

DESERT HEALTHCARE FOUNDATION
Finance, Administration, Real Estate and Legal Committee Meeting
February 12, 2019

A meeting of the Finance, Administration, Real Estate and Legal Committee of the Desert Healthcare Foundation will be held at 3:00 PM Tuesday, February 12, 2019, in the conference room on the 2nd floor of the Jerry Stergios Building, 1140 N. Indian Canyon Drive, Palm Springs, California.

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

1. Minutes – Meeting December 11, 2018 - Pg. 2-3

V. CEO REPORT

VI. FINANCIAL REPORTS

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



DESERT HEALTHCARE FOUNDATION
FINANCE, ADMINISTRATION, REAL ESTATE AND LEGAL COMMITTEE
MEETING MINUTES
December 11, 2018

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

AGENDA ITEMS	DISCUSSION	ACTION
I. Call to Order	Chair Matthews called the meeting to order at 3:09 p.m.	
II. Approval of Agenda	Chair Matthews asked for a motion to approve the Agenda.	It was moved and seconded (Director Wortham, Chair Matthews) to approve the agenda. Motion passed unanimously.
III. Public Comment	No public comment.	
IV. Approval of Minutes	Chair Matthews asked for a motion to approve the minutes of October 9, 2018.	It was moved and seconded (Director Wortham, Chair Matthews) to approve the agenda. Motion passed unanimously.
V. CEO Report	Lisa Houston, COO, provided an update on the Homeless Emergency Aid Program (HEAP) grant application for funding to support the Foundation's Homelessness Initiative. Mrs. Houston further explained the details of the grant and the collaborative partners.	
VI. Financial Reports 1. Financial Statements 2. Deposits 3. Check Register	The Financial Reports were reviewed with Chris Christensen, Interim CEO.	It was moved and seconded (Chair Matthews, Director Wortham) to approve the October and November 2018 Foundation Financial Reports –



DESERT HEALTHCARE FOUNDATION
FINANCE, ADMINISTRATION, REAL ESTATE AND LEGAL COMMITTEE
MEETING MINUTES
December 11, 2018

4. Credit Card Expenditures 5. General Grants Schedule		items 1.-5. and forward to the Board for approval. Motion passed unanimously.
VII. Other Matters		
VIII. Adjournment	Chair Matthews adjourned the meeting at 3:13 p.m.	Audio recording available on the website at http://dhcd.org/Finance-and-Administration

ATTEST: _____

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

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

DRAFT

DESERT HEALTHCARE FOUNDATION					
DECEMBER 2018 & JANUARY 2019 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 2018 through January 2019

	MONTH						TOTAL		
	Dec 18	Budget	\$ Over Budget	Jan 19	Budget	\$ Over Budget	Jul '18 - Jan 19	Budget	\$ Over Budget
Income									
4000 · Gifts and Contributions	-	-	-	8,000	5,000	3,000	8,000	5,000	3,000
4003 · Grants	-	-	-	-	-	-	136,000	250,000	(114,000)
4007 · Grant Income - RSS Jr	-	-	-	-	-	-	63,192	-	63,192
4116 · Bequests - Frederick Lowe	2,484	7,083	(4,600)	4,162	7,083	(2,921)	41,750	49,583	(7,833)
4130 · Misc. Income	-	83	(83)	-	83	(83)	-	583	(583)
8015 · Investment Interest Income	6,230	5,417	813	7,514	5,417	2,097	44,632	37,917	6,715
8040 · Restr. Unrealized Gain/(Loss)	(50,012)	833	(50,845)	165,133	833	164,299	113,998	5,833	108,165
Total Income	(41,298)	13,417	(54,715)	184,809	18,417	166,392	407,573	348,917	58,656
Expense									
5001 · Accounting Services Expense	647	628	19	647	628	19	4,528	4,395	133
5035 · Dues & Memberships Expense	-	83	(83)	-	83	(83)	24	583	(559)
5057 · Investment Fees Expense	1,059	3,600	(2,541)	4,970	1,100	3,870	16,721	12,700	4,021
5065 · Legal Costs Ongoing Expense	-	83	(83)	-	83	(83)	-	583	(583)
5101 · DHCD-Exp Alloc Wages& benefits	17,668	17,668	(0)	17,668	17,668	(0)	123,676	123,678	(2)
5106 · Marketing & Communications	10	4,167	(4,157)	10	4,167	(4,157)	2,874	29,167	(26,293)
5110 · Other Expenses	-	125	(125)	1,350	125	1,225	2,816	875	1,941
5115 · Postage & Shipping Expense	-	8	(8)	-	8	(8)	-	58	(58)
5120 · Professional Fees Expense	-	250	(250)	-	-	-	-	500	(500)
5210 · RSS Jr - Expense Clearing Acct	(1,097)	-	(1,097)	(871)	-	(871)	(14,916)	-	(14,916)
8051 · Major grant expense	-	18,250	(18,250)	-	18,250	(18,250)	1,465	127,750	(126,285)
8052 · Grant Expense - Collective/Mini	-	26,667	(26,667)	-	26,667	(26,667)	136,000	186,667	(50,667)
8053 · Grant Expense - RSS Jr	-	-	-	-	-	-	63,192	-	63,192
Total Expense Before Social Services Fund	18,287	71,529	(53,242)	23,773	68,780	(45,006)	336,380	486,957	(150,576)
5054 · Social Services Fund	6,000	2,083	3,917	-	2,083	(2,083)	18,000	14,583	3,417
Net Income	(65,586)	(60,196)	(5,389)	161,036	(52,446)	213,482	53,192	(152,623)	205,816

