



**DESERT HEALTHCARE FOUNDATION**  
**Finance, Legal, Administration, & Real Estate Committee Meeting**  
**June 09, 2020**

A meeting of the Finance, Legal, Administration, & Real Estate Committee of the Desert Healthcare District will be held at 3:30 PM, Tuesday, June 09, 2020, via Zoom using the following link: <https://us02web.zoom.us/j/88153358478?pwd=Wm9NTFh0YWFTNVE5K0FQRTk0VDd1Zz09>  
**Password: 261539**

Participants will need to download the WebEx app on their mobile devices. Members of the public may also be able to participate by telephone, using the follow dial in information:

**Dial in #:(669) 900-6833 To Listen and Address the Board when called upon:**  
**Webinar ID: 881 5335 8478**  
**Password: 261539**

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**AGENDA**

**I. CALL TO ORDER**

**II. APPROVAL OF AGENDA**

**III. PUBLIC COMMENT**

At this time, comments from the audience may be made on items not listed on the agenda that are of public interest and within the subject-matter jurisdiction of the District. The Committee has a policy of limiting speakers to not more than three minutes. The Committee cannot take action on items not listed on the agenda. Public input may be offered on an agenda item when it comes up for discussion and/or action.

**IV. APPROVAL OF MINUTES**

**ACTION**

1. Minutes – Meeting May 12, 2020 - Pg. 2-3

**V. CEO REPORT**

**VI. FINANCIAL REPORT**

**ACTION**

1. Financial Statements – Pg. 4-8
2. Deposits – Pg. 9
3. Check Register – Pg. 10
4. Credit Card Expenditures – Pg. 11-12
5. General Grants Schedule – Pg. 13

**VII. OTHER MATTERS**

**VIII. ADJOURNMENT**

*If you have any disability which would require accommodation to enable you to participate in this meeting, please email Andrea S. Hayles, Special Assistant to the CEO and Board Relations Officer, at [ahayles@dhcd.org](mailto:ahayles@dhcd.org) or call (760) 323-6110 at least 24 hours prior to the meeting.*



**DESERT HEALTHCARE FOUNDATION**  
**FINANCE, ADMINISTRATION, REAL ESTATE AND LEGAL COMMITTEE**  
**MEETING MINUTES**  
**May 12, 2020**

Directors Present via Video Conference	District Staff Present via Video Conference	Absent
Chair/Treasurer Mark Matthews President Leticia De Lara Director Arthur Shorr	Conrado E. Bázquez, MD, Chief Executive Officer Chris Christensen, Chief Administration Officer Donna Craig, Chief Program Officer Eric Taylor, Accounting Manager Andrea S. Hayles, Clerk to the Board	

AGENDA ITEMS	DISCUSSION	ACTION
<b>I. Call to Order</b>	Chair Matthews called the meeting to order at 4:41 p.m.	
<b>II. Approval of Agenda</b>	Chair Matthews asked for a motion to approve the Agenda.	<b>Moved and President De Lara and Director Shorr to approve the agenda. Motion passed unanimously.</b>
<b>III. Public Comment</b>	There was no public comment.	
<b>IV. Approval of Minutes</b>  1. Minutes – Meeting March 10, 2020	Chair Matthews asked for a motion to approve the minutes of the March 10, 2020 F&A Committee meeting.	<b>Moved and seconded Director Shorr and President De Lara to approve the agenda. Motion passed unanimously.</b>
<b>V. CEO Report</b>	There was no CEO report.	
<b>VI. Financial Reports</b> 1. Financial Statements 2. Deposits 3. Check Register 4. Credit Card Expenditures 5. General Grants Schedule	Chair Matthews reviewed the February financial reports with the committee.	<b>Moved and seconded President De Lara and Director Shorr to approve the March and April 2020 Foundation Financial Reports – items 1-5 and forward to the Board for approval. Motion passed unanimously.</b>
<b>VII. Other Matters</b>  1. FY 2020-2021 Annual Budget Review and Consideration for Approval	Chris Christensen, CAO, provided an overview of the FY 20-21 Annual Budget.  Dr. Barzaga explained that there is \$300k in the Foundation’s FY19-20 budget that has not been allocated during this fiscal year. Staff could combine the \$300k included in the proposed FY20-21 budget totaling approximately \$600k, which could be allocated for small	<b>Moved and seconded Director Shorr and President De Lara to approve the FY 2020-2021 Annual Budget and forward to the Board for approval. Motion passed unanimous</b>

