

**DESERT HEALTHCARE DISTRICT
FINANCE, ADMINISTRATION, REAL ESTATE AND LEGAL COMMITTEE
SPECIAL MEETING MINUTES
March 18, 2010**

A Special 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

Mark Matthews - Chair

Kay Hazen – Member

Staff

Lenny Pepper, Chief Executive Officer

Peter Young, Chief Operating Officer

Samantha Prior, Operations Support Manager

Tricia Wheeler, Executive Administrative Assistant

Guests

None

CALL TO ORDER

The meeting was called to order at 2:04pm by Chairman Matthews.

APPROVAL OF AGENDA

Chairman Matthews asked for a motion to approve the agenda.

It was moved and seconded (Hazen, Matthews) to approve the agenda. Motion passed unanimously.

PUBLIC COMMENT

None

APPROVAL OF MINUTES

Submitted for approval:

1. Regular Meeting Minutes – February 09, 2010

It was moved and seconded (Hazen, Matthews) to approve the February 09, 2010 meeting minutes. Motion passed unanimously.

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 February 2010 were reviewed by Mr. Young.
- 2. Deposits** – The February 2010 deposit detail was reviewed by Mr. Young.
- 3. Property Tax Receipts** – The February 2010 property tax receipts were reviewed by Mr. Young.
- 4. Warrants** – The February 2010 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.

Credit Card – Detail of expenditures – Mr. Young reviewed the detail of credit card expenditures; Staff was directed to bring the original statement(s) to the F&A Committee meetings.

It was moved and seconded (Hazen, Matthews) to approve the District Financials. Motion passed unanimously.

OTHER MATTERS

- 1. Grants Payments Schedule** – The grants payments schedule was reviewed by Mr. Young.
- 2. Program Department Report – Strategic Plan Tracking – Grants** – The Program Department Report was reviewed as presented in the packet. Director Hazen directed staff to have this report be more explanatory as to what programs within the grantee agencies are being funded, and how District residents benefit from the grant.
Director Hazen requested further information regarding the proposed plan for Immunizations within the District. Mr. Pepper explained he is in preliminary exploration regarding a “drive-thru” immunization program in conjunction with the County of Riverside. Staff was directed to further investigate what the current need is for immunizations within the County of Riverside.
- 3. Recommendation to draft policy – Utilizing Video Technology** – Mr. Pepper was directed to expand the policy to be all encompassing; a larger policy that encapsulates all “green” practices that the District participates in.
- 4. Recommendation to draft policy – Venues for BOD meetings** – Mr. Pepper was directed to expand the policy to include all access and transparency practices the District participates in. Additionally, include recommendations as to the first year off-site meeting schedules, venues and agenda specific topics.

ADJOURNMENT

The special meeting was adjourned at 3:08p.m.

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

Minutes respectfully submitted by Tricia Wheeler, Executive Administrative Assistant