

**DESERT HEALTHCARE DISTRICT
FINANCE, ADMINISTRATION, REAL ESTATE AND LEGAL COMMITTEE
MEETING MINUTES
October 13, 2009**

A Regular 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 – Member

Staff

Lenny Pepper, Chief Executive Officer

Peter Young, Chief Financial Officer

Donna Craig, Chief Program Officer

Samantha Prior, Operations Support Manager

Tricia Wheeler, Executive Administrative Assistant

Guests

Gary Dack (via teleconference)

CALL TO ORDER

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

APPROVAL OF AGENDA

Chairman Matthews asked for a motion to approve the agenda.

It was moved and seconded (Hazen, Matthews) to approve the agenda. Motion passed unanimously.

PUBLIC COMMENT

None

APPROVAL OF MINUTES

Submitted for approval:

1. Regular Meeting Minutes – September 08, 2009

It was moved and seconded (Hazen, Matthews) to approve the September 08, 2009 meeting minutes. Motion passed unanimously.

CHIEF OPERATING OFFICER'S REPORT

The report was reviewed by Mr. Young in conjunction with the Las Palmas Medical Plaza report. It was noted that there will be one 800sq ft office unoccupied as of November 01, 2009 as Dr. Elliott will no longer be in private practice.

FINANCE REPORTS

- 1. Financial Statements** - The District's financial statements for September 2009 were reviewed by Mr. Young.
- 2. Deposits** – The September 2009 deposit detail was reviewed by Mr. Young.
- 3. Property Tax Receipts** – The September 2009 property tax receipts were reviewed by Mr. Young.
- 4. Warrants** – The September 2009 warrant register for the District and Las Palmas Medical Plaza was reviewed by Mr. Young.
- 5. Pension Plan Updates** – Mr. Young reviewed the retirement protection plan.

It was moved and seconded (Hazen, Matthews) to approve the District Financials. Motion passed unanimously.

OTHER MATTERS

- 1. Grants Payments Schedule** – The grants payments schedule was reviewed by Mr. Young.
- 2. Program Committee Update** – Ms. Craig gave an update on the five grants presented to the Program Committee at 10:00am today. All will be presented to the Board of Directors on October 27th with a recommendation for approval.
- 3. FIND Agreement Update** – Mr. Pepper informed the Committee that there are two outstanding issues prior to the District funding the grant: loan documents and the City of Rancho Mirage's contribution to the escrow account.
- 4. Request for Proposal – Behavioral Health Resource** – Ms. Wheeler presented a draft RFP to the Committee regarding the creation and maintenance of a Behavioral Health Resource tool. After discussion, staff was directed to further explore options with local community based organizations to determine if this project is already a part of their mission statement(s). This may be more appropriate as a grant opportunity than an RFP.
- 5. CFO Update** – Mr. Young has returned to work as of September 30, 2009.
- 6. CEO Evaluation** – The CEO evaluation will be completed and placed on the October 27th Board of Directors agenda under closed session items.
- 7. Annual Audit Report** – Mr. Dack presented the FY End 06/30/09 audit results to the Committee. Mr. Dack reviewed the report thoroughly; there were no adjustments necessary to any of the District financials. Mr. Dack expressed his appreciation for the high quality of work produced by Mr. Young and Ms. Prior.

It was moved and seconded (Hazen, Matthews) to approve the District FY End 06/30/09 audit report as presented by Mr. Dack. The Audit report will be presented to the Board of Directors at their October 27, 2009 meeting. Motion passed unanimously.

ADJOURNMENT OF OPEN SESSION

The meeting was adjourned at 3:16pm.

RECONVENE TO CLOSED SESSION

The meeting was reconvened to closed session. Topics were:

1. Conference with Real Property Negotiator Pursuant to Government Code Section 54956.8. Property – 1100 N Palm Canyon Drive, Palm Springs, CA. Under negotiation – Price and terms.

ADJOURNMENT OF CLOSED SESSION

The meeting was adjourned at 3:20pm.

RECONVENE TO OPEN SESSION

The meeting was reconvened to open session at 3:20pm.

REPORT AFTER CLOSED SESSION

No action was taken in closed session.

ADJOURNMENT

The meeting was adjourned at 3:20p.m.

ATTEST: _____

Kay Hazen, Vice President/Secretary
Desert Healthcare District Board of Directors

Minutes respectfully submitted by Tricia Wheeler, Executive Administrative Assistant