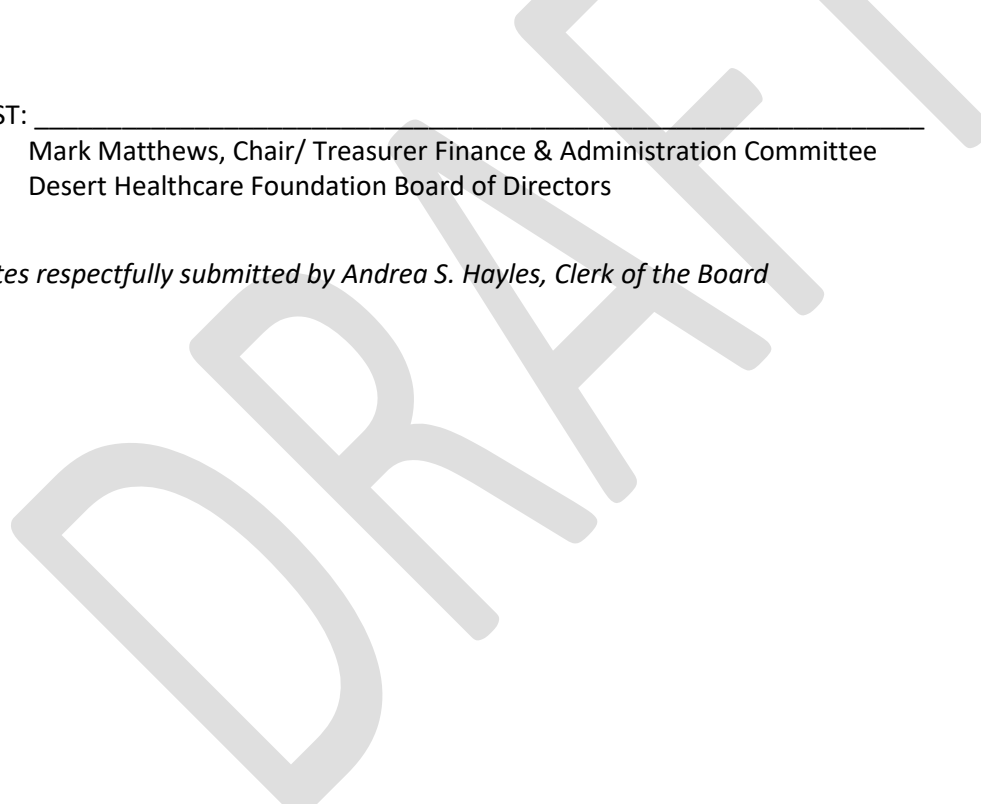


**DESERT HEALTHCARE FOUNDATION**  
**FINANCE, ADMINISTRATION, REAL ESTATE AND LEGAL COMMITTEE**  
**MEETING MINUTES**  
**May 12, 2020**

	<p>grants, but does not merit the distinction between east and west if the grant-making budget is for the entire Valley.</p> <p>The committee recommended allocating all funds designation as all of Coachella Valley/District-wide.</p>	
<b>VIII. Adjournment</b>	Chair Matthews adjourned the meeting at 4:59 p.m.	<b>Audio recording available on the website at <a href="http://dhcd.org/Agendas-and-Documents">http://dhcd.org/Agendas-and-Documents</a></b>

ATTEST: \_\_\_\_\_  
 Mark Matthews, Chair/ Treasurer Finance & Administration Committee  
 Desert Healthcare Foundation Board of Directors

