

**DESERT HEALTHCARE DISTRICT  
BOARD MEETING  
Board of Directors  
January 24, 2017  
2:00 P.M.**

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

<b>Page(s)</b>	<b>AGENDA</b>	<b>Item Type</b>
	<i>Any item on the agenda may result in Board Action</i>	
	<p><b>A. CALL TO ORDER – President Rogers</b>            Roll Call            _____ Director Zendle _____ Director Wortham            _____ Director Matthews            _____ Vice-President Hazen _____ President Rogers</p>	
<b>1-3</b>	<p><b>B. APPROVAL OF AGENDA</b></p> <p><b>C. PUBLIC COMMENT</b>            At this time, comments from the audience may be made on items <i>not</i> listed on the agenda that are of public interest and within the subject-matter jurisdiction of the District. <b>The Board has a policy of limiting speakers to no more than three minutes.</b> 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.</p> <p><b>D. CONSENT AGENDA</b>            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.</p> <p>1. BOARD MINUTES</p>	<b>Action</b>
<b>4-26 27-28</b>	<p>a. Special Meeting of December 20, 2016            b. Special Meeting of December 29, 2016</p> <p><b>E. COMMITTEE REPORTS</b>            1. <b>PROGRAM COMMITTEE</b> - Chairman Rogers            a. No Meeting in December.</p>	<b>Action</b>

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	<b>2. FINANCE, ADMINISTRATION, REAL ESTATE AND LEGAL COMMITTEE – Director Matthews</b>	
<b>29-51</b>	a. No meeting in December. b. Consideration to Approve District December 2016 Financial Statements	<b>Action</b>
	<b>3. AD HOC COMMITTEES</b>	
	1. Ad Hoc Hospital Future Planning	Information
	2. Working Group with CV Strategies	Information
	3. Ad Hoc District Expansion	Information
	4. Ad Hoc Mental Health Consultant	Information
	<b>F. NEW BUSINESS</b>	
<b>52</b>	1. a. 2017 Strategic Planning Session – Process and Procedure.	<b>Action</b>
	b. Consideration to Approve a Budget in the Amount NTE \$50,000 for the Strategic Planning Process	
<b>53</b>	2. Consideration to Approve Engaging a Legal Counsel for Review & Discussion of the Desert Healthcare District Board Conflict of Interest Policy	<b>Action</b>
<b>54-63</b>	3. Consideration to Approve a Contract with the Boys & Girls Club of the Coachella Valley – Desert Hot Springs Clubhouse for the Nutrition Education & Obesity Prevention Program (NEOPB) Grant.	<b>Action</b>
<b>64-71</b>	4. Consideration to Approve a Part-Time Health Educator for the Nutrition Education & Obesity Prevention (NEOPB) Grant	<b>Action</b>
	a. Job Description	
	b. Temporary Employment Agreement	
<b>72</b>	5. Consideration to Approve Up to \$20,000 to the Desert Healthcare Foundation for Matching Funds from The Palm Springs Health Run & Fitness Expo – January 28, 2017.	<b>Action</b>
	<b>G. OLD BUSINESS</b>	
	<b>H. LEGAL COMMENTS &amp; REPORT</b>	Information

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- |  |             |
|--|-------------|
| <b>I. DIRECTORS' COMMENTS &amp; REPORTS</b>  | Information |
| <b>J. DRMC GOVERNING BOARD DIRECTORS' REPORT –</b><br>President Rogers & Director Zendle   | Information |
| <b>K. INFORMATIONAL ITEMS</b><br>ACHD Updates  | Information |
| <b>L. CEO REPORT</b>   | Information |
| <b>M. ADJOURNMENT OF OPEN SESSION OF THE<br/>DESERT HEALTHCARE DISTRICT BOARD OF<br/>DIRECTORS</b>   |             |
| <b>N. RECONVENE TO THE DESERT HEALTHCARE<br/>FOUNDATION BOARD OF DIRECTORS MEETING @<br/>4:00PM OR AS SOON AFTER THE ADJOURNMENT<br/>OF THE OPEN SESSION</b>   |             |
| <b>O. RECONVENE TO CLOSED SESSION OF THE<br/>DESERT HEALTHCARE DISTRICT BOARD OF<br/>DIRECTORS</b><br>1. CONFERENCE WITH LEGAL COUNSEL<br>CONCERNING POTENTIAL LITIGATION<br>(Govt Code 54956.9(d)(2)) |             |
| <b>P. ADJOURNMENT OF CLOSED SESSION</b>  |             |
| <b>Q. RECONVENE TO OPEN SESSION OF THE DESERT<br/>HEALTHCARE DISTRICT BOARD OF DIRECTORS</b>   |             |
| <b>R. REPORT AFTER CLOSED SESSION</b>  |             |
| <b>S. ADJOURNMENT</b>  |             |

**DESERT HEALTHCARE DISTRICT  
BOARD OF DIRECTORS  
SPECIAL MEETING MINUTES  
December 20, 2016**

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

Attendance:

Members

William Grimm, Do - President  
Kay Hazen – Vice-President/Secretary  
Mark Matthews – Treasurer  
Michael Solomon MD - Director  
Carole Rogers RN - Director

Absent

Staff

Herb Schultz, Chief Executive Officer  
Chris Christensen, CFO/COO  
Donna Craig, Chief Grants Officer  
Alejandro Espinoza, Director Programs/Projects  
Mary Pannoni, Accounting/Admin Support  
Steve Brown, Clerk to the Board

Legal Counsel

Jeff Scott

Guests

Lynda Kerney, Resident  
Rick Mesa, CEO, The Ranch Recovery Centers Inc.  
Tom Gorham, Maintenance Supervisor, The Ranch Recovery Centers Inc.  
Lilia Escobedo, Board Assistant, Supervisor John Benoit  
Danielle Gross, Clinical Supervisor, SafeHouse of the Desert  
Carolyn Caldwell, CEO, Desert Regional Medical Center  
David Brinkman, CEO, Desert AIDS Project  
Claudia Galvez, Chief Officer of Government and Community Affairs, Clinicas de Salud del Pueblo  
Ernest Villasenor, Advocacy Coordinator, Planned Parenthood Action Fund of the Pacific Southwest

**CALL TO ORDER**

The meeting was called to order at 2:09 pm by President Grimm

**OATH OF OFFICE**

Mark Matthews, Jennifer Wortham, Dr.PH and Les Zendle MD were given the oath of office for the newly elected board officers for the four-year term ending in 2020. President Grimm officiated the oath of office. Dr. Grimm thanked the Board for their support over the last four years.

## **ELECTION OF OFFICERS & APPOINTMENT OF COMMITTEES AND GOVERNING BOARD REPRESENTATIVES**

Mr. Scott opened the nominations for Board President

**#16-111 MOTION WAS MADE by Director Wortham and seconded by Vice-President Hazen to approve the Director Carole Rogers as Board President.  
Motion passed unanimously.**

Mr. Scott opened the nominations for Vice-President/Secretary

**#16-112 MOTION WAS MADE by President Rogers and seconded by Director Wortham to approve the Director Kay Hazen as Vice-President/Secretary.  
Motion passed unanimously.**

Mr. Scott opened the nominations for Treasurer

**#16-113 MOTION WAS MADE by Director Zendle and seconded by Director Wortham to approve the Director Mark Matthews as Treasurer.  
Motion passed unanimously.**

President Rogers appointed the following board members to committees:

Finance & Administration Committee

Director Matthews (Chair)

Director Zendle

Program Committee

Vice-President Hazen (Chair)

Director Wortham

Desert Regional Medical Center Governing Board

President Rogers

Director Zendle

Ad Hoc Hospital Future Planning

Vice-President Hazen

Director Wortham

Ad Hoc District Expansion

President Rogers

Director Matthews

Ad Hoc Mental Health Consultant

President Rogers

Director Zendle

**APPROVAL OF AGENDA**

President Rogers asked for the Approval of the Agenda. Mr. Brown reported at Item J (1) should read Board Member & CEO Orientation.

**#16-114 MOTION WAS MADE by Director Zendle and seconded by Director Matthews to approve the agenda as amended. Motion passed unanimously.**

**PUBLIC COMMENTS**

- 1. Ezra Kaufman requesting the District Board Members on the Governing Board for Desert Regional Medical Center inquire into irregularities in their emergency department reimbursement documentation. (Complete comment is at the end of these minutes)
- 2. Michael Solomon MD read his letter dated November 15, 2016 into the record regarding his need to sever his relationship with the Desert Healthcare District Board. (Copy of the letter is included at the end of these minutes)

**CONSENT AGENDA**

Submitted for approval:

- 1. Board Minutes
  - a. Minutes of Special Meeting November 15, 2016
- 2. Finance & Administration
  - a. Consideration of District November 2016 Financial Statements

**#16-115 MOTION WAS MADE by Director Matthews and seconded by Director Zendle to approve the minutes of November 15, 2016 and the November 2016 Financial Statements.**

**Roll Call Vote:**

**AYES** Director Zendle; Director Wortham; Director Matthews;  
Vice-President Hazen; President Rogers

**NOES:** 0

**ABSTAIN:** 0

**ABSENT:** 0

**Motion passed 5-0**

**COMMITTEE REPORTS**

**Program Committee** – President Rogers

a. – d. President Rogers reported that items a - d , grant payment schedule proposals under development, progress reports and final reports were included as information.

Vice-President Hazen reported the HARC Community Monitor Presentation will be January 31, 2017 , 8:00am -10:00am at the UCR Palm Desert Campus.

e. Grants for Consideration

1. Grant #926 – Consideration to Approve a Grant to The Ranch Recovery Center, Inc. For the Purchase and Installation of an Emergency Generator in the Amount of \$27,979.

Mr. Gorham reported that he researched the Program Committee direction with the following contingency added to the recommendation to approve: to investigate and develop, if possible, a designation for the community room (where the generator will be installed) to be a disaster preparedness site in a remote area. After contacting all agencies and the Red Cross their site could not be a disaster preparedness site, but they are continuing to pursue the site as an emergency cooling center.

**#16-116 MOTION WAS MADE by Vice-President Hazen and seconded by Director Rogers to approve Grant #926 to the Ranch Recovery Center, Inc. for the Purchase and Installation of an Emergency Generator in the Amount of \$27,929 and that they ill continue the process for an emergency center.**

**Roll Call Vote:**

**AYES** Director Zendle; Director Wortham; Director Matthews  
Vice-President Hazen; President Rogers

**NOES:** 0

**ABSTAIN:** 0

**ABSENT:** 0

**Motion Passed 5-0**

2. Grant #927 – Consideration to Approve a Grant to SafeHouse of the Desert to Support “What’s Up” Crisis Texting Application in the Amount of \$679,357 over 3 Years.

The grantee will be tracking the type/topics of calls in order to provide reports indicating the issues the calls are facing such as suicide, bullying, etc.

**#16-117 MOTION WAS MADE by Director Zendle and seconded by President Rogers to Approve Grant #927 to SafeHouse of the Desert to Support “What’s Up Crisis Texting Application in the Amount of \$679,357 over 3 Years.**

**Roll Call Vote:**

**AYES** Director Zendle; Director Wortham; Director Matthews;  
Vice-President Hazen; President Rogers

**NOES:** 0

**ABSTAIN:** 0

**ABSENT:** 0

**Motion Passed 5-0**

**Finance Committee** – Director Matthews.

No meeting in December.

## **AD HOC COMMITTEE UPDATES**

### **1. Ad Hoc Hospital Future Planning**

No meeting was held since the last report.

### **2. Ad Hoc District Expansion – Discussion of the Status of Draft LAFCO Application**

Vice-President Hazen reviewed a PowerPoint (included at the end of the minutes) of the status of the draft LAFCO application. The final application will be approved at a Special Board Meeting on Thursday, December 29<sup>th</sup> at 10:00 am.

### **3. Working Group with CV Strategies**

No meeting was held since the last report. The working group will be meeting on December 21<sup>st</sup>.

## **OLD BUSINESS**

None

## **NEW BUSINESS**

### **1. Board Member & CEO Orientation**

Mr. Schultz reported that legal counsel and Mr. Christensen have prepared an agenda for the orientation and a time, convenient for all, will be scheduled.

### **2. Board Member/Staff Member Retreat**

Mr. Schultz will be planning a strategic planning session for the direction of the District and Foundation towards the end of January or early February.

## **LEGAL COMMENTS & REPORTS**

Mr. Scott discussed the history and importance of an oath of office.

## **DIRECTORS' COMMENTS & REPORTS**

1. The Board thanked Chris Christensen for his excellent job as the Interim CEO.

## **DRMC GOVERNING BOARD DIRECTORS' REPORT**

Director Rogers reported that that DRMC continues to monitor quality, staffing, participation in community activities, and monitoring activity at the Comprehensive Cancer Center. DRMC will be planning upgrades and redesigns for the hospital.

## **INFORMATIONAL ITEMS**

1. Association of California Healthcare Districts Information Items

## **CEO Report**

Mr. Schultz thanked Mr. Christensen for his work and support as Interim CEO.

## **ADJOURNMENT**

The meeting adjourned at 4:31 pm.



ATTEST: \_\_\_\_\_  
Kay Hazen, Vice-President/Secretary  
Desert Healthcare District Board of Directors

*Minutes respectfully submitted by Steve Brown, Clerk to the Board*

DRAFT

To: Board of Directors  
Desert Healthcare District

From: Ezra Kaufman

Date: 20 December 2016

I am requesting that the Board of Directors of the Desert Healthcare District use its representation on the Desert Regional Medical Center Governing Board to inquire into irregularities in emergency department reimbursement documentation.

Evaluation and management codes assigned to patient visits for reimbursement appear divorced from a clinical foundation. I have submitted three pages of related information and data.

The first page is a brief characterization of the CPT, or Current Procedural Code, 99285.

Code 99285 emergency department visits create the highest numbers of patients admitted to hospital inpatient care compared to the other four such codes.

The second page shows the last three years of self-reported emergency department utilization data from Desert Regional Medical Center.

Note the changing pattern of the Moderate and Severe with Threat visit coding in 2015.

The third page displays the 2015 emergency department utilization data reported from some other local area hospitals. None show the pattern of changed coding seen at DRMC.

