



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

Directors Present	District Staff Present	Absent
Chair/Treasurer Mark Matthews - <i>Telephonic</i> President Leticia De Lara Director Arthur Shorr	Conrado E. Bárzaga, MD, Chief Executive Officer Chris Christensen, Chief Administration Officer – <i>Telephonic</i> Donna Craig, Chief Program Officer Will Dean, Director of Communications and Marketing Eric Taylor, Accounting Manager Andrea S. Hayles, Clerk to the Board	

AGENDA ITEMS	DISCUSSION	ACTION
I. Call to Order	Chair Matthews called the meeting to order at 4:13 p.m.	
II. Approval of Agenda	Chair Matthews asked for a motion to approve the Agenda.	Moved and Director Shorr and President De Lara to approve the agenda. Motion passed unanimously.
III. Public Comment	There was no public comment.	
IV. Approval of Minutes 1. Minutes – Meeting February 11, 2020	Chair Matthews asked for a motion to approve the minutes of the February 11, 2020 F&A Committee meeting.	Moved and seconded President De Lara and Director Shorr to approve the agenda. Motion passed unanimously.
V. CEO Report	There was no CEO report.	
VI. Financial Reports 1. Financial Statements 2. Deposits 3. Check Register 4. Credit Card Expenditures 5. General Grants Schedule	Chair Matthews reviewed the February financial reports with the committee.	Moved and seconded Director Shorr and President De Lara to approve the February 2020 Foundation Financial Reports – items 1-5 and forward to the Board for approval. Motion passed unanimously.
VII. Other Matters 1. Audit Firm proposal to complete small non-profit audits	Dr. Bárzaga described the small non-profits doing valuable work that are not able to submit a grant to the District due to a lack of audited financials. The revenue of an organization would be less than \$5k for eligibility of the audited financials, and the District would use \$50,000 from the existing	Moved and seconded Director Shorr and President De Lara to approve the audit firm proposal to complete the small non-profit financial audits from the existing grant allocations and for use of health and wellness organizations, and forward to the Board for approval. Motion passed unanimously.



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<p>2. CVHIP Marketing Campaign</p>	<p>grant portfolio for the audited financials. The District will receive a copy of the audited financials, and the organization has a responsibility to show expectations for capacity building.</p> <p>The committee requested that the approval of funding audited financials to include funding from existing grant allocations and for use of health and wellness organizations.</p> <p>Chris Christensen, CAO, described the Coachella Valley Health Info Portal (CVHIP) marketing campaign to the public in English and Spanish, including digital, radio and television with an investment of \$41,555.</p>	<p>Moved and seconded President De Lara and Director Shorr to approve the CVHIP Marketing Campaign and forward to the Board for approval. Motion passed unanimously.</p>
<p>VIII. Adjournment</p>	<p>Chair Matthews adjourned the meeting at 4:39 p.m.</p>	<p><i>Audio recording available on the website at http://dhcd.org/Agendas-and-Documents</i></p>

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

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