*Minutes respectfully submitted by Andrea S. Hayles, Clerk of the Board*



**DESERT HEALTHCARE FOUNDATION  
MAY 2020 FINANCIAL STATEMENTS  
INDEX**

Statement of Operations					
Balance sheet					
Allocation of Restricted Funds					
Deposit Detail					
Check Register					
Credit Card Expenditures					
Schedule of Grants					

**Desert Healthcare Foundation**  
**Profit & Loss Budget vs. Actual**  
 July 2019 through May 2020

	MONTH			TOTAL		
	May 20	Budget	\$ Over Budget	Jul '19 - May 20	Budget	\$ Over Budget
<b>Income</b>						
4000 · Gifts and Contributions	(39,990)	5,000	(44,990)	67,805	25,000	42,805
4003 · Grants	0	29,167	(29,167)	200,000	320,833	(120,833)
4116 · Bequests - Frederick Lowe	4,490	5,417	(926)	54,612	59,583	(4,971)
4130 · Misc. Income	0	83	(83)	0	917	(917)
8015 · Investment Interest Income	16,756	8,333	8,422	166,721	91,667	75,054
8040 · Restr. Unrealized Gain/(Loss)	79,600	14,583	65,017	52,164	160,417	(108,252)
<b>Total Income</b>	<b>60,856</b>	<b>62,583</b>	<b>(1,727)</b>	<b>541,302</b>	<b>658,417</b>	<b>(117,114)</b>
<b>Expense</b>						
5001 · Accounting Services Expense	661	667	(6)	7,269	7,333	(64)
5035 · Dues & Memberships Expense	0	42	(42)	25	458	(433)
5057 · Investment Fees Expense	4,220	2,500	1,720	42,734	27,500	15,234
5065 · Legal Costs Ongoing Expense	0	83	(83)	0	917	(917)
5101 · DHCD-Exp Alloc Wages& benefits	25,473	27,854	(2,381)	280,203	306,395	(26,192)
5106 · Marketing & Communications	21	3,958	(3,937)	4,632	43,542	(38,910)
5110 · Other Expenses	227	417	(190)	5,583	4,583	1,000
5115 · Postage & Shipping Expense	0	8	(8)	0	92	(92)
5120 · Professional Fees Expense	0	83	(83)	0	917	(917)
5210 · RSS Jr - Overhead Allocation	0	(1,417)	1,417	(3,946)	(15,583)	11,637
8051 · Major grant expense	0	20,833	(20,833)	218,716	229,167	(10,451)
8052 · Grant Expense - Collective/Mini	0	27,500	(27,500)	0	302,500	(302,500)
8053 · Grant Expense - RSS Jr	0	5,000	(5,000)	0	55,000	(55,000)
<b>Total Expense Before Social Services</b>	<b>30,602</b>	<b>87,529</b>	<b>(56,927)</b>	<b>555,215</b>	<b>962,820</b>	<b>(407,605)</b>
5054 · Social Services Fund	0	3,333	(3,333)	24,000	36,667	(12,667)
<b>Net Income</b>	<b>30,254</b>	<b>(28,279)</b>	<b>58,533</b>	<b>(37,913)</b>	<b>(341,070)</b>	<b>303,157</b>

**Desert Healthcare Foundation**  
**Balance Sheet**  
As of May 31, 2020

		May 31, 20
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Checking/Savings</b>		
100 · CASH		
150 · Petty Cash		200
151 · Checking - Union Bank 7611		986,257
<b>Total Checking/Savings</b>		<b>986,457</b>
<b>Accounts Receivable</b>		
321 · Accounts Receivable - Other		10,000
<b>Total Accounts Receivable</b>		<b>10,000</b>
<b>Other Current Assets</b>		
476-486 · INVESTMENTS		
477 · Morgan Stanley-Investments		
477.2 · Unrealized Gain/(Loss)		1,993
477 · Morgan Stanley-Investments - Other		3,225,761
<b>Total 477 · Morgan Stanley-Investments</b>		<b>3,227,753</b>
486 · Merrill Lynch		
486.1 · Merrill Lynch Unrealized Gain		245,509
486 · Merrill Lynch - Other		1,709,976
<b>Total 486 · Merrill Lynch</b>		<b>1,955,485</b>
<b>Total 476-486 · INVESTMENTS</b>		<b>5,183,238</b>
500 · CONTRIBUTIONS -RCVB -CRTS		
515 · Contrib RCVB-Pressler CRT		63,217
530 · Contrib RCVB-Guerts CRT		126,022
<b>Total 500 · CONTRIBUTIONS -RCVB -CRTS</b>		<b>189,239</b>
601 · Prepaid Payables		3,661
<b>Total Other Current Assets</b>		<b>5,376,138</b>
<b>Total Current Assets</b>		<b>6,372,595</b>
<b>TOTAL ASSETS</b>		<b>6,372,595</b>

