



**DESERT HEALTHCARE DISTRICT  
BOARD AND STAFF COMMUNICATIONS AND POLICIES  
Board and Staff Communications and Policies Meeting  
February 09, 2021  
4:30 p.m.**

In lieu of attending the meeting in person, members of the public will be able to participate by webinar by using the following link:

<https://us02web.zoom.us/j/89827416352?pwd=SzVuUmlYenEvM3krSFo1cDhKR3F5UT09>

**Webinar ID: 898 2741 6352**

**Password: 164992**

Participants will need to download the Zoom 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 Committee when called upon:

**Webinar ID: 898 2741 6352**

**Password: 164992**

<i>Page(s)</i>	<b>AGENDA</b>	<i>Item Type</i>
	<b>I. CALL TO ORDER</b> – President Leticia De Lara, Chairperson	
	<b>II. APPROVAL OF AGENDA</b>	<b>Action</b>
2-7	<b>III. MEETING MINUTES</b> 1. November 09, 2020	<b>Action</b>
	<b>IV. OLD BUSINESS</b> 1. Board of Directors Workshop Facilitated by Rauch Communications	Information
8-10	<b>V. NEW BUSINESS</b> 1. Consideration to approve Policy #OP-16 – Chief Executive Officer Discretionary Funds and forward to the Board of Directors for approval	<b>Action</b>
11-18	<b>VI. EXISTING POLICY REVISIONS</b> 1. Policy #BOD-06 Filling a Vacancy on the Board 2. Policy #BOD-09 Rules of Order for Board and Committee Meetings 3. Policy #BOD-10 Board Meeting Conduct 4. Policy #BOD-18 Ticket Distribution 5. Policy #BOD-21 Board Member Compensation Guidelines 6. Policy #OP-05 Grant & Mini Grant	<b>Action</b>
19-20		<b>Action</b>
21-26		<b>Action</b>
27-34		<b>Action</b>
35-40		<b>Action</b>
41-54		<b>Action</b>
	<b>VII. FUTURE TOPICS &amp; ISSUES</b>	
	<b>VIII. ADJOURNMENT</b>	



**BOARD AND STAFF COMMUNICATIONS & POLICIES COMMITTEE MEETING  
MEETING MINUTES  
November 09, 2020**

Directors Present	District Staff Present	Absent
President Leticia De Lara, Chair Director Evett PerezGil Director Les Zendle, MD	Conrado E. Bárzaga, MD, CEO Chris Christensen, CAO Andrea S. Hayles, Clerk of the Board	

AGENDA ITEMS	DISCUSSION	ACTION
<b>I. Call to Order</b>	The meeting was called to order at 11:08 a.m. by Chair De Lara.	
<b>II. Approval of Agenda</b>	Chair De Lara asked for a motion to approve the agenda.	<b>Moved and seconded by Director Zendle and Director PerezGil to approve the agenda. Motion passed unanimously.</b>
<b>III. Meeting Minutes</b>	Chair De Lara asked for a motion to approve the June 17, 2020 meeting minutes.	<b>Moved and seconded by Director Zendle and Director PerezGil to approve the meeting minutes. Motion passed unanimously.</b>
<b>IV. Old Business –</b> <b>1. Policy #BOD-3</b> <b>Appointment to</b> <b>Committees</b>	<p>Dr. Bárzaga, CEO, explained the communications workshop on Board and Staff &amp; Policies, and the Board’s decision to remove community members from the committees due to uncertainties and the roles of the community members, while referencing Policy #BOD-3.</p> <p>Director Zendle explained that he agrees with the policy and the possibility of including a reference to policy OP-15 – engagement of the community and subject matter experts to avoid any recurrences of the matter on removing the community members from BOD-3 appointment to committees. An introductory paragraph in the first sentence stating in addition to the policy, community members are appointed to work with committees on an ad hoc</p>	<b>Moved and seconded by Director Zendle and Director PerezGil to approve the modifications to Policy BOD-3 – Appointment to Committees and forward to the Board for approval. Motion passed unanimously.</b>

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<p><b>2. Policy #BOD-07 Board Meeting Agenda</b></p>	<p>basis, recommending separating the items from the consent agenda and placing Policy BOD-3 in the policies committee section of the November Board Meeting agenda for action and clarity by the Board.</p> <p>Dr. Bárzaga, CEO, described the revisions to Policy BOD-07 – Board Meeting Agenda.</p>	<p><b>Moved and seconded by Director PerezGil and Director Zendle to approve Policy #BOD-07 – Board Meeting Agenda and forward to the Board for approval. Motion passed unanimously.</b></p>
<p><b>3. Policy #BOD-16 Policy for Propriety Confidential Personal Information</b></p>	<p>Dr. Bárzaga, CEO, described the revisions to Policy BOD-16 Policy for Proprietary Confidential Personal Information intended for compliance with all state and federal laws of medical and personal confidentiality.</p>	<p><b>Moved and seconded by Director Zendle and Director PerezGil to approve BOD-16 Policy for Propriety Confidential Personal Information and forward to the Board for approval. Motion passed unanimously.</b></p>
<p><b>4. Policy #OP-01 Public Records</b></p>	<p>Dr. Bárzaga, CEO, explained Policy OP-01 Public Records update for compliance to public records.</p>	<p><b>Moved and seconded by Director Zendle and Director PerezGil to approve Policy #OP-01 Public Records and forward to the Board for approval. Motion passed unanimously.</b></p>
<p><b>5. Policy #OP-03 Records Retention</b></p>	<p>Dr. Bárzaga, CEO, described Policy OP-03 Records Retention, which includes an Exhibit A for the review period for open and active records for disposal, archival, or shredding. Jeff Scott, Legal Counsel, explained an assembly bill to maintain emails for two years. The governor vetoed the bill with an acceptable retention policy of emails for six months.</p>	<p><b>Moved and seconded by Director PerezGil and Director Zendle to approve Policy #OP-03 Records Retention and forward to the Board for approval. Motion passed unanimously.</b></p>

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<p><b>6. Policy #OP-04 Electronic Communications Usage &amp; Retention Policy</b></p>	<p>Dr. Bárzaga, CEO, described Policy OP-04, noting the revisions from 90 to 120 days for retaining electronic communications usage and retention policy.</p>	<p><b>Moved and seconded by Director PerezGil and Director Zendle to approve Policy #OP-04 Electronic Communications Usage &amp; Retention Policy and forward to the Board for approval.</b> <b>Motion passed unanimously.</b></p>
<p><b>7. Policy #OP-06 Delegating Minor Claims Settlement to CEO</b></p>	<p>Dr. Bárzaga, CEO, described Policy OP-06 for delegating minor claims settlement to the CEO to manage minor claims under \$2k (see amended motion to OP-06 in item #11 – OP-11).</p>	<p><b>Moved and seconded by Director Zendle and Director PerezGil to approve Policy #OP-06 Delegating Minor Claims Settlement to CEO and forward to the Board for approval.</b> <b>Motion passed unanimously.</b></p>
<p><b>8. Policy #OP-07 Lease Compliance</b></p>	<p>Dr. Bárzaga, CEO, explained Policy OP-07 for Lease Compliance with Director Zendle inquiring on the language revision from Desert Regional to Medical Center; however, the language will remain the same.</p>	<p><b>Moved and seconded by Director PerezGil and Director Zendle to approve Policy #OP-07 Lease Compliance and forward to the Board for approval.</b> <b>Motion passed unanimously.</b></p>
<p><b>9. Policy #OP-08 Strategic Plan</b></p>	<p>Dr. Bárzaga, CEO, explained the minor changes to Policy OP-08 Strategic Plan.</p>	<p><b>Moved and seconded by Director Zendle and Director PerezGil to approve Policy #OP-08 Strategic Plan and forward to the Board for approval.</b> <b>Motion passed unanimously.</b></p>
<p><b>10. Policy #OP-10 Policies and Procedures Including Bidding Regulations for Public Work</b></p>	<p>Dr. Bárzaga, CEO, described the minor changes to item 3 with additional language for the District’s best interest of legal issues for Policy OP-10 Policies and Procedures including Bidding Regulations for Public Work.</p>	<p><b>Moved and seconded by Director PerezGil and Director Zendle to approve Policy #OP-10 Policies and Procedures Including Bidding Regulations for Public Work and forward to the Board for approval.</b> <b>Motion passed unanimously.</b></p>
<p><b>11. Policy #OP-11 Professional Services</b></p>	<p>Dr. Bárzaga, CEO, described the modifications to Policy OP-11</p>	

