

**DESERT HEALTHCARE DISTRICT
PROGRAM COMMITTEE
MEETING MINUTES
June 14, 2011**

Attendance:

Members

Director Sidney Rubenstein, DDS – Chair
Director Glen Grayman, MD

Staff

Donna Craig, Chief Program Officer
Tricia Wheeler, Program Manager

Committee Members

Bev Greer, Administrator, Stroke Recovery Center
Robert Taylor, Superior Court Judge (retired)
Kim McNulty, Project Manager, CVEP
Mitch Nieman, Community Member
Elizabeth Toledo, Program Manager, Building Healthy Communities
Allen Howe, City of Cathedral City

Absent Committee members

Matthew Keane, PA-C, ICON

Guests

Alison Mayer Sachs, Eisenhower Medical Center
Lisa Houston, FIND Food Bank
Joel Craddock, Jewish Family Services of San Diego/Desert SOS
Linda Barrack, Jewish Family Services of San Diego/Desert SOS
Michael Shepherd, The Shepherd Group
Aurora Wilson, Coachella Valley Association of Governments
Hermia Parks, Community Health Agency
Judy Perry, Community Health Agency
Sarah Mack, County of Riverside Department of Public Health

CALL TO ORDER

The meeting was called to order at 3:01 p.m. by Director Rubenstein.

APPROVAL OF AGENDA

A Motion was made by Committee member Greer and seconded by Committee member Taylor to approve the agenda. Motion was approved.

PUBLIC COMMENT

None

APPROVAL OF MINUTES

A Motion was made by Committee member Howe and seconded by Committee member Taylor to approve the minutes of May 10, 2011 as submitted. Motion was approved.

GRANTS

a. Grant administration reports

Members received the latest update of current active grants.

b. Progress reports

Chairman Rubenstein reviewed the final progress reports from:

- Grant #630, LifeStream

c. Final grant reports

Chairman Rubenstein reviewed the final grant reports from:

- Grant #545, United Cerebral Palsy of the Inland Empire
- Grant #455, Coachella Valley Association of Governments

c. Pending requests for consideration

ID# 662. The Committee reviewed a request for \$182, 375 from the Coachella Valley Association of Governments to support the services of a Public Health Nurse at Roy's Desert Resource Center. Staff Recommendation: to support funding in the amount of \$121,122.

Discussion:

Ms. Wilson introduced the representatives from County Public Health, CVAG and JFSOD; Ms. Perry gave an overview of the services provided by the Public Health Nurse at Roy's Desert Resource Center for the time period February 2010 through May 2011. During that time, 450 unduplicated clients were seen, for a total of 1299 nurse visits. The top diagnoses were Diabetes and Hypertension. In addition to the medical care provided, the availability of services allowed for nursing students from College of the Desert to utilize Roy's as part of their clinical rotation requirement.

Ms. Mack addressed the budget request as it pertains to the County's costs of providing public health nursing services, specifically the benefit amounts and the County overhead costs. It is anticipated that 80% of the coverage for the next 12 months will be provided by per-diem staff

for which the County is required to provide benefits at a cost of 14.6% of salary; the remaining 20% of coverage will be filled by full-time staff, for which the County is required to provide a benefits at a cost of 45% of salary. Oversight costs will be provided by a full-time County staff member, also at a benefits cost of 45% of salary.

Additionally the County overhead expense fee, 24% of total salary costs, is a fixed amount.

Ms. Mack stated that should the Program Committee agree to Staff recommendation regarding funding, the County would be required to decrease services in order to stay within the funding allotment.

Ms. Wilson and Ms. Mack stated the coverage of facility fees was essential to the grant request; Ms. Wilson stated these costs could not be covered by other sources.

Director Grayman suggested that:

1. The funding request for salaries be adjusted to accurately reflect the 80/20 split of benefits cost. This would lower the amount requested for salaries, as well as decrease the amount requested for County overhead costs.
2. As the facilities cost are not able to covered by other sources of funds, Director Grayman made the proposal that the County decrease the overhead expenses by the amount of facilities costs and recommend approval of the facilities costs as part of the grant request. Ms. Mack agreed to this suggestion, stating the County would accept the lower overhead fee.

The Committee expressed support for the nursing services provided at Roy's but was concerned regarding the large cost of utilizing County staff to do so. They suggested that for future years CVAG explore contracting with a different vendor.

A Motion was made by Director Grayman and seconded by Committee member Taylor to recommend approval of this request to the Board, with the following changes to the budget:

1. Benefits costs accurately reflect the 80/20 benefits changes; 2. The facility costs to CVAG are approved lined items but there is to be a decrease to the line item for County overhead to compensate for this cost. The total recommended grant amount would be \$146,266 (amount to be re-calculated and confirmed by staff prior to the Board meeting). Motion was approved.

ID# 667. The Committee reviewed a request for \$72,763 from the FIND Food Bank to support the Administration of Healthy Emergency Food to District food agencies. A Motion was made by Committee member Toledo and seconded by Committee member McNulty to recommend approval of this request to the Board. Motion was approved; Committee member Neiman abstained due to conflict of interest.

ID# 660. The Committee reviewed a request for \$10,772 from the Stroke Recovery Center to support Kitchen Equipment. A Motion was made by Committee member McNulty and seconded by Committee member Taylor to recommend approval of this request to the Board. Motion was approved; Committee member Greer abstained due to conflict of interest.

ID# 664. The Committee reviewed a request for \$15,993.37 from the Luci Curci Cancer Center at Eisenhower Medical Center to support Exercise Programs for Cancer Patients. A Motion was made by Committee member Howe and seconded by Committee member McNulty to recommend approval of this request to the Board. Motion was approved.

e. No-cost Grant Extension for consideration

ID# 154. The Committee reviewed a no-cost grant extension request from the City of Cathedral City to support the installation of shade structures on the walking track at the City soccer field. A Motion was made by Committee member Taylor and seconded by Committee member McNulty to recommend approval of this request to the Board. Motion was approved; Committee member Howe abstained due to conflict of interest.

OLD BUSINESS

Director Rubenstein informed the Committee that at its May 24, 2011 meeting the Board of Directors approved the no-cost grant extensions for Grant #505, Regional Access Project Foundation's Technical Assistance Program and Grant #488, Alzheimer's Association Latino Outreach Project as per the Committee's recommendation.

NEW BUSINESS

Discussion regarding mandatory documents for grantees:

At the May 10, 2011 Program Committee meeting, Grant #636 to Hidden Harvest was recommended for approval. Ms. Craig informed the Committee that this grant was not presented to the Board at the May 24, 2011 meeting as Hidden Harvest is completing a Financial Audit; this is a requirement of all District Grantees. Additionally, the anticipated grant request from Bridges of Hope will be presented to the Committee once Bridges of Hope has completed their Financial Audit.

Discussion was held regarding the Financial Audit requirement. District legal counsel has recommended that this remain a requirement. The Committee strongly supported District policy as this is standard practice for many granting agencies, especially those granting public funds. The Committee did, however, suggest that Staff draft a proposal that would offer alternatives to the current policy, such as allowing organizations with small, under \$25,000 total operational budgets be assisted in obtaining an audit or have the requirement waived.

COMMITTEE MEMBER COMMENTS

None

STAFF COMMENTS

None.

Adjournment

The meeting was adjourned at 4:37p.m.

DRAFT