**Desert Healthcare Foundation**  
**Balance Sheet**  
As of May 31, 2020

		May 31, 20
<b>LIABILITIES &amp; EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
<b>Accounts Payable</b>		
	1000 · Accounts Payable	7,768
	1052 · Account payable-DHCD Exp Alloc	54,422
<b>Total Accounts Payable</b>		<b>62,190</b>
<b>Other Current Liabilities</b>		
	2190 · Current - Grants payable	1,793,466
<b>Total Other Current Liabilities</b>		<b>1,793,466</b>
<b>Total Current Liabilities</b>		<b>1,855,655</b>
<b>Long Term Liabilities</b>		
	2186 · Grants payable	2,260,000
<b>Total Liabilities</b>		<b>4,115,655</b>
<b>Equity</b>		
	3900 · Retained Earnings	2,294,853
	Net Income	(37,913)
<b>Total Equity</b>		<b>2,256,940</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>		<b>6,372,595</b>

DESERT HEALTHCARE FOUNDATION				
BALANCE SHEET 5/31/20				
ALLOCATION OF MAJOR CATEGORIES/LIABILITIES				
	T/B	GENERAL Fund	Restricted Funds	Trusts
<b>ASSETS</b>				
150 · Petty Cash	200	200		
151 · Checking - Union Bank 7611	986,257	974,953	11,304	
<b>Total 100 · CASH - UNRESTRICTED</b>	<b>986,457</b>	<b>975,153</b>	<b>11,304</b>	<b>-</b>
Accounts Receivable				
321 - Accounts Receivable - Other	10,000	-	10,000	
<b>Total Accounts Receivable</b>	<b>10,000</b>	<b>-</b>	<b>10,000</b>	<b>-</b>
477 · Invt-Morgan Stanley				
477.2 · Unrealized Gain	1,993	1,993		
477 · Invt-Morgan Stanley	3,225,761		3,225,761	
<b>Total 477 · Invt-Morgan Stanley</b>	<b>3,227,753</b>	<b>1,993</b>	<b>3,225,761</b>	
6441 · Merrill Lynch				
486.1 · Merrill Lynch Unrealized Gain	245,509	245,509		
486 · Merrill Lynch	1,709,976	903,575	806,401	
<b>Total 486 · Merrill Lynch</b>	<b>1,955,485</b>	<b>1,149,084</b>	<b>806,401</b>	
515 · Contrib RCVB-Pressler CRT	63,217			63,217
530 · Contrib RCVB-Guerts CRT	126,022			126,022
601 - Prepaid payables	3,661	3,661		
<b>Total Current Assets</b>	<b>6,372,595</b>	<b>2,129,891</b>	<b>4,053,466</b>	<b>189,239</b>
<b>TOTAL ASSETS</b>	<b>6,372,595</b>	<b>2,129,891</b>	<b>4,053,466</b>	<b>189,239</b>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
Accounts Payable				
1000 · Accounts Payable	7,768	7,768		
1052 - Account Payable - DHCD - Alloc Expenses	54,422	54,422		
2190 - Grants Payable - Current Portion	1,793,466		1,793,466	
<b>Total Current Liabilities</b>	<b>1,855,655</b>	<b>62,190</b>	<b>1,793,466</b>	<b>-</b>
2186 - Grant Payable - Long Term	2,260,000		2,260,000	
<b>Total Liabilities</b>	<b>4,115,655</b>	<b>62,190</b>	<b>4,053,466</b>	<b>-</b>
<b>Equity</b>				
3900 · Retained Earnings	2,294,853	2,105,614		189,239
Net Income	(37,913)	(37,913)		
<b>Total Equity</b>	<b>2,256,940</b>	<b>2,067,701</b>	<b>-</b>	<b>189,239</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>6,372,595</b>	<b>2,129,891</b>	<b>4,053,466</b>	<b>189,239</b>