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	<p>Professional Services with additional language to authorize the CEO to sign contracts for professional services up to \$5k for circumstances requiring prompt signatures for minor agreements, such as specific professional services and the obligatory reporting to the Board. Jeff Scott, Legal Counsel, suggested that the claims policy – OP-06 is modified to \$5k instead of \$2k for consistency. Director Zendle amended his original motion to approve Policy OP-11, as well as OP-6 Delegating Minor Claims Settlement to the CEO.</p>	<p><b>Moved and seconded by Director Zendle and Director PerezGil to approve Policy #OP-11 Professional Services and modify OP-06 Delegating Minor Claims Settlement to the CEO up to \$5k, and forward to the Board for approval. Motion passed unanimously.</b></p>
<p><b>12. Policy #OP-13 Sustainability Program</b></p>	<p>Dr. Bárzaga, CEO, explained Policy OP-13 Sustainability Program for the importance of sustainability in the development of programs with minor modifications.</p>	<p><b>Moved and seconded by Director Zendle and Director PerezGil to approve Policy #OP-13 Sustainability Program and forward to the Board for approval. Motion passed unanimously.</b></p>
<p><b>13. Policy #LPMP-01 Las Palmas Medical Plaza Policy for Leasing</b></p>	<p>Dr. Bárzaga, CEO, described Policy LPMP-01 Las Palmas Medical Plaza Policy for Leasing with the addition of language for a clause stating unless communications from Desert Regional Medical Center has been made to the District within the prior three months that they have no interest in additional suites, or that any of their existing suites are available for reassignment to a prospective tenant.</p>	<p><b>Moved and seconded by Director PerezGil and Director Zendle to approve Policy #LPMP-01 Las Palmas Medical Plaza Policy for Leasing and forward to the Board for approval. Motion passed unanimously.</b></p>

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<p><b>14. Policy #LPMP-02 Las Palmas Medical Plaza Lease Execution Policy</b></p>	<p>Dr. Bárzaga, CEO, described Policy LPMP-02 Las Palmas Medical Plaza Lease Execution Policy with minor modification updates.</p>	<p><b>Moved and seconded by Director PerezGil and Director Zendle to approve Policy #LPMP-02 Las Palmas Medical Plaza Lease Execution Policy and forward to the Board for approval. Motion passed unanimously.</b></p>
<p><b>V. New Business</b></p>	<p>Martin Rauch, Rauch Communications, inquired on Policy BOD-3 for the appointment to committees about developing the discussion with the Board, including Director Zendle’s suggestion concerning the subject matter experts, further questioning the committee’s thoughts for ensuring there is a successful vote, so the matter is not unresolved again. Additionally, whether any other policies require attention, such as more operational functions, once more to ensure a successful vote of all the policies.</p> <p>President De Lara suggests a staff summary or staff report of the original details, including the workshops with the Board’s consensus, further recommending the modifications to the committees excluding the community members.</p> <p>Mr. Rauch also suggests, as illustrated in the prior workshop on compromising, suggesting consideration of any other ideas to improve the proposed policy to divert away from a middle of the road result, but the best results.</p>	

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<b>VI. Future Topics &amp; Issues</b>	There was no discussion for future topics and issues.	
<b>VII. Adjournment</b>	Chair De Lara adjourned the meeting at 11:48 p.m.	<b>Audio recording available on the website at <a href="https://www.dhcd.org/Agendas-and-Documents">https://www.dhcd.org/Agendas-and-Documents</a></b>

ATTEST: \_\_\_\_\_  
Leticia De Lara, Chair/President  
Board and Staff Communications & Policies Committee

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

DRAFT



**DESERT HEALTHCARE**  
DISTRICT & FOUNDATION

Date: February 9, 2021  
To: Board & Staff Communications and Policies Committee  
Subject: Consideration to Approve Revised Policies

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**Staff Recommendation:** Consideration to approve Revised Policies

**Background:**

- The policies listed below have been determined to need review and/or revision.
- One new policy (#OP-16 – Chief Executive Officer Discretionary Funds) is included.
- Policy #OP-16 Chief Executive Officer Discretionary Funds (NEW) -*The F&A Committee (January 12, 2021) recommended a new policy be developed and brought before the Policies Committee for review and consideration for approval.*
- Policy #BOD-06
- Policy #BOD-09
- Policy #BOD-10
- Policy #BOD-18
- Policy #BOD-21
- Policy #OP-05
- Staff recommends approval of the Policies as presented.

**Fiscal Impact:**

None





**POLICY TITLE:** CHIEF EXECUTIVE OFFICER DISCRETIONARY FUNDS

**POLICY NUMBER:** OP-16

**COMMITTEE APPROVAL:** 02-09-2021

**BOARD APPROVAL:** 02-23-2021

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**POLICY #OP-16:** The Desert Healthcare District (“DHCD”) recognizes that there are occasional community needs which do not fit within the specific guidelines of the grantmaking program and POLICY #OP-05 but may have significant merit and value for improving the health of the District. As such, the Board of Directors allocates an amount in the annual budget to be used by the CEO for discretionary purposes to meet these needs.

The CEO may dedicate discretionary funds to charitable organizations in accordance with the guidelines below.

#### **GUIDELINES**

1. The recipient organization must be: (1) recognized by the Internal Revenue Service (“IRS”) as a 501(c)3 publicly supported charity or government agency, and (2) meet the legal standards by which DHCD judges all potential grant recipients.
2. Discretionary funds may be used for the following types of requests that would not otherwise meet the criteria for the District’s regular grant program:
  - a. requests which are time-sensitive in nature; or
  - b. requests for small equipment or capital expenses; or
  - c. requests for disaster relief efforts.
3. Discretionary funds may not be used to fulfill personal obligations of the CEO or DHCD staff.

#### **PROCESS**

1. Requests for discretionary funds may come in a variety of forms. The CEO and DHCD staff will determine if a cash grant is more appropriate and may direct an organization to submit a grant application or other written request.



2. Staff will perform the necessary due diligence to ensure that the recipient organization is recognized by the IRS as a 501(c)3 publicly supported charity or government agency and meets the legal standard by which the DHCD judges all potential grant recipients.
3. Consultation with and approval by the Board President is required for individual expenditures exceeding \$2,000.
4. The CEO will provide to the Board of Directors (“Board”) a brief overview of funds used from the CEO Discretionary Funds under the CEO Report at the next regularly scheduled Board meeting.

#### **AUTHORITIES**

Desert Healthcare District Bylaws Article V, section 5.6

#### **DOCUMENT HISTORY**

Approved



**POLICY TITLE:** FILLING A VACANCY ON THE BOARD  
**POLICY NUMBER:** BOD-06  
**COMMITTEE APPROVAL:** 02-23-2021  
**BOARD APPROVAL:** 02-23-2021

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**POLICY #BOD-06:** It is the policy of the Desert Healthcare District (“District”) to fill a vacancy on the Board of Directors per the Desert Healthcare District Bylaws, Article IV, section 4.4.

**GUIDELINES:**

**1. District Bylaws - Article IV, section 4.4 – VACANCIES**

“The remaining Board members may fill any vacancy on the Board by appointment in accordance with Government Code Section 1780, as amended, which set forth the procedure for filling a vacancy of an elective office on a governing board of a special district.”

**Government Code Section 1780**

1780. (a) Notwithstanding any other provision of law, a vacancy in any elective office on the governing board of a special district, other than those specified in Section 1781, shall be filled pursuant to this section.

(b) The district shall notify the county elections official of the vacancy no later than 15 days after either the date on which the district board is notified of the vacancy or the effective date of the vacancy, whichever is later.

