATTEST:

Carole Rogers, Vice-President/Secretary

Desert Healthcare Foundation Board of Directors

Minutes respectfully submitted by Andrea S. Hayles, Clerk of the Board

	THCARE FOUNDATION
DECEMBER 2017	FINANCIAL STATEMENT
	INDEX
Statement of Operations	S
Balance sheet	
Allocation of Restricted I	Funds
Deposit Detail	
Check Register	
Credit Card Expenditure	es
Schedule of Grants	

Desert Healthcare Foundation Profit & Loss Budget vs. Actual

July through December 2017

		MONTH			TOTAL				
	Dec 17	Budget	\$ Over Budget	Jul - Dec 17	Budget	\$ Over Budget			
Income									
4000 · Gifts and Contributions	0	33,333	(33,333)	102,500	399,999	(297,499)			
4003 · Grants	0	0	0	2,000,000	300,000	1,700,000			
4007 · Grant Income - RSS Jr	3,929		3,929	21,845		21,845			
4116 · Bequests - Frederick Lowe	0	6,667	(6,667)	44,332	40,002	4,330			
4130 · Misc. Income	0	83	(83)	0	498	(498)			
8015 · Investment Interest Income	5,349	5,000	349	31,969	30,000	1,969			
8030 · Change in Value of CRT's	0	500	(500)	515	3,000	(2,485)			
8040 · Restr. Unrealized (Gain/Loss)	16,707	2,083	14,624	57,200	12,498	44,702			
Total Income	25,985	47,666	(21,681)	2,258,363	785,997	1,472,366			
Expense									
5001 · Accounting Services Expense	628	628	0	3,768	3,768	0			
5035 · Dues & Memberships Expense	0	100	(100)	21	600	(579)			
5057 · Investment Fees Expense	1,056	1,933	(877)	9,171	11,598	(2,427			
5065 · Legal Costs Ongoing Expense	0	100	(100)	0	600	(600)			
5100 · Office Supplies Expense	0		0	207		207			
5101 · DHCD-Exp Alloc Wages& benefits	26,563	51,096	(24,533)	159,378	306,576	(147,198)			
5106 · Marketing & Communications	34	20,833	(20,799)	5,908	124,998	(119,090)			
5110 · Other Expenses	556	21	535	857	126	731			
5115 · Postage & Shipping Expense	0	8	(8)	0	48	(48)			
5120 · Professional Fees Expense	0	83	(83)	8,269	498	7,771			
5210 · RSS Jr - Expense Clearing Acct	(509)		(509)	328		328			
8051 · Major grant expense	0	25,000	(25,000)	70,000	150,000	(80,000)			
8052 · Grant Expense - Collective/Mini	0	1,667	(1,667)	2,000,000	10,002	1,989,998			
8053 · Grant Expense - RSS Jr	3,929		3,929	21,845		21,845			
Total Expense Before Social Services Fund	32,257	101,469	(69,212)	2,279,753	608,814	1,670,939			
5054 · Social Services Fund	6,000	2,083	3,917	20,000	12,498	7,502			
Net Income	(12,272)	(55,886)	43,614	(41,390)	164,685	(206,075)			

Desert Healthcare Foundation Balance Sheet

As of December 31, 2017

	100 100 100 100 100 100 100 100 100 100	Dec 31, 17
SSETS		
Current Ass		
	g/Savings	
	CASH	
	146 · Checking - Pacific Premier 6718	1,512,072
	149 · Money Market - Pacific Premier	1,935
	150 · Petty Cash	200
Total Ch	ecking/Savings	1,514,207
Account	s Receivable	
324	RSS Jr Receivable	5,282
	urrent Assets	
market market and the second	486 · INVESTMENTS	
	477 · Morgan Stanley-Investments	
	477.2 · Unrealized Gain/(Loss)	22,532
	477 · Morgan Stanley-Investments - Other	1,803,609
	Total 477 · Morgan Stanley-Investments	1,826,141
	186 · Merrill Lynch	
	486.1 · Merrill Lynch Unrealized Gain	197,883
	486 · Merrill Lynch - Other	597,777
	Total 486 · Merrill Lynch	795,660
Tota	I 476-486 · INVESTMENTS	2,621,802
500	CONTRIBUTIONS -RCVB -CRTS	
	515 · Contrib RCVB-Pressler CRT	66,928
	530 · Contrib RCVB-Guerts CRT	119,011
Tota	I 500 · CONTRIBUTIONS -RCVB -CRTS	185,939
601	Prepaid Payables	1,732
Total Ot	ner Current Assets	2,809,473
Total Curren	t Assets	4,328,962
Other Asset	3	
460 · Inv	estments - Point Center Fin	
461	Reserve - Point Center - Loan	(25,015
460	Investments - Point Center Fin - Other	25,015
Total Other	Assets	
OTAL ASSETS	- The same and the	4,328,962