**Desert Healthcare Foundation**  
**Deposit Detail**  
 May 2020

Type	Date	Name	Account	Amount
Deposit	05/01/2020		151 · Checking - Union Bank 7611	25,010
		Misc.	4000 · Gifts and Contributions	(10)
		Misc.	4000 · Gifts and Contributions	(25,000)
TOTAL				(25,010)
Deposit	04/23/2020		151 · Checking - Union Bank 7611	4,490
		American Society of Composers	4116 · Bequests - Frederick Lowe	(4,490)
TOTAL				(4,490)
			<b>Total</b>	<b>29,500</b>

**Desert Healthcare Foundation**  
**Check Register**  
As of May 31, 2020

Type	Date	Num	Name	Amount
<b>100 · CASH</b>				
<b>146 · Checking - Pacific Premier 6718</b>				
Bill Pmt -Check	05/01/2020	11057	Desert Healthcare Foundation-Transfer to Union Bank	(10,426)
Total 146 · Checking - Pacific Premier 6718				(10,426)
<b>151 · Checking - Union Bank 7611</b>				
Bill Pmt -Check	05/01/2020	IB 05202020	Desert Healthcare District	(275,485)
Bill Pmt -Check	05/01/2020	5052	Cactus Hugs	(500)
Bill Pmt -Check	05/01/2020	5053	Leap Marketing	(190)
Bill Pmt -Check	05/01/2020	5054	Uken Report	(1,500)
Bill Pmt -Check	05/19/2020	5055	Riverside Community Housing Corporation	(1,584)
Bill Pmt -Check	05/19/2020	5056	Cardmember Services	(21)
Check	05/26/2020		Bank Service Charge	(227)
Total 151 · Checking - Union Bank 7611				(279,507)
<b>155 · Summer Homeless Survival Fund</b>				
Bill Pmt -Check	05/01/2020	1010	Desert Healthcare Foundation-Transfer to Union Bank	(11,374)
				(11,374)
<b>TOTAL</b>				<b>(301,307)</b>

**Desert Healthcare Foundation**  
**Details for credit card Expenditures**  
**Credit card purchases - April 2020 - Paid May 2020**

Number of credit cards held by Foundation personnel - 2

Credit Card Limit - \$5,000

Credit Card Holders:

Conrado Bárzaga - Chief Executive Officer

Chris Christensen - Chief Administration Officer

Routine types of charges:

Office Supplies, Dues for membership, Supplies for Projects, Programs, etc.

		Statement					
Year	Month Charged	Total Charges	Expense Type	Amount	Purpose		
		\$ 20.99					
<b>Chris' Statement:</b>							
2020	April	\$ 20.99	Foundation				
				5106 \$ 10.99	cvHIP.com hosting		
				5106 \$ 10.00	Desert Sun subscription - marketing		
				<b>\$ 20.99</b>			

**Desert Healthcare Foundation**  
**Details for credit card Expenditures**  
**Credit card purchases - April 2020 - Paid May 2020**

Number of credit cards held by Foundation personnel - 2

Credit Card Limit - \$5,000

Credit Card Holders:

Conrado Bárzaga - Chief Executive Officer

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		Statement					
Year	Month Charged	Total Charges	Expense Type	Amount	Purpose		
		\$ 20.99					
<b>Chris' Statement:</b>							
2020	April	\$ 20.99	Foundation				
				5106 \$ 10.99	cvHIP.com hosting		
				5106 \$ 10.00	Desert Sun subscription - marketing		
				<b>\$ 20.99</b>			