(c) The remaining members of the district board may fill the vacancy either by appointment pursuant to subdivision (d) or by calling an election pursuant to subdivision (e).

(d) (1) The remaining members of the district board shall make the appointment pursuant to this subdivision within 60 days after either the date on which the district board is notified of the vacancy or the effective date of the vacancy, whichever is later. The district shall post a notice of the vacancy in three or more conspicuous places in the district at least



15 days before the district board makes the appointment. The district shall notify the county elections official of the appointment no later than 15 days after the appointment.

(2) If the vacancy occurs in the first half of a term of office and at least 130 days prior to the next general district election, the person appointed to fill the vacancy shall hold office until the next general district election that is scheduled 130 or more days after the date the district board is notified of the vacancy, and thereafter until the person who is elected at that election to fill the vacancy has been qualified. The person elected to fill the vacancy shall hold office for the unexpired balance of the term of office.

(3) If the vacancy occurs in the first half of a term of office, but less than 130 days prior to the next general district election, or if the vacancy occurs in the second half of a term of office, the person appointed to fill the vacancy shall fill the balance of the unexpired term of office.

(e) (1) In lieu of making an appointment the remaining members of the board may within 60 days of the date the district board is notified of the vacancy or the effective date of the vacancy, whichever is later, call an election to fill the vacancy.

(2) The election called pursuant to this subdivision shall be held on the next established election date provided in Chapter 1 (commencing with Section 1000) of Division 1 of the Elections Code that is 130 or more days after the date the district board calls the election.

(f) (1) If the vacancy is not filled by the district board by appointment, or if the district board has not called for an election within 60 days of the date the district board is notified of the vacancy or the effective date of the vacancy, whichever is later, then the city council of the city in which the district is wholly located, or if the district is not wholly located within a city, the board of supervisors of the county representing the larger portion of the district area in which the election to fill the vacancy will be held, may appoint a person to fill the vacancy within 90 days of the date the district board is notified of the vacancy or the effective date of the



vacancy, whichever is later, or the city council or board of supervisors may order the district to call an election to fill the vacancy.

(2) The election called pursuant to this subdivision shall be held on the next established election date provided in Chapter 1 (commencing with Section 1000) of Division 1 of the Elections Code that is 130 or more days after the date the city council or board of supervisors calls the election.

(g) (1) If within 90 days of the date the district board is notified of the vacancy or the effective date of the vacancy, whichever is later, the remaining members of the district board or the appropriate board of supervisors or city council have not filled the vacancy and no election has been called for, then the district board shall call an election to fill the vacancy.

(2) The election called pursuant to this subdivision shall be held on the next established election date provided in Chapter 1 (commencing with Section 1000) of Division 1 of the Elections Code that is 130 or more days after the date the district board calls the election.

(h) (1) Notwithstanding any other provision of this section, if the number of remaining members of the district board falls below a quorum, then at the request of the district secretary or a remaining member of the district board, the appropriate board of supervisors or the city council shall promptly appoint a person to fill the vacancy or may call an election to fill the vacancy.

(2) The board of supervisors or the city council shall only fill enough vacancies by appointment or by election to provide the district board with a quorum.

(3) If the vacancy occurs in the first half of a term of office and at least 130 days prior to the next general district election, the person appointed to fill the vacancy shall hold the office until the next general district election that is scheduled 130 or more days after the date the district board is notified of the vacancy, and thereafter until the person who is



elected at that election to fill the vacancy has been qualified. The person elected to fill the vacancy shall hold office for the unexpired balance of the term of office.

(4) If the vacancy occurs in the first half of a term of office, but less than 130 days prior to the next general district election, or if the vacancy occurs in the second half of a term of office, the person appointed to fill the vacancy shall fill the balance of the unexpired term of office.

(5) The election called pursuant to this subdivision shall be held on the next established election date provided in Chapter 1 (commencing with Section 1000) of Division 1 of the Elections Code that is held 130 or more days after the date the city council or board of supervisors calls the election.

#### PUBLIC NOTICE

Pursuant to Government Code Section 1780, notice is hereby given that effective (date) there exists a vacancy on the Board of Directors of the Desert Healthcare District, a local governmental entity. Pursuant to California law, the remaining District Board members may fill the vacancy by appointment or by holding a special election

#### AUTHORITIES

Desert Healthcare District Bylaws Article IV, section 4.4  
California Government Code Section 1780

#### DOCUMENT HISTORY

Revised	02-23-2021
Approved	01-26-2016



**POLICY TITLE:** FILLING A VACANCY ON THE BOARD

**POLICY NUMBER:** BOD-06

**COMMITTEE APPROVAL DRAFT DATE:** ~~027-23-2021~~19

**BOARD APPROVAL DATE:** ~~027-23-2021~~19

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**POLICY #BOD-06:** It is the policy of the Desert Healthcare District (“District”) to fill a vacancy on the Board of Directors as per the Desert Healthcare District By-Laws, Article IV, section 4.4.

**GUIDELINES:**

**1. ~~District~~HCD By-Laws - Article IV, section -4.4 – VACANCIES**

“The remaining Board members may fill any vacancy on the Board by appointment in accordance with Government Code Section 1780, as amended, which set forth the procedure for filling a vacancy of an elective office on a governing board of a special district.”

**Government Code Section 1780**

1780. (a) Notwithstanding any other provision of law, a vacancy in any elective office on the governing board of a special district, other than those specified in Section 1781, shall be filled pursuant to this section.

(b) The district shall notify the county elections official of the vacancy no later than 15 days after either the date on which the district board is notified of the vacancy or the effective date of the vacancy, whichever is later.

(c) The remaining members of the district board may fill the vacancy either by appointment pursuant to subdivision (d) or by calling an election pursuant to subdivision (e).

(d) (1) The remaining members of the district board shall make the appointment pursuant to this subdivision within 60 days after either the date on which the district board is notified of the vacancy or the effective date of the vacancy, whichever is later. The district shall post a notice of the vacancy in three or more conspicuous places in the district at least





15 days before the district board makes the appointment. The district shall notify the county elections official of the appointment no later than 15 days after the appointment.

(2) If the vacancy occurs in the first half of a term of office and at least 130 days prior to the next general district election, the person appointed to fill the vacancy shall hold office until the next general district election that is scheduled 130 or more days after the date the district board is notified of the vacancy, and thereafter until the person who is elected at that election to fill the vacancy has been qualified. The person elected to fill the vacancy shall hold office for the unexpired balance of the term of office.

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(e) (1) In lieu of making an appointment the remaining members of the board may within 60 days of the date the district board is notified of the vacancy or the effective date of the vacancy, whichever is later, call an election to fill the vacancy.

(2) The election called pursuant to this subdivision shall be held on the next established election date provided in Chapter 1 (commencing with Section 1000) of Division 1 of the Elections Code that is 130 or more days after the date the district board calls the election.

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vacancy, whichever is later, or the city council or board of supervisors may order the district to call an election to fill the vacancy.

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(g) (1) If within 90 days of the date the district board is notified of the vacancy or the effective date of the vacancy, whichever is later, the remaining members of the district board or the appropriate board of supervisors or city council have not filled the vacancy and no election has been called for, then the district board shall call an election to fill the vacancy.

(2) The election called pursuant to this subdivision shall be held on the next established election date provided in Chapter 1 (commencing with Section 1000) of Division 1 of the Elections Code that is 130 or more days after the date the district board calls the election.

(h) (1) Notwithstanding any other provision of this section, if the number of remaining members of the district board falls below a quorum, then at the request of the district secretary or a remaining member of the district board, the appropriate board of supervisors or the city council shall promptly appoint a person to fill the vacancy or may call an election to fill the vacancy.

(2) The board of supervisors or the city council shall only fill enough vacancies by appointment or by election to provide the district board with a quorum.

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elected at that election to fill the vacancy has been qualified. The person elected to fill the vacancy shall hold office for the unexpired balance of the term of office.