## **CPT Code 99285**

**A 99285 CPT code is a visit that has three main components:**

- 1. A high detail problem-centric history.**
- 2. A high detail problem-centric exam.**
- 3. Highly complex medical decision making.**

**Usually, the symptoms the patient presents with are of the highest severity, posing an immediate significant threat to life or physiologic function.**

Source: CPT 2011, CPT Assistant

### **Potential Symptoms/Examples**

Blunt/ penetrating trauma requiring multiple diagnostic tests   Systemic multi-system medical emergency requiring multiple diagnostics   Severe infections requiring IV/IM antibiotics   Uncontrolled DM   Severe burns   Hypothermia   New-onset altered mental status   Headache (severe): CT and/or LP   Chest Pain--multiple diagnostic tests/treatments   Respiratory illness--relieved by (3) or more nebulizer treatments   Abdominal Pain--multiple diagnostic tests/treatments   Major musculoskeletal injury   Acute peripheral vascular compromise of extremities   Neurologic symptoms - multiple diagnostic tests/treatments   Toxic ingestions

Mental health problem - suicidal/ homicidal

Source: American College of Emergency Physicians, ED Facility Level Coding Guidelines

### Eisenhower Med Ctr Emergency Department Services 2015

Line No.	EDS Visit Type	CPT Codes	(1) Visits not Resulting in Admission*	(2) Admitted from ED (Enter Total Only if Details not Available)	(3) Total ED Traffic (1) + (2)
21.	Minor	99281	2,426	3	
22.	Low/Moderate	99282	8,288	27	
23.	Moderate	99283	17,856	68	
24.	Severe without threat	99284	18,572	301	
25.	Severe with threat	99285	16,613	13,916	
30.	<b>TOTAL</b>		63,755	14,315	78,070

### John F Kennedy Emergency Department Services 2015

Line No.	EDS Visit Type	CPT Codes	(1) Visits not Resulting in Admission*	(2) Admitted from ED (Enter Total Only if Details not Available)	(3) Total ED Traffic (1) + (2)
21.	Minor	99281	1,602	0	
22.	Low/Moderate	99282	4,301	3	
23.	Moderate	99283	14,920	24	
24.	Severe without threat	99284	11,856	451	
25.	Severe with threat	99285	5,647	3,281	
30.	<b>TOTAL</b>		38,326	3,759	42,085

### Hi-Desert Med Ctr Emergency Department Services 2015

Line No.	EDS Visit Type	CPT Codes	(1) Visits not Resulting in Admission*	(2) Admitted from ED (Enter Total Only if Details not Available)	(3) Total ED Traffic (1) + (2)
21.	Minor	99281	1,710	6	
22.	Low/Moderate	99282	4,685	15	
23.	Moderate	99283	7,123	67	
24.	Severe without threat	99284	3,301	339	
25.	Severe with threat	99285	4,024	2,133	
30.	<b>TOTAL</b>		20,843	2,560	23,403

### Hemet Valley Med Ctr Emergency Department Services 2015

Line No.	EDS Visit Type	CPT Codes	(1) Visits not Resulting in Admission*	(2) Admitted from ED (Enter Total Only if Details not Available)	(3) Total ED Traffic (1) + (2)
21.	Minor	99281	1,368	0	
22.	Low/Moderate	99282	9,821	0	
23.	Moderate	99283	19,782	7	

24.	Severe without threat	99284	6,769	7	
25.	Severe with threat	99285	2,766	4,742	
30.	<b>TOTAL</b>		40,506	4,756	45,262

Desert Regional Medical Center Emergency Department Service Utilization  
 Source: OSHPD, Automated Licensing Information and Report Tracking System

EDS Visit Type 2013	CPT Codes	Visits not Resulting in Admission	Admitted from ED	Total ED Traffic
Minor	99281	1,045	6	
Low/Moderate	99282	4,492	4	
<b>Moderate</b>	<b>99283</b>	<b>22,911</b>	<b>86</b>	
Severe without threat	99284	16,513	1,262	
Severe with threat	99285	8,034	8,563	
<b>TOTAL</b>		<b>52,995</b>	<b>9,921</b>	<b>62,916</b>

2014	CPT Codes	Visits not Resulting in Admission	Admitted from ED	Total ED Traffic
Minor	99281	1,218	2	
Low/Moderate	99282	4,246	3	
<b>Moderate</b>	<b>99283</b>	<b>24,454</b>	<b>56</b>	
Severe without threat	99284	18,311	1,117	
Severe with threat	99285	9,196	9,368	
<b>TOTAL</b>		<b>57,425</b>	<b>10,546</b>	<b>67,971</b>

2015	CPT Codes	Visits not Resulting in Admission	Admitted from ED	Total ED Traffic
Minor	99281	786	0	
Low/Moderate	99282	6,201	7	
Moderate	99283	18,836	1,336	
Severe without threat	99284	9,026	9,759	
<b>Severe with threat</b>	<b>99285</b>	<b>25,912</b>	<b>74</b>	
<b>TOTAL</b>		<b>60,761</b>	<b>11,176</b>	<b>71,937</b>

FROM THE DESK OF  
MICHAEL R. SOLOMON, M.D.

November 15, 2016

William Grimm, M.D.  
President, Board of Directors  
Desert Health Care District

Dear Will,

After a great deal of deliberation, I feel this is the most appropriate time to sever my relationship with the Desert Health Care District Board. This decision did not come lightly. In fact, over the last nine months I have been repeatedly urged by my physicians, legal council and spouse to separate myself from the District Board and temporize the constant assaults to my nervous system and disregard for my opinions.

For over two years, I have been urging this Board to listen to the facts about the misleadings of our former CEO. As acting Board President at the time, I was entrusted by my fellow Board members to lead the District away from debacles and keep them informed of any concerns I might have. On three separate occasions I stood up in this Board room and made it very clear that our CEO was not performing her duties within the scope of her employment and that the Board was merely an obstacle for Kathy to get around so she could run the show. Despite my pleadings and documentation, my concerns fell upon deaf ears.

In September, after completing her yearly review, I was surprised to hear you as President of the Board say you felt that Kathy was no longer the right choice for District CEO. I was even more surprised at the Board's willingness to support the idea since your reasoning for her termination was almost identical to what I had expressed to the Board two years prior.

Currently, the Board is preparing to announce their choice of a new CEO. In my opinion, when forty percent of the current Board is not going to be working with this person it seems both arrogant and irresponsible to hire someone and then leave it to the next Board to find out if they can work with this person. I have made this opinion clear to the Board and have urged them to reconsider this strategy knowing full well that the contract they are about to sign could be another CEO disaster.

Now that the November election has passed and the new Board members have been chosen, I urge the Board to fill my seat with one of the newly elected candidates. I do not care which one.

Please consider this formal resignation from my Director's position for The Desert Health Care District.

Very Truly Yours,



Michael R. Solomon, M.D.

# District Expansion LAFCO Application Process Status

12/20/16



# AB2414

- Establishes an annexation process to expand the Desert Healthcare District's boundaries to include the East Coachella Valley region that is exempt from some statutes that generally govern district annexations.
- Provides a new governance structure for the District's Board of Directors, if the District is expanded ill.

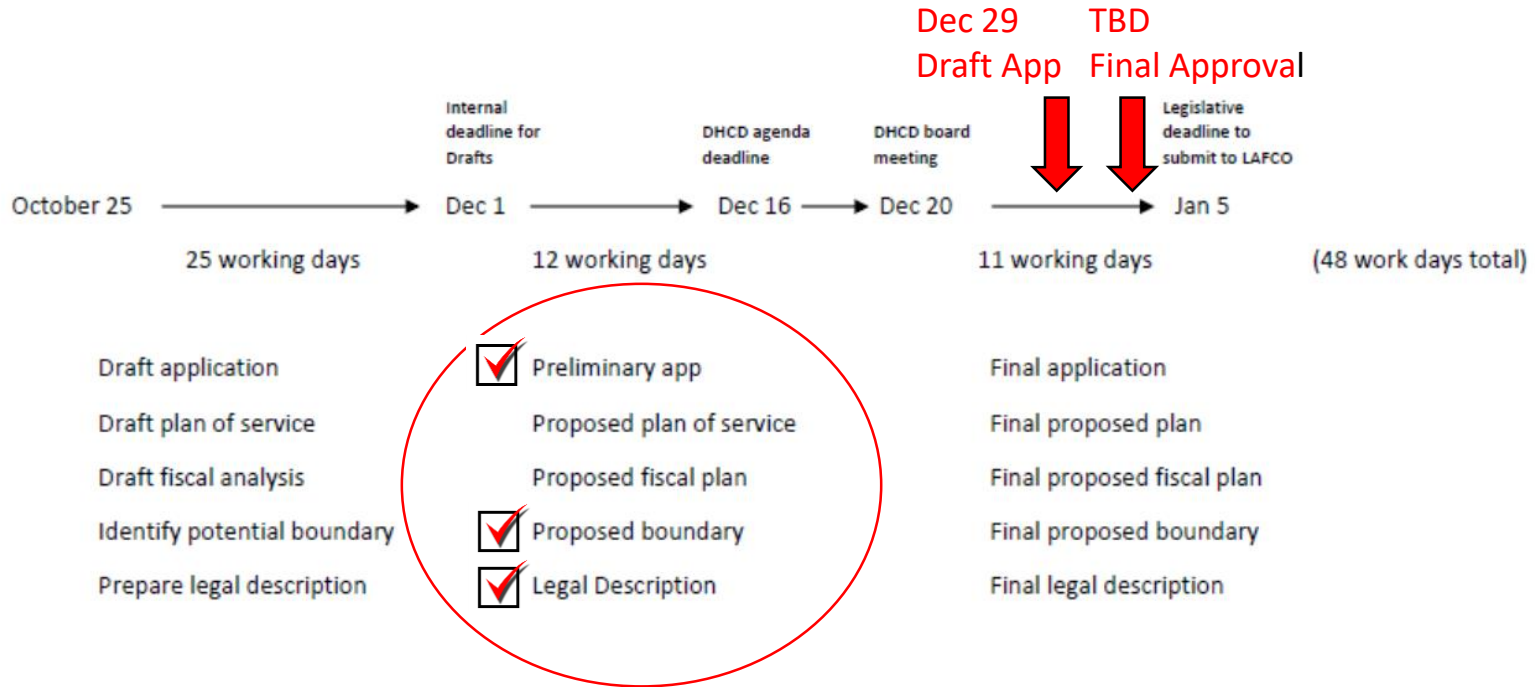
# AB2414

- Signed by the governor September 2016.
- Requires the District to file an annexation application to the Riverside County Local Agency Formation Commission (LAFCO) by January 5, 2107.
- LAFCO must approve the application within 150 days.
- Voters to consider on the November 2018 ballot.

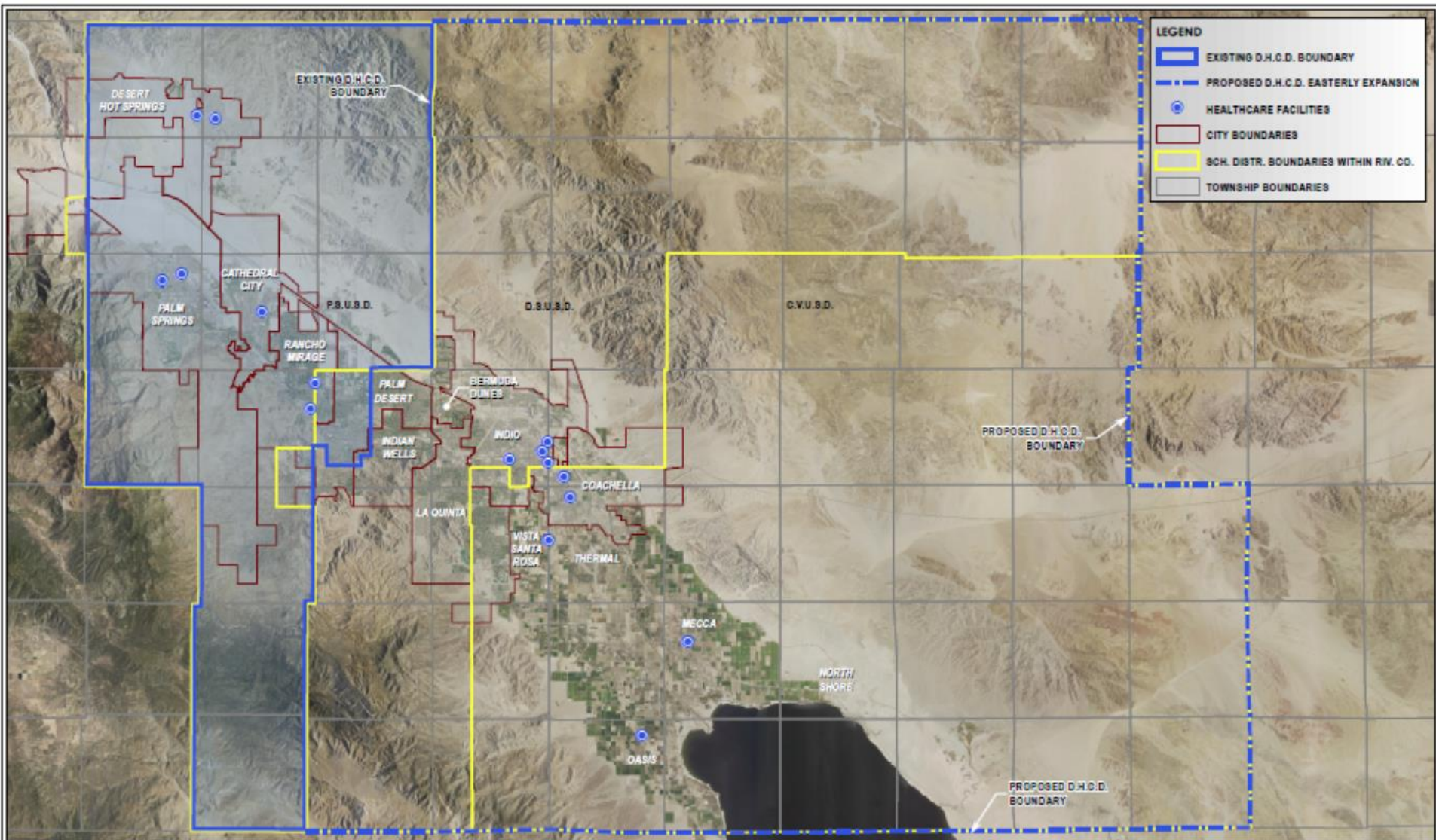
# AB2414

- Requires the District to be expanded, if:
  - A majority of the voters within the territory proposed to be annexed to the District vote in favor of the expansion; and,
  - A number of voters required under applicable law to approve any necessary funding source that requires voter approval vote in favor of that funding source.
- If expansion is approved, the Board expands from 5 to 7 members.
- Two additional Board members from the annexation area would be appointed in 2018, then elected beginning in June 2020.