DESERT HEALTHCARE FOUNDATION							
OUTSTANDING GRANTS AND GRANT PAYMENT SCHEDULE							
May 31, 2020							
TWELVE MONTHS ENDED JUNE 30, 2020							
A/C 2190 and A/C 2186-Long term			6/30/2019	New Grants	Total Paid	5/31/2020	
Grant ID Nos.	Name		Open	Current Yr	July-June	Open	
			BALANCE	2019-2020		BALANCE	
	Mayor's Check recorded - \$100K HP		\$ 31,898		\$ 18,923	\$ 12,975	100 HP-cvHIP
	Mayor's Check recorded - \$100K HP		\$ 100,000		\$ -	\$ 100,000	100 HP - cvHIP
BOD - 7/25/17 (#937)	*West Valley Homelessness Initiative - Matching Grant		\$ 1,125,712		\$ 1,125,712	\$ -	Homelessness
TCE Grant 01/31/18	Cal Endowment - Community & Health Policy Analysts 12/1/17- 11/30/18		\$ 64,817		\$ 30,768	\$ 34,049	TCE
BOD - 04/24/18	Behavioral Health Initiative Collective Fund		\$ 1,985,200		\$ 33,200	\$ 1,952,000	Behavioral Health
BOD - 06/26/18 BOD	Avery Trust Funds-Committed to Pulmonary services		\$ 1,000,000		\$ 64,349	\$ 935,651	Avery Trust
BOD - 5/28/19 BOD (#993)	Galilee Center - Emergency Services		\$ 41,250		\$ 33,750	\$ 7,500	
BOD - 6/25/19 BOD (#1006)	DHCD - Homelessness Initiative Collective Fund		\$ 1,000,000		\$ 288,617	\$ 711,383	Homelessness
F&A - 06/11/19	\$300k East Valley Grant Funding FY18-19 - \$225k Balance		\$ 225,000		\$ 105,844	\$ 119,156	EV Funding
BOD - 9/26/17- RSS	RSS Funds-From Investment Funds for additional 4th year		\$ 53,810		\$ -	\$ 53,810	RSS
BOD - 10/23/18 BOD	RSS Grant from Desert Healthcare District		\$ 16,762		\$ 5,818	\$ 10,945	RSS
BOD - 09/24/19 BOD (#1025)	RSS Grant from Desert Healthcare District			\$ 200,000	\$ 84,003	\$ 115,997	RSS
<b>TOTAL GRANTS</b>			<b>\$ 5,644,450</b>	<b>\$ 200,000</b>	<b>\$ 1,790,984</b>	<b>\$ 4,053,466</b>	
<b>Summary: As of 5/31/2020</b>							
Health Portal (CVHIP):	\$	112,975			A/C 2190	\$ 1,793,466	
Ready Set Swim	\$	180,752			A/C 2186	\$ 2,260,000	
West Valley Homelessness Initiative	\$	711,383			<b>Total</b>	<b>\$ 4,053,466</b>	
Cal Endowment-Analysts	\$	34,049			Diff	\$ -	
Behavioral Health Initiative Collective Fund	\$	1,952,000					
Avery Trust - Pulmonary Services	\$	935,651					
Galilee Center - Emergency Services	\$	7,500					
\$300k East Valley Grant Funding - \$225k Balance	\$	119,156					
<b>Total</b>	<b>\$</b>	<b>4,053,466</b>					
* West Valley Homelessness Initiative - COMMITTED FUNDS \$2,233,357 (BALANCE \$766,643)							
<b>Amts available/remaining for Grant/Programs - FY 2019-20:</b>				<b>FY20 Grant Budget</b>	<b>Social Services Fund #5054</b>		
<b>Amount budgeted 2019-2020</b>		\$ 640,000	\$ 250,000		Budget	\$ 40,000	
<b>Amount granted year to date</b>		\$ (200,000)	\$ 390,000		DRMC Auxiliary	\$ (18,000)	
Mini Grants:					EMC Luci Curci	\$ (6,000)	\$ (24,000) Spent YTD
Net adj - Grants not used:					<b>Balance Available</b>	\$ 16,000	
<b>Balance available for Grants/Programs</b>		<b>\$ 440,000</b>					