(4) If the vacancy occurs in the first half of a term of office, but less than 130 days prior to the next general district election, or if the vacancy occurs in the second half of a term of office, the person appointed to fill the vacancy shall fill the balance of the unexpired term of office.

(5) The election called pursuant to this subdivision shall be held on the next established election date provided in Chapter 1 (commencing with Section 1000) of Division 1 of the Elections Code that is held 130 or more days after the date the city council or board of supervisors calls the election.

#### PUBLIC NOTICE

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#### AUTHORITIES

Desert Healthcare District Bylaws Article IV, section 4.4

[California Government Code Section 1780](#)

#### DOCUMENT HISTORY

[Revised](#) [02-23-2021](#)

Approved 01-26-2016



**POLICY TITLE:** RULES OF ORDER FOR BOARD AND COMMITTEE MEETINGS

**POLICY NUMBER:** BOD-09

**COMMITTEE APPROVAL:** 02-09-2021

**BOARD APPROVAL:** 02-23-2021

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**POLICY #BOD-09:** It is the policy of the Desert Healthcare District (“District”) Board of Directors to conduct meetings in accordance with the following rules of order.

**GUIDELINES:**

1. Unless otherwise provided by law, bylaws, or Board rules or, Board meeting procedures shall be in accordance with *Robert’s Rules of Order Newly Revised*. However, technical failure to follow *Robert’s Rules of Order* shall not invalidate any action.
2. The President may make and second motions and vote in the same manner as other Board members.

**AUTHORITIES**

Desert Healthcare District Bylaws Article V, section 5.7

**DOCUMENT HISTORY**

Reviewed	02-23-2021
Approved	03-23-2016



**POLICY TITLE:** RULES OF ORDER FOR BOARD AND COMMITTEE MEETINGS

**POLICY NUMBER:** BOD-09

**COMMITTEE APPROVAL DRAFT DATE:** 02-09-2021~~07-17-2019~~

**BOARD APPROVAL:** ~~027-23-2021~~149

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**POLICY #BOD-09:** It is the policy of the Desert Healthcare District (“District”) Board of Directors to conduct meetings in accordance with the following rules of order.

**GUIDELINES:**

1. Unless otherwise provided by law, bylaws, or Board rules or, Board meeting procedures shall be in accordance with *Robert’s Rules of Order Newly Revised*. However, technical failure to follow *Robert’s Rules of Order* shall not invalidate any action.
2. The President may make and second motions and vote in the same manner as other Board members.

**AUTHORITIES**

Desert Healthcare District Bylaws Article V, section 5.7

**DOCUMENT HISTORY**

Reviewed 02-23-2021  
Approved 03-23-2016



**POLICY TITLE:** BOARD MEETING CONDUCT

**POLICY NUMBER:** BOD-10

**COMMITTEE APPROVAL:** 02-09-2021

**BOARD APPROVAL:** 02-23-2021

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**POLICY #BOD-10:** It is the policy of the Desert Healthcare District (“District”) to conduct meetings in a manner consistent with Policy numbers #BOD-09, “Rules of Order for Board and Committee Meetings” and #BOD-08, “Board Meetings”.

**GUIDELINES:**

1. All Board of Directors (“Board”) meetings shall commence at the time stated on the agenda and shall be guided by the agenda.
2. The conduct of meetings shall, to the fullest possible extent, enable Directors to:
  - 2.1 Consider problems to be solved, weigh evidence related thereto, and make wise decisions intended to solve the problems;
  - 2.2 Hear public testimony, and
  - 2.3 Receive, consider and take any action with respect to reports of accomplishment of District operations.
3. To ensure that all members of the General Public have the opportunity to participate in the meetings of the Board of Directors of the Desert Healthcare District, the Board has established the following provisions for permitting any individual or group to address the Board concerning any item on the agenda of a special meeting, or to address the Board at a regular meeting on any subject that lies within the jurisdiction of the Board:
  - 3.1 It is the policy of the Board to allow three (3) minutes (exclusive of translation services) for any item not on the agenda that a member of the



public identifies at the beginning of the meeting under the agenda item “Public Comments”.

**3.2** For agenda items, members of the public may speak for five (5) minutes (exclusive of translation services) any time prior to a vote.

**3.3** A maximum of fifteen (15) minutes (exclusive of translation services) total per meeting shall be allowed for each member of the public.

**3.4** No disruptive and/or boisterous conduct shall be permitted at any Board meeting. Persistence in boisterous conduct shall be grounds for summary termination by the Board President/Chair of that person’s privilege of address. If unacceptable conduct persists, the Board President/Chair may request removal of the person from the meeting and/or clear the room, allowing only accredited members of the press, for the duration of the meeting. Only matters appearing on the agenda may be considered. The Board President/Chair may allow for those members of the public not responsible for the disruptive conduct back in the room, if desired.

**4.** A copy of this policy shall be made available to the public at each Board Meeting.

**5.** In order to adhere to this policy, the Board President/Chair of the Meeting shall follow the procedures as outlined below:

**5.1** During the “Public Comments” agenda item, the Board President/Chair shall advise any members of the public wishing to address the Board on items not on the agenda that they may do so at this time.

**5.2** After each agenda item has been motioned and seconded (if applicable), members of the Board and public will be given an opportunity to speak.

**5.3** The Board President/Chair shall advise any member of the public wishing to address the Board that he/she will have a time limit for each item identified with a maximum time of fifteen (15) minutes for the entire meeting.



**5.4** As the member of the public addresses each previously identified agenda item, his/her/their remarks shall be timed to ensure that the policy is followed.

**EXCEPTIONS:**

**6.** The Board President/Chair, his/her/their designated alternate or the majority of the Board, are authorized to make exceptions to this policy during meetings. The Board as a whole may update this policy as it wishes.

**AUTHORITIES**

Desert Healthcare District Bylaws Article V

**DOCUMENT HISTORY**

Revised	02-23-2021
Approved	03-23-2016

DRAFT



**POLICY TITLE:** BOARD MEETING CONDUCT

**POLICY NUMBER:** BOD-10

**COMMITTEE APPROVAL DRAFT DATE:** 02-09-2021~~07-17-2019~~

**BOARD APPROVAL:** 02-23-2021~~07-23-2019~~

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**POLICY #BOD-10:** It is the policy of the Desert Healthcare District (“District”) to conduct meetings in a manner consistent with Policy numbers #BOD-09, “Rules of Order for Board and Committee Meetings” and #BOD-08, “Board Meetings”.

**GUIDELINES:**

1. All Board of Directors (“Board”) meetings shall commence at the time stated on the agenda and shall be guided by the agenda.
2. The conduct of meetings shall, to the fullest possible extent, enable Directors to:
  - 2.1 Consider problems to be solved, weigh evidence related thereto, and make wise decisions intended to solve the problems;
  - 2.2 Hear public testimony, and
  - 2.3 Receive, consider and take any action with respect to reports of accomplishment of District operations.
3. ~~To ensure that all members of the General Public have the opportunity to participate in the meetings of the Board of Directors of the Desert Healthcare District, the Board has established the following provisions for permitting any individual or group to address the Board concerning any item on the agenda of a special meeting, or to address the Board at a regular meeting on any subject that lies within the jurisdiction of the Board~~ of Directors:
  - 3.1 It is the policy of the Board to allow three (3) minutes (exclusive of translation services) for any item not on the agenda that a member of the





public identifies at the beginning of the meeting under the agenda item “Public Comments”.

**3.2** For agenda items, members of the public may speak for five (5) minutes (exclusive of translation services) any time prior to a vote.

**3.3** A maximum of fifteen (15) minutes (exclusive of translation services) total per meeting shall be allowed for each member of the public.

**3.4** No disruptive and/or boisterous conduct shall be permitted at any Board meeting. Persistence in boisterous conduct shall be grounds for summary termination by the Board President/Chair of that person’s privilege of address. If unacceptable conduct persists, the Board President/Chair may request removal of the person from the meeting and/or clear the room, allowing only accredited members of the press, for the duration of the meeting. Only matters appearing on the agenda may be considered. The Board President/Chair may allow for those members of the public not responsible for the disruptive conduct back in the room, if desired.

