



DESERT HEALTHCARE DISTRICT
FINANCE, ADMINISTRATION, REAL ESTATE, LEGAL, AND COMMITTEE
MEETING MINUTES
July 14, 2020

Directors Present	District Staff Present	Absent
Chair/Treasurer Mark Matthews President Leticia De Lara, MPH Director Arthur Shorr	Conrado E. Bázaga, MD, Chief Executive Officer Chris Christensen, Chief Administration Officer 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 3:41 p.m. due to technical difficulties.	
II. Approval of Agenda	Chair Matthews asked for a motion to approve the agenda.	Moved and seconded 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 June 09, 2020	Chair Matthews motioned to approve the June 09, 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 the amendments to the rent deferrals due to COVID-19, and finance is awaiting the amendments from 3 tenants. The auditors will commence their work remotely in the coming weeks, and the bids are forthcoming for the landscaping project.	
VII. Financial Reports 1. District and LPMP Financial Statements 2. Accounts Receivable Aging Summary 3. District – Deposits 4. District – Property Tax Receipts 5. LPMP Deposits	Chair Matthews reviewed and discussed the financials with the committee and Mr. Christensen explained the rent receivable deferment on the balance sheet, property tax receipts, and the grant payment schedule with nine	Moved and seconded by Director Shorr and President De Lara and to approve the June 2020 District Financial Reports - Items 1-10 and to forward to the Board for approval. Motion passed unanimously.



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<p>6. District – Check Register 7. Credit Card – Detail of Expenditures 8. LPMP – Check Register 9. Retirement Protection Plan Update 10. Grant Payment Schedule</p>	<p>recent disbursements in the retirement protection plan. Director Shorr suggested adding a format for new business of the month to illustrate the change in the retirement protection plan for each month.</p>	
<p>VIII. Other Matters</p> <p>1. Las Palmas Medical Plaza – Common Area Restroom Remodel – Estimated \$22,000</p>	<p>Chris Christensen, CAO, described the restroom remodel at the Las Palmas Medical Plaza. Although no other bids were solicited, InPro is the preferred vendor since they maintain the property maintenance, and they are familiar with the property.</p>	<p>Moved and seconded by President De Lara and Director Shorr and to approve Las Palmas Medical Plaza – Common Area Restroom Remodel – Estimated \$22,000 and forward to the Board for approval. Motion passed unanimously.</p>
<p>IV. Adjournment</p>	<p>Chair Matthews adjourned the meeting at 4:04 p.m.</p>	<p>Audio recording available on the website at http://dhcd.org/Agendas-and-Documents</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