



**DESERT HEALTHCARE DISTRICT
FINANCE, ADMINISTRATION, REAL ESTATE, LEGAL, AND COMMITTEE
MEETING MINUTES
June 09, 2020**

Directors Present	District Staff Present	Absent
Chair/Treasurer Mark Matthews President Leticia De Lara, MPH Director Arthur Shorr	Conrado E. Bárzaga, MD, Chief Executive Officer Chris Christensen, Chief Administration Officer Eric Taylor, Accounting Manager Donna Craig, Chief Program Officer Andrea S. Hayles, Clerk to the Board	

AGENDA ITEMS	DISCUSSION	ACTION
I. Call to Order	Chair Matthews called the meeting to order at 3:39 p.m.	
II. Approval of Agenda	Chair Matthews asked for a motion to approve the agenda. Michele Finney, CEO, Desert Regional Medical Center, Desert Care Network explained that staff is shocked and saddened by the death of Dr. Ercoli, a one a kind individual. Director Matthews described Dr. Ercoli's tenure with Desert Regional Medical Center and adjourning the meeting in his honor.	Moved and seconded Director 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. F&A Minutes – Meeting May 12, 2020	Chair Matthews motioned to approve the May 12, 2020 minutes.	Moved and seconded by President De Lara and Director Shorr to approve the minutes.
V. CEO Report	There was no report.	
VI. Chief Financial Officer's Report 1. LPMP Leasing Update	Chris Christensen, CAO, explained that the bidding for the landscape project is in process, other matters are moving as planned, and presented the leases for consideration of approval.	



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<p>VII. Financial Reports</p> <ol style="list-style-type: none"> 1. District and LPMP Financial Statements 2. Accounts Receivable Aging Summary 3. District – Deposits 4. District – Property Tax Receipts 5. LPMP Deposits 6. District – Check Register 7. Credit Card – Detail of Expenditures 8. LPMP – Check Register 9. Retirement Protection Plan Update 10. Grant Payment Schedule 	<p>Chair Matthews reviewed the financials and answered questions of the committee members, such as the variance inquiry related to last year’s budgeted item for the Chief Operating Officer position that was not filled. The May and June tax payments were received and much higher than the previous tax revenue.</p>	<p>Moved and seconded by Director Shorr and President De Lara and to approve the May 2020 District Financial Reports - Items 1-10 and to forward to the Board for approval. Motion passed unanimously.</p>
<p>VIII. Other Matters</p> <ol style="list-style-type: none"> 1. Las Palmas Medical Plaza - Addendum to Lease Agreements for Rent Deferral 2. Las Palmas Medical Plaza – Lease Renewal Suite 1W 102-103 – Quest Diagnostics 3. Service Agreement Addendum - Rauch Communications Consultants Inc. – Board & CEO Roles and Relationships Workshops, NTE \$32,200 	<p>Chris Christensen, CAO, explained the rent relief during the COVID-19 pandemic, and described the rent deferral and lease addendum for the rent. A revision to the title will be corrected for misspelled words.</p> <p>Chris Christensen, CAO, described the lease renewal with Quest Diagnostics, including legal counsels’ role with review of the lease.</p> <p>Chris Christensen, CAO, provided an overview of the additional workshops with Rauch Communications, explaining a correction to the request from \$32,200 to \$44,400. The service agreement addendum and</p>	<p>Moved and seconded by President De Lara and Director Shorr to approve the Las Palmas Medical Plaza - Addendum to Lease Agreements for Rent Deferral and to forward to the Board for approval. Motion passed unanimously.</p> <p>Moved and seconded by Director Shorr and President De Lara to approve the Las Palmas Medical Plaza – Lease Renewal Suite 1W 102-103 – Quest Diagnostics and to forward to the Board for approval. Motion passed unanimously.</p> <p>Moved and seconded by President De Lara and Director Shorr to approve the Service Agreement Addendum - Rauch Communications Consultants Inc. – Board & CEO Roles and Relationships Workshops, NTE \$44,400. Motion passed unanimously.</p>



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	proposal represent four additional workshops. The cost of the January workshop was not included in the prior service agreement. The amount of the preparation work and workshop was \$12,200. This amount should have been included with the new service agreement addendum, making the total of the addendum \$44,400.	
IV. Adjournment	Chair Matthews adjourned the meeting at 3:51 p.m. in honor of Frank Ercoli, MD, Trauma Surgery Specialist, Head of Trauma, Desert Regional Medical Center.	Audio recording available on the website at http://dhcd.org/Agendas-and-Documents

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