

**DESERT HEALTHCARE DISTRICT  
FINANCE, ADMINISTRATION, REAL ESTATE AND LEGAL COMMITTEE  
MEETING MINUTES  
June 14, 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, 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  
Samantha Prior, Operations Support Manager  
Steve Brown, Executive Administrative Assistant

Guests

None

**CALL TO ORDER**

The meeting was called to order at 3:02 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 – May 10, 2011

**It was moved and seconded (Vice-President Hazen, Chairman Solomon) to approve the minutes of May10, 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.

The Parking Lot G Update did not include the latest potential change orders.

1. The Earth Systems Southwest Contract for welding and on-site inspections may double due to the steel fabricator not producing the steel beams as per the schedule provided by the general contractor. Mr. Fontana, Project Manager, will track the additional inspection charges and talk with legal counsel about recouping the additional charges from the general contractor.
2. There is also a change order reducing the cost by for the electric car chargers by \$49,000. The charger called for in the original bid process is no longer being produced. Newer and more efficient chargers are available at a significant cost savings.
3. The Desert Water Agency (DWA) notified the District that the Parking Lot G project was being constructed on 5 separate parcel numbers. DWA policy does not allow one water meter to service more than one parcel. The parking lot only requires irrigation water for landscaping. President Matthews requested an exception to this policy. The DWA General Manager is recommending to his Board, at their next meeting, the approval for this exception

The Staff Action list was reviewed. Vice-President Hazen recommended checking with DRMC to see if the District could be included on the DRMC's contract with Dell for IT services.

## **FINANCE REPORTS**

1. **Financial Statements** - The District's and LPMP financial statements for May 2011 were reviewed.
  2. **Accounts Receivable Aging Summary** – the District's May 2011 Accounts Receivable detail was reviewed.
  3. **Deposits - District**– the District's May 2011 deposit detail was reviewed.
  4. **Property Tax Receipts** – The May 2011 property tax receipts were reviewed.
  5. **Deposits - LPMP** – The LPMP's May 2011 deposit detail was reviewed.
  6. **Warrants** – The May 2011 warrant register for the District was reviewed.
  7. **Credit Card** – The May 2011 credit card expenditures were reviewed.
  8. **Warrant - LPMP** – The May 2011 warrant register for the LPMP was reviewed.
  9. **Retirement Protection Plan Update** – The retirement protection plan update was reviewed.
- The Finance Reports were reviewed by Mr. Young.

**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 Warrant #11197.**

## **OTHER MATTERS**

1. **Grants Payments Schedule** – The grants payments schedule was reviewed.

**2. Pending Grants Under Review/Discussions with Community-Based Organizations and Pending Grant and Grant Tracking to Strategic Plan.**

This schedule was reviewed. Mr. Young reported that approximately \$600,000 of this fiscal year's \$4 million dollar grant budget will be unencumbered at the end of June.

There was also a discussion regarding the mandatory documents for grantees. The F&A Committee suggested a threshold for requiring audited financials based on the dollar amount of the grant request. Since the Program Committee was also having this discussion, The F&A Committee suggested that Staff prepare a report including suggestions and comments from both the Program and F&A Committee as well as survey Grantmakers in Health other Special Districts with grant programs for their required documents. This could be the start of a yearend review of all grant policies.

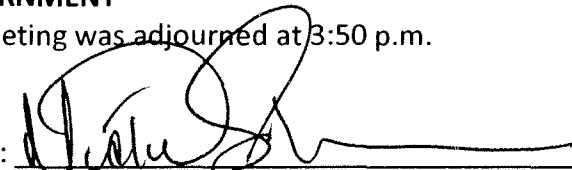
**3. Update on CEO Search – Director Solomon to report**

Director Solomon reported that Kathy Greco, was selected and had accepted the CEO position. The Board President and Legal Counsel negotiated a contract which will be presented to the Board for approval at the June 28<sup>th</sup> board meeting. Ms. Greco will begin August 1<sup>st</sup>.

**ADJOURNMENT**

The meeting was adjourned at 3:50 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*