



DESERT HEALTHCARE DISTRICT

DESERT HEALTHCARE DISTRICT

FINANCE, ADMINISTRATION, REAL ESTATE AND LEGAL COMMITTEE

MEETING MINUTES

February 12, 2019

Directors Present	District Staff Present	Absent
Chair/Treasurer Mark Matthews Director Jennifer Wortham, DrPH Arthur Shorr, Community Member	Chris Christensen, Interim CEO and CFO Lisa Houston, COO Stephen Huyck, Accounting Manager Andrea S. Hayles, Clerk to the Board	Director Leticia De Lara

AGENDA ITEMS	DISCUSSION	ACTION
I. Call to Order	Chair Matthews called the meeting to order at 3:07p.m.	
II. Approval of Agenda	Chair Matthews asked for a motion to approve the Agenda.	It was moved and seconded (President Wortham, Community Member Shorr) to approve the agenda. Motion passed unanimously.
III. Public Comment	None	
IV. Approval of Minutes	Chair Matthews asked for a motion to approve the minutes of December 11, 2019.	It was moved and seconded (President Wortham, Community Member Shorr) to approve the minutes. Motion passed unanimously.
V. CEO Report	Chris Christensen, Interim CEO,	
VI. Chief Financial Officer's Report 1. LPMP Leasing Update	VI.1. Chris Christensen, Interim CEO, explained the three vacant units and the District will reach out to marketing firms to fill the vacancies.	



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<p>VII. Financial Reports</p> <ol style="list-style-type: none"> 1. District and LPMP Financial Statements 2. Accounts Receivable Aging Summary 3. District – Deposits 4. District – Property Tax Receipts 5. LPMP Deposits 6. District – Check Register 7. Credit Card – Detail of Expenditures 8. LPMP – Check Register 9. Retirement Protection Plan Update 10. Grant Payment Schedule 	<p>VII.1.-10. The Financial Reports were reviewed and discussed with Chris Christensen, Interim CEO.</p> <p>Director Wortham inquired concerning the director’s stipends and approval of financials for checks payable to members on the F&A Committee.</p> <p>Jeff Scott, Legal Counsel, explained that the stipends and checks payable to board members are administrative tasks and it not necessary to abstain from the votes.</p> <p>The committee members requested numerical order of checks with an asterisk next to each directors check.</p>	<p>It was moved and seconded (Community Member Shorr, President Wortham) to approve the January 2019 District Financial Reports - Items 1-10 and to forward to the Board for approval. Motion passed unanimously.</p>
<p>Public Comment</p>	<p>Ezra Kaufman, District resident, inquired on the relationship between deferred inflow and outflow for the liability of the Retirement Protection Plan. Chris Christensen, Interim CEO, explained that the Net Pension Liability and related accruals are update on an annual basis by the actuarial firm.</p>	
<p>VIII. Other Matters</p> <ol style="list-style-type: none"> 1. Volunteer Community Committee Members 	<p>Chris Christensen, Interim CEO, explained that staff is working on committees and potential volunteer community members and will bring a policy to the Board for consideration at the February Board meeting.</p>	
<p>IV. Adjournment</p>	<p>Chair Matthews adjourned the meeting at 3:24 p.m.</p>	<p>Audio recording available on the website at http://dhcd.org/Finance-and-Administration</p>



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

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