# LAFCO APPLICATION



# Proposed Boundary



**LEGEND**

- EXISTING D.H.C.D. BOUNDARY
- PROPOSED D.H.C.D. EASTERLY EXPANSION
- HEALTHCARE FACILITIES
- CITY BOUNDARIES
- SCH. DISTR. BOUNDARIES WITHIN RIV. CO.
- TOWNSHIP BOUNDARIES

Demographic Profiles - Existing and Proposed Annexation Areas

Desert Healthcare District

Source: ESRI Business Analyst, November 2016

POPULATION AND HOUSEHOLD ESTIMATES

	Existing	Annexation	Δ
<b>Population</b>			
2016 Estimates	206,311	240,515	16.6%
2021 Projection	219,239	257,442	
Growth Rate (2016 - 2021)	1.22%	1.37%	
<b>Households</b>			
2010 Census	82,133	73,572	
2016 Estimates	85,396	77,883	-8.8%
2021 Projection	90,151	82,852	
2016 Avg HH Size	2.4	3.07	27.9%

# Application Status

## Completed

- Boundary Map & Legal Description
- Application Outline

## In Process

- Draft Application
- Draft Resolution
- Financing Options
- Draft Exhibits

## Discussion/Direction

- Plan of Service
- Fiscal Plan

# Board Discussion/Direction

## Plan of Services

- Legislative Intent
- Scope
- Direction



# Board Discussion/Direction

## Plan of Services

- Legislative Intent
- Scope
- Direction

## Fiscal Plan

- Driven by Plan of Services

# Next Steps

- Board Direction - Plan of Service/Fiscal Plan
- Direct staff to finalize draft application for review December 29, 2016
- Consider tentative meeting for week of January 5<sup>th</sup> to approve final application for submittal (if needed)

**DESERT HEALTHCARE DISTRICT  
BOARD OF DIRECTORS  
SPECIAL MEETING MINUTES  
December 29, 2016**

---

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

Attendance:

Members

Carole Rogers RN - President  
Kay Hazen – Vice-President/Secretary  
Mark Matthews – Treasurer  
Les Zendle MD - Director

Absent

Jennifer Wortham Dr.PH

Staff

Herb Schultz, Chief Executive Officer  
Chris Christensen, CFO/COO  
Donna Craig, Chief Grants Officer  
Alejandro Espinoza, Director Programs/Projects  
Mary Pannoni, Accounting/Admin Support

Legal Counsel

Jeffrey Scott

Guests

Carolyn Caldwell, CEO, Desert Regional Medical Center  
Rob Bernheimer  
Brian Nestande, County of Riverside  
Joey Acuna Jr., Clinicas de Salud Del Pueblo  
V. Manuel Perez, Chief of Government Affairs, Borrego Health  
Assemblymember Eduardo Garcia  
Jacqueline Lopez, Director, Assemblymember Eduardo Garcia

**CALL TO ORDER**

The meeting was called to order at 10:00 am by President Rogers

**APPROVAL OF AGENDA**

President Rogers asked for the Approval of the Agenda.

**#16-118 MOTION WAS MADE by Director Matthews and seconded by Director Zendle to approve the agenda. Motion passed unanimously.**

**PUBLIC COMMENTS**

None

**AD HOC DISTRICT EXPANSION COMMITTEE**

1. Riverside LAFCO Application Packet

The Board reviewed the application and engaged the stakeholders and guests who attend the meeting.

**#16-119 MOTION WAS MADE by Vice-President Hazen and seconded by Director Matthews to Approve the Riverside LAFCO District Expansion Application Plan of Service. Motion passed unanimously.**

**#16-120 MOTION WAS MADE by Vice-President Hazen and seconded by Director Matthews to Approve the Resolution of Application Requesting Riverside LAFCO to Annexation Proceedings. Motion passed unanimously.**

**#16-121 MOTION WAS MADE Vice-President Hazen and seconded by Director Matthews to Approve the CEQA Notion of Exemption. Motion passed unanimously.**

**NEW BUSINESS**

1. Update on Strategic Planning Process

Mr. Schultz recommended that the Board President create an Ad Hoc Strategic Planning Committee along with a planner. The date for the first ad hoc meeting would be January 30<sup>th</sup>. No action was taken

**ADJOURNMENT**

The meeting adjourned at 11:34 am.

ATTEST: \_\_\_\_\_  
Kay Hazen, Vice-President/Secretary  
Desert Healthcare District Board of Directors

*Minutes respectfully submitted by Steve Brown, Clerk to the Board*

<b>DESERT HEALTHCARE DISTRICT</b>
<b>DECEMBER 2016 FINANCIAL STATEMENTS</b>
<b>INDEX</b>
<b>Year to Date Variance Analysis</b>
<b>Cumulative Profit &amp; Loss Budget vs Actual - Summary</b>
<b>Cumulative Profit &amp; Loss Budget vs Actual - District Including LPMP</b>
<b>Cumulative Profit &amp; Loss Budget vs Actual - LPMP</b>
<b>Balance Sheet - Condensed View</b>
<b>Balance Sheet - Expanded View</b>
<b>Accounts Receivable Aging</b>
<b>Deposit Detail - District</b>
<b>Property Tax Receipts - YTD</b>
<b>Deposit Detail - LPMP</b>
<b>Check Register - District</b>
<b>Credit Card Expenditures</b>
<b>Check Register - LPMP</b>
<b>LPMP - Lease Schedule</b>
<b>Grants Schedule</b>

**DESERT HEALTHCARE DISTRICT  
YEAR TO DATE VARIANCE ANALYSIS  
ACTUAL VS BUDGET  
FOUR MONTHS ENDED DECEMBER 31, 2016**

**Scope: \$25,000 Variance per Statement of Operations Summary**

Account	YTD		Over(Under)	Explanation
	Actual	Budget	Budget	
4000 - Income	\$ 4,095,438	\$ 4,005,000	\$ 90,438	Lower interest income from FRF investments 90K.
5000 - Direct Expenses	\$ 354,611	\$ 470,070	\$ (115,459)	Lower wage and payroll tax \$80K due primarily to CEO vacancy and straight-line amortization of salaries and 5.0% incentive pool, and vacations taken charged to vacation accrual; lower Medical insurance and reimbursement of \$19K; Lower Board expenses of \$7K; Lower various \$9K.
6500 - Professional Fees Expense	\$ 219,038	\$ 91,476	\$ 127,562	Higher Professional Fees due primarily to CEO recruiting fees of \$40k and other consulting fees for focus groups and surveys \$31k; and AB2414 LAFCO Application \$55. Lower various other expenses of \$2K.
7000 - Grants Expense	\$ 1,303,348	\$ 2,322,000	\$ (1,018,652)	Budget of \$4.5MM for fiscal year is amortized straight-line over the fiscal year. \$1MM is for Pulmonary.
9999-1 Unrealized loss on invest	\$ 1,306,867	\$ 637,500	\$ 669,367	Continuing market price fluctuations for fixed income investments - Treasury's and Agency Bonds.
Las Palmas Medical Plaza - Net	\$ 167,656	\$ 83,130	\$ 84,526	Higher Rent Income \$6K; Lower Depreciation Expense \$33K due to delayed TI costs on DRMC suite; Lower Deferred Maintenance and Professional Fees expense \$33K; Lower Landscaping expense \$10K; Lower various other expenses \$3K.

**Desert Healthcare District**  
**Cumulative Profit & Loss Budget vs. Actual**  
**July through December 2016**

	MONTH			TOTAL		
	Dec 16	Budget	\$ Over Budget	Jul - Dec 16	Budget	\$ Over Budget
<b>Income</b>						
4000 · Income	679,383	667,500	11,883	4,095,438	4,005,000	90,438
4500 · LPMP Income	100,902	100,695	207	609,973	604,170	5,803
4501 · Miscellaneous Income	750	6,250	(5,500)	15,521	37,500	(21,979)
<b>Total Income</b>	<b>781,035</b>	<b>774,445</b>	<b>6,590</b>	<b>4,720,932</b>	<b>4,646,670</b>	<b>74,262</b>
<b>Expense</b>						
5000 · Direct Expenses	82,210	78,345	3,865	354,611	470,070	(115,459)
6000 · General & Administrative Exp	50,685	36,546	14,139	227,754	219,276	8,478
6325 · CEO Discretionary Fund		417	(417)	931	2,502	(1,571)
6445 · LPMP Expenses	74,050	86,843	(12,793)	442,317	521,058	(78,741)
6500 · Professional Fees Expense	75,879	15,246	60,633	219,038	91,476	127,562
6700 · Trust Expenses	20,396	20,873	(477)	126,628	125,238	1,390
<b>Total Expense Before Grants &amp; Unrealized Loss</b>	<b>303,220</b>	<b>238,270</b>	<b>64,950</b>	<b>1,371,279</b>	<b>1,429,620</b>	<b>(58,341)</b>
7000 · Grants Expense	726,252	387,000	339,252	1,303,348	2,322,000	(1,018,652)
9999-1 · Unrealized (gain)loss on invest	127,342	106,250	21,092	1,306,867	637,500	669,367
<b>Net Income</b>	<b>(375,779)</b>	<b>42,925</b>	<b>(418,704)</b>	<b>739,438</b>	<b>257,550</b>	<b>481,888</b>

Desert Healthcare District  
**Cumulative Profit & Loss Budget vs. Actual**  
 July through December 2016

	MONTH			TOTAL		
	Dec 16	Budget	\$ Over Budget	Jul - Dec 16	Budget	\$ Over Budget
<b>Income</b>						
<b>4000 · Income</b>						
4010 · Property Tax Revenues	508,875	508,875		3,053,250	3,053,250	
4200 · Interest Income	159,243	144,958	14,285	961,840	869,748	92,092
4300 · DHC Recoveries	1,749	1,666	83	10,163	9,996	167
4400 · Grant Income	9,516	12,000	(2,484)	70,187	72,000	(1,813)
<b>Total 4000 · Income</b>	<b>679,383</b>	<b>667,499</b>	<b>11,884</b>	<b>4,095,440</b>	<b>4,004,994</b>	<b>90,446</b>
4500 · LPMP Income	100,901	100,695	206	609,972	604,170	5,802
4501 · Miscellaneous Income	750	6,250	(5,500)	15,521	37,500	(21,979)
<b>Total Income</b>	<b>781,034</b>	<b>774,444</b>	<b>6,590</b>	<b>4,720,933</b>	<b>4,646,664</b>	<b>74,269</b>
<b>Expense</b>						
<b>5000 · Direct Expenses</b>						
<b>5100 · Administration Expense</b>						
5110 · Wages Expense	48,921	51,466	(2,545)	216,805	308,796	(91,991)
5111 · Allocation to LPMP - Payroll	(3,491)	(3,491)	0	(20,946)	(20,946)	0
5112 · Vacation/Sick/Holiday Expense	22,627	5,417	17,210	34,891	32,502	2,389
5114 · Allocation to Foundation	(2,127)	(2,127)	0	(12,762)	(12,762)	0
5115 · Allocation to NEOPB	(7,405)	(9,494)	2,089	(38,573)	(56,964)	18,391
5116 · Allocation to Avery-Pulmonary		(519)	519		(3,114)	3,114
5119 · Allocation to RSS/CVHIP-DHCF	(4,808)	(1,866)	(2,942)	(20,996)	(11,196)	(9,800)
5120 · Payroll Tax Expense	5,639	3,937	1,702	21,332	23,622	(2,290)
<b>5130 · Health Insurance Expense</b>						
5131 · Premiums Expense	3,030	7,635	(4,605)	29,977	45,810	(15,833)
5136 · Reimb./Co-Payments Expense	5	1,500	(1,495)	5,526	9,000	(3,474)
<b>Total 5130 · Health Insurance Expense</b>	<b>3,035</b>	<b>9,135</b>	<b>(6,100)</b>	<b>35,503</b>	<b>54,810</b>	<b>(19,307)</b>
5140 · Workers Comp. Expense	811	540	271	2,656	3,240	(584)
5145 · Retirement Plan Expense	3,817	4,252	(435)	19,568	25,512	(5,944)
5160 · Education Expense	410	208	202	1,340	1,248	92
<b>Total 5100 · Administration Expense</b>	<b>67,429</b>	<b>57,458</b>	<b>9,971</b>	<b>238,818</b>	<b>344,748</b>	<b>(105,930)</b>
<b>5200 · Board Expenses</b>						
<b>5210 · Healthcare Benefits Expense</b>						
5211 · Health Insurance Expense	176	5,722	(5,546)	25,720	34,332	(8,612)
5224 · Retired Board - Medical Expense	1,237	997	240	7,422	5,982	1,440
<b>Total 5210 · Healthcare Benefits Expense</b>	<b>1,176</b>	<b>6,719</b>	<b>(5,543)</b>	<b>33,142</b>	<b>40,314</b>	<b>(7,172)</b>
5230 · Meeting Expense	71	583	(512)	1,272	3,498	(2,226)
5240 · Catering Expense	201	208	(7)	1,385	1,248	137
5250 · Mileage Reimbursement Expense		42	(42)		252	(252)
5270 · Election Fees Expense	13,333	13,333	0	79,998	79,998	0
<b>Total 5200 · Board Expenses</b>	<b>14,781</b>	<b>20,885</b>	<b>(6,104)</b>	<b>115,797</b>	<b>125,310</b>	<b>(9,513)</b>



Desert Healthcare District  
**Cumulative Profit & Loss Budget vs. Actual**  
 July through December 2016

