

**DESERT HEALTHCARE DISTRICT  
FINANCE, ADMINISTRATION, REAL ESTATE AND LEGAL COMMITTEE  
MEETING MINUTES  
July 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, 2<sup>nd</sup> Floor, Palm Springs, CA

Attendance:

Members

Michael Solomon, M.D. – Chairman/Treasurer

Kay Hazen – Vice President/Member – Tele-conference

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 – June 14, 2011

**It was moved and seconded (Vice-President Hazen, Chairman Solomon) to approve the minutes of June 14, 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.

Mr. Young reported that the Parking Lot G projected completion date has been pushed back to August 31st due to the delays in the steel fabrication of the canopy structures. This delay required a change order increasing the cost for the inspections of the steel structures which was approved at the June 28, 2011 board meeting. The general contractor will be responsible for the extra inspection costs. In response to Vice-President Hazen regarding the recovery of the extra cost, Mr. Young reported that Mr. Fontana is working with our legal counsel for an agreement to be signed by the general contractor for the District to recover the extra charges.

## **FINANCE REPORTS**

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

## **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.

The Committee discussed the written request received that day from the City of Desert Hot Springs regarding funding for the Desert Hot Springs Wellness Center. To be response to the City, the Committee suggested that Staff work with the Board President to define the next step and the Board President work with the Committee Chairs for a path to proceed with this request.

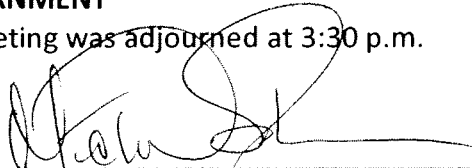
The University of California Riverside School of Medicine request was discussed. It was clarified that at the June 28<sup>th</sup> board meeting, a motion was passed to refer the request to the Program Committee for the July meeting with the appropriate grant documentation for possible action

at the July 2011 Board of Directors meeting. Staff reported that a grant application had been submitted and the request will be on the July 19<sup>th</sup> Program Committee agenda.

**ADJOURNMENT**

The meeting was adjourned at 3:30 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*