**4.** A copy of this policy shall be made available to the public at each Board Meeting.

**5.** In order to adhere to this policy, the Board President/Chair of the Meeting shall follow the procedures as outlined below:

**5.1** During the “Public Comments” agenda item, the Board President/Chair shall advise any members of the public wishing to address the Board on items not on the agenda that they may do so at this time.

**5.2** After each agenda item has been motioned and seconded (if applicable), members of the Board and public will be given an opportunity to speak.

**5.3** The Board President/Chair shall advise any member of the public wishing to address the Board that he/she will have a time limit for each item identified with a maximum time of fifteen (15) minutes for the entire meeting.



5.4 As the member of the public addresses each previously identified agenda item, his/her/their remarks shall be timed to ensure that the policy is followed.

**EXCEPTIONS:**

6. The Board President/Chair, his/her/their designated alternate or the majority of the Board, are authorized to make exceptions to this policy during meetings. The Board as a whole may update this policy as it wishes.

**AUTHORITIES**

Desert Healthcare District Bylaws Article V

**DOCUMENT HISTORY**

<u>Revised</u>	<u>02-23-2021</u>
Approved	03-23-2016



**POLICY TITLE:** TICKET DISTRIBUTION POLICY  
**POLICY NUMBER:** BOD-18  
**COMMITTEE APPROVAL:** 02-09-2021  
**BOARD APPROVAL:** 02-23-2021

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**POLICY #BOD-18:** From time to time the Desert Healthcare District and Desert Healthcare Foundation (collectively referred to herein as "District") receives event tickets and/or passes from public and private entities and individuals or purchases event tickets and/or passes in connection with the District's operations and activities in furtherance of the District's public purposes. These tickets and/or passes purchased or received by the District are public resources of the District.

The District desires to use such tickets and/or passes to further governmental and public purposes of the District, such as the promotion of the District's activities and programs, and to avail the District and its officials, as defined in Government Code Section 82048 and Fair Political Practices Commission Regulation 18701 (Title 2, Division 6, California Code of Regulations referred to herein as "FPPC Regulation"), of the ability to distribute tickets and/or passes pursuant to FPPC Regulation 18944.1. The furtherance of the District's governmental and public purposes may require the distribution of said tickets and/or passes to "public officials," as that term is defined in Government Code Section 82048; and

FPPC Regulation 18944.1(e) requires that any distribution of said tickets and/or passes to, or at the behest of, an authorized District Official must be made pursuant to a duly adopted written policy, if such distribution is made under that regulation, and that the District must receive value equal to or greater than the value of the event ticket or pass it distributes to a District Official. As provided in FPPC Regulation 18944.1(c), such tickets and/or passes distributed in accordance with a duly adopted policy are not considered gifts to public officials. Accordingly, the Board of Directors of the Desert Healthcare District adopts the following Ticket Distribution policy:

Section 1: Definitions.



- a. "District Official" shall mean and refer to a District "public official" as that term is defined by Government Code Section 82048 and FPPC Regulation 18701 and shall include Board members, employees, and consultants required to file an annual Statement of Economic Interest Form 700.
- b. "Authorized District Official" shall mean a Board member or the CEO who shall be authorized to request the District's purchase of tickets or passes in accordance with Section 5 below.
- c. "Ticket" or "pass" as these terms are defined in FPPC Regulation 18944.1, as amended, and as of this date means admission to a facility, event, show, or performance for entertainment, amusement, recreation, or similar purpose.
- d. "Ticket Coordinator" shall mean the CEO or his or her designee who shall be responsible for distributing tickets in accordance with this policy and completing and posting the FPPC Form 802.

**Section 2: Purpose of the Policy.** The purpose of this Policy is to ensure that all tickets and passes the District receives from public and private entities and individuals, which are either complimentary or purchased by the District, are distributed in furtherance of a public purpose of the District and are not utilized for any election-related purposes.

**Section 3: Limitation.** This Policy shall only apply to the District's distribution of tickets and/or passes to, or those that are purchased at the behest of, an Authorized District Official.

**Section 4: Public Purposes for Ticket Distribution.** The following list is illustrative, rather than exhaustive, of the public purposes the District may accomplish by the distribution of tickets to, or at the behest of, a District Official:

- a. Representation of the District at events on federal, state, and regional levels.
- b. Representation and promotion of the Desert Healthcare District at District sponsored or supported community events and programs.
- c. Increasing public exposure to and awareness of District sponsorships, grants, initiatives, projects, and facilities related to promoting the mission and vision of the District.



- d. Promotion of District issues and representation at events sponsored by other governmental entities or government-related industry groups and non-profit organizations.
- e. Recognizing or rewarding meritorious service by any District Official or employee and recognizing contributions made by current and former District Officials.

**Section 5: Purchase of Tickets or Passes.** Authorized District Officials may request the Ticket Coordinator purchase up to two (2) tickets in accordance with the public purposes of this policy for use by the District Official, an immediate family member (spouse or dependent children), or one other person. \$20,000 per fiscal year beginning July 1, 2019 shall be budgeted for the purchase of tickets and the purchase of tickets for use by any individual Authorized District Official shall not exceed \$2,500 per fiscal year.

**Section 6: Transfer Prohibition.** The transfer by any District Official of any ticket distributed pursuant to this policy to any other person, except to other District Officials and staff members of the District, is prohibited. For tickets or passes that are unable to be used by the original recipient, the Ticket Administrator shall have the discretion to redistribute to other District Officials or staff members.

**Section 7: Posting Form 802 on Website.** Within thirty (30) days of distributing a ticket or pass, the District shall post a completed FPPC Form 802 on the District's website.

**Section 8: Exemptions to Policy.** Tickets or passes that are not subject to this policy include the following:

- a. **Ceremonial Role or Function.** Tickets or passes provided to an Authorized District Official where the official will perform a ceremonial role or function on behalf of the District are not considered gifts to the Authorized District Official.
- b. **Reimbursement.** The Authorized District Official reimburses the District for the face value of the ticket or pass within thirty (30) days of receipt or acceptance of the ticket or pass, as defined in the Political Reform Act.
- c. **Income.** The Authorized District Official treats the ticket or pass as income consistent with federal and state income tax laws and the City reports distribution of the tickets or passes as income to the Authorized District



- d. Official on the FPPC Form 802. The official will also have to report it as a gift on their 700 Forms.
- e. Political and Non-Profit Fundraisers. Ticket(s) (up to two) to political and non-profit events that are provided directly to the public official by the political committee or 501(c)(3) organization and do not involve the District are not considered gifts (Regulation 18944.1).

**AUTHORITIES**

Desert Healthcare District Bylaws Article V, section 5.6  
Desert Healthcare District Resolution No. 19-05

**DOCUMENT HISTORY**

Revised	02-23-2021
Approved	04-23-2019

DRAFT



**POLICY TITLE:** **TICKET DISTRIBUTION POLICY**

**POLICY NUMBER:** BOD-18

**COMMITTEE APPROVAL**~~REVIS~~**ED DATE:** 02-09-2021~~04-23-2019~~

**BOARD APPROVAL:** 02-23-2021~~04-23-2019~~

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**POLICY #BOD-18:** From time to time the Desert Healthcare District and Desert Healthcare Foundation (collectively referred to herein as "District") receives event tickets and/or passes from public and private entities and individuals or purchases event tickets and/or passes in connection with the District's operations and activities in furtherance of the District's public purposes. These tickets and/or passes purchased or received by the District are public resources of the District.

The District desires to use such tickets and/or passes to further governmental and public purposes of the District, such as the promotion of the District's activities and programs, and to avail the District and its officials, as defined in Government Code Section 82048 and Fair Political Practices Commission Regulation 18701 (Title 2, Division 6, California Code of Regulations referred to herein as "FPPC Regulation"), of the ability to distribute tickets and/or passes pursuant to FPPC Regulation 18944.1. The furtherance of the District's governmental and public purposes may require the distribution of said tickets and/or passes to "public officials," as that term is defined in Government Code Section 82048; and

FPPC Regulation 18944.1(e) requires that any distribution of said tickets and/or passes to, or at the behest of, an authorized District Official must be made pursuant to a duly adopted written policy, if such distribution is made under that regulation, and that the District must receive value equal to or greater than the value of the event ticket or pass it distributes to a District Official. As provided in FPPC Regulation 18944.1(c), such tickets and/or passes distributed in accordance with a duly adopted policy are not considered gifts to public officials. Accordingly, the Board of Directors of the Desert Healthcare District adopts the following Ticket Distribution policy:

Section 1: Definitions.





