

**DESERT HEALTHCARE DISTRICT
FINANCE, ADMINISTRATION, REAL ESTATE AND LEGAL COMMITTEE
MEETING MINUTES
April 12, 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
Samantha Prior, Operations Support Manager
Steve Brown, Executive Administrative Assistant

Guests

None

CALL TO ORDER

The meeting was called to order at 3:04 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 – March 8, 2011

It was moved and seconded (Vice-President Hazen, Chairman Solomon) to approve the minutes of March 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 Update, Parking Lot G Payment Schedule and the Staff Action List. Vice President Hazen asked for a response to the questions raised from the last board meeting regarding Parking Lot G:

1. Restricting the use for employees only; use of public funds and gating the parking lot.
2. Who will be maintaining the parking lot?
3. Who will be providing security?

Mr. Young reported that Mr. Fontana had spoken with DRMC and the parking lot was always intended to be gated for employees only. DRMC will be responsible for both the maintenance and security of the lot. Any proposed changes which would allow the public to use the lot would need to be directed by the Board to DRMC. It was suggested that this be discussed by the entire Board at the next board meeting during the Parking Lot G Update.

FINANCE REPORTS

1. **Financial Statements** - The District's and LPMP financial statements for March 2011 were reviewed. Mr. Young reviewed the memo as to the unrealized loss in the facility fund. The committee requested Mr. Young check the length of time the District has banked with Union Bank.
2. **Accounts Receivable Aging Summary** – the District's March 2011 Accounts Receivable detail was reviewed.
3. **Deposits - District**– the District's March 2011 deposit detail was reviewed.
4. **Property Tax Receipts** – The March 2011 property tax receipts were reviewed.
5. **Deposits - LPMP** – The LPMP's March 2011 deposit detail was reviewed.
6. **Warrants** – The March 2011 warrant register for the District was reviewed.
7. **Credit Card** – The March 2011 credit card expenditures were reviewed.
8. **Warrant - LPMP** – The March 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.

OTHER MATTERS

1. **Grants Payments Schedule** – The grants payments schedule was reviewed.
2. **Pending Grants Under Review/Discussions with Community-Based Organizations**
The Committee reviewed capital project requests and suggested that there should be a discussion at the Board level to develop some sort of framework or a Board Policy for large Capital Projects. The District process and practices seem to be challenged by requests for large amounts of funding for capital projects. Applicants have expressed confusion and frustration. Is there a lack of certainty about the process or what will be considered for funding? Staff is also frustrated when applicants are unwilling or unable to provide clear documentation of need, evidence of funding commitments, and clear operational budget. Staff will suggest to President Matthews that this be a future study session discussion.
3. **Pending Grant and Grant Tracking to Strategic Plan.** This schedule was reviewed.

Vice-President Hazen commented that with the awarded grants, the reroofing of the Las Palmas Medical Plaza and construction of Parking Lot G, the District has invested over 10 million dollars into our community over the past two years.

4. Riverside County – DHS Family Medical Care Facility – Program Committee Update

Staff reported that Riverside County EDA Staff, Lisa Brandl, Managing Director and Tom Freeman, Commissioner, attended the Program Committee Meeting that morning. Ms. Brandl provided the Program Committee a description of services (Department of Public Health, Department of Mental Health, Department of Public Social Services), the floor plan, and the financing plan. After the discussion, the Program Committee concluded that they were not the appropriate Committee to render an opinion and this should be rendered back to the Board of Directors. This appeared to be a legal issue. Chairman Rubenstein agreed and requested that County Representatives attend a meeting of the full Board to discuss this issue.

The F&A Committee believes that the County has met the spirit of the conditions of the Agreement with the District. The medical services to be provided by the Borrego Community Health Facility and the services to be offered by the County of Riverside at their new facility complement each other. Having a County facility in the City of Desert Hot Springs has the potential to also attract additional medical providers and services that are needed by the community.

It was moved and seconded (Vice-President Hazen, Chairman Solomon) to recommend to the Board that they approve the advancement of the One Million Dollars to the Riverside County Housing Authority, for the construction of the Desert Hot Springs Family Care Center as they have honored the original intent of the Agreement. Motion passed unanimously.

5. Update on CEO Search – Director Solomon to report

Director Solomon reported that there are over 100 applicants for the position. The deadline is May 1st after which the recruiter, Brent Ives, will review applications for recommendation to the Board at a study session in mid May.

6. Staff Compensation – Selected Special District Comparative CYE 2009

The salary ranges were reviewed and the Committee agreed that the ranges are reasonable for the market and similar to special districts in our region.

It was moved and seconded (Vice-President Hazen, Chairman Solomon) to recommend to the Board to adopt the Staff recommended salary ranges. Motion passed unanimously.

7. Resolution – Board of Directors Ethics and Workplace Harassment Training

It was moved and seconded (Vice-President Hazen, Chairman Solomon) to recommend to the Board to approve Resolution No. 11-02, a Resolution of the Board of Directors

of the Desert Healthcare District Establishing a Policy for Ethics Training and Education Training Relating to Workplace Harassment. Motion passed unanimously.

8. Policy – Desert Healthcare District Staff Health Benefits

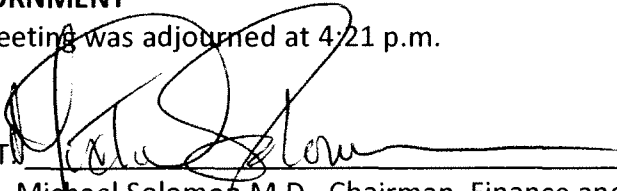
Mr. Young reported that Legal Counsel prepared the updated Health Benefits Plan for Employees. Mr. Young advised the Committee that Legal Counsel concluded that a formal resolution is not necessary and a motion by the Board at the next board meeting would be sufficient to extend the employee health benefits to the current and eligible past board members.

It was moved and seconded (Vice-President Hazen, Chairman Solomon) to recommend to the Board to approve the Revised Policy for Desert Healthcare District Staff Health Benefits. Motion passed unanimously.

ADJOURNMENT

The meeting was adjourned at 4:21 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