	MONTH			TOTAL		
	Dec 16	Budget	\$ Over Budget	Jul - Dec 16	Budget	\$ Over Budget
<b>Total 5000 · Direct Expenses</b>	82,210	78,343	3,867	354,615	470,058	(115,443)
<b>6000 · General &amp; Administrative Exp</b>						
6110 · Payroll fees Expense	158	208	(50)	848	1,248	(400)
6120 · Bank and Investment Fees Exp	9,535	9,667	(132)	57,987	58,002	(15)
6125 · Depreciation Expense	1,181	1,200	(19)	7,086	7,200	(114)
6126 · Depreciation-Solar Parking lot	15,072	15,092	(20)	90,432	90,552	(120)
6130 · Dues and Membership Expense	4,125	2,167	1,958	18,126	13,002	5,124
6200 · Insurance Expense	701	700	1	4,206	4,200	6
6300 · Minor Equipment Expense		42	(42)		252	(252)
6305 · Auto Allowance & Mileage Exp	692	600	92	1,246	3,600	(2,354)
6306 · Staff- Auto Mileage reimb	(169)	42	(211)	(35)	252	(287)
6309 · Personnel Expense		83	(83)	200	498	(298)
6310 · Miscellaneous Expense		42	(42)		252	(252)
6311 · Cell Phone Expense	869	542	327	2,809	3,252	(443)
6312 · Wellness Park Expenses	200	250	(50)	1,305	1,500	(195)
6315 · Security Monitoring Expense		38	(38)	244	228	16
6340 · Postage Expense	(200)	542	(742)	1,224	3,252	(2,028)
6350 · Copier Rental/Fees Expense		458	(458)	1,665	2,748	(1,083)
6361 · Travel Expense	278	500	(222)	856	3,000	(2,144)
6362 · Meals & Entertainment Exp	117	83	34	821	498	323
6365 · Computer Services Expense	13,670	2,167	11,503	22,056	13,002	9,054
6360 · Supplies Expense	2,977	1,000	1,977	7,807	6,000	1,807
6380 · LAFCO Assessment Expense	1,479	1,125	354	8,874	6,750	2,124
<b>Total 6000 · General &amp; Administrative Exp</b>	<b>50,685</b>	<b>36,548</b>	<b>14,137</b>	<b>227,757</b>	<b>219,288</b>	<b>8,469</b>
6325 · CEO Discretionary Fund		417	(417)	931	2,502	(1,571)
6445 · LPMP Expenses	74,049	86,840	(12,791)	442,316	521,040	(78,724)
<b>6500 · Professional Fees Expense</b>						
6516 · Professional Services Expense	60,006	4,625	55,381	152,364	27,750	124,614
6520 · Annual Audit Fee Expense	1,413	1,413		8,478	8,478	
6530 · PR/Communications/Website	2,600	2,958	(358)	19,196	17,748	1,448
6560 · Legal Expense	11,860	6,250	5,610	38,999	37,500	1,499
<b>Total 6500 · Professional Fees Expense</b>	<b>75,879</b>	<b>15,246</b>	<b>60,633</b>	<b>219,037</b>	<b>91,476</b>	<b>127,561</b>
<b>6700 · Trust Expenses</b>						
6711 · Disability Admin. Fee Expense		269	(269)	3,222	1,614	1,608
6720 · Pension Plans Expense						
6721 · Legal Expense		208	(208)	1,030	1,248	(218)
6725 · RPP Pension Expense	20,000	20,000		120,000	120,000	
6728 · Pension Audit Fee Expense	396	396		2,376	2,376	
<b>Total 6720 · Pension Plans Expense</b>	<b>20,396</b>	<b>20,604</b>	<b>(208)</b>	<b>123,406</b>	<b>123,624</b>	<b>(218)</b>
<b>Total 6700 · Trust Expenses</b>	<b>20,396</b>	<b>20,873</b>	<b>(477)</b>	<b>126,628</b>	<b>125,238</b>	<b>1,390</b>

Desert Healthcare District  
**Cumulative Profit & Loss Budget vs. Actual**  
 July through December 2016

	MONTH			TOTAL		
	Dec 16	Budget	\$ Over Budget	Jul - Dec 16	Budget	\$ Over Budget
<b>Total Expense Before Grants &amp; Unrealized Loss</b>	303,219	238,267	64,952	1,371,284	1,429,602	(58,318)
<b>7000 · Grants Expense</b>						
<b>7010 · Major Grant Awards Expense</b>	716,736	375,000	341,736	1,233,161	2,250,000	(1,016,839)
<b>7027 · Grant Exp - NEOPB</b>	9,516	12,000	(2,484)	70,187	72,000	(1,813)
<b>Total 7000 · Grants Expense</b>	726,252	387,000	339,252	1,303,348	2,322,000	(1,018,652)
<b>9999-1 · Unrealized (gain)loss on invest</b>	127,342	106,250	21,092	1,306,867	637,500	669,367
<b>Net Income</b>	<b>(376,779)</b>	<b>42,927</b>	<b>(418,706)</b>	<b>739,438</b>	<b>257,562</b>	<b>481,876</b>

**Las Palmas Medical Plaza**  
**Cumulative Profit & Loss Budget vs. Actual**  
 July through December 2016

	MONTH			TOTAL		
	Dec 16	Budget	\$ Over Budget	Jul - Dec 16	Budget	\$ Over Budget
<b>Income</b>						
4500 · LPMP Income						
4505 · Rental Income	73,090	71,821	1,269	443,106	430,926	12,180
4510 · CAM Income	27,811	28,791	(980)	166,866	172,746	(5,880)
4513 · Misc. Income		83	(83)		498	(498)
4500 · LPMP Income	100,901	100,695	206	609,972	604,170	5,802
<b>Expense</b>						
6445 · LPMP Expenses						
6420 · Insurance Expense	975	1,000	(25)	5,850	6,000	(150)
6425 · Building - Depreciation Expense	22,923	23,129	(206)	137,538	138,774	(1,236)
6426 · Tenant Improvements -Dep Exp	14,359	19,790	(5,431)	86,154	118,740	(32,586)
6427 · HVAC Maintenance Expense	2,371	1,458	913	8,144	8,748	(604)
6428 · Roof Repairs Expense		208	(208)		1,248	(1,248)
6431 · Building -Interior Expense		208	(208)		1,248	(1,248)
6432 · Plumbing -Interior Expense		208	(208)	2,200	1,248	952
6433 · Plumbing -Exterior Expense	625	208	417	4,400	1,248	3,152
6434 · Allocation Internal Prop. Mgmt	3,491	3,491	0	20,946	20,946	0
6435 · Bank Charges	1,032	917	115	6,538	5,502	1,036
6437 · Utilities -Vacant Units Expense	149	333	(184)	682	1,998	(1,316)
6439 · Deferred Maintenance Repairs Ex		1,250	(1,250)		7,500	(7,500)
6440 · Professional Fees Expense	5,010	12,000	(6,990)	46,760	72,000	(25,240)
6441 · Legal Expense		83	(83)		498	(498)
6458 · Elevators - R & M Expense	1,447	917	530	4,887	5,502	(615)
6460 · Exterminating Service Expense	180	208	(28)	1,080	1,248	(168)
6463 · Landscaping Expense	1,835	2,917	(1,082)	8,085	17,502	(9,417)
6467 · Lighting Expense	2,250	500	1,750	2,776	3,000	(224)
6468 · General Maintenance Expense	11	83	(72)	307	498	(191)
6470 · Maint. / Janitorial Service Exp	1,575	2,083	(508)	8,508	12,498	(3,990)
6475 · Property Taxes Expense	5,663	4,583	1,080	33,978	27,498	6,480
6476 · Signage Expense		250	(250)	1,130	1,500	(370)
6480 · Rubbish Removal Medical Waste E	1,363	1,333	30	8,629	7,998	631
6481 · Rubbish Removal Expense	2,039	2,083	(44)	12,234	12,498	(264)
6482 · Utilities/Electricity/Exterior	856	667	189	3,895	4,002	(107)
6484 · Utilities - Water (Exterior)	281	583	(302)	2,561	3,498	(937)
6485 · Security Expenses	5,525	6,250	(725)	34,945	37,500	(2,555)
6490 · Miscellaneous Expense	89	100	(11)	89	600	(511)
6445 · LPMP Expenses	74,049	86,840	(12,791)	442,316	521,040	(78,724)
<b>Net Income</b>	<b>26,852</b>	<b>13,855</b>	<b>12,997</b>	<b>167,656</b>	<b>83,130</b>	<b>84,526</b>

**Desert Healthcare District**  
**Balance Sheet**  
As of December 31, 2016

		Dec 31, 16
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Checking/Savings</b>		
	1000 · CHECKING CASH ACCOUNTS	1,884,057
	1100 · INVESTMENT ACCOUNTS	52,923,876
	<b>Total Checking/Savings</b>	54,807,934
	<b>Accounts Receivable</b>	17,677
<b>Other Current Assets</b>		
	1270 · Prepaid Insurance -Ongoing	23,796
	1279 · Pre-Paid Fees	27,228
	1281 · NEOPB Receivable	38,284
	1295 · Property Tax Receivable	1,856,862
	<b>Total Other Current Assets</b>	1,946,170
	<b>Total Current Assets</b>	56,771,781
<b>Fixed Assets</b>		
	1300 · FIXED ASSETS	4,888,795
	1335-00 · ACC DEPR	(1,271,585)
	1400 · LPMP Assets	7,790,764
	<b>Total Fixed Assets</b>	11,407,975
<b>Other Assets</b>		
	1700 · OTHER ASSETS	3,341,799
	<b>TOTAL ASSETS</b>	<b>71,521,555</b>
<b>LIABILITIES &amp; EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
<b>Accounts Payable</b>		
	2000 · Accounts Payable	13,131
	2001 · LPMP Accounts Payable	5,065
	<b>Total Accounts Payable</b>	18,196
<b>Other Current Liabilities</b>		
	2131 · Grant Awards Payable	2,302,196
	2133 · Accrued Accounts Payable	213,840
	2141 · Accrued Vacation Time	21,084
	2142 · Accrued Sick Time	21,982
	2155 · Grant Payable - NEOPB	12,656
	2186 · Retired BOD Medical - Current	21,362
	2188 · Current Portion - LTD	14,803
	2190 · Investment Fees Payable	25,389

**Desert Healthcare District**  
**Balance Sheet**  
As of December 31, 2016

		Dec 31, 16
	<b>Total Other Current Liabilities</b>	<b>2,633,311</b>
	<b>Total Current Liabilities</b>	<b>2,651,507</b>
	<b>Long Term Liabilities</b>	
	2170 · RPP - Pension Liability	6,364,702
	2171 · RPP-Deferred Inflows-Resources	717,310
	2280 · Long-Term Disability	64,677
	2281 · Grants Payable - Long-term	11,318,022
	2286 · Retirement BOD Medical Liabilit	83,547
	2290 · LPMP Security Deposits	60,070
	<b>Total Long Term Liabilities</b>	<b>18,608,327</b>
	<b>Total Liabilities</b>	<b>21,259,834</b>
	<b>Equity</b>	
	3900 · *Retained Earnings	49,522,282
	Net Income	739,438
	<b>Total Equity</b>	<b>50,261,721</b>
	<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>71,521,555</b>

**Desert Healthcare District**  
**Balance Sheet**  
As of December 31, 2016

		Dec 31, 16
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Checking/Savings</b>		
<b>1000 · CHECKING CASH ACCOUNTS</b>		
	1010 · Union Bank - Checking	1,546,837
	1046 · Las Palmas Medical Plaza	336,721
	1047 · Petty Cash	500
	<b>Total 1000 · CHECKING CASH ACCOUNTS</b>	<b>1,884,057</b>
<b>1100 · INVESTMENT ACCOUNTS</b>		
	1130 · Facility Replacement Fund	
	1129 · F R Fund - Restricted-Pulmonary	1,000,000
	1130 · Facility Replacement Fund - Other	53,741,083
	<b>Total 1130 · Facility Replacement Fund</b>	<b>54,741,083</b>
	1135 · Unrealized Gain FRF	(1,817,207)
	<b>Total 1100 · INVESTMENT ACCOUNTS</b>	<b>52,923,876</b>
	<b>Total Checking/Savings</b>	<b>54,807,934</b>
<b>Accounts Receivable</b>		
	1201 · Accounts Receivable	
	1204 · LPMP Accounts Receivable	(27,211)
	1205 · Misc. Accounts Receivable	11,130
	1211 · A-R Foundation - Exp Allocation	33,759
	<b>Total Accounts Receivable</b>	<b>17,677</b>
<b>Other Current Assets</b>		
	1270 · Prepaid Insurance -Ongoing	23,796
	1279 · Pre-Paid Fees	27,228
	1281 · NEOPB Receivable	38,284
	1295 · Property Tax Receivable	1,856,862
	<b>Total Other Current Assets</b>	<b>1,946,170</b>
	<b>Total Current Assets</b>	<b>56,771,781</b>
<b>Fixed Assets</b>		
<b>1300 · FIXED ASSETS</b>		
	1310 · Computer Equipment	75,835
	1315 · Computer Software	68,770
	1320 · Furniture and Fixtures	27,085
	1325 · Offsite Improvements	300,849
	1331 · DRMC - Parking lot	4,416,257
	<b>Total 1300 · FIXED ASSETS</b>	<b>4,888,795</b>
	1335-00 · ACC DEPR	

