

**DESERT HEALTHCARE DISTRICT
FINANCE, ADMINISTRATION, REAL ESTATE AND LEGAL COMMITTEE
MEETING MINUTES
March 8, 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
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. Motion passed unanimously.

PUBLIC COMMENTS

None

APPROVAL OF MINUTES

Submitted for approval:

1. Minutes – February 8, 2011

It was moved and seconded (Vice-President Hazen, Chairman Solomon) to approve the minutes of February 8, 2011. Motion passed unanimously

CHIEF OPERATING OFFICER'S REPORT

The report was reviewed in conjunction with the Las Palmas Medical Plaza report, Parking Lot G Schedule and the Staff Action List. Reviewing the Staff Action List, Vice-President Hazen recommended adding "UCR Medical School and Associated Issues" to future potential study sessions. Vice-President Hazen also suggested that "talking points" be developed for the solar parking lot at some point so staff and the board have a summary of the facts related to the project and can reinforce important aspects of the project.

FINANCE REPORTS

- 1. Financial Statements** - The District's and LPMP financial statements for February 2011 were reviewed.
- 2. Accounts Receivable Aging Summary** – the District's February 2011 Accounts Receivable detail was reviewed.
- 3. Deposits - District**– the District's February 2011 deposit detail was reviewed.
- 4. Property Tax Receipts** – The February 2011 property tax receipts were reviewed.
- 5. Deposits - LPMP** – The LPMP's February 2011 deposit detail was reviewed.
- 6. Warrants** – The February 2011 warrant register for the District was reviewed.
- 7. Credit Card** – The February 2011 credit card expenditures were reviewed.
- 8. Warrant - LPMP** – The February 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 # 11032, 11034 and 11048.

OTHER MATTERS

- 1. Grants Payments Schedule** – The grants payments schedule was reviewed.
- 2. Pending Grants Under Review/Discussions with Community-Based Organizations**
The Committee suggested adding the City of Desert Hot Spring Community Health Center to Preliminary Discussions with CBOs.
- 3. Pending Grant and Grant Tracking to Strategic Plan.** This schedule was reviewed.
- 4. Invoice – Riverside County – DHS Family Medical Care Facility**
Staff reported that there will be a teleconference with Riverside County EDA Staff, Lisa Brandl Tom Freeman, and Rizaldy Baluyot on March 16th at 4:00pm. The F&A Committee recommended responding in writing to the Riverside County Housing Authority who issued the invoice. Mr. Young responded that he would call Tim Miller, the contact name given in the correspondence, acknowledging receipt of the letter and invoice, reminding Mr. Miller about the information requested by the DHCD Board at their November meeting which the District has not received, and the teleconference scheduled with the County staff on March 16th. Director Hazen asked whether the Program Committee would be reviewing the County submittal of program information as the board previously directed. Staff agreed to check with the Chairman and Committee Chair.

5. Resolution – Board of Directors Attending Conferences – Reimbursement

Legal Counsel participated by phone in discussion of the draft reimbursement resolution and draft revisions to the health benefit policy prepared by counsel. The Committee requested that the health benefits policy/reimbursement not be included in the same resolution as reimbursements for attending conferences. The committee recommended that a revised resolution for reimbursements be prepared to include board approval for all board conferences and related travel and tuition.. The Board can review both versions and provide direction.

Legal Counsel also recommended, and the Committee concurred, having in the resolution that sexual harassment training be required for all board members in addition to the state required ethics training.

6. Policy – District Board of Directors and Staff Health Benefits

Legal Counsel also participated by phone in the discussion regarding the health benefit policy. Vice-President Hazen stated that she was confused as to why the board was considering a policy for Directors. Since state law prevents board members from having benefits greater than the employees, Vice-President Hazen recommended focusing on the health benefits plan for the employees, not the directors. The resulting policy could then be extended to board members by resolution. The Committee asked that the health benefits plan be clearly outlined in the Employees Manual with clear language as to the reimbursements policy and practices for deductibles and co-pays. Legal Counsel will provide a Draft Health Benefits Plan for Employees, to be approved by the Board and a policy or resolution extending the employee health benefits to the current and eligible past board members.

The Committee discussed but did not recommend adding any other level of insurance, for example, catastrophic health coverage, to the District's current health benefits policy.

Vice President Hazen moved to eliminate the section from the Health Benefit Policy which provides reimbursements for all deductibles and co-pays for all employees, board members and dependents. There was no second to the motion. The motion did not move forward.

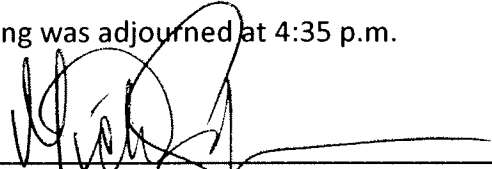
7. Information – Tim O'Bayley – Public Relations Activity Report

The Committee reviewed the annual summary and acknowledged the work that has been done to raise awareness regarding District grants. The members asked why some releases were being issued months after board action and recommended more timely releases. They felt that notices of grant awards should be released after the Board action and do not need to wait for fully executed grant contracts. Similarly, District news, such as the board reorganization, should also be released after the board action. It was recommended that a monthly press release should include a list all grants approved for complete transparency. A follow-up story could be provided later with a tie-in to the District's strategic plan.

ADJOURNMENT

The meeting was adjourned at 4:35 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