

**DESERT HEALTHCARE DISTRICT  
FINANCE, ADMINISTRATION, REAL ESTATE AND LEGAL COMMITTEE  
MEETING MINUTES  
January 12, 2010**

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A Regular Meeting of the Finance, Administration, Real Estate and Legal Committee of the Desert Healthcare District was held in the Arthur H. "Red" Motley Boardroom, Palm Springs, CA

**Attendance:**

Members

Kay Hazen – Member

Members Absent

Mark Matthews - Chair

Staff

Peter Young, Chief Operating Officer

Lenny Pepper, Chief Executive Officer

Donna Craig, Chief Program Officer

Samantha Prior, Operations Support Manager

Tricia Wheeler, Executive Administrative Assistant

Guests

Terry Green, Pathways to Success

Ernie Rios, Pathways to Success

**CALL TO ORDER**

The meeting was called to order at 2:00pm by Director Hazen.

**APPROVAL OF AGENDA**

Director Hazen reviewed the Agenda and had no suggested changes.

**PUBLIC COMMENT**

None

**APPROVAL OF MINUTES**

Submitted for approval:

1. Regular Meeting Minutes – December 08, 2009

**Approval of the minutes was tabled to the February 09, 2010 meeting.**

**CHIEF OPERATING OFFICER'S REPORT**

The report was reviewed by Mr. Young in conjunction with the Las Palmas Medical Plaza report.

**FINANCE REPORTS**

**1. Financial Statements** - The District's financial statements for December 2009 were reviewed by Mr. Young.

**2. Deposits** – The December 2009 deposit detail was reviewed by Mr. Young.

- 3. Property Tax Receipts** – The December 2009 property tax receipts were reviewed by Mr. Young.
- 4. Warrants** – The December 2009 warrant register for the District and Las Palmas Medical Plaza was reviewed by Mr. Young.
- 5. Pension Plan Updates** – Mr. Young reviewed the retirement protection plan.

Director Hazen requested an explanation for the item showing a payment of the personal use portion of Mr. Pepper's District cellular plan (including how the dollar amount was determined) be provided in Mr. Pepper's monthly CEO Report to the Board of Directors.

Director Hazen requested that further detail be provided for reporting all credit card expenses. In the future, a schedule will be provided with the credit card detail.

**Approval for the District Financials will be included in the Consent Agenda for the Board of Directors meeting, scheduled for January 26, 2010.**

#### **OTHER MATTERS**

- 1. Grants Payments Schedule** – The grants payments schedule was reviewed by Mr. Young.
- 2. Program Dept Report** – The Strategic Plan tracking report was reviewed by Mr. Young.
- 3. Pathways to Success Scholarship Program** – Terry Green and Ernie Rios brought forward a proposal of a five-year financial commitment from the District for the Pathways to Success program. This would enable Pathways to budget long term, as well as signify the District's willingness to be a long term partner in the Scholarship Program. Such a commitment would also provide Pathways with leverage when seeking commitments with other funders. Director Hazen suggested the discussion be brought before the Board as part of Strategic Planning to determine the Board of Directors' willingness to enter into multi-year commitments (in general), recognizing the full expense would be booked entirely in the first year.
- 4. Lund & Guttry – 2010 Audit Engagement Letter proposal** – The 2010 Audit Engagement Letter proposal was reviewed by Mr. Young. This agreement will be forwarded to the Board of Directors for approval.
- 5. Tenet Lease Amendment – Parking Lot** – The Tenet Lease Amendment regarding the proposed parking lot was reviewed. Director Matthews had previously questioned the signature authority of Desert Regional Medical Center's CEO. Mr. Pepper has requested that District Counsel, Mr. Jeffrey Scott, confirm signature authority. The Amendment will be forwarded to the Board of Directors for discussion/approval.
- 6. Sheila Thornton – Phase Two Consulting Agreement – Healthy Eating/Active Living Initiative** - The interim contract was reviewed. Director Hazen requested that staff take another look at the Scope of Work to insure that it reflects what is truly needed for an outside source to do and that when the proposal is resubmitted, that it reflects a cap on the amount of hours and dollars (not to exceed).
- 7. Gwen Walden – Consulting agreement – Strategic Planning** – The Consulting agreement was reviewed by Mr. Pepper and will be forwarded to the Board of Directors for approval.

#### **ADJOURNMENT**

The meeting was adjourned at 2:55p.m.

ATTEST: \_\_\_\_\_

Kay Hazen, Vice President/Secretary  
Desert Healthcare District Board of Directors

*Minutes respectfully submitted by Tricia Wheeler, Executive Administrative Assistant*