

**DESERT HEALTHCARE DISTRICT
FINANCE, ADMINISTRATION, REAL ESTATE AND LEGAL COMMITTEE
MEETING MINUTES
December 14, 2010**

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

Mark Matthews - Chair

Kay Hazen – Vice President/Member

Staff

Donna Craig, Chief Program Officer

Samantha Prior, Operation Support Manager

Tricia Wheeler, Program Manager

Steve Brown, Executive Administrative Assistant

Guests

Mike Fontana

CALL TO ORDER

The meeting was called to order at 4:00 p.m. by Chairman Matthews.

APPROVAL OF 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. Motion passed unanimously.

PUBLIC COMMENTS

None

APPROVAL OF MINUTES

Submitted for approval:

1. No minutes to approve – November F&A Committee Meeting was cancelled.

CHIEF OPERATING OFFICER'S REPORT

The report was reviewed in conjunction with the Las Palmas Medical Plaza report and the Staff Action List.

Ms. Prior presented the need for a/c unit replacements at the Las Palmas Medical Plaza. The cost for 14 replacement units will be approximately \$90,000. The Committee recommended taking this expenditure to the Board for approval on December 21st and include a diagram of the buildings with the number of a/c units that need to be replaced. The Committee also recommended having the roofing contractors build the new smaller size a/c platforms, which will provide better drainage, since the a/c units will be replaced shortly.

After reviewing the Staff Action list, the Committee inquired about several items including the 6 month grant report for HealNet and any plan of action. Program staff responded that the report will be in the December 21st Board Packet where staff will provide an update regarding future plans and expectations. Meetings with the HealNet Staff and RAP have taken place and will continue. In March 2011, the grant will be reviewed again for progress and compliance.

FINANCE REPORTS

- 1. Financial Statements** - The District's and LPMP financial statements for November 2010 were reviewed.
- 2. Accounts Receivable Aging Summary** – the District's November 2010 Accounts Receivable detail was reviewed.
- 3. Deposits - District**– the District's November 2010 deposit detail was reviewed.
- 4. Property Tax Receipts** – The November 2010 property tax receipts were reviewed.
- 5. Deposits - LPMP** – The LPMP's November 2010 deposit detail was reviewed.
- 6. Warrants** – The November 2010 warrant register for the District was reviewed.
- 7. Credit Card** – The November 2010 credit card expenditures were reviewed.
- 8. Warrant - LPMP** – The November 2010 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 Matthews) to approve the District Finance Reports. Motion passed unanimously.

OTHER MATTERS

- 1. Grants Payments Schedule** – The grants payments schedule was reviewed.
- 2. Grants – Tracking to Strategic Plan** – Informational
- 3. Parking Lot – Status of construction bids**

The District received 6 bids for the construction of Parking Lot "G" with solar panels. The low bid is \$3,979,000 from Penta Builders. This brings the total estimated costs to \$4,640,830 compared to the previous estimate of \$3,522,500. The committee discussed the various issues that led to the variance from original estimate. The award of contract will be on the December 21st board agenda. The Committee recommended the Board approve the award of contract contingent upon Tenet acceptance of revised cost and review of required documents to award the contract from our legal counsel. The Committee recommended legal counsel be notified to

prepare any resolutions or documents necessary for that action. Mr. Fontana raised the possible energy cost savings provided by the parking lot's solar panels as another item for potential credit. Following discussion, it was decided more information was needed before a recommendation could be made.

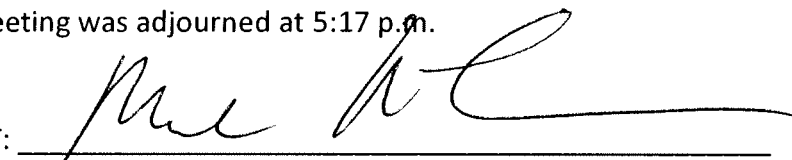
4. ACHD – Model 2011 – Statement of Director Duties and Responsibilities

The Committee reviewed the model documents from ACHD and concurred with legal counsel's recommendation to forward to Mr. Brent Ives, consultant with the District, for comments and advice. Potentially, this could be placed on the January BOD agenda.

ADJOURNMENT

The meeting was adjourned at 5:17 p.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