

**DESERT HEALTHCARE DISTRICT
FINANCE, ADMINISTRATION, REAL ESTATE AND LEGAL COMMITTEE
SPECIAL MEETING MINUTES
July 20, 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 – Vice President/Member

Staff

Peter Young, Chief Operating Officer

Donna Craig, Chief Program Officer

Samantha Prior, Operations Support Manager

Steve Brown, Executive Administrative Assistant

Guests

Harry Slack, The Clean PC

CALL TO ORDER

The meeting was called to order at 2:00pm by Chairman Matthews.

APPROVAL OF AGENDA

Chairman Matthews asked that the demonstration of the video conferencing equipment follow Public Comments on the agenda. Chairman Matthews asked for a motion to approve the agenda.

It was moved and seconded (Vice President Hazen, Chairman Matthews) to approve the agenda as amended. Motion passed unanimously.

PUBLIC COMMENTS

None

OTHER MATTERS ITEM 6 – Demo –Conference Room –Video Conferencing Equipment

Harry Slack, from The Clean PC, provided a demonstration with more sophisticated equipment for the District to video conference with a higher quality sound and picture than is currently being utilized in order for participants to feel like they are part of the meeting. Following the demonstration the Committee suggested that Staff do an analysis of the savings/payback for video conferencing with only four (4) potential users. The analysis should include both tangibles (charges, travel time) as well as the intangibles. Vice-President Hazen offered to assist Staff in identifying variables from a sustainability perspective. Also, it was suggested that Staff investigate the possibility of upgrading "Skype" to accomplish the same goal since the system presented is limited

to four users for a high cost. Staff will bring back any recommendations after the analysis to the F&A Committee.

APPROVAL OF MINUTES

Submitted for approval:

1. No committee meeting held during the month of June 2010.

CHIEF OPERATING OFFICER'S REPORT

The report was reviewed by Mr. Young in conjunction with the Las Palmas Medical Plaza report. In regards to the LPMP Re-Roofing Project and the DRMC Parking Lot G Project, Vice-President Hazen asked for a rough time line at the BOD Meeting on July 27th for both projects from the bidding process through the project completions.

FINANCE REPORTS

1. **Financial Statements** - The District's and LPMP financial statements for June 2010 were reviewed by Mr. Young.
2. **Accounts Receivable Aging Summary** – the District's June 2010 Accounts Receivable detail was reviewed by Mr. Young.
3. **Deposits - District**– the District's June 2010 deposit detail was reviewed by Mr. Young.
4. **Property Tax Receipts** – The June 2010 property tax receipts were reviewed by Mr. Young.
5. **Deposits - LPMP** – The LPMP's June 2010 deposit detail was reviewed by Mr. Young.
6. **Warrants** – The June 2010 warrant register for the District was reviewed by Mr. Young.
7. **Credit Card** – The June 2010 credit card expenditures were reviewed by Mr. Young.
8. **Warrant - LPMP** – The June 2010 warrant register for the LPMP was reviewed by Mr. Young.
9. **Retirement Protection Plan Update** – Mr. Young reviewed the retirement protection plan.

It was moved and seconded (Vice President Hazen, Chairman Matthews) to approve the District Finance Reports. Motion passed unanimously.

OTHER MATTERS

1. **Grants Payments Schedule** – The grants payments schedule was reviewed by Mr. Young.
2. **Program Department Report** – The Program Department Report was reviewed by Ms. Craig. Vice-President Hazen had questions regarding the most recent grant request packet.

- a. The Palm Springs Unified School District Nutrition Education Grant did not include the data regarding tardiness and absenteeism which is the key information as to the success of Year 1 funding. The Staff Report should include a summary of outcome measurements which includes what the grant was to do and what were the actual outcomes. This information was not available for the Program Committee but will be included in the BOD Packet. Chairman Matthews questioned going forward with a new grant when the Final Report for Year 1 is not complete. The report did not include any specific outcomes. Vice President Hazen questioned why nutritional education was not tied to the universal free breakfast program which could have specific measureable outcomes. Ms. Craig discussed an alternative to this grant with a pilot program concentrating on one neighborhood, one school and focusing resources and programs with specific

measurable health related outcomes, including parents and neighborhood organizations participation. Targeting multiple schools requires the cooperation of multiple principals and teachers, which was not successful with this grant. The committee questioned whether a better next step might be to focus on one or two schools that had the cooperation from school principals and teachers, and the highest number of student participation.

- b. The Angel View low wage healthcare workforce grant request now includes the case manager not being an Angel View employee, contracting with an outside agency for this service. Vice President Hazen asked for a clarification on the target group to be served with this grant. It was not clear as to the goals for retention and how will that be measured since there are many variables that effect employee retention.

3. Gifts Training – Mr. Young reported that Gift Training will be conducted in house for Staff August 11th and 12th .

4. Status of Desert Hot Springs Medical Clinic – Informational

Tenant Improvements are continuing with probable opening in late August or September 1, 2010. The Committee asked Staff to clarify whether Borrego Community Health Foundation will be reimbursed for the tenant improvements or has existing funds, can access any other funds or have tried to access any other funds for the tenant improvements at the Desert Hot Springs Clinic. The DHCD is investing significant dollars into the tenant improvements with no guarantee as to the longevity of the services at this site.

5. Mike Fontana Proposal – Vice-President Hazen asked for clarification on the proposals from Mike Fontana and WWCOT for the LPMP Re-roofing project which appears to have a duplication of services to be performed. The WWCOT proposal was revised May 26, 2010, well before Mike Fontana submitted a proposal for project management. Staff will go back and get updated proposals from both parties with a scope of work that is not redundant before the proposals are presented at the BOD Meeting. It was suggested to have Mr. Fontana remove item #8 from the proposal and have one familiar person, such as Ms. Prior communicate with tenants as necessary during the re-roofing at the LPMP. Clarification is also necessary on the amount of project management time necessary for the LPMP re-roofing and the possibility of an economy of scale for managing two projects (LPMP and Parking Lot “G”) at the same time. Staff will analyze if the revised proposal from Mr. Fontana could include one fee for managing both projects.

ADJOURNMENT OF OPEN SESSION

The meeting was recessed at 4:30p.m.

RECONVENE TO CLOSED SESSION

The meeting was reconvened to closed session at 4:40pm.

Topic:

1. Personnel matter pursuant to government code section 54957

ADJOURNMENT OF CLOSED SESSION

The meeting was adjourned at 5:15p.m.

RECONVENE TO OPEN SESSION

The meeting was reconvened to open session at 5:15p.m.

REPORT AFTER CLOSED SESSION

The Committee recommended that at the next meeting the Board direct the F&A Committee to address the immediate employment contract issues related to the Chief Executive Officer and to also recommend to the Board that the F&A Committee work with Counsel and other Consultants as needed to bring back recommendations relating to future operation and training needs of the Staff and Board.

ADJOURNMENT

The meeting was adjourned at 5:15p.m.

ATTEST: _____

Mark Matthews, Chairman, Finance and Administration Committee
Treasurer, Desert Healthcare District Board of Directors

Minutes respectfully submitted by Steve Brown, Executive Administrative Assistant