Desert Healthcare Foundation Balance Sheet

As of December 31, 2017

	Dec 31, 17
BILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
1000 · Accounts Payable	21
1052 · Account payable-DHCD Exp Alloc	191,64
Total Accounts Payable	191,85
Other Current Liabilities	
2190 · Current - Grants payable	1,683,00
Total Current Liabilities	1,874,85
Long Term Liabilities	
2186 · Grants payable	200,00
Total Liabilities	2,074,85
Equity	
3900 · Retained Earnings	2,295,49
Net Income	(41,39
Total Equity	2,254,10
TAL LIABILITIES & EQUITY	4,328,96

	HEALTHCARE F			
	LANCE SHEET 1 F MAJOR CATE	A CONTRACTOR OF THE PARTY OF TH	ITIES	
ALEGOATION	I MADON GATE	SORIEGIZIABIZ	IIICO	
	T/B	GENERAL	Restricted	
		Fund	Funds	Trusts
ASSETS		2.0		
146 Checking Pacific Premier 6718	1,512,072	(0)	1,512,072	
149 Money Market Pacific Premier Bank	1,935	1,935		
150 Petty Cash	200	200		
Total 100 · CASH - UNRESTRICTED	1,514,207	2,135	1,512,072	
Accounts Receivable				
324- RSS Jr. Receivable	5,282	5,282		
Total Accounts Receivable	5,282	5,282	-1	120
477 Invt-Morgan Stanley				
477.2 Unrealized Gain	22,532	22,532		
477 Invt-Morgan Stanley	1,803,609	1,432,679	370,930	0152
Total 477 · Invt-Morgan Stanley	1,826,141	1,455,211	370,930	
6441 486.1 - Merrill Lynch Unrealized Gain	197,883	197,883		
486 - Merrill Lynch	597,777	597,777	-	
Total 486 · Merrill Lynch	795,660	795,660	- 1	
515 · Contrib RCVB-Pressler CRT	66,928			66,928
530 Contrib RCVB-Guerts CRT	119,011			119,011
601 - Prepaid payables	1,732	1,732		
Total Current Assets	4,328,962	2,260,021	1,883,002	185,939
TOTAL ASSETS	4,328,962	2,260,021	1,883,002	185,939
LIABILITIES & EQUITY			1.60	
Liabilities				
Current Liabilities				
Accounts Payable				
1000 - Accounts Payable	213	213		
1052 - Account Payable - DHCD - Alloc Expenses	191,641	191,641		
2190 - Grants Payable - Current Portion	1,683,002		1,683,002	
Total Current Liabilities	1,874,856	191,854	1,683,002	2000
2186 - Grant Payable - Long Term	200,000		200,000	
Total Liabilities	2,074,856	191,854	1,883,002	
Equity	2,211,000	,	.,,	
3900 · Retained Earnings	2,295,496	2,109,557		185,939
Net Income	(41,390)	(41,390)		100,000
Total Equity	2,254,106	2,068,167	-	185,939
TOTAL LIABILITIES & EQUITY	4,328,962	2,260,020	1,883,002	185,939