- a. "District Official" shall mean and refer to a District "public official" as that term is defined by Government Code Section 82048 and FPPC Regulation 18701 and shall include Board members, employees, and consultants required to file an annual Statement of Economic Interest Form 700.
- b. "Authorized District Official" shall mean a Board member or the CEO who shall be authorized to request the District's purchase of tickets or passes in accordance with Section 5 below.
- c. "Ticket" or "pass" as these terms are defined in FPPC Regulation 18944.1, as amended, and as of this date means admission to a facility, event, show, or performance for entertainment, amusement, recreation, or similar purpose.
- d. "Ticket Coordinator" shall mean the CEO or his or her designee who shall be responsible for distributing tickets in accordance with this policy and completing and posting the FPPC Form 802.

**Section 2: Purpose of the Policy.** The purpose of this Policy is to ensure that all tickets and passes the District receives from public and private entities and individuals, which are either complimentary or purchased by the District, are distributed in furtherance of a public purpose of the District and are not utilized for any election-related purposes.

**Section 3: Limitation.** This Policy shall only apply to the District's distribution of tickets and/or passes to, or those that are purchased at the behest of, an Authorized District Official.

**Section 4: Public Purposes for Ticket Distribution.** The following list is illustrative, rather than exhaustive, of the public purposes the District may accomplish by the distribution of tickets to, or at the behest of, a District Official:

- a. Representation of the District at events on federal, state, and regional levels.
- b. Representation and promotion of the Desert Healthcare District at District sponsored or supported community events and programs.
- c. Increasing public exposure to and awareness of District sponsorships, grants, initiatives, projects, and facilities related to promoting the mission and vision of the District.





- d. Promotion of District issues and representation at events sponsored by other governmental entities or government-related industry groups and non-profit organizations.
- e. Recognizing or rewarding meritorious service by any District Official or employee and recognizing contributions made by current and former District Officials.

**Section 5: Purchase of Tickets or Passes.** Authorized District Officials may request the Ticket Coordinator purchase up to two (2) tickets in accordance with the public purposes of this policy for use by the District Official, an immediate family member (spouse or dependent children), or one other person. \$20,000 per fiscal year beginning July 1, 2019 shall be budgeted for the purchase of tickets and the purchase of tickets for use by any individual Authorized District Official shall not exceed \$2,500 per fiscal year.

**Section 6: Transfer Prohibition.** The transfer by any District Official of any ticket distributed pursuant to this policy to any other person, except to other District Officials and staff members of the District, is prohibited. For tickets or passes that are unable to be used by the original recipient, the Ticket Administrator shall have the discretion to redistribute to other District Officials or, staff members, ~~or community members~~.

**Section 7: Posting Form 802 on Website.** Within thirty (30) days of distributing a ticket or pass, the District shall post a completed FPFC Form 802 on the District's website.

**Section 8: Exemptions to Policy.** Tickets or passes that are not subject to this policy include the following:

- a. Ceremonial Role or Function. Tickets or passes provided to an Authorized District Official where the official will perform a ceremonial role or function on behalf of the District are not considered gifts to the Authorized District Official.
- b. Reimbursement. The Authorized District Official reimburses the District for the face value of the ticket or pass within thirty (30) days of receipt or acceptance of the ticket or pass, as defined in the Political Reform Act.
- c. Income. The Authorized District Official treats the ticket or pass as income consistent with federal and state income tax laws and the City reports distribution of the tickets or passes as income to the Authorized District



- e.d. Official on the FPPC Form 802. The official will also have to report it as a gift on their 700 Forms.
- d.e. Political and Non-Profit Fundraisers. Ticket(s) (up to two) to political and non-profit events that are provided directly to the public official by the political committee or 501(c)(3) organization and do not involve the District are not considered gifts (Regulation 18944.1).

### **AUTHORITIES**

Desert Healthcare District Bylaws Article V, section 5.6  
Desert Healthcare District Resolution No. 19-05

### **DOCUMENT HISTORY**

<u>Revised</u>	<u>02-23-2021</u>
Approved	04-23-2019



**POLICY TITLE:** MEETING & INSURANCE COMPENSATION  
**POLICY**

**POLICY NUMBER:** BOD-21

**COMMITTEE APPROVAL:** 02-09-2021

**BOARD APPROVAL:** 02-23-2021

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**POLICY #BOD-21:** Meeting & Insurance Compensation Guidelines for the Desert Healthcare District (“District”) Board of Directors (“Board”).

A) Board Members may receive a stipend for attendance at up to 6 meetings per month, provided the meetings have a healthcare nexus or are related to the District’s operations, mission, and vision, and include the following:

1. District Board and Board committee meetings.
2. Meetings for which a District Board member serves on the Desert Regional Medical Center’s Board of Directors or its committees.
3. Attendance at ethics training.
4. Conferences and seminars held by organizations in which the District is a member, and for which the conference/seminar has a clear health care related nexus. Board members shall receive one stipend per conference or seminar.
5. Community meetings and events within the District, for which the meeting/event has a clear health care nexus, including the following:
  - a) Board, policy committee, and formal business meetings of organizations in which the District is a member.
  - b) Meetings with other government agencies or officials in which the subject involves health care or District business (e.g., State and local legislative officials, County Health & Human Services).
  - c) Formal Meetings requested or necessitated by the CEO with organizations that receive direct District financial support.

B) Non-compensable meetings shall include the following:

1. Informal meetings with other Board members or with District staff members, regardless of the topic(s) addressed.



2. Meetings of a political nature, whether partisan or non-partisan, regardless of the topic(s) addressed.
3. Meetings for which payment of a stipend or honorarium is provided by the host organization.
4. Meetings of other public bodies, unless invited as a participant by the host body or sent as a delegate by the District Board.
5. Meetings of organizations in which the member holds an individual membership or the primary purpose of which is to receive continuing professional educational credits.
6. Charity fundraising events.

Board members shall have an opportunity to report on meetings attended at the next regularly scheduled Board meeting following the meeting for which a stipend is received. Any questions regarding interpretations of these guidelines should be addressed to the District's General Counsel.

- C) Board members shall receive compensation of insurance premiums up to \$10,000 per fiscal year (July 1 to June 30). Insurance premiums include medical, dental, and vision and include any combination of the following.
1. Board member may receive insurance coverage through the District. Board member shall be responsible for reimbursing the District for premiums exceeding \$10,000 per fiscal year.
  2. Reimburse Medicare premiums.
  3. Reimburse supplemental insurance premiums.
  4. Reimburse the portion of insurance premiums withheld from Board member's payroll.
  5. Reimbursement does not apply to COBRA insurance premiums when Board member leaves office.

#### **AUTHORITIES**

Desert Healthcare District Bylaws Article IV, section 4.6  
Desert Healthcare District Resolution No. 19-08

#### **DOCUMENT HISTORY**

POLICY #BOD-21



**DESERT HEALTHCARE**  
DISTRICT & FOUNDATION

Revised  
Approved

02-23-2021  
07-24-2018

DRAFT



**POLICY TITLE:** MEETING & INSURANCE COMPENSATION POLICY

**POLICY NUMBER:** BOD-21

**COMMITTEE APPROVAL ~~REVISED DATE:~~** 02-09-2021~~04-23-2019~~

**BOARD APPROVAL ~~DATE:~~** 02-23-2021~~04-23-2019~~

---

**POLICY #BOD-21:** Meeting & Insurance Compensation Guidelines for the Desert Healthcare District ("District") Board of Directors ("Board").

