

**DESERT HEALTHCARE DISTRICT  
FINANCE, ADMINISTRATION, REAL ESTATE AND LEGAL COMMITTEE  
MEETING MINUTES  
February 8, 2011**

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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, 2<sup>nd</sup> 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  
Tricia Wheeler, Program Manager  
Steve Brown, Executive Administrative Assistant

Guests

None

**CALL TO ORDER**

The meeting was called to order at 3:00 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 with the following amendment: As per Government Code Section 54956.9(b) (3) (A) there are facts and circumstances that might result in litigation against the District as related by legal counsel in a memo dated February 8, 2011 therefore it is requested that the closed session item be added to the Committee agenda as Item VIII in accordance with Government Code section 54956.2(b). Motion passed unanimously.**

**PUBLIC COMMENTS**

None

**APPROVAL OF MINUTES**

Submitted for approval:

1. Minutes – January 11, 2011

**It was moved and seconded (Vice President Hazen, Chairman Solomon) to approve the minutes of January 11, 2011. 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 reported that the Las Palmas Re-roofing Project would be complete by the end of the week.

Vice-President Hazen appreciated the "Pending Grants and Discussion with CBO Report" and suggested a study session format to discuss the direction for the remaining grant funds for this fiscal year, if all pending grants were funded.

#### **FINANCE REPORTS**

- 1. Financial Statements** - The District's and LPMP financial statements for January 2011 were reviewed.
- 2. Accounts Receivable Aging Summary** – the District's January 2011 Accounts Receivable detail was reviewed.
- 3. Deposits - District**– the District's January 2011 deposit detail was reviewed.
- 4. Property Tax Receipts** – The January 2011 property tax receipts were reviewed.
- 5. Deposits - LPMP** – The LPMP's January 2011 deposit detail was reviewed.
- 6. Warrants** – The January 2011 warrant register for the District was reviewed.
- 7. Credit Card** – The January 2011 credit card expenditures were reviewed.
- 8. Warrant - LPMP** – The January 2011 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 with Vice-President Hazen abstaining on Warrants # 10958 and 10999.**

#### **OTHER MATTERS**

- 1. Grants Payments Schedule** – The grants payments schedule was reviewed.
- 2. Grants – Tracking to Strategic Plan** – Informational
- 3. Project – Parking Lot – Change Order Guidelines**

The Committee recommended that legal counsel review the guidelines specifically as to a contract project manager having authorization for change orders.

- 4. Discussion – CPA Services – Lund & Guttry**

The Committee recommended contacting other special districts as to best practices they use for auditing services. This information will be brought back to the Committee at the next meeting.

- 5. Discussion – Salary Ranges for District Staff**

The Committee recommended reviewing salary ranges for special districts within our geographical area and with similar job descriptions. Staff will then make recommendations to the Committee.

**ADJOURN FINANCE AND ADMINISTRATION MEETING – OPEN SESSION**

The open session was adjourned at 3:31 p.m.

**RECONVENE TO CLOSED SESSION**

- a. CONFERENCE WITH LEGAL COUNSEL – POTENTIAL LITIGATION pursuant to Government Code Section 54956.9(b) Significant exposure to litigation (one case).

Closed session was convened at 3:43 p.m.

**ADJOURNMENT OF CLOSED SESSION**

Closed session was adjourned at 4:25 p.m.

**RECONVENE TO OPEN SESSION OF THE DESERT HEALTHCARE DISTRICT BOARD OF DIRECTORS**

Open session was reconvened at 4:25 p.m.

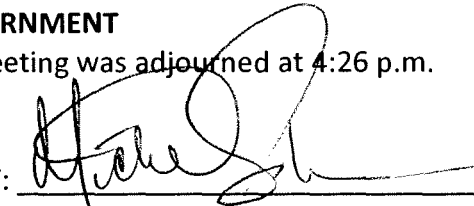
**REPORT AFTER CLOSED SESSION**

The Committee in closed session directed Legal Counsel to take appropriate action concerning the potential litigation matter.

**ADJOURNMENT**

The meeting was adjourned at 4:26 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*