**Desert Healthcare District**  
**Balance Sheet**  
As of December 31, 2016

	Dec 31, 16
1335 · Accumulated Depreciation	(175,873)
1336 · Acc. Software Depreciation	(65,164)
1337 · Accum Deprec- Solar Parking Lot	(964,779)
1338 · Accum Deprec - LPMP Parking Lot	(65,769)
<b>Total 1335-00 · ACC DEPR</b>	<b>(1,271,585)</b>
<b>1400 · LPMP Assets</b>	
1401 · Building	8,705,680
1402 · Land	2,165,300
1403 · Tenant Improvements -New	1,963,353
1404 · Tenant Improvements - CIP	129,550
1406 · Building Improvements	
1406.1 · LPMP-Replace Parking Lot	676,484
1406 · Building Improvements - Other	1,364,337
<b>Total 1406 · Building Improvements</b>	<b>2,040,821</b>
1407 · Building Equipment Improvements	350,663
1409 · Accumulated Depreciation	
1410 · Accum. Depreciation	(6,580,367)
1412 · T I Accumulated Dep.-New	(984,236)
<b>Total 1409 · Accumulated Depreciation</b>	<b>(7,564,603)</b>
<b>Total 1400 · LPMP Assets</b>	<b>7,790,764</b>
<b>Total Fixed Assets</b>	<b>11,407,975</b>
<b>Other Assets</b>	
<b>1700 · OTHER ASSETS</b>	
1731 · Wellness Park	1,693,800
1740 · RPP-Deferred Outflows-Resources	1,647,999
<b>Total Other Assets</b>	<b>3,341,799</b>
<b>TOTAL ASSETS</b>	<b>71,521,555</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2000 · Accounts Payable	13,131
2001 · LPMP Accounts Payable	5,065
<b>Total Accounts Payable</b>	<b>18,196</b>
<b>Other Current Liabilities</b>	
2131 · Grant Awards Payable	2,302,196
2133 · Accrued Accounts Payable	213,840
2141 · Accrued Vacation Time	21,084

**Desert Healthcare District**  
**Balance Sheet**  
As of December 31, 2016

	Dec 31, 16
2142 · Accrued Sick Time	21,982
2155 · Grant Payable - NEOPB	12,656
2186 · Retired BOD Medical - Current	21,362
2188 · Current Portion - LTD	14,803
2190 · Investment Fees Payable	25,389
<b>Total Other Current Liabilities</b>	<b>2,633,311</b>
<b>Total Current Liabilities</b>	<b>2,651,507</b>
<b>Long Term Liabilities</b>	
2170 · RPP - Pension Liability	6,364,702
2171 · RPP-Deferred Inflows-Resources	717,310
2280 · Long-Term Disability	64,677
2281 · Grants Payable - Long-term	11,318,022
2286 · Retirement BOD Medical Liabilit	83,547
2290 · LPMP Security Deposits	60,070
<b>Total Long Term Liabilities</b>	<b>18,608,327</b>
<b>Total Liabilities</b>	<b>21,259,834</b>
<b>Equity</b>	
3900 · *Retained Earnings	49,522,282
Net Income	739,438
<b>Total Equity</b>	<b>50,261,721</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>71,521,555</b>



**Desert Healthcare District**  
**A/R Aging Summary**  
As of December 31, 2016

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL	Comments
Bio-Data Medical Laboratories, Inc	-	1,376	1,376	-	1,555	4,307	Tenant filed Bankruptcy
Cohen Musch Thomas Medical Group	-	3,365	3,365	-	3,434	10,165	Received payment in January
Desert Healthcare Foundation-	6,935	-	4,689	5,301	16,833	33,759	Due from Foundation
Desert Oasis Healthcare Medical Group	-	(1,892)	-	-	-	(1,892)	Prepayment
Desert Regional Medical Center	-	(4,658)	-	-	-	(4,658)	Prepayment
Kay Hazen	2,292	-	-	-	-	2,292	Director Insurance Premium
Laboratory Corporation of America	-	(4,620)	-	-	-	(4,620)	Prepayment
Miscellaneous	588	-	-	-	-	588	Medical Exp Reimbursement
Quest Diagnostics Incorporated	-	(5,652)	-	-	-	(5,652)	Prepayment
Sovereign	750	-	750	750	6,000	8,250	Received \$2,250 in January
Steven Gundry, M.D.	-	5,192	-	-	-	5,192	Slow pay
Tenet HealthSystem Desert, Inc	-	(5,157)	-	-	-	(5,157)	Prepayment
Tenet HealthSystem Desert, Inc.	-	(26,646)	-	-	-	(26,646)	Prepayment
University of California, Riverside	-	1,750	-	-	-	1,750	Received in January
<b>TOTAL</b>	<b>10,565</b>	<b>(36,942)</b>	<b>10,180</b>	<b>6,051</b>	<b>27,823</b>	<b>17,677</b>	

**Desert Healthcare District  
Deposit Detail  
December 2016**

Type	Date	Name	Amount
Deposit	12/02/2016		1,749
		T-Mobile	(1,749)
TOTAL			(1,749)
Deposit	12/06/2016		6,479
		Riverside County Treasurer- Prop. Tax	(6,479)
TOTAL			(6,479)
Deposit	12/15/2016		1,068,849
		Riverside County Treasurer- Prop. Tax	(1,068,849)
TOTAL			(1,068,849)
Deposit	12/27/2016		16,157
		Riverside County Treasurer- NEOPB	(16,157)
TOTAL			(16,157)
		<b>Total Deposits</b>	<b>1,093,234</b>

**DESERT HEALTHCARE DISTRICT**  
**PROPERTY TAX RECEIPTS FY 2016 - 2017**  
**RECEIPTS - TWELVE MONTHS ENDED JUNE 30, 2017**

	FY 2015-2016 Projected/Actual					FY 2016-2017 Projected/Actual				
	Budget %	Budget \$	Act %	Actual Receipts	Variance	Budget %	Budget \$	Act %	Actual Receipts	Variance
<b>July</b>	2.5%	\$ 152,663	2.7%	\$ 163,542	\$ 10,880	2.5%	\$ 152,663	1.3%	\$ 79,912	\$ (72,750)
<b>Aug</b>	1.6%	\$ 97,704	0.6%	\$ 37,174	\$ (60,530)	1.6%	\$ 97,704	1.7%	\$ 101,498	\$ 3,794
<b>Sep</b>	2.6%	\$ 158,769	2.5%	\$ 151,341	\$ (7,428)	2.6%	\$ 158,769	2.4%	\$ 147,194	\$ (11,575)
<b>Oct</b>	0.0%	\$ -	0.0%	\$ -	\$ -	0.0%	\$ -	0.0%	\$ -	\$ -
<b>Nov</b>	0.4%	\$ 24,426	0.1%	\$ 4,643	\$ (19,783)	0.4%	\$ 24,426	0.0%	\$ 2,455	\$ (21,971)
<b>Dec</b>	16.9%	\$ 1,031,999	17.2%	\$ 1,051,608	\$ 19,610	16.9%	\$ 1,031,999	17.6%	\$ 1,075,328	\$ 43,330
<b>Jan</b>	31.9%	\$ 1,947,974	30.8%	\$ 1,880,042	\$ (67,931)	31.9%	\$ 1,947,974	0.0%		
<b>Feb</b>	0.0%	\$ -	0.9%	\$ 54,158	\$ 54,158	0.0%	\$ -	0.0%		
<b>Mar</b>	0.3%	\$ 18,320	0.2%	\$ 9,745	\$ (8,575)	0.3%	\$ 18,320	0.0%		
<b>Apr</b>	5.5%	\$ 335,858	5.6%	\$ 340,687	\$ 4,829	5.5%	\$ 335,858	0.0%		
<b>May</b>	19.9%	\$ 1,215,194	18.9%	\$ 1,153,366	\$ (61,828)	19.9%	\$ 1,215,194	0.0%		
<b>June</b>	18.4%	\$ 1,123,596	17.8%	\$ 1,088,129	\$ (35,467)	18.4%	\$ 1,123,596	0.0%		
<b>Total</b>	<b>100%</b>	<b>\$ 6,106,500</b>	<b>97.2%</b>	<b>\$ 5,934,434</b>	<b>\$ (172,066)</b>	<b>100.00%</b>	<b>\$ 6,106,500</b>	<b>23.0%</b>	<b>\$ 1,406,388</b>	<b>\$ (59,172)</b>

**Las Palmas Medical Plaza  
Deposit Detail - LPMP  
December 2016**

Type	Date	Name	Account	Amount
<b>Deposit</b>	<b>12/06/2016</b>		<b>1046 · Las Palmas Medical Plaza</b>	<b>20,886</b>
Payment	12/06/2016	Aijaz Hashmi, M.D., Inc.	1499 · Undeposited Funds	(2,601)
Payment	12/06/2016	Brad A. Wolfson, M.D.	1499 · Undeposited Funds	(3,212)
Payment	12/06/2016	Derakhsh Fozouni, M.D.	1499 · Undeposited Funds	(4,125)
Payment	12/06/2016	Derakhsh Fozouni, MD -	1499 · Undeposited Funds	(2,249)
Payment	12/06/2016	Lynn W. Cooper, M.D.	1499 · Undeposited Funds	(2,773)
Payment	12/06/2016	Ramy Awad, M.D.	1499 · Undeposited Funds	(2,406)
Payment	12/06/2016	Ronald Himelman, M.D.	1499 · Undeposited Funds	(3,520)
<b>TOTAL</b>				<b>(20,886)</b>
<b>Deposit</b>	<b>12/07/2016</b>		<b>1046 · Las Palmas Medical Plaza</b>	<b>47,918</b>
Payment	12/07/2016	Pathway Pharmaceuticals, Inc.	1499 · Undeposited Funds	(2,118)
Payment	12/07/2016	Desert Regional Medical Center	1499 · Undeposited Funds	(4,658)
Payment	12/07/2016	Tenet HealthSystem Desert, Inc	1499 · Undeposited Funds	(5,157)
Payment	12/07/2016	West Pacific Medical Laboratory	1499 · Undeposited Funds	(1,849)
Payment	12/07/2016	Steven Gundry, M.D.	1499 · Undeposited Funds	(5,192)
Payment	12/07/2016	Tenet HealthSystem Desert, Inc.	1499 · Undeposited Funds	(26,099)
Payment	12/07/2016	Peter Jamieson, M.D.	1499 · Undeposited Funds	(2,844)
<b>TOTAL</b>				<b>(47,918)</b>
<b>Deposit</b>	<b>12/21/2016</b>		<b>1046 · Las Palmas Medical Plaza</b>	<b>4,620</b>
Payment	12/21/2016	Laboratory Corporation of America	1499 · Undeposited Funds	(4,620)
<b>TOTAL</b>				<b>(4,620)</b>
<b>Deposit</b>	<b>12/27/2016</b>		<b>1046 · Las Palmas Medical Plaza</b>	<b>8,022</b>
Payment	12/27/2016	Dennis Spurgin, D.C.	1499 · Undeposited Funds	(2,601)
Payment	12/27/2016	University of California, Riverside	1499 · Undeposited Funds	(3,529)
Payment	12/27/2016	Desert Oasis Healthcare Medical Group	1499 · Undeposited Funds	(1,892)
<b>TOTAL</b>				<b>(8,022)</b>
<b>Deposit</b>	<b>12/29/2016</b>		<b>1046 · Las Palmas Medical Plaza</b>	<b>5,740</b>
Payment	12/29/2016	Milauskas Eye Institute Medical Group	1499 · Undeposited Funds	(5,740)
<b>TOTAL</b>				<b>(5,740)</b>

**Las Palmas Medical Plaza  
Deposit Detail - LPMP  
December 2016**

Type	Date	Name	Account	Amount
Deposit	12/30/2016		1046 · Las Palmas Medical Plaza	5,652
Payment	12/30/2016	Quest Diagnostics Incorporated	1499 · Undeposited Funds	(5,652)
TOTAL				(5,652)
Deposit	12/30/2016		1046 · Las Palmas Medical Plaza	36,462
Payment	12/30/2016	Desert Regional Medical Center	1499 · Undeposited Funds	(4,658)
Payment	12/30/2016	Tenet HealthSystem Desert, Inc	1499 · Undeposited Funds	(5,157)
Payment	12/30/2016	Tenet HealthSystem Desert, Inc.	1499 · Undeposited Funds	(26,646)
TOTAL				(36,462)
			<b>Total Deposits</b>	<b>129,300</b>

**Desert Healthcare District**  
**Check Register**  
As of December 31, 2016

Type	Date	Num	Name	Amount
<b>1000 - CHECKING CASH ACCOUNTS</b>				
<b>1010 - Union Bank - Checking</b>				
Liability Check	12/01/2016		QuickBooks Payroll Service	(21,627)
General Journal	12/05/2016	06-01	401a payment - 12/2/16 payroll	(1,214)
General Journal	12/05/2016	06-01	457b payment - 12/2/16 payroll	(2,441)
General Journal	12/05/2016	06-01	457b loan payment - 12/2/16 payroll	(109)
Bill Pmt -Check	12/05/2016	14221	Alejandro Espinoza-	(84)
Bill Pmt -Check	12/05/2016	14222	Blood Bank of San Bernardino	(54,000)
Bill Pmt -Check	12/05/2016	14223	Chris Christensen	(84)
Bill Pmt -Check	12/05/2016	14224	Coachella Valley Economic Partnership	(166,028)
Bill Pmt -Check	12/05/2016	14225	CV Strategies	(2,350)
Bill Pmt -Check	12/05/2016	14226	Ernest Enterprises	(62)
Bill Pmt -Check	12/05/2016	14227	Greenscene Landscape, Inc.	(400)
Bill Pmt -Check	12/05/2016	14228	HARC, INC.	(589)
Bill Pmt -Check	12/05/2016	14229	Law Offices of Scott & Jackson	(10,600)
Bill Pmt -Check	12/05/2016	14230	McCormack + Kristel	(10,998)
Bill Pmt -Check	12/05/2016	14231	MSA Consulting, Inc.	(3,100)
Bill Pmt -Check	12/05/2016	14232	Principal Life Insurance Co.	(651)
Bill Pmt -Check	12/05/2016	14233	Ready Refresh	(44)
Bill Pmt -Check	12/05/2016	14234	Rogers, Carole	(578)
Bill Pmt -Check	12/05/2016	14235	Sedgwick CMS	(537)
Bill Pmt -Check	12/05/2016	14236	Shred-It	(75)
Bill Pmt -Check	12/05/2016	14237	Soroptimist House of Hope, Inc.	(4,400)
Bill Pmt -Check	12/05/2016	14238	State Compensation Insurance Fund	(811)
Bill Pmt -Check	12/05/2016	14239	Time Warner Cable	(205)
Bill Pmt -Check	12/05/2016	14240	Verizon Wireless	(281)
Bill Pmt -Check	12/13/2016	14241	Anthem Blue Cross	(105)
Bill Pmt -Check	12/13/2016	14242	Assistance League of Palm Springs Desert	(5,000)
Bill Pmt -Check	12/13/2016	14243	Blackbaud, Inc.	(10,489)
Bill Pmt -Check	12/13/2016	14244	Brian Wachs, CPA	(500)
Bill Pmt -Check	12/13/2016	14245	Burke Consulting	(5,781)
Bill Pmt -Check	12/13/2016	14246	First Bankcard (Union Bank)	(1,565)
Bill Pmt -Check	12/13/2016	14247	McCormack + Kristel	(357)
Bill Pmt -Check	12/13/2016	14248	RSG, Inc.	(20,173)
Bill Pmt -Check	12/13/2016	14249	So.Cal Computer Shop	(550)
Bill Pmt -Check	12/13/2016	14250	Staples Credit Plan	(138)
Bill Pmt -Check	12/13/2016	14251	Steve Brown	(410)
Bill Pmt -Check	12/13/2016	14252	Michael Solomon	(1,326)
Bill Pmt -Check	12/13/2016	14253	Underground Service Alert of Southern Cal	(6)