A) Board Members may receive a stipend for attendance at up to 6 meetings per month, provided the meetings have a healthcare nexus or are related to the District's operations, mission, and vision, and include the following:

1. District Board and Board committee meetings.
2. Meetings for which a District Board member serves on the Desert Regional Medical Center's Board of Directors or its committees.
3. Attendance at ethics training.
4. Conferences and seminars held by organizations in which the District is a member, and for which the conference/seminar has a clear health care related nexus. Board members shall receive one stipend per conference or seminar.
5. Community meetings and events within the District, for which the meeting/event has a clear health care nexus, including the following:
  - a) Board, policy committee, and formal business meetings of organizations in which the District is a member.
  - b) Meetings with other government agencies or officials in which the subject involves health care or District business (e.g., State and local legislative officials, County Health & Human Services).
  - c) Formal Meetings requested or necessitated by the CEO with organizations that receive direct District financial support.

B) Non-compensable meetings shall include the following:

1. Informal meetings with other Board members or with District staff members, regardless of the topic(s) addressed.



2. Meetings of a political nature, whether partisan or non-partisan, regardless of the topic(s) addressed.
3. Meetings for which payment of a stipend or honorarium is provided by the host organization.
4. Meetings of other public bodies, unless invited as a participant by the host body or sent as a delegate by the District Board.
5. Meetings of organizations in which the member holds an individual membership or the primary purpose of which is to receive continuing professional educational credits.
6. Charity fundraising events.

Board members shall have an opportunity to report on meetings attended at the next regularly scheduled Board meeting following the meeting for which a stipend is received. Any questions regarding interpretations of these guidelines should be addressed to the District's General Counsel.

**C) Board members shall receive compensation of insurance premiums up to \$10,000 per fiscal year (July 1 to June 30). Insurance premiums include medical, dental, and vision and include any combination of the following.**

- 1. Board member may receive insurance coverage through the District. Board member shall be responsible for reimbursing the District for premiums exceeding \$10,000 per fiscal year.**
- 2. Reimburse Medicare premiums.**
- 3. Reimburse supplemental insurance premiums.**
- 4. Reimburse the portion of insurance premiums withheld from Board member's payroll.**
- 5. Reimbursement does not apply to COBRA insurance premiums when Board member leaves office.**

**AUTHORITIES**

Desert Healthcare District Bylaws Article IV, section 4.6  
Desert Healthcare District Resolution No. 19-08

**DOCUMENT HISTORY**

POLICY #BOD-21



**DESERT HEALTHCARE**  
DISTRICT & FOUNDATION

| Revised 02-23-2021

Approved 07-24-2018





**POLICY TITLE:** GRANT & MINI-GRANT POLICY  
**POLICY NUMBER:** OP-05  
**COMMITTEE APPROVAL:** 02-09-2021  
**BOARD APPROVAL:** 02-23-2021

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**POLICY #OP-05:** In accordance with Desert Healthcare District’s mission and strategic plan it is the policy of the Desert Healthcare District to provide guidelines for Grants & Mini-Grants to provide health and wellness programs/projects for the benefit of the District residents and in alignment with the California Health and Safety Code requirements. Each year the Board of Directors will allocate a budget for both grants and mini grants.

The District Board may amend this policy as needed to be consistent with any state legislation regarding healthcare district grant programs.

**GUIDELINES:**

1. The District will administer the grant funds to assure responsible distribution of monies and to maximize the benefit to community members and fairness to grant recipients.
  - 1.a. All grants must align with the Desert Healthcare District’s strategic plan. The strategic plan is available on our website, [www.dhcd.org](http://www.dhcd.org)
  - 1.b. The Board will adopt a grant budget allocation each fiscal year during the annual budget process. (July – June)
  - 1.c. Grant recipients should not assume there exists an entitlement to continued funding nor that similar funding will be available in future years.
  - 1.d. Grant recipients must accept the District’s standard grant/contract terms and conditions as a stipulation of any grant award. Grantee who



is not in compliance as identified in the Grant Contract may become ineligible to apply for future grants for a period of up to two (2) years

1.e. The District will place a priority on collaboration with community agencies applying for grants, to maximize use of funds and impact while avoiding the fostering of competing programs that may make each such competing programs to become less effective.

Applicants who choose not to collaborate must demonstrate a distinction between their proposed services and those that may already be in place.

1.1 Grant requestors utilizing a fiscal agent may be considered; the application shall include a copy of a resolution adopted by the fiscal agent organization's board of directors approving of the action to act as an agent on behalf of the requestor.

1.2 Per AB 2019 and revised California Health and Safety Code Section 32139(c)(5), individual meetings regarding grants between an applicant and a District Board member, officer or staff outside of the established grant process is prohibited. Staff may provide technical assistance, upon request, from potential and current Grantees.

2. **Mini Grants** allow the Desert Healthcare District community to access support for small health initiatives that possibly do not have the capacity for a large program or project. The mini grant application is processed by the administration of DHCD. Consideration is contingent upon the availability of funds, community health priorities, and the ability of the applicant to effectively administer the project programmatically and financially. The mini grant provides up to \$5,000 per one request in a fiscal year. The request must align with the DHCD strategic goals and objectives.

### 3. Grant Application Process



a. **Program Committee**

The Program Committee shall be responsible for oversight and for making recommendations to the Board, where appropriate, on District matters related to grant-making and related programs.

b. **Eligibility/Criteria**

3.b.1 The District awards grants only to organizations exempt from federal taxation under Section 501(c) (3) of the Internal Revenue Code or equivalent exemption; such as a public/governmental agency, program or institution. Except for mini grant recipients, all organizations must have current audited financial statements.

3.b.2 Some small organizations (annual revenue of \$500,000 or less) may be financially unable to provide audited financial statements. Under certain circumstances defined by the ability of the organization and if the organization is able to provide a service to meet the mission of the District, the District may consider providing grant funds to complete a financial audit. The District may also consider providing grant funds to develop capacity building.

3.b.3 Organizations must directly serve residents of the Desert Healthcare District. Agencies physically located outside District boundaries be eligible for funds upon demonstration that the residents of the District will be proportionately served.

3.b.4 Grants are available to organizations whose activities improve residents' health within one or more focus areas of the District's strategic plan. Through investment of its grant dollars, the District supports programs, organizations and community collaborations with potential for achieving measurable results. Through the use of a grant scoring structure, consideration is given to projects or organizations that:

- Have proven records of success and capacity



- Have potential to impact the greatest numbers of District residents in alignment with strategic goals
- Can demonstrate the greatest potential to positively change health-related behaviors
- Are based on research and/or best practices that demonstrate effectiveness
- Have data available to measure progress, outcomes and relevance
- Have strong fiscal and operational governance

#### **4. Funding Restrictions**

4.1 The District's grants will NOT support the following:

- Individuals
- Endowment campaigns
- Retirement of debt
- Annual campaigns, fundraising events, or expenses related to fundraising
- Programs that proselytize or promote any religion or sect, or deny services to potential beneficiaries based upon religious beliefs
- Expenses related to lobbying public officials
- Political campaigns or other partisan political activities
- Unfunded government mandates
- Replacement funds to allow funding to be shifted to other programs or budget areas
- Any organization who discriminates against others based on, including, but not limited to race, color, creed, gender, gender identity sexual orientation or national origin.



4.2 Only one open grant per grant recipient is allowed.

4.3 Multiyear grant funding may be considered for approval. The total amount of funding for multi-year grants may not exceed 30% of the total aggregate amount of the annual approved Grant budget by the District Board.

## **5. Online Application Process**

- **STEP 1:** Staff receives online Stage 1 Letter of Interest (LOI) and supporting documents from applicant.
- **STEP 2:** Staff Review and preliminary due diligence is performed on all LOIs and if applicable, conduct a site visits and/or interviews. Grantees, via email, receive authorization to move to Stage 2 - the grant application.
- **STEP 3:** Staff reviews full grant applications, performs full due diligence and brings forward to the Program Committee a staff recommendation for consideration.
- **STEP 4:** Program Committee brings forward recommendations for review and consideration of approval by the Board of Directors.
- **Note:** Grant requests may be declined at any stage of the application process.