Desert Healthcare Foundation Deposit Detail

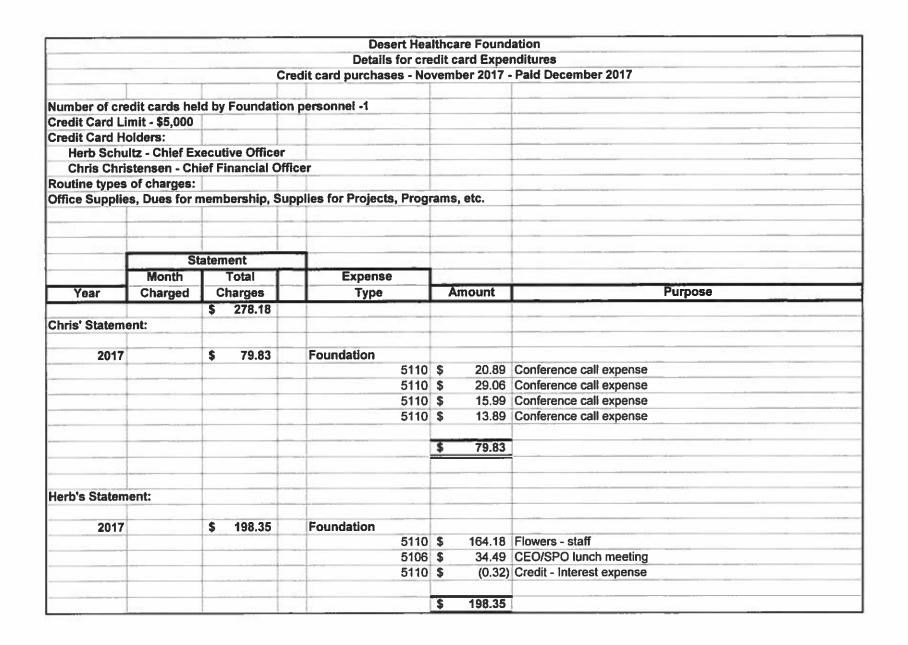
December 2017

Type	Date	Name	Amount
Deposit	12/31/2017		0
		Total Deposits	0

Desert Healthcare Foundation Check Register

As of December 31, 2017

Type Date		Type Date Num Name		Amount
100 · CASH				
146 · Checking - Pacific	Premier 6718			
Bill Pmt -Check	12/05/2017	10806	Coachella Valley Assoc of Governments	(103,000)
Bill Pmt -Check	12/14/2017	10807	Alejandro Espinoza	(17)
Bill Pmt -Check	12/14/2017	10808	Boys & Girls Club of Palm Springs	(6,524)
Bill Pmt -Check	12/14/2017	10809	Eisenhower Lucy Curci Cancer Center	(6,000)
Bill Pmt -Check	12/19/2017	10810	Desert Recreation District	(6,225)
Bill Pmt -Check	12/28/2017	10811	Cardmember Services	(278)
Bill Pmt -Check	12/28/2017	10812	Vanessa Smith	(28)
TOTAL				(122,072)



	DESERT HEALTHCARE FOUN	OITAC	N									
	OUTSTANDING GRANTS AND GRANT PA	MEN'	T SCHEDUL	E								
	December 31, 2017											
	TWELVE MONTHS ENDED JUN	30, 2	018		/30/2017							
						New Grants			1	12/31/2017		
A/C 2190 and A/C 2186-Long te				Open		Current Yr		otal Paid		Open		
Grant ID Nos.	Name			В	ALANCE	2017-2018	Jı	uly-June		BALANCE		
BOD - 11/21/13	California Health Portal 2014 and 2015 - \$200K			\$	42,451		\$	2,416	\$	40,035		
DHCD BOD 1/28/14	DHCD BOD - approved \$50K for Collective fund			\$	27,757		\$	-	\$	27,757		
Restricted Donation	Cal Endowment - \$130K for collective fund			\$	10,000		\$	-	\$	10,000	Shared Fac	ility
	Mayor's Check recorded - \$100K HP			\$	100,000		\$	-	\$	100,000	100 HP	
	Mayor's Check recorded - \$100K HP			\$	100,000		\$	-	\$	100,000	100 HP	
3/17/16 - Mayor's Race	Mayor's Check recorded - \$100K RSS			\$	97,296		\$	62,093	\$	35,202	RSS	
BOD - 9/27/16 (#918)	Desert Highland Gateway Community Health & Wellness			\$	39,788		\$	24,240	\$	15,548	DHG	
BOD - 7/25/17 (#937)	West Valley Homelessness Initiative - Matching Grant					\$ 2,000,000	\$	515,000	\$	1,485,000	Homelessr	ess
BOD - 9/26/17- RSS	RSS Funds-From Investment Funds for additional 4th year					\$ 70,000		-	\$	70,000	RSS	
T Q TAL GRANTS				\$	417,292	\$ 2,070,000	\$	603,750	\$	1,883,542		
ີ ບ Sammary: As of 12/31/17												
Sammary: As of 12/31/17				\$	217,292			2190	\$	1,683,542		
Health Portal:	\$ 240,03			\$	200,000			2186	\$	200,000		
S _{evje} m	\$ 105,20	2		\$	417,292		Tota	al	\$	1,883,542		
West Valley Homelessness Initiat	iy \$ 1,485,00	0		\$	-		Diff		\$	-		
Shared facility use:												
Endow and School Dist	\$ 37,75											
DHG:	\$ 15,54											
Tota	1,883,54	2										
Amts available/remaining for G	rant/Programs - FY 2017-18:				F۱	17 Grant Bud	get					
Amount budgeted 2017-2018		\$	300,000			\$ 300,000						
Amount granted year to date		\$	(70,000)									
Mini Grants:		\$	-									
Net adj - Grants not used:												
Balance available for Grants/Pr	ograms	\$	230,000									