**Desert Healthcare District**  
**Check Register**  
As of December 31, 2016

Type	Date	Num	Name	Amount
Bill Pmt -Check	12/13/2016	14254	So.Cal Computer Shop	(203)
Liability Check	12/15/2016		QuickBooks Payroll Service	(23,193)
General Journal	12/19/2016	06-02	401a payment - 12/16/16 payroll	(1,394)
General Journal	12/19/2016	06-02	457b payment - 12/16/16 payroll	(2,618)
General Journal	12/19/2016	06-02	457b loan payment - 12/16/16 payroll	(109)
Bill Pmt -Check	12/20/2016	14255	Boys & Girls Club of Coachella Valley	(2,242)
Bill Pmt -Check	12/20/2016	14256	CoPower Employers' Benefits Alliance	(1,974)
Bill Pmt -Check	12/20/2016	14257	El Sol Neighborhood - NEOPB	(4,415)
Bill Pmt -Check	12/20/2016	14258	Frazier Pest Control, Inc.	(30)
Bill Pmt -Check	12/20/2016	14259	Greenscene Landscape, Inc.	(200)
Bill Pmt -Check	12/20/2016	14260	Law Offices of Scott & Jackson	(11,860)
Bill Pmt -Check	12/20/2016	14261	Premier Healthcare Solutions	(4,296)
Bill Pmt -Check	12/28/2016	14262	Alejandro Espinoza-	(155)
Bill Pmt -Check	12/28/2016	14263	Blackbaud, Inc.	(171)
Bill Pmt -Check	12/28/2016	14264	CV Strategies	(38,745)
Bill Pmt -Check	12/28/2016	14265	Ernest Enterprises	(21)
Bill Pmt -Check	12/28/2016	14266	Image Source	(673)
Bill Pmt -Check	12/28/2016	14267	MSA Consulting, Inc.	(11,900)
Bill Pmt -Check	12/28/2016	14268	Pitney Bowes Purchase Power	(200)
Bill Pmt -Check	12/28/2016	14269	Principal Life Insurance Co.	(834)
Bill Pmt -Check	12/28/2016	14270	Shred-It	(75)
Bill Pmt -Check	12/28/2016	14271	Time Warner Cable	(205)
Liability Check	12/29/2016		QuickBooks Payroll Service	(23,822)
General Journal	12/30/2016	06-08	401a payment - 12/30/16 payroll	(1,210)
General Journal	12/30/2016	06-08	457b payment - 12/30/16 payroll	(2,493)
General Journal	12/30/2016	06-08	457b loan payment - 12/30/16 payroll	(109)
Check	12/31/2016		Service Charge	(535)
General Journal	12/31/2016	06-10	Record Medical Reimb & LT Disb - December 2016	(1,644)
<b>TOTAL</b>				<b>(462,991)</b>

Desert Healthcare District					
Details for credit card Expenditures					
Credit card purchases - Nov 2016 - Paid Dec 2016					
Number of credit cards held by District personnel -1					
Credit Card Limit - \$5,000					
Credit Card Holders:					
Chris Christensen - Chief Executive 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 Charged	Total Charges	Expense Type	Amount	Purpose
Chris' Statement:					
2016	Nov	\$ 1,564.77	District		
			5230	\$ 229.50	CEO recruitment meeting
			6360	\$ 17.84	Conference call expense
			5160	\$ 450.00	ACHD Leadership Academy - CEO
			6360	\$ 117.44	Protection plan service agreement - CEO laptop
			1310	\$ 749.99	CEO laptop
				<b>\$ 1,564.77</b>	



**Las Palmas Medical Plaza**  
**Check Register**  
As of December 31, 2016

Type	Date	Num	Name	Amount
<b>1000 - CHECKING CASH ACCOUNTS</b>				
<b>1046 - Las Palmas Medical Plaza</b>				
Bill Pmt -Check	12/05/2016	9574	County of Riverside-Dept of Env. Health	(512)
Bill Pmt -Check	12/05/2016	9575	Desert Air Conditioning Inc.	(70)
Bill Pmt -Check	12/05/2016	9576	Desert Water Agency	(361)
Bill Pmt -Check	12/05/2016	9577	Frazier Pest Control, Inc.	(180)
Bill Pmt -Check	12/05/2016	9578	Imperial Security	(4,282)
Bill Pmt -Check	12/05/2016	9579	Jason Fredregill	(2,250)
Bill Pmt -Check	12/05/2016	9580	Pink, Inc.	(1,250)
Bill Pmt -Check	12/13/2016	9581	Frontier Communications	(208)
Bill Pmt -Check	12/13/2016	9582	Fulton Distributing	(558)
Bill Pmt -Check	12/13/2016	9583	Imperial Security	(1,381)
Bill Pmt -Check	12/13/2016	9584	Palm Springs Disposal Services Inc	(2,039)
Bill Pmt -Check	12/13/2016	9585	Southern California Edison	(1,006)
Bill Pmt -Check	12/13/2016	9586	Stericycle, Inc.	(1,492)
Bill Pmt -Check	12/20/2016	9587	Desert Air Conditioning Inc.	(2,371)
Bill Pmt -Check	12/20/2016	9588	Frazier Pest Control, Inc.	(180)
Bill Pmt -Check	12/20/2016	9589	Imperial Security	(1,381)
Bill Pmt -Check	12/20/2016	9590	Pink, Inc.	(1,835)
Bill Pmt -Check	12/20/2016	9591	Roto-Rooter Plumbers	(625)
Bill Pmt -Check	12/20/2016	9592	The Cleaning and Janitorial Company	(1,575)
Bill Pmt -Check	12/20/2016	9593	The Griffon Mgmt. Group, Inc	(8,350)
Bill Pmt -Check	12/28/2016	9594	Amtech Elevator Services	(1,239)
Bill Pmt -Check	12/28/2016	9595	Frontline Property Maintenance	(11)
Bill Pmt -Check	12/28/2016	9596	Imperial Security	(1,381)
Bill Pmt -Check	12/28/2016	9597	Locks Around The Clock	(89)
Bill Pmt -Check	12/28/2016	9598	The Griffon Mgmt. Group, Inc	(5,010)
Check	12/31/2016		Service Charge	(1,032)
<b>TOTAL</b>				<b>(40,669)</b>

**Las Palmas Medical Plaza  
Unit Rental Status  
As of January 1, 2017**

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 Incig CAM	Total Annual Rent Incig CAM
			From	To									
											\$ 0.60		
1E, 201-203	Vacant		10/10/2014			2,800	5.75%	UCR backed out of negotiations					
1W, 105	Vacant					1,060	2.18%	Dr. Cooper retired					
2W, 102	Vacant					640	1.31%	Biodata filed bankruptcy and moved out					
<b>Total - Vacancies</b>						<b>3,860</b>	<b>7.92%</b>						
<b>Total Suites-33 - 32 Suites Occupied</b>		<b>\$60,069.70</b>			<b>\$ -</b>	<b>48,716</b>	<b>92.1%</b>	<b>70,829</b>	<b>849,942</b>	<b>\$ 1.58</b>	<b>26,791</b>	<b>97,620</b>	<b>1,171,437</b>
<b>Summary - All Units</b>													
<b>Occupied</b>			<b>44,856</b>	<b>92.1%</b>									
<b>Vacant</b>			<b>3,860</b>	<b>7.9%</b>									
<b>Total</b>			<b>48,716</b>	<b>100%</b>									

**DESERT HEALTHCARE DISTRICT  
OUTSTANDING GRANTS AND GRANT PAYMENT SCHEDULE**

As of 12/31/16

TWELVE MONTHS ENDED JUNE 30, 2017

Grant ID Nos.	Name	Approved	Current Yr	6/30/2016	Total Paid	Open
		Grants - Prior Yrs	2015-2016	Bal Fwd/New	July-June	BALANCE
2013-759-BOD 02/26/13	Desert Hot Springs Wellness FDN - Oversampling - HARC -3yr	\$ 30,000		\$ 15,000	\$ -	\$ 15,000
2013-765-BOD 5/28/13	HARC - Health Evaluation Component of the @LIKE program	\$ 11,425		\$ 1,143	\$ 589	\$ 554
	Unexpended funds - Grant 765 - November 2016					\$ (554)
2013-782-BOD 6/25/13	CVEP - CV/Hub Accelerator Campus 3 years	\$ 500,000		\$ 25,000	\$ -	\$ 25,000
2014-MOU-BOD-11/21/13	Memo of Understanding CVAG CV Link Support	\$ 10,000,000		\$ 10,000,000	\$ -	\$ 10,000,000
2014-821-BOD-4/22/14	HealthCorps-24 mos support Coordinator proj - High Schools	\$ 555,968		\$ 55,597	\$ 55,597	\$ -
2014-852-BOD-11-19-14	Desert AIDS Project - Get Tested Coachella Valley - 3 yr	\$ 498,625		\$ 274,244	\$ 74,794	\$ 199,450
2015-862-BOD-3-24-15	Visiting Nurses Association of California - Point-of-Care McKesson Technology Upgrade	\$ 125,000		\$ 12,500	\$ -	\$ 12,500
2015-866-BOD-4-28-15	The LGBT Center of PS - Desert Low-Cost Counseling Clinic - 3 yr	\$ 140,000		\$ 104,000	\$ 18,000	\$ 86,000
2015-870-BOD-5-28-15	Mizell Senior Center - CV Senior Fall Prevention Program - 2 Yr	\$ 403,300		\$ 221,815	\$ 90,743	\$ 131,073
2015-874-BOD-6-23-15	United Cerebral Palsy - Skill-builders Community Integration - 2 Yr	\$ 178,894		\$ 98,392	\$ 40,251	\$ 58,141
2015-875-BOD-6-23-15	Desert AIDS Project - Sexually Transmitted Infection Clinic - 3 Yr	\$ 800,000		\$ 450,000	\$ 137,500	\$ 312,500
2015-876-BOD-6-23-15	Arrowhead Neuroscience Fndtn-NeuroInterventional & NeuroCritical Care Fellowship 2 Yr	\$ 373,540		\$ 289,494	\$ -	\$ 289,494
2016-885-BOD-9-22-15	Hidden Harvest - Senior Markets & Healthy Fairs - 1 Yr	\$ 102,800		\$ 10,280	\$ 10,280	\$ -
2016-886-BOD-9-22-15	B&G Club of Cathedral City - Main Club House Capital Improvements - 1 Yr	\$ 150,000		\$ 116,250	\$ 67,500	\$ 48,750
2016-887-BOD-9-22-15	CVEP - Mental Health College & Career Pathways Development Initiative - 2 Yr	\$ 737,900		\$ 405,845	\$ 166,028	\$ 239,818
2016-889-BOD-10-27-15	HARC - 2016 Community Health Monitor - 3 Yr	\$ 499,955		\$ 349,969	\$ 74,993	\$ 274,975
2016-891-BOD-11-17-15	Jewish Family Services of the Desert - Mental Health Outpatient Treatment - 3 Yr	\$ 570,000		\$ 450,000	\$ 120,000	\$ 330,000
2016-893-BOD-12-15-15	The Ranch Recovery Center - Purchase Electronic Records Management	\$ 21,500		\$ 2,150	\$ 2,150	\$ -
2016-894-BOD-12-15-15	Act for MS - Enhanced health Training, Flexibility and Circulation Therapy - 2 Yr	\$ 368,228		\$ 285,377	\$ 82,851	\$ 202,525
2016-899-BOD-02-23-16	Pegasus Therapeutic Riding - Hippo Therapy Helping to Heal Program - 1 Yr	\$ 102,544		\$ 56,399	\$ 46,145	\$ 10,254
2016-907-BOD-05-24-16	CV Volunteers in Medicine - Access to Healthcare Post Implementation of the ACA 1 Yr	\$ 120,798		\$ 66,439	\$ -	\$ 66,439
2016-908-BOD-06-28-16	Angel View Support for the Outreach Stabilization Program - 2 Yr	\$ 144,600		\$ 144,600	\$ 32,535	\$ 112,065
2016-909-BOD-06-28-16	Desert Cancer Foundation Support for the Patient Assistance Care - 1 Yr	\$ 187,000		\$ 187,000	\$ 84,150	\$ 102,850
2016-910-BOD-06-28-16	FIND Food Bank Support for the Hunger to Health Program - 1 Yr	\$ 390,151		\$ 390,151	\$ 175,568	\$ 214,583
2016-911-BOD-07-26-16	Well in the Desert - Support Assistance With Projects and Saving Lives - 1 Yr		\$ 44,800	\$ 44,800	\$ 20,160	\$ 24,640
2016-913-BOD-07-26-16	Neuro-Vitality Center - Core Program Operations - 1 Yr		\$ 261,340	\$ 261,340	\$ 117,603	\$ 143,737
2016-916-BOD-09-27-16	UCRSOM - Street Medicine Clinic - 1 Yr		\$ 70,899	\$ 70,899	\$ 63,809	\$ 7,090
2016-918-BOD-09-27-16	Desert Healthcare Foundation-NTE Desert Highland Gateway Community Health & Wellness		\$ 110,000	\$ 110,000	\$ 110,000	\$ -
2016-920-BOD-10-25-16	LifeStream Blood Bank - Support Protate Cancer Treatment Program		\$ 60,000	\$ 60,000	\$ 54,000	\$ 6,000
2016-926-BOD-12-20-16	Ranch Recovery Center - Purchase and Installation of Emergency Generator		\$ 27,979	\$ 27,979	\$ -	\$ 27,979
2016-927-BOD-12-20-16	SafeHouse of the Desert - "What's Up" Crisis Texting Application - 3 Yr		\$ 679,357	\$ 679,357	\$ -	\$ 679,357
<b>TOTAL GRANTS</b>		<b>\$ 17,012,228</b>	<b>\$ 1,254,375</b>	<b>\$ 15,266,018</b>	<b>\$ 1,645,245</b>	<b>\$ 13,620,219</b>
Amts available/remaining for Grant/Programs - FY 2016-17:						
Amount budgeted 2016-2017			\$ 4,500,000		G/L Balance:	12/31/2016
Amount granted through December 31, 2016:			\$ (1,254,375)		2131	\$ 2,302,196
Mini Grants: 912,914,917,919,922,923,924			\$ (26,202)		2281	\$ 11,318,023
Net adj - Grants not used: 896, 765			\$ 758		Total	\$ 13,620,219
Balance available for Grants/Programs INCLDG \$1,000,000 for pulmonary.			\$ 3,220,181		Difference - Rdg	\$ 0



Date: January 24, 2017

To: Board of Directors

Subject: Comprehensive Strategic Planning (2017) – Process and Procedure Budget Approval (NTE \$50,000)

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**Staff recommendation:** Consideration to approve a budget of up to \$50,000 to facilitate the comprehensive Strategic Planning process.

