

**DESERT HEALTHCARE DISTRICT  
FINANCE, ADMINISTRATION, REAL ESTATE AND LEGAL COMMITTEE  
MEETING MINUTES  
April 13, 2010**

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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 Operating Officer

Donna Craig, Chief Program Officer

Samantha Prior, Operations Support Manager

Tricia Wheeler, Executive Administrative Assistant

Guests

None

**CALL TO ORDER**

The meeting was called to order at 4:00pm 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. Special Meeting Minutes – March 18, 2010
2. Special Meeting Minutes – April 01, 2010

**It was moved and seconded (Hazen, Matthews) to approve the March 18, 2010 and April 01, 2010 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.

## **FINANCE REPORTS**

- 1. Financial Statements** - The District's financial statements for March 2010 were reviewed by Mr. Young.
- 2. Deposits** – The March 2010 deposit detail was reviewed by Mr. Young.
- 3. Property Tax Receipts** – The March 2010 property tax receipts were reviewed by Mr. Young.
- 4. Warrants** – The March 2010 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.

Mr. Young provided the original credit card statements for the Directors' review.

**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 Department Report** – The Strategic Plan Tracking report was reviewed by Ms. Craig.
- 3. Policy Revision – Education Reimbursement Policy** – Mr. Pepper presented a proposed increase to the District's Education Reimbursement Policy. It was requested that Staff make the following changes:  
Remove "and DHCD Designees" from paragraph 1;  
Section C, number 4, change "six months" to "one year";  
Section C, number 5, change "passing grade or its equivalent" to "B" or better; and  
Add a section regarding IRS criteria for tax-free reimbursement.  
Staff will make the changes requested and present the Policy Revision to the Board of Directors at the April 27, 2010 meeting.
- 4. WWCOT** – Mr. Young presented the LPMP roof evaluation and recommendations report.

**It was moved and seconded (Hazen, Matthews) to request Staff to take this recommendation to the Board of Directors at the April 27, 2010 meeting; Staff will request the Board to authorize the Staff to pursue the development of an RFP scope by WWCOT and to ask WWCOT and/or other vendors to investigate the possibility of a master system for heating and cooling with a solar PPA. Motion passed unanimously.**

- 5. Consideration of Amendment to County Housing Authority Agreement extending the date to fund the \$1million for property acquisition to June 30, 2012** – Legal Counsel will provide Staff the amendment for the Board of Directors meeting on April 27, 2010.

Staff will invite the attendees from the April 01, 2010 F&A Committee special meeting to the next F&A Committee meeting (May 11, 2010).

## **ADJOURNMENT OF OPEN SESSION**

The meeting was adjourned at 5:10p.m.

**RECONVENE TO CLOSED SESSION**

The meeting was reconvened to closed session at 5:15pm.

Topic:

1. Personnel matter pursuant to government code section 54957

**ADJOURNMENT OF CLOSED SESSION**

The meeting was adjourned at 5:30p.m.

**RECONVENE TO OPEN SESSION**

The meeting was reconvened to open session at 5:30p.m.

**REPORT AFTER CLOSED SESSION**

No action was taken in closed session.

**ADJOURNMENT**

The meeting was adjourned at 5:30p.m.

ATTEST: \_\_\_\_\_

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

*Minutes respectfully submitted by Tricia Wheeler, Executive Administrative Assistant*