



DESERT HEALTHCARE DISTRICT
FINANCE, ADMINISTRATION, REAL ESTATE, LEGAL, AND COMMITTEE
MEETING MINUTES
October 13, 2020

Directors Present	District Staff Present	Absent
Chair/Treasurer Mark Matthews President Leticia De Lara, MPH Director Arthur Shorr	Conrado E. B�r�zaga, 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 3:30 p.m.	
II. Approval of Agenda	Chair Matthews asked for a motion to approve the agenda.	Moved and seconded by 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 September 08, 2020	Chair Matthews motioned to approve the September 08, 2020 minutes.	Moved and seconded by President De Lara and Director Shorr to approve the September 08, 2020 meeting minutes. Motion passed unanimously.
V. CEO Report	There was no CEO report.	
VI. Chief Administration Officer’s Report	Chair Matthews reviewed the CAO report with the committee with no questions or concerns of the members.	
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 6. District – Check Register 7. Credit Card – Detail of Expenditures 8. LPMP – Check Register 9. Retirement Protection Plan Update	Chair Matthews thoroughly reviewed and discussed the financials with the committee, including Chris Christensen, CAO, describing the retirement protection plan reduction with two retirees reduced from 98 to 96 still employed by the hospital, a net of one increase with the vested, and one payout.	Moved and seconded by Director Shorr and President De Lara to approve the September 2020 District Financial Reports - Items 1-10 and to forward to the Board for approval. Motion passed unanimously.



**DESERT HEALTHCARE DISTRICT
FINANCE, ADMINISTRATION, REAL ESTATE, LEGAL, AND COMMITTEE
MEETING MINUTES
October 13, 2020**

10. Grant Payment Schedule		
VIII. Other Matters 1. Gary Dack – Lund & Guttry LLP – FY 2020 Audit Reports – District & RPP a. Communication Letter & Internal Controls Report b. District Audit Report c. RPP Audit Report d. Desert Healthcare Foundation (Informational Purposes Only, Approval during the Foundation's F&A Committee meeting)	<p>Chair Matthews introduced Gary Dack, CPA, Managing Partner, Lund & Guttry to provide an overview of the audit reports. Mr. Dack provided a summary of the audit, which included no audit adjustments, congratulating Chris Christensen, CAO, and the District for accurate accounting.</p> <p>Mr. Dack described the communication and independent auditor letters with no findings or deficiencies to discuss with a clean opinion presented fairly in all financial aspects. The Statements of Net Position that cover the assets and liabilities, including cash and investments, were highlighted with Mr. Christensen providing an overview of the net pension liability as recorded in the auditor's report.</p> <p>President De Lara and Director Shorr inquired on the significant upsurge for salaries and increases and the sizable retirement adjustment from the actuarial with Mr. Christensen suggesting Lund and Guttry break out retirement expense of the Retirement Protection Plan from the salaries and benefits as a separate line item.</p>	



**DESERT HEALTHCARE DISTRICT
FINANCE, ADMINISTRATION, REAL ESTATE, LEGAL, AND COMMITTEE
MEETING MINUTES
October 13, 2020**

<p>2. LPMP Landscape Renovation and Fire Alarm Electrical Bid</p>	<p>President De Lara inquired on the lifetime healthcare duration of benefits. Chair Matthews explained that it pertained to prior directors Mr. and Mrs. Supple suggesting that Lund & Guttry drop "current" from the description of the retiree benefit plan since it applies to prior directors. Concluding the overview of the audit, Chair Matthews, for transparency purposes requested that Mr. Dack provide his contact number to the committee members for any additional questions or concerns.</p> <p>Mr. Dack provided an overview of the Foundation audit, such as the assets grants receivable, liabilities, revenues and expenses, and total investments.</p> <p>Mr. Dack provided a summary of the retirement plan investment audit reports, also answering questions of the committee.</p> <p>Chair Matthews explained that the committee should approve and recommend approval to the Board, and the District and Retirement Protection Plan audit reports as presented.</p> <p>Chris Christensen, CAO, explained the approval of the landscape architect for a complete renovation, describing the bids for the fire</p>	<p>Moved and seconded by Director Shorr and President De Lara to approve the FY 2020 District and Retirement Protection Plan Audit Reports and forward to the Board for approval. Motion passed unanimously.</p>
--	---	--



**DESERT HEALTHCARE DISTRICT
FINANCE, ADMINISTRATION, REAL ESTATE, LEGAL, AND COMMITTEE
MEETING MINUTES
October 13, 2020**

	<p>alarm and electrical work, explaining that staff met with legal counsel, Jeff Scott and the architect to discuss possible options.</p> <p>At the recommendation of staff, the committee suggested to forward option C to the Board for approval to reject all bids and rebid the project with similar specifications, including Class B licensed contractor and combined landscape renovation and the fire alarm electrical connection.</p> <p>President De Lara motioned, and Director Shorr seconded to recommend approval of option C.</p> <p>Director Matthews recommended confirming with the District's legal counsel if the rebid could commence without full Board approval. Since the Board previously approved the bidding process, legal counsel, Jeff Scott authorized the committee's recommendation for rebidding coinciding with the initial Board's approval of the bidding process.</p>	
IV. Adjournment	Chair Matthews adjourned the meeting at 4:34 p.m.	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