



**DESERT HEALTHCARE DISTRICT  
FINANCE, ADMINISTRATION, REAL ESTATE, LEGAL, AND COMMITTEE  
MEETING MINUTES  
March 10, 2020**

Directors Present	District Staff Present	Absent
Chair/Treasurer Mark Matthews – <i>Telephonic</i> President Leticia De Lara, MPH Director Arthur Shorr	Conrado E. Bázquez, MD, Chief Executive Officer Chris Christensen, Chief Administration Officer - <i>Telephonic</i> Eric Taylor, Accounting Manager Andrea S. Hayles, Clerk to the Board	

AGENDA ITEMS	DISCUSSION	ACTION
<b>I. Call to Order</b>	Chair Matthews called the meeting to order at 3:34 p.m.	
<b>II. Approval of Agenda</b>	Chair Matthews asked for a motion to approve the agenda.	<b>Moved and seconded by Director Shorr and President De Lara to approve the agenda. Motion passed unanimously.</b>
<b>III. Public Comment</b>	There was no public comment.	
<b>IV. Approval of Minutes</b> 1. F&A Minutes – Meeting February 11, 2019	Chair Matthews motioned to approve the February 11, 2020 minutes. President De Lara requested a modification to item IV. – approval of the minutes, not the agenda.	<b>Moved and seconded by Director Shorr and President De Lara to approve the agenda.</b>
<b>V. CEO Report</b>	Conrado Bázquez, MD, CEO, explained that COVID-19 may have some financial implications for the District. Since the District has a grant program, we are assessing the role the District has in the pandemic for the Coachella Valley, as it will have a financial impact in the Valley. The District is in discussions to assess the immediate needs and projections of the financial impact. Homeless shelters are a large population in the Valley, and the District is providing support for sanitization at the sites. It is also important to	



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	<p>know whether the District can support the schools.</p> <p>President De Lara described the discretionary fund, inquiring on the District's ability to act or think about increasing the discretionary fund.</p> <p>Dr. Bárzaga explained that the resources necessary will exceed the discretionary fund, and the District should wait until there is a better understanding.</p>	
<p><b>VI. Chief Financial Officer's Report</b> <b>1. LPMP Leasing Update</b></p>	<p>Chris Christensen, CAO, described the landscape work also indicating that the occupancy rate is currently 98%. Mr. Christensen introduced Eric Taylor, the new accounting manager.</p>	
<p><b>VII. Financial Reports</b> <b>1. District and LPMP Financial Statements</b> <b>2. Accounts Receivable Aging Summary</b> <b>3. District – Deposits</b> <b>4. District – Property Tax Receipts</b> <b>5. LPMP Deposits</b> <b>6. District – Check Register</b> <b>7. Credit Card – Detail of Expenditures</b> <b>8. LPMP – Check Register</b> <b>9. Retirement Protection Plan Update</b> <b>10. Grant Payment Schedule</b></p>	<p>Chair Matthews reviewed the financials and answered questions of the committee.</p>	<p><b>Moved and seconded by Director Shorr and President De Lara and to approve the February 2020 District Financial Reports - Items 1-10 and to forward to the Board for approval. Motion passed unanimously.</b></p>
<p><b>VIII. Other Matters</b></p>		



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<p><b>1. Lot for Sale – Indian Canyon Drive &amp; Mel Avenue</b></p>	<p>Chair Matthews explained that Dr. Bárzaga brought the property to his attention, with Chris Christensen, CAO, describing the property details of the lot for sale.</p>	
<p><b>2. Las Palmas Medical Plaza – Landscape Estimates and Design (Streetscape)</b></p>	<p>Chris Christensen, CAO, explained the background with the committee to pursue the landscape design with Desert Modern Landscape. The prevailing bid process would take over two years with the first phase to begin in September 2020.</p>	<p><b>Moved and seconded by Director Shorr and President De Lara and to approve the Las Palmas Medical Plaza Landscape Estimates and Design and to forward to the Board for approval. Motion passed unanimously.</b></p>
<p><b>IV. Adjournment</b></p>	<p>Chair Matthews adjourned the meeting at 4:12 p.m.</p>	<p><b>Audio recording available on the website at <a href="http://dhcd.org/Agendas-and-Documents">http://dhcd.org/Agendas-and-Documents</a></b></p>

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*