Desert Healthcare Foundation
Balance Sheet
As of January 31, 2019

				Jan 31, 19
ASSETS				
Current Assets				
Checking/Savings				
100 · CASH				
		146 · Checking - Pacific Premier 6718		1,250,921
		149 · Money Market - Pacific Premier		1,940
		150 · Petty Cash		200
		Total Checking/Savings		1,253,061
Other Current Assets				
476-486 · INVESTMENTS				
		477 · Morgan Stanley-Investments		
		477.2 · Unrealized Gain/(Loss)		(11,069)
		477 · Morgan Stanley-Investments - Other		3,838,215
		Total 477 · Morgan Stanley-Investments		3,827,146
		486 · Merrill Lynch		
		486.1 · Merrill Lynch Unrealized Gain		225,291
		486 · Merrill Lynch - Other		1,628,842
		Total 486 · Merrill Lynch		1,854,133
		Total 476-486 · INVESTMENTS		5,681,279
500 · CONTRIBUTIONS -RCVB -CRTS				
		515 · Contrib RCVB-Pressler CRT		66,389
		530 · Contrib RCVB-Guerts CRT		122,540
		Total 500 · CONTRIBUTIONS -RCVB -CRTS		188,929
		601 · Prepaid Payables		3,234
		Total Other Current Assets		5,873,442
		Total Current Assets		7,126,503
Other Assets				
		460 · Investments - Point Center Fin		
		461 · Reserve - Point Center - Loan		(25,015)
		460 · Investments - Point Center Fin - Other		25,015
		Total Other Assets		-
TOTAL ASSETS				7,126,503

Desert Healthcare Foundation
Balance Sheet
As of January 31, 2019

					Jan 31, 19
LIABILITIES & EQUITY					
	Liabilities				
	Current Liabilities				
		Accounts Payable			144,819
		Other Current Liabilities			
		2180 · Accrued Accounts Payable			46,985
		2190 · Current - Grants payable			3,402,286
		Total Other Current Liabilities			3,449,271
		Total Current Liabilities			3,594,089
	Long Term Liabilities				
		2186 · Grants payable			1,200,000
	Total Liabilities				4,794,089
	Equity				
		3900 · Retained Earnings			2,279,221
		Net Income			53,192
	Total Equity				2,332,414
TOTAL LIABILITIES & EQUITY					7,126,503

DESERT HEALTHCARE FOUNDATION					
BALANCE SHEET 1/31/19					
ALLOCATION OF MAJOR CATEGORIES/LIABILITIES					
		T/B	GENERAL	Restricted	
			Fund	Funds	Trusts
ASSETS					
146	· Checking Pacific Premier 6718	1,250,921	250,921	1,000,000	
149	· Money Market Pacific Premier Bank	1,940	1,940		
150	· Petty Cash	200	200		
Total 100 · CASH - UNRESTRICTED		1,253,061	253,061	1,000,000	-
477 · Invt-Morgan Stanley					
	477.2 · Unrealized Gain	(11,069)	(11,069)		
	477 · Invt-Morgan Stanley	3,838,215	235,929	3,602,286	
Total 477 · Invt-Morgan Stanley		3,827,146	224,860	3,602,286	
6441	486.1 · Merrill Lynch Unrealized Gain	225,291	225,291		
	486 · Merrill Lynch	1,628,842	1,628,842		
Total 486 · Merrill Lynch		1,854,133	1,854,133	-	
	515 · Contrib RCVB-Pressler CRT	66,389			66,389
	530 · Contrib RCVB-Guerts CRT	122,540			122,540
	601 · Prepaid payables	3,234	3,234		
Total Current Assets		7,126,503	2,335,288	4,602,286	188,929
TOTAL ASSETS		7,126,503	2,335,288	4,602,286	188,929
LIABILITIES & EQUITY					
Liabilities					
Current Liabilities					
Accounts Payable					
1000	· Accounts Payable	9,194	9,194		
1052	- Account Payable - DHCD - Alloc Expenses	135,625	135,625		
2180	- Accrued Accounts Payable	46,985	46,985		
2190	- Grants Payable - Current Portion	3,402,286		3,402,286	
Total Current Liabilities		3,594,089	191,804	3,402,286	-
2186	- Grant Payable - Long Term	1,200,000		1,200,000	
Total Liabilities		4,794,089	191,804	4,602,286	-
Equity					
3900	· Retained Earnings	2,279,221	2,090,292		188,929
Net Income		53,192	53,192		
Total Equity		2,332,413	2,143,484	-	188,929
TOTAL LIABILITIES & EQUITY		7,126,503	2,335,288	4,602,286	188,929