Staff may consider various options for grantmaking during the application process that include refining a grant applicant's plans, reframing the goals of the project; proposing a new scope; funding a project, along with capacity-building support; identifying partners to help solving complex problems that may require the involvement of multiple parties working on solutions from a variety of angles. Other options may be explored.

## **6. No-Cost Grant Extension**



6.1 Under a No-Cost Extension, grantees may extend a grant's project period one time for up to 12 months. A No-Cost Extension may be requested when the following conditions are met:

6.1.1 No term of award specifically prohibits the extension

6.1.2 Project's originally approved scope will not change

6.1.3 The end of the project/grant period is approaching

6.1.4 There is a programmatic need to continue

6.1.5 There are sufficient funds remaining to cover the extended effort

6.2 The Desert Healthcare District always retains the right to decline the request. Examples of reasons to decline might include:

a. An extension may not be granted solely because there is money left over. Programmatic benefit must be justified.

b. Deliverables as outlined in Exhibit B (Payment Schedule, Requirements & Deliverables) have been met.

6.3 Process:

Grantee must submit a written request to the DHCD at least 30 days before the end of the current project period. The request should be sent to the Grant Department and include the following information:

1. The amount of funds remaining, and an explanation for why they have not been spent

2. Rationale for continuing the project

3. An explanation of why the project has not been completed

4. Inclusion of a detailed work plan and how all unfinished activities will be completed by the proposed end date



**AUTHORITIES**

Desert Healthcare District Bylaws Article V, section 5.6

**DOCUMENT HISTORY**

Revised	03-24-2020
Revised	05-28-2019
Revised	05-24-2016
Approved	02-20-2012

DRAFT



**POLICY TITLE:** GRANT & MINI-GRANT POLICY

**POLICY NUMBER:** OP-05

**~~DRAFT DATE~~ COMMITTEE APPROVAL:** 02-~~27~~09-2020/2021

**BOARD APPROVAL:** ~~03-24-2020~~02-23-2021

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**POLICY #OP-05:** In accordance with Desert Healthcare District’s mission and strategic plan it is the policy of the Desert Healthcare District to provide guidelines for Grants & Mini-Grants to provide health and wellness programs/projects for the benefit of the District residents and in alignment with the California Health and Safety Code requirements. Each year the Board of Directors will allocate a budget for both grants and mini grants.

The District Board may amend this policy as needed to be consistent with any state legislation regarding healthcare district grant programs.

**GUIDELINES:**

1. The District will administer the grant funds to assure responsible distribution of monies and to maximize the benefit to community members and fairness to grant recipients.
  - 1.a. All grants must align with the Desert Healthcare District’s strategic plan. The strategic plan is available on our website, [www.dhcd.org](http://www.dhcd.org)
  - 1.b. The Board will adopt a grant budget allocation each fiscal year during the annual budget process. (July – June)
  - 1.c. Grant recipients should not assume there exists an entitlement to continued funding nor that similar funding will be available in future years.
  - 1.d. Grant recipients must accept the District’s standard grant/contract terms and conditions as a stipulation of any grant award. Grantee who





is not in compliance as identified in the Grant Contract may become ineligible to apply for future grants for a period of up to two (2) years

1.e. The District will place a priority on collaboration with community agencies applying for grants, to maximize use of funds and impact while avoiding the fostering of competing programs that may make each such competing programs to become less effective.

Applicants who choose not to collaborate must demonstrate a distinction between their proposed services and those that may already be in place.

1.1 Grant requestors utilizing a fiscal agent may be considered; the application shall include a copy of a resolution adopted by the fiscal agent organization's board of directors approving of the action to act as an agent on behalf of the requestor.

1.2 Per AB 2019 and revised California Health and Safety Code Section 32139(c)(5), individual meetings regarding grants between an applicant and a District Board member, officer or staff outside of the established grant process is prohibited. Staff may provide technical assistance, upon request, from potential and current Grantees.

2. **Mini Grants** allow the Desert Healthcare District community to access support for small health initiatives that possibly do not have the capacity for a large program or project. The mini grant application is processed by the administration of DHCD. Consideration is contingent upon the availability of funds, community health priorities, and the ability of the applicant to effectively administer the project programmatically and financially. The mini grant provides up to \$5,000 per one request in a fiscal year. The request must align with the DHCD strategic goals and objectives.

### 3. Grant Application Process



a. **Program Committee**

The Program Committee shall be responsible for oversight and for making recommendations to the Board, where appropriate, on District matters related to grant-making and related programs.

b. **Eligibility/Criteria**

3.b.1 The District awards grants only to organizations exempt from federal taxation under Section 501(c) (3) of the Internal Revenue Code or equivalent exemption; such as a public/governmental agency, program or institution. Except for mini grant recipients, all organizations must have current audited financial statements.

3.b.2 Some small organizations (annual revenue of \$500,000 or less) may be financially unable to provide audited financial statements. Under certain circumstances defined by the ability of the organization and if the organization is able to provide a service to meet the mission of the District, the District may consider providing grant funds to complete a financial audit. The District may also consider providing grant funds to develop capacity building.

3.b.3 Organizations must directly serve residents of the Desert Healthcare District. Agencies physically located outside District boundaries be eligible for funds upon demonstration that the residents of the District will be proportionately served.

3.b.4 Grants are available to organizations whose activities improve residents' health within one or more focus areas of the District's strategic plan. Through investment of its grant dollars, the District supports programs, organizations and community collaborations with potential for achieving measurable results. Through the use of a grant scoring structure, consideration is given to projects or organizations that:

- Have proven records of success and capacity



- Have potential to impact the greatest numbers of District residents in alignment with strategic goals
- Can demonstrate the greatest potential to positively change health-related behaviors
- Are based on research and/or best practices that demonstrate effectiveness
- Have data available to measure progress, outcomes and relevance
- Have strong fiscal and operational governance

#### **4. Funding Restrictions**

4.1 The District's grants will NOT support the following:

- Individuals
- Endowment campaigns
- Retirement of debt
- Annual campaigns, fundraising events, or expenses related to fundraising
- Programs that proselytize or promote any religion or sect, or deny services to potential beneficiaries based upon religious beliefs
- Expenses related to lobbying public officials
- Political campaigns or other partisan political activities
- Unfunded government mandates
- Replacement funds to allow funding to be shifted to other programs or budget areas
- Any organization who discriminates against others based on, including, but not limited to race, color, creed, gender, gender identity sexual orientation or national origin.



4.2 Only one open grant per grant recipient is allowed.

Commented [CB1]: I suggest eliminating this restriction.

4.3 Multiyear grant funding may be considered for approval. The total amount of funding for multi-year grants may not exceed 30% of the total aggregate amount of the annual approved Grant budget by the District Board.

Commented [CB2]: I suggest this is reduced to 25%, even to 20% might be fair...

### 5. Online Application Process

- STEP 1: Staff receives online Stage 1 Letter of Interest (LOI) and supporting documents from applicant.
- STEP 2: Staff Review and preliminary due diligence is performed on all LOIs and if applicable, conduct a site visits and/or interviews. Grantees, via email, receive authorization to move to Stage 2 - the grant application.
- STEP 3: Staff reviews full grant applications, performs full due diligence and brings forward to the Program Committee a staff recommendation for consideration.
- STEP 4: Program Committee brings forward recommendations for review and consideration of approval by the Board of Directors.
- Note: Grant requests may be declined at any stage of the application process.

Staff may consider various options for grantmaking during the application process that include refining a grant applicant's plans, reframing the goals of the project; proposing a new scope; funding a project, along with capacity-building support; identifying partners to help solving complex problems that may require the involvement of multiple parties working on solutions from a variety of angles. Other options may be explored.

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6.2 The Desert Healthcare District always retains the right to decline the request. Examples of reasons to decline might include:

- a. An extension may not be granted solely because there is money left over. Programmatic benefit must be justified.
- b. Deliverables as outlined in Exhibit B (Payment Schedule, Requirements & Deliverables) have been met.

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