

**DESERT HEALTHCARE DISTRICT
FINANCE, ADMINISTRATION, REAL ESTATE AND LEGAL COMMITTEE
MEETING MINUTES
January 11, 2011**

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

Attendance:

Members

Michael Solomon, M.D. – Chairman/Treasurer
Kay Hazen – Vice President/Member

Staff

Peter Young, Chief Operating Officer
Donna Craig, Chief Program Officer
Samantha Prior, Operation Support Manager
Tricia Wheeler, Program Manager
Steve Brown, Executive Administrative Assistant

Guests

None

CALL TO ORDER

The meeting was called to order at 4:00 p.m. by Chairman Solomon.

APPROVAL OF AGENDA

Chairman Solomon asked for a motion to approve the agenda.

It was moved and seconded (Vice President Hazen, Chairman Solomon) to approve the agenda. Motion passed unanimously.

PUBLIC COMMENTS

None

APPROVAL OF MINUTES

Submitted for approval:

1. Minutes – December 14, 2010

It was moved and seconded (Vice President Hazen, Chairman Solomon) to approve the minutes of December 14, 2010. Motion passed unanimously

CHIEF OPERATING OFFICER'S REPORT

The report was reviewed in conjunction with the Las Palmas Medical Plaza report and the Staff Action List.

Mr. Young provided copies of the State Controller's Office – Division of Account and Reporting Local Government Compensation Report for Calendar Year 2009 and the compensation disclosure spreadsheet he prepared to post on the website. The state controller's report includes health, dental and vision benefits for the Board and Staff. No names are listed on either form; only titles are included. The Committee recommended total transparency and to take both reports to the Board to determine which one to post on the website.

The Committee also recommended including staff salary ranges on the next agenda.

Mr. Young reported that the Las Palmas Re-roofing Project has been delayed approximately 2 weeks due to the rain. Mike Fontana, Project Manager is requesting an amendment to his contract for an additional 50 hours for the remainder of the project. Mr. Young explained that Mr. Fontana's scope of work was increased due to the rain, the need to replace 19 older model air conditioners and the need to plan the staging of the roofing equipment and materials in the LPMP parking lot with the least disruption to the tenants and patients. The committee recommended contract amendments for the re-roofing project and Parking Log "G" both be included on the next board agenda. Also it was suggested that contract amendments should be brought to the Board when additions or changes to the scope of work take place and not at the end of the contract.

Mr. Young also reported that the "3 for1" agreement for the Parking Lot "G" Solar Carport Project is being reviewed by Tenet. The location of the meter (El Mirador Medical Plaza or Comprehensive Cancer Center) which will be receiving the benefit of the solar power from the parking lot is being determined, as requested by Tenet.

FINANCE REPORTS

- 1. Financial Statements** - The District's and LPMP financial statements for December 2010 were reviewed.
- 2. Accounts Receivable Aging Summary** – the District's December 2010 Accounts Receivable detail was reviewed.
- 3. Deposits - District**– the District's December 2010 deposit detail was reviewed.
- 4. Property Tax Receipts** – The December 2010 property tax receipts were reviewed.
- 5. Deposits - LPMP** – The LPMP's December 2010 deposit detail was reviewed.
- 6. Warrants** – The December 2010 warrant register for the District was reviewed.
- 7. Credit Card** – The December 2010 credit card expenditures were reviewed.
- 8. Warrant - LPMP** – The December 2010 warrant register for the LPMP was reviewed.
- 9. Retirement Protection Plan Update** – The retirement protection plan update was reviewed.

It was moved and seconded (Vice President Hazen, Chairman Solomon) to approve the District Finance Reports. Motion passed unanimously.

OTHER MATTERS

1. **Grants Payments Schedule** – The grants payments schedule was reviewed.
2. **Grants – Tracking to Strategic Plan** – Informational
3. **Lund & Guttry – Engagement Letter – YE 6/30/11 Audit-District and RPP**

The Committee recommended researching other special districts and government agencies “best practices” for retaining auditing services.

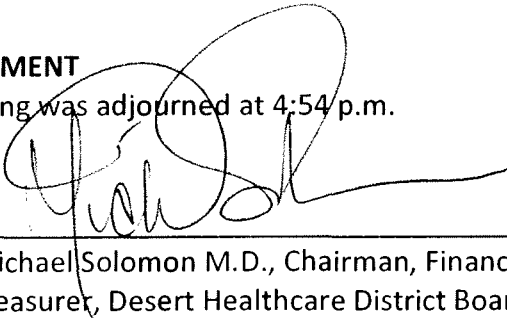
It was moved and seconded (Vice President Hazen, Chairman Solomon) to accept staff’s recommendation and recommend to the Board that Lund & Guttry provide the YE 6/30/11 Audit Services for the District and RPP. Motion passed unanimously.

Director Solomon requested that the F&A Committee meeting time be changed to 3:00pm. Vice-President Hazen concurred.

ADJOURNMENT

The meeting was adjourned at 4:54 p.m.

ATTEST: _____


Michael Solomon M.D., Chairman, Finance and Administration Committee
Treasurer, Desert Healthcare District Board of Directors

Minutes respectfully submitted by Steve Brown, Executive Administrative Assistant