Desert Healthcare Foundation
Deposit Detail
December 2018 through January 2019

Type	Date	Name	Amount
Deposit	12/31/2018		2,484
		Warner Music Group Services	(2,484)
TOTAL			(2,484)
Deposit	12/31/2018		1
		Investment Interest Income	(1)
TOTAL			(1)
Deposit	01/31/2019		12,162
		Walter L. & Patricia Rootness	(8,000)
		American Society of Composers	(4,162)
TOTAL			(12,162)
		Total Deposits	14,647

Desert Healthcare Foundation
Check Register
As of January 31, 2019

Type	Date	Num	Name	Amount
100 - CASH				
146 - Checking - Pacific Premier 6718				
Bill Pmt -Check	12/06/2018	10961	Annalisa Wurm-	(43)
Bill Pmt -Check	12/06/2018	10962	Barbara Poppe	(24,013)
Bill Pmt -Check	12/06/2018	10963	Boys & Girls Club of Palm Springs	(4,325)
Bill Pmt -Check	12/06/2018	10964	Meghan Kane-	(33)
Bill Pmt -Check	12/18/2018	10965	Alejandro Espinoza	(801)
Bill Pmt -Check	12/18/2018	10966	Cardmember Services	(10)
Bill Pmt -Check	12/18/2018	10967	Merrill Lynch - Investments	(1,000,000)
Bill Pmt -Check	12/18/2018	10968	Morgan Stanley - Investments	(2,000,000)
Bill Pmt -Check	12/20/2018	10969	Alejandro Espinoza	(62)
Bill Pmt -Check	12/20/2018	10970	Meghan Kane-	(59)
Bill Pmt -Check	01/08/2019	10971	Barbara Poppe	(987)
Bill Pmt -Check	01/08/2019	10972	Boys & Girls Club of Palm Springs	(6,105)
Bill Pmt -Check	01/08/2019	10973	Desert Recreation District	(10,637)
Bill Pmt -Check	01/08/2019	10974	Eisenhower Medical Center	(6,000)
Bill Pmt -Check	01/17/2019	10975	Cardmember Services	(1,360)
Bill Pmt -Check	01/17/2019	10976	Moss, Levy & Hartzheim LLP	(1,762)
Bill Pmt -Check	01/31/2019	10977	ATS Advertising & Graphic Design	(639)
Bill Pmt -Check	01/31/2019	10978	Barbara Poppe	(516)
TOTAL				(3,057,352)

DESERT HEALTHCARE FOUNDATION								
OUTSTANDING GRANTS AND GRANT PAYMENT SCHEDULE								
January 31, 2019								
TWELVE MONTHS ENDED JUNE 30, 2019								
A/C 2190 and A/C 2186-Long term			6/30/2018 Open	New Grants Current Yr	Total Paid	1/31/2019 Open		
Grant ID Nos.	Name		BALANCE	2018-2019	July-June	BALANCE		
	Mayor's Check recorded - \$100K HP		\$ 46,106		\$ 17,430	\$ 28,676	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		\$ 1,382,000		\$ 159,863	\$ 1,222,137	Homelessness	
BOD - 9/26/17- RSS	RSS Funds-From Investment Funds for additional 4th year		\$ 53,904		\$ 94	\$ 53,810	RSS	
TCE Grant 01/31/18	Cal Endowment - Community & Health Policy Analysts 12/1/17- 11/30/18		\$ 189,375		\$ 88,572	\$ 100,803	TCE	
BOD - 04/24/18	Behavioral Health Initiative Collective Fund		\$ 2,000,000			\$ 2,000,000	Behavioral Health	
BOD - 06/26/18 BOD	Avery Trust Funds-Committed to Pulmonary services		\$ 1,000,000			\$ 1,000,000		
BOD - 10/23/18 BOD	RSS Grant from Desert Healthcare District			\$ 136,000	\$ 39,140	\$ 96,860		
TOTAL GRANTS			\$ 4,771,385	\$ 136,000	\$ 305,099	\$ 4,602,286		
Summary: As of 1/31/19			\$ 217,292		A/C 2190	\$ 3,402,286		
Health Portal (CVHIP):	\$ 128,676		\$ 200,000		A/C 2186	\$ 1,200,000		
Swim	\$ 53,810		\$ 417,292		Total	\$ 4,602,286		
Swim (funded by DHCD 10.25.18)	\$ 96,860		\$ 4,354,093		Diff	\$ -		
West Valley Homelessness Initiative	\$ 1,222,137							
Cal Endowment-Analysts	\$ 100,803							
Behavioral Health Initiative Collective Fund	\$ 2,000,000							
Avery Trust - Pulmonary Services	\$ 1,000,000							
Total	\$ 4,602,286							
<i>* West Valley Homelessness Initiative - COMMITTED FUNDS \$1,227,863 (BALANCE \$772,137)</i>								
Amts available/remaining for Grant/Programs - FY 2018-19:								
Amount budgeted 2018-2019		\$ 539,000		\$ 219,000				
Amount granted year to date		\$ (136,000)		\$ 320,000				
Mini Grants:								
Net adj - Grants not used:								
Balance available for Grants/Programs		\$ 403,000						