DESERT HEALTHCARE FOUNDATION FINANCE, ADMINISTRATION, REAL ESTATE AND LEGAL COMMITTEE MEETING MINUTES January 9, 2017

A Meeting of the Finance, Administration, Real Estate and Legal Committee of the Desert Healthcare Foundation was held in the Desert Healthcare District Conference Room, 2nd Floor, Palm Springs, CA.

Attendance:

<u>Members</u> <u>Absent</u>

Mark Matthews, Chairman/Treasurer

Jennifer Wortham, DrPH, Director

Sid Rubenstein, Community Member

Donna Craig, Senior Program Officer

Staff

Herb Schultz, CEO
Lisa Houston, COO
Chris Christensen, CFO
Alejandro Espinoza, Program Officer and Outreach Director
Mary Pannoni, Accounting/Admin Support
Andrea S. Hayles, Clerk to the Board

Community Members

Arthur Shorr

CALL TO ORDER

The meeting was called to order at 3:08 p.m. by Chair Matthews.

APPROVAL OF AGENDA

It was moved and seconded (Community Member Shorr, Chair Matthews) to approve the agenda. Motion passed unanimously.

PUBLIC COMMENT

There were no public comments.

APPROVAL OF MINUTES

Submitted for approval:

1. Minutes – December 12, 2017

It was moved and seconded (Community Member Shorr, Chair Matthews) to approve the minutes of December 12, 2017. Motion passed unanimously.

CEO REPORT

None

FINANCIAL REPORTS

1. Financial Statements

The December 2017 financial statements were reviewed.

2. Asset Allocations Schedule - December 2017

The asset allocation schedule was reviewed.

3. Deposits

The December 2017 deposit detail was reviewed.

4. Check Register

The December 2017 check register was reviewed.

5. General Grants Schedule

The general grants schedule was reviewed.

It was moved and seconded (Community Member Shorr, Chair Matthews) to approve the December 2017 Foundation Financial Reports and forward to the Board for approval.

Motion passed unanimously.

OTHER MATTERS

None

ADJOURNMENT

The meeting was adjourned at 3:13 p.m.

ATTEST:						
	Mark Matthews, Ch	airman Fin	ance and	Administration (Committee/Tre	asurer
	Desert Healthcare D	istrict Boa	rd of Direc	ctor		



Summary of Activity November 13, 2017 to January 8, 2018

Active Users: 1168

Programs viewed: 1211

Top Five (5) Search Terms *

- 1. General (668)
- 1. Housing (591)
- 2. Counseling (224)
- 3. Food (127)
- 4. Mental Health (94)
- 4. Transportation (94)
- 5. Recursos para la comunidad (71)

Top Five (5) Binders *

- 1. Homeless (993)
- 2. Food Assistance (750)
- 3. Seniors (743)
- 4. Mental Health (706)
- 5. Disabled (632)

Top five (5) viewed programs*

- 1. WIC (137)
- 2. Taxi Voucher Program (88)
- 3. Full Service Partnership (FSP) Adult Program (83)
- 4. Bike Route-Palm Springs (77)
- 5. Pathways to Success (69)

Source of Program Views:

(34% Search Function; 66% Binder Function)

Referrals: 34

(25% clicked to email agency - 75% clicked to print info)



Top Three (3) Referred Programs*

- 1. Cardiac Health Classes DRMC (12)
- 2. Counseling Services Jewish Family Service of the Desert (9)
- 3. Emergency Shelter and Transitional Housing (9)
- 4. Full Service Partnership and adult program (6)
- 5. New Life (4)

^{*} These figures are running totals up to January 8, 2018.