



DESERT HEALTHCARE DISTRICT
FINANCE, ADMINISTRATION, REAL ESTATE, LEGAL, AND COMMITTEE
MEETING MINUTES
February 09, 2021

Directors Present	District Staff Present	Absent
Chair/Director Arthur Shorr President Leticia De Lara, MPH Director Les Zendle, MD	Conrado E. Bárzaga, 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 Shorr called the meeting to order at 3:31 p.m.	
II. Approval of Agenda	Chair Shorr asked for a motion to approve the agenda.	Moved and seconded by Director Zendle 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 January 12, 2021	Chair Shorr motioned to approve the January 12, 2021 minutes.	Moved and seconded by Director Zendle and President De Lara to approve the January 12, 2021 meeting minutes. Motion passed unanimously.
V. CEO Report		
VI. Chief Administration Officer's Report	<p>Conrado Bárzaga, CEO, outlined the agenda of the financial matters and addressing the revisions of the employee job descriptions and classifications as reviewed by legal counsel and outside counsel experts on human resource matters.</p> <p>The East Valley vaccination program is successful and unique thus far, considered a model for other areas in the U.S. as the Coachella Valley is the only area in the U.S. focusing on farmworkers as the District pioneers to ensure farm working communities are protected and healthy as they provide food on the table in the</p>	



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	intersection of health and the economy.	
<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>Chris, Christensen, CAO, provided an update on the landscape renovation and fire alarm system with demolition underway in the landscape area, irrigation this week, and completion at the end of March or the beginning of April.</p> <p>There are three vacant suites at the plaza with two lease renewals today for approval and interest from Borrego Health, which has taken over an OB/GYN practice by Dr. Fozouni.</p> <p>Chair Shorr thoroughly reviewed and discussed the financials with the committee commencing with the professional fee expense variance.</p> <p>Chris Christensen, CAO, explained that the budgeted item for consultant work is substantially under budget as the consultant work for the Tenet lease has not incurred any costs at this point. The \$4k income line item for property taxes that are normally incurred revenue on a flat line with no variance, but with more received than budgeted, the item has been converted to the actual received amounts. The direct expenses and grant expenses were explained in</p>	<p>Moved and seconded by President De Lara and Director Shorr to approve the January 2021 District Financial Reports - Items 1-10 and to forward to the Board for approval. Motion passed unanimously.</p>



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	<p>detail, such as anticipating more grant awards throughout the year. The medical insurance increased on January 1 and is reflected accordingly.</p> <p>Chair Shorr inquired on a new column to mimic this year and last year for the trending of the items or other significance on the balance sheet.</p> <p>Mr. Christensen explained that Sovereign Group on the aging summary from the condominium units at the Park Place Lease is in arrears and as of February is now behind one month and becoming more current.</p> <p>The net reduction in the active column for employees that have left employment with Desert Regional Medical Center represents one payout, the other vested, and unpaid on the retirement protection plan with three pending disbursements.</p>	
<p>VIII. Other Matters</p> <p>1. LPMP Lease Renewal – Labcorp</p> <p>2. LPMP Lease – 6-Month Temporary</p>	<p>Chris Christensen, CAO, described the renewed lease for Labcorp and legal counsels review by both parties, a 3-year lease with a 2.5% annual increase at \$15/per sq. ft. base rent, which also represents tenant improvements totaling \$33,000.</p> <p>Chris Christensen, CAO, explained the sublease with</p>	<p>Moved and seconded by Director Zendle and Director Shorr to approve the LPMP Lease Renewal – Labcorp and forward to the Board for approval.</p> <p>Motion passed unanimously.</p>



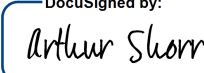
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<p>Lease – Sleep Treatment Partners, Inc.</p>	<p>Desert Oasis and Sleep Treatment Partners. The lease with Desert Oasis expires February 28, 2021. Sleep Treatment Partners is examining a negotiated long-term lease in the near future once the pandemic has subsided but would like to engage in a short term temporary lease in the interim.</p>	<p>Moved and seconded Director Zendle and Director Shorr to approve the LPMP Lease – 6-Month Temporary Lease – Sleep Treatment Partners, Inc. and forward to the Board for approval. Motion passed unanimously.</p>
<p>3. Bank Fees on LPMP Rental Receipts</p>	<p>Chris Christensen, CAO, described the prior conversation with the committee regarding the bank fee charges for credit card payments by Las Palmas Medical Plaza tenants, which has increased with more occupants paying by credit card. Staff contacted Intuit and settled with a reduction in fees by \$650 per month. Discussions concerning passing on the fees to the tenants as recommended by the committee will be incorporated into the tenant leases, including the CAM charges effective April 1.</p>	
<p>4. District Job Descriptions – Revised and Updated by HR Consultant – Maggie Martinez</p>	<p>Chris Christensen, CAO, described the in-depth process of the job descriptions and details concerning exempt and non-exempt employees. An outside HR legal consultant provided the analysis of the thirteen positions. Four positions, which include the vacant positions, are non-exempt. Any overlap or increased responsibilities of</p>	<p>Moved and seconded President De Lara and Director Zendle to approve the District Job Descriptions – Revised and Updated by HR Consultant – Maggie Martinez and forward to the Board for approval. Motion passed unanimously.</p>



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	duties declared as essential workers is covered in the job descriptions.	
IV. Adjournment	Director Shorr adjourned the meeting at 4:17 p.m.	Audio recording available on the website at http://dhcd.org/Agendas-and-Documents

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ATTEST: _____
 Arthur Shorr, Director, Board of Directors
 Finance & Administration Committee Member
 Desert Healthcare District Board of Directors

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