**Background:**

- The CEO and COO/CFO of the Desert Healthcare District have been working over the last few weeks to prepare for this 3-6 month process.
- Professional planning services are necessary to facilitate the Strategic Planning process.
- With approval of this recommendation, staff will proceed (working with planners) on the development of the scope of work and intends to bring a formal proposal to the F&A Committee and then the Board of Directors for final approval.

**Financial Impact:**

Estimated Cost, not to exceed \$50,000.



Date: January 24, 2017

To: Board of Directors

Subject: Legal Counsel Engagement for review, discussion, and potential changes to the Desert Healthcare District Board Conflict of Interest policy.

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**Staff recommendation:** Consideration to authorize Staff to engage Legal Counsel for review and discussion of the Desert Healthcare District Board Conflict of Interest Policy.

**Background:**

- Given the seating of a new Board in December, 2016, staff recommends a review and discussion of the current Board Conflict of Interest Policy and wishes to engage outside legal counsel to facilitate the Board's work.

**Financial Impact:**

Currently unknown.



Date: January 19, 2017

To: Desert Healthcare District-Board of Directors

Subject: Boys and Girls Clubs of Coachella Valley: Nutrition Education Obesity Prevention Subcontractor Agreement

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**Staff Recommendation:**

Recommendation to approve the Boys and Girls Clubs of Coachella Valley subcontractor agreement for the Nutrition Education Obesity Prevention (NEOP) program for FFY 16/17.

**Background**

On October 1, 2014, the Desert Healthcare District entered into a contract with the Riverside University Health System - Public Health Department to implement and administer the NEOP program to target residents of Desert Hot Springs. Upon completion of the initial contract, the Riverside University Health System - Public Health Department, approached the Desert Healthcare District with the NEOP grant renewal for three years for FFY 16/17, FFY 17/18 and FFY 18/19.

**Discussion**

The NEOP program has been a vital part of raising awareness about a healthier lifestyle, and providing nutrition and physical activity classes to district residents in the city of Desert Hot Springs. The Boys and Girls Clubs of Coachella Valley, specifically the Desert Hot Springs clubhouse has been a key partner in these efforts by providing health education classes and physical activity lessons to its club members and children participating in the Ready, Set, Swim program.

**Fiscal Impact**

The NEOP grant budget of \$140,000.00 for FFY16/17, includes a \$24,000.00 subcontractor line item for the Boys and Girls Clubs of Coachella Valley. All associated costs derived from the subcontract with the Boys and Girls Clubs of Coachella Valley are fully reimbursable to the Desert Healthcare District via the Nutrition Education Obesity Prevention program grant funds for FFY 16/17.

## INDEPENDENT CONTRACTOR AGREEMENT

This Independent Contractor Agreement (“Agreement”) is made and entered into by **DESERT HEALTHCARE DISTRICT**, a California healthcare district organized and operating pursuant to Health & Safety Code section 3200 et seq. (the “Agency”) and **BOYS AND GIRLS CLUBS OF COACHELLA VALLEY** (“Contractor”)

### R E C I T A L S

- A. The Agency is engaged in the business of providing funding for programs/projects that advance health and wellness to District residents.
- B. Contractor is an independent consultant specializing in empowering communities to lead healthy and comfortable lives with access to health care; safe, affordable housing; opportunities for education; and the leadership skills to eliminate disparities.
- C. The Agency desires to utilize Contractor’s services for specific projects on the terms and conditions set forth in this Agreement.

NOW, THEREFORE, the parties agree as follows:

#### **1. Engagement and Scope of Services.**

(a) **Engagement:** The Agency hereby retains the services of Contractor and Contractor hereby agrees to provide the services under the Nutrition Education and Obesity Program described in Exhibit A, and such other services as requested in writing from time to time by an authorized representative of the Agency, in accordance with the terms and conditions of this Agreement.

(b) **Extent of Services:** Contractor shall be available to render services as described in Exhibit A or as requested by the Agency. The Agency expects the initial assignment described in Exhibit A (scheduled agreed to and provided by the Agency), but nothing in this Agreement shall entitle Contractor to provide or obligate the Agency to request any specific minimum or maximum number of hours or days of services. Contractor shall be free to provide services to other clients during the term of this Agreement provided this does not impair Contractor’s ability to fulfill its obligations under this Agreement or create a conflict of interest with the Agency.

(c) **Skill and Ability:** All services performed by Contractor shall reflect first class workmanship and attention to detail. Contractor represents and warrants that it has the requisite skill, ability, training, licenses, and other qualifications necessary or customarily required to perform such services in accordance with the best practices in the industry and all applicable laws and customs.

(d) **Accounting:** Upon request by the Agency, Contractor shall provide the Agency with an accurate accounting of all services performed or in progress under this Agreement.

## 2. Years of Engagement and Termination

Contractor's engagement with the Agency shall commence when contract is approved by the Agency's Board of Directors around **October 1, 2016** and shall continue until **September 30, 2017** or until the services requested by the Agency are completed, but either party may terminate Contractor's engagement (a) immediately in the event of a breach of this Agreement or other just cause, or (b) at any time without a breach or just cause upon ten (10) days written notice.

## 3. Compensation.

(a) **Fees:** A Summary of Costs totaling \$24,000 is described in Exhibit B and attached to this Agreement.

(b) **Expenses:** N/A

(c) **No Other Benefits:** The Agency shall not be responsible for and Contractor shall not be entitled to the payment of any other compensation or other amounts to the Contractor. Under no circumstances shall Contractor be eligible for or entitled to any of the compensation or benefits that the Agency may provide to its employees, either as required by law or pursuant to Agency policy or practice, including but not limited to bonus and incentive compensation; overtime pay or meal and rest period premiums; vacation, sick leave, holiday, or other paid time off; retirement, profit sharing or 401k; medical, dental, vision, life, disability, or other insurance; severance pay; stock options, stock grants or other equity participation; or workers compensation, unemployment insurance, or disability insurance. Contractor specifically acknowledges that principals shall not be eligible for unemployment insurance even if this Agreement is terminated without cause.

(d) **Taxes:** The Agency shall report all compensation paid to Contractor under this Agreement on Form 1099. Contractor shall be solely responsible for all taxes, penalties, or interest due with respect to all such compensation, and shall defend and indemnify the Agency for any such taxes, penalties or interest.

(e) **Termination.** Upon termination of this Agreement for any reason, the Agency's only obligation shall be to pay the compensation and expenses owing under this Agreement for authorized services actually rendered by Contractor prior to the date of termination.



#### **4. Independent Contractor Status.**

(a) In performing any and all services to the Agency, Contractor shall function strictly as an independent contractor and shall not be deemed an employee, partner, joint venture, agent, or principal of the Agency. Contractor shall have no authority to bind Agency, enter into contracts, or authorize expenditures without the prior written authorization of the Agency. Contractor shall be solely responsible for providing any benefits as required by law, contract, or policy to any employees of the Contractors. The Agency is only responsible for compensating for benefits as outlined in Exhibit B.

(b) Contractor shall be solely responsible for all obligations imposed by law or contract as the employer of any personnel to whom Contractor delegates the performance of services under this Agreement, including but not limited to compliance with all state and federal laws concerning payroll and recordkeeping, wage and hour, employee benefits, safety and health, equal employment opportunity and unlawful harassment or discrimination, or termination of employment. Contractor shall defend and indemnify the Agency and its officers, directors, employees, and agents from any claim or liability asserted against the Agency by any personnel of Contractor arising from or relating to the performance of services under this Agreement.

(c) To the extent Contractor and its personnel interact with employees of the Agency or perform services at the Agency or its customers' locations, Contractor and its personnel shall comply with all rules and policies of the Agency that apply generally to all business visitors, concerning safety and health, equal employment, unlawful harassment, substance abuse and personal conduct.

#### **5. Confidential Information.**

(a) At all times during and after the term of this Agreement, Contractor shall hold in strictest confidence any information which is not legally available to the public as public information as the Agency is a public agency.

(b) Additionally, as a public agency, all Contractor information, data, communications, contracts, fees provided to the Agency under this Agreement are available to the public and not classified as confidential.

#### **6. Compliance with Law:**

Contractor shall comply with all applicable laws and regulations in performing services under this Agreement, including but not limited to those concerning food safety, ethical marketing practices, and consumer protection.

## **7. Indemnity:**

Contractor shall defend and indemnify the Agency and its officer, directors, employees, agents, successors, and assigns from all claim and liabilities (including attorneys' fees and costs) that arise from or are related to any breach of this Agreement by Contractor or any negligent or wrongful act or omission of Contractor and its personnel, including but not limited to claims for death or personal injury involving the Contractor's use or operation of any motor vehicle or equipment.

## **8. Insurance:**

At all times during and for a reasonable period of time after the term of this Agreement, Contractor shall procure and maintain adequate general liability insurance covering all aspects of the services rendered under this Agreement, including but not limited to adequate automotive liability insurance covering any use or operation of any motor vehicle. Contractor shall be solely responsible for procuring and maintaining any insurance required or customarily provided to Contractor's employees, including but not limited to group medical, life, disability, accidental death and dismemberment, workers compensation and unemployment insurance.

## **9. Returning Agency Documents and Transition of Business:**

Upon termination of this Agreement for any reason, or upon request by the Agency at any time, Contractor shall return unconditionally to the Agency all documents and files (including originals and copies, whether on paper or electronic), equipment supplies, and all other property of any kind that belongs to the Agency or came into Contractor's possession in the course of performing services under this Agreement. Upon request, Contractor shall also present a written accounting of all services performed and business transacted under this Agreement. Contractor shall cooperate in good faith with the Agency to assure an orderly transition of business under this Agreement following termination.

## **10. Miscellaneous.**

(a) **Notices.** Any notice required under this Agreement may be personally delivered or sent by facsimile, pdf, email or first class mail to the following addresses:

- (i) If to the Agency:  
*Desert Healthcare District  
1140 North Indian Canyon Drive  
Palm Springs, CA 92262  
Attn: Herb K. Schultz, CEO*
  
- (ii) If to the Contractor:  
*Boys and Girls Clubs of Coachella Valley  
42600 Cook Street, Ste. 120,  
Palm Desert 92211  
Attn: Quinton Egson, Chief Executive Officer, Clubs*

(b) **No Waiver.** If any party fails to object to a breach of this Agreement, that party shall not be precluded from objecting to any future breach.

(c) **Governing Law.** This Agreement has been made and entered into in the State of California and shall be construed in accordance with the laws of the State of California.

(d) **Severability.** If any provision of this Agreement is declared void for any reason, all other provisions shall remain in effect.

(e) **Captions.** The various captions of this Agreement are for reference only and shall not be considered or referred to in resolving questions or interpretation of this Agreement.

(f) **Attorneys' Fees.** If any legal action is necessary to enforce or interpret this Agreement, the prevailing party shall recover its costs and attorneys' fees.

(g) **Assignment.** Contractor may not assign his rights, obligations or duties under this Agreement without the express written consent of the Agency. This Agreement shall inure to the benefit of and be binding upon any successor or assign of the Agency.

**Signature Page:**

**Agency:**

By: \_\_\_\_\_  
Its: Herb K. Schultz, CEO

Date: \_\_\_\_\_

**Contractor:**

By: \_\_\_\_\_

Date: \_\_\_\_\_

Its: Quinton Egson, Chief Executive Officer, Clubs

**EXHIBIT A**  
**SERVICES**

**Period beginning approximately October 1, 2016 through September 30, 2017**

- Conduct a minimum of **12** nutrition education and/or physical activity promotion classes reaching a minimum of **350** Boys and Girls Club members.
- Provide a series of **3** or more direct nutrition education and/or physical activity promotion classes per cohort (45 min each) to a minimum of **400** students from the Ready, Set, Swim program.
- Organize and participate in **2** community health promotion events reaching a total of **300** community residents.
- Participation in all mandatory state, county and local (DHCD) meetings, conferences and/or trainings.

**EXHIBIT B**  
**SUMMARY OF COSTS**

**Staffing**

Position Title	Position Name	SNAP-Ed Time Spent		FTE	Total SNAP-Ed Salary	SNAP-Ed Admin Costs	Total SNAP-Ed Funded Salary and Benefits
		% of SNAP-Ed Time spent on Mgmt/Admin Duties	% of SNAP-Ed Time spent on Direct SNAP-Ed Delivery				
Community Liaison	Paul-Anthony Turner	20.00%	800.00%	0.14	\$3,640.00	\$728.00	\$3,640
Program Assistant	Bianca Alomar	0.00%	100.00%	0.30	\$5,100.00	\$0.00	\$5,100
Accountant/Finance Analyst	Jody Brazil	100.00%	0.00%	0.10	\$5,000.00	\$5,000.00	\$5,000
Administrative Coordinator	Maria Jimenez	100.00%	0.00%	0.08	\$3,000.00	\$3,000.00	\$3,000
Program Assistant	Christine Megalonakis	0.00%	100.00%	0.27	\$5,062.50	\$0.00	\$5,063
<b>Total Staffing: Salary/Benefits:</b>				<b>0.89</b>	<b>\$21,803</b>	<b>\$8,728</b>	<b>\$21,803</b>

**Total Staffing Budget:**

**\$21,803.00**

**Operating Expenses**

Budget Item	Description/Justification	FTE	Cost per Item	# of Items	Total
Office Supplies	General supplies (ink, paper, flip charts, pens, markers, etc.)	.89	\$76.00	12	\$812
<b>Total</b>					<b>\$812.00</b>

**Total Operating Budget**

**\$812.00**

**Travel and Per Diem-**

Position Title/Name	Location	Description/Justification	Trips	FTE	Days	Nights	Per Diem	Lodging	Air	Miles (\$540)	Other	Total
Paul-Anthony Turner and Christine Megalonakis	Various	Snap-Ed Approved Skills-Based Training and Monthly SubContractor Meetings	38	.41						40		\$821
Bianca Alomar	Sacramento	State SNAP-Ed LIA Forum	1	.30	2	2	\$46.00	\$110.00	\$466.00	0	\$60.00	\$251
											<b>Total</b>	<b>\$1072.00</b>

**Total Travel and Per Diem-**

**\$ 1072.00**

**Other Costs**

Budget Item	Description/Justification	Cost per Item	# of Items	Total
Food Demonstration Supplies	Cups, spoons, napkins, bowls, knives, trash cans, etc (\$.10/per test)	\$0.10	590	\$59
Food Demonstration Supplies	Ingredients for taste testing of NEOPB approved recipes (\$.50/per test)	\$0.50	400	\$200
Food Handler Card	Food handlers card (2 x \$27=\$54)	\$27.00	2	\$54
		<b>Total</b>		<b>\$313</b>

**Total Other Costs**

**\$ 313.00**

**Total: \$24,000.00**

**SNAP-Ed FFY 2017 Budget**

Budget Adjustment									Budget Adjustment
<b>5. Building/Space:</b>									
Add Delete Reduce Increase	Last Amount Approved	Location Name/Address	Calculation Description	FTE	Cost per Month	# of Month(s)	Total		Budget Justification
1							\$0		
<b>Total Building/Space:</b>							<b>\$0</b>		

Budget Adjustment									Budget Adjustment
<b>6. Maintenance:</b>									
Add Delete Reduce Increase	Last Amount Approved	Location Name/Address	Calculation Description	FTE	Cost per Month	# of Month(s)	Total		Budget Justification
1							\$0		
<b>Total Maintenance:</b>							<b>\$0</b>		

Budget Adjustment									Budget Adjustment
<b>7. Equipment and Other Capital Expenditures:</b>									
Add Delete Reduce Increase	Last Amount Approved	Budget Item	Description/Justification	FTE	Cost per Item	# of Items	Misc.	Total	Budget Justification
1								\$0	
<b>Total Equipment and Other Capital Expenditures:</b>							<b>\$0</b>		

Budget Adjustment									Budget Adjustment	
<b>8. Contracts/Sub-Grants/Agreements:</b>										
Add Delete Reduce Increase	Last Amount Approved	Organization Name	Description of Service(s)	Total Grant						Budget Justification
A		TBD	Subcontractor to deliver NEOP approved nutrition education/PA to improve Club members' knowledge of nutrition, physical activity and healthy habits. they will be participating in the Ready, Set, Swim program. Activity leader will provide 6 nutrition education and/or physical activity lessons during the 2-week program for all the children participating in the swimming program. They will also deliver gardening activities to club members, which will include an educational component.	\$24,000						
<b>Total Contracts/Sub-Grants/Agreements:</b>				<b>\$24,000</b>						

<b>Total Direct Costs:</b>							<b>\$140,000</b>		
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Budget Adjustment									Budget Adjustment	
<b>9. Indirect Costs:</b>										
Add Delete Reduce Increase	Last Amount Approved	Calculation Method	Indirect Cost Rate	Total Admin/Program Dollars	Total					Budget Justification
1					\$0					
<b>Total Indirect Costs:</b>					<b>\$0</b>					

<b>Total Budget:</b>							<b>\$140,000</b>		
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Date: January 19, 2017  
To: Desert Healthcare District-Board of Directors  
Subject: Health Educator: Nutrition Education Obesity Prevention program

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**Staff Recommendation:**

Recommendation to approve the position of a Health Educator, serving as a part-time temporary employee for the Nutrition Education Obesity Prevention (NEOP) grant for FFY 16/17.

**Background**

The Desert Healthcare District received the Nutrition Education Obesity Prevention program initial two-year grant for FFY 14/15 and FFY 15/16 on October 1, 2014. Riverside University Health System - Public Health Department, approached the Desert Healthcare District with a grant renewal for three years for FFY 16/17, FFY 17/18 and FFY 18/19.

**Discussion**

The NEOP program has been a vital part of raising awareness about a healthier lifestyle, and providing nutrition and physical activity classes to district residents in the city of Desert Hot Springs. Nutrition and physical activity classes have been taught in all of the schools in Desert Hot Springs, along with various community-based locations, including the PSUSD Parent Center, WIC office, and Family Resource Center. A part-time Health Educator will assist in these continued efforts, along with providing administrative support to the NEOP program Director.

**Fiscal Impact**

The NEOP grant budget of \$140,000.00 for FFY16/17, includes a \$8,422.00 budget line item for the Health Educator position. All associated costs derived from the Health Educator position are fully reimbursable to the Desert Healthcare District via the Nutrition Education Obesity Prevention program grant funds.



## SNAP-Ed FFY 2017 Budget

**Organization Name:** California Department of Public Health  
**County/Jurisdiction:** Riverside University Health System-Public Health  
**Contract/Sub-Grant/Agreement:** Desert Healthcare District

Budget Adjustment		1. Staffing: Salary/Benefits:											Budget Adjustment	
Position #	Add Delete Reduce Increase	Add Delete Reduce Increase	Position Title	Position Name	SNAP-Ed Time Spent		Annual Salary	FTE	Total SNAP-Ed Salary	Benefit Rate	Total SNAP-Ed Benefits	SNAP-Ed Admin Costs	Total SNAP-Ed Funded Salary and Benefits	Budget Justification
					% of SNAP-Ed Time spent on Mgmt/Admin Duties	% of SNAP-Ed Time spent on Direct SNAP-Ed Delivery								
1			Administrator (e.g., Director of Programs)	Alejandro Espinoza	20.00%	80.00%	\$ 85,000.00	0.65	\$55,250.00	34.00%	\$18,785.00	\$14,807.00	\$74,035	
2			Office Manager/Secretary/Admin Assistant	Mary Pannoni	100.00%	0.00%	\$ 46,000.00	0.30	\$13,800.00	34.00%	\$4,692.00	\$18,492.00	\$18,492	
3			Health Educator	TBD	0.00%	100.00%	\$ 8,422.00	1.00	\$8,422.00	0.00%	\$0.00	\$0.00	\$8,422	
<b>Total Staffing: Salary/Benefits:</b>								<b>1.95</b>	<b>\$77,472</b>		<b>\$23,477</b>	<b>\$33,299</b>	<b>\$100,949</b>	

**Definition and basis for calculations of benefit rate(s):**  
*Describe what is covered in the benefit rate for your agency.*

FICA 6.2%, Medicare 1.45%, Health Premiums 10.60%, Disability Premiums 1.50%, Vision/Dental Premiums 1.90%, Copays/Deductibles 2.50%, Workers Comp 1.10%, Retirement Plan 8.30%; Total Overhead Rate 34%



## **Health Educator Nutrition Education and Obesity Prevention Program (NEOP)**

The Health Educator for the Nutrition Education and Obesity Prevention Program is responsible for the delivery of health education classes, corresponding data collection, and reporting. The Health Educator will work alongside the Director of Projects, Programs and Analytics to identify, recruit and provide health education classes to residents of Desert Hot Springs in English and Spanish. The Health Educator will also participate in outreach events, such as health fairs, community events and school events to disseminate health education materials and information of upcoming nutrition classes.

### **Reporting Relationship**

The Health Educator will work under the supervision of the Director of Projects, Programs and Analytics.

### **Salary**

\$18 hr

**Start Date:** TBD

**Note:** *Position is grant funded through September 30, 2017; continued employment is subject to future grant renewals.*

### **Minimum Requirements**

#### Education

- High School diploma

#### Experience

- Minimum two (2) years of work experience in delivery health education.
- Minimum two (2) years of work experience in community health or related field.
- Serv-Safe Manager's Certificate or comparable food safety and handling certification. *If do not currently possess must obtain within the first two months of employment.*

### **Additional Requirements**

- Demonstrated skills in written, verbal, interpersonal communications, group leadership, facilitation, team building, coaching, problem-solving, and conflict resolution.
- Knowledge, skills, and experience in computer technology and PC applications required (MS Outlook, PowerPoint, Excel, Word, and Adobe).
- Ability to work constructively with individuals (agency staff, the public, and volunteers) from a variety of socioeconomic backgrounds in culturally diverse work environments.
- Excellent organizational and interpersonal skills.
- Strong verbal and written communication skills; fluent in both English and Spanish.
- Ability to work independently with minimal supervision.
- Valid CA Driver's License and clean DMV driving record.
- Up to 1/2 of the time: remaining in a seated position while using a PC, telephone and other applicable office equipment, or reading information from a PC monitor and enter data using a PC keyboard. Must be able to lift and carry up to 30 lbs.

## **TEMPORARY EMPLOYMENT AGREEMENT**

This Employment Agreement (hereinafter "Agreement") is entered into by and between the Desert Healthcare District (Employer), and TBD

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

A. Employer has entered into contract with the Riverside University Health System-Public Health under the Nutrition Education Obesity Prevention program to promote healthy eating and physical activity in the City of Desert Hot Springs (the Project).

B. The Project duration will be limited to no more than one year, ending September 31, 2017.

C. In order to implement the Project, Employer desires to hire Employee on a part-time 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 Employer's Board of Directors 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 Exhibit "A". Employee shall receive direction from the Project Director, Alejandro Espinoza.

2. Term. The term of this Agreement shall be of a limited duration and shall not exceed one year.

3. Hourly Rate. Commencing February 15, 2017 Employee shall be paid an hourly rate of \$18 payable bi-weekly on Friday following the previous work bi-weekly period, 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 part-time temporary at-will employee and either Employer or Employee may terminate this Agreement at any time, with or without cause, upon seven (7) days' advance written notice.

6. 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: January \_\_, 2017 DESERT HEALTHCARE DISTRICT

Dated: January \_\_, 2017 By \_\_\_\_\_  
EMPLOYEE

By \_\_\_\_\_

## EXHIBIT A

### **Health Educator Nutrition Education and Obesity Prevention Program (NEOP)**

The Health Educator for the Nutrition Education and Obesity Prevention Program is responsible for the delivery of health education classes, corresponding data collection, and reporting. The Health Educator will work alongside the Director of Projects, Programs and Analytics to identify, recruit and provide health education classes to residents of Desert Hot Springs in English and Spanish. The Health Educator will also participate in outreach events, such as health fairs, community events and school events to disseminate health education materials and information of upcoming nutrition classes.

#### **Reporting Relationship**

The Health Educator will work under the supervision of the Director of Projects, Programs and Analytics.

#### **Salary**

\$18 hr

**Start Date:** TBD

*Note: Position is grant funded through September 30, 2017; continued employment is subject to future grant renewal.*

#### **Minimum Requirements**

##### Education

- High School diploma

##### Experience

- Minimum two (2) years of work experience in delivery health education.
- Minimum two (2) years of work experience in community health or related field.
- Serv-Safe Manager's Certificate or comparable food safety and handling certification. *If do not currently possess must obtain within the first two months of employment.*

#### **Additional Requirements**

- Demonstrated skills in written, verbal, interpersonal communications, group leadership, facilitation, team building, coaching, problem-solving, and conflict resolution.

- Knowledge, skills, and experience in computer technology and PC applications required (MS Outlook, PowerPoint, Excel, Word, and Adobe).
- Ability to work constructively with individuals (agency staff, the public, and volunteers) from a variety of socioeconomic backgrounds in culturally diverse work environments.
- Excellent organizational and interpersonal skills.
- Strong verbal and written communication skills; fluent in both English and Spanish.
- Ability to work independently with minimal supervision.
- Valid CA Driver's License and clean DMV driving record.
- Up to 1/2 of the time: remaining in a seated position while using a PC, telephone and other applicable office equipment, or reading information from a PC monitor and enter data using a PC keyboard. Must be able to lift and carry up to 30 lbs.



January 19, 2017

Board of Directors  
Desert Healthcare District  
1140 N. Indian Canyon Dr.  
Palm Springs, CA 92262

Dear Board of Directors of the Desert Healthcare District,

We are very excited to be working with your team on the Palm Springs Health Run & Fitness Expo. As you know, the event boasts over 2,000 participants, 1,300 runners, 300 children under the age of 12 with the P.S.U.S.D Foundation and over 75 exhibitors, which include wellness discussions, physicians, health experts and healthy eating food demonstrations.

The event provides awareness throughout the Southern California Community about our health initiatives here in the Coachella Valley.

We would like to request that the Desert Healthcare District match dollar for dollar money raised from the event up to the \$20,000 level for continued support of the Ready, Set, Swim program through the previous event known as the "Mayor's Race." The Palm Springs Health Run & Fitness Expo has now taken it's place and we will continue to bring in dynamic partners to grow the event to one of the largest of it's kind in Southern California.

Thank you for all of your efforts.

Sincerely,

Jeff Hocker, Executive Producer  
Palm Springs Health Run & Fitness Expo  
[www.PalmSpringsHealthRun.com](http://www.PalmSpringsHealthRun.com)