



DESERT HEALTHCARE DISTRICT
FINANCE, ADMINISTRATION, REAL ESTATE, LEGAL, AND COMMITTEE
MEETING MINUTES
March 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 Donna Craig, Chief Program 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 February 09, 2021	Chair Shorr motioned to approve the February 09, 2021 minutes.	Moved and seconded by Director Zendle and President De Lara to approve the February 09, 2021 meeting minutes. Motion passed unanimously.
V. CEO Report 1. Strategic Planning Consultant – Veralon Partners Inc. & Valentine Health Advisors	Conrado Bárzaga, MD, CEO, provided an update from last month's Strategic Planning Committee meeting to move forward with Request for Proposals to hire strategic planning consultants, further describing the process of review with a recommendation to the Strategic Planning Committee for Veralon Partners Inc. & Valentine Health Advisors to commence the process since the Community Health Needs Assessment (CHNA) and Health Improvement Plan (HIP) is moving towards completion. The initial allocation of funding	



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	from the CHNA is \$300k with \$191k for Health Assessment and Research Communities (HARC), providing ample funds to complete the strategic planning process given Veralon Partners' proposal not to exceed \$72,500k.	
VI. Chief Administration Officer's Report 1. LPMP Leasing Update	<p>Chris Christensen, CAO, explained that the landscape project is behind schedule, but moving in the appropriate direction with a few delays and commencing the trenching and irrigation, which is nearly complete with new plants and other greenery underway. Mr. Christensen also explained that the fire alarm installation will be finalized in the coming weeks.</p> <p>Renting the three vacant suites at the Las Palmas Medical Plaza has been stagnant with potentially more activity as the Pandemic subsides and no expectation of any significant new vacancies; however, Desert Regional Medical Center is leasing an unoccupied suite with interest from another tenant to relocate into a larger suite, but, of course, the other tenant would have to request a termination of the lease before moving forward.</p>	
VII. Financial Reports 1. District and LPMP Financial Statements	Chris, Christensen, CAO, inquired on any questions of	Moved and seconded by President De Lara and Director Zendle to approve the February 2021 District



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<p>2. Accounts Receivable Aging Summary</p> <p>3. District – Deposits</p> <p>4. District – Property Tax Receipts</p> <p>5. LPMP Deposits</p> <p>6. District – Check Register</p> <p>7. Credit Card – Detail of Expenditures</p> <p>8. LPMP – Check Register</p> <p>9. Retirement Protection Plan Update</p> <p>10. Grant Payment Schedule</p>	<p>the committee concerning the financials.</p> <p>Chair Shorr detailed the request of the illustration from the prior year on the balance sheet showing the positives and the lowered short-term liability with Mr. Christensen further detailing the property taxes point-in-time.</p> <p>Director Zendle described the F&A Committee report out at the Board meeting, such as ensuring the Actual vs. Budget is the most important aspect of the financial report, but specific details and line-by-line items are not necessary unless there are questions by the Board with Mr. Christensen explaining that the minutes detail the meeting, but action items should be presented or any unusual matters.</p> <p>President De Lara explained that there should be consideration in the committee report out as it is not a good use of time to narrate the meeting minutes and advising the other committee chair's that unless there is a matter that should be discussed later or more clarity is needed, reading the minutes is not necessary. During the Board meetings, President De Lara will stay mindful to inquire with the committee chairs to report on any action items and if the matter is informational only, to</p>	<p>Financial Reports - Items 1-10 and to forward to the Board for approval. Motion passed unanimously.</p>
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	consider any questions of the Board.	
VIII. Other Matters		
1. District & RPP Investment Reports 3Q20 – Keith Stribling, Vice President, Senior Portfolio Manager, Highmark Capital	<p>Chris Christensen, CAO, introduced Keith Stribling, Vice President, Senior Portfolio Manager, Highmark Capital. Mr. Stribling described and highlighted the Retirement Protection Plan \$5.2M market value of the asset allocation summary, reviewed the performance report, and the monitoring in the maturity of the bond portfolio. The committee reviewed the fixed income portfolio and analysis for the District and the fee discount reduction in the fixed income portfolio, performance report, and the interest rate reductions throughout the year.</p>	
2. LPMP Common Area Maintenance Analysis	<p>Chris Christensen, CAO, described the schedule for the expenses that are passed on to the tenants at the Las Palmas Medical Plaza. The monthly billing portion is \$.62 per square foot for common area maintenance, insurance, and property tax at the facility. The lease agreement allows the District to charge expenses that exceed the allocation to the tenants at the end of the year. There is an excess of \$50k this year, which is usually passed on to the tenants; however, with the 2020 challenges, staff is recommending forgoing</p>	



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<p>3. New Job Description (Chief of Community Engagement) and Promotion – Alejandro Espinoza</p>	<p>passing the extra expense to the tenants but increasing the allocation for calendar year 2021 from \$.62 to \$.69 per square foot taking into consideration the increase in waste cost, property maintenance, and other increased fees.</p> <p>Dr. Bárzaga, CEO, described the recommendation to promote Alejandro Espinoza in response to COVID-19 with his active community role that has expanded his work in the community with demonstrated tactfulness and diplomacy to help leverage resources in the community as a retention to provide growth and opportunity. CVHIP will be passed onto another staff member and undertaken by Vanessa Smith that was charged with Ready Set Swim. A salary increase to \$121k (a 7% increase) is recommended; however, Director Shorr suggested a 10% increase commensurate with the position but is for staff to finalize.</p>	<p>Moved and seconded President De Lara and Director Zendle to approve the New Job Description Chief of Community Engagement and Promotion – Alejandro Espinoza and forward to the Board for approval. Motion passed unanimously.</p>
<p>4. Professional Services Authorization – Prest-Vuksic-Greenwood Architects – Buildout Conference Room at RAP Office – NTE \$6,000</p>	<p>Chris Christensen, CAO, explained the conference room floor plan utilized for committee and additional meetings, which requires improvements to eliminate the costs of renting conference rooms, recommending approval of the architectural buildout not to exceed \$6k. The</p>	<p>Moved and seconded by Director Zendle and Director Shorr to approve the Professional Services Authorization – Prest-Vuksic-Greenwood Architects – Buildout Conference Room at RAP Office – NTE \$6,000 and forward to the Board for approval. Motion passed unanimously.</p>



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	construction costs are estimated not to exceed \$25k and will be presented for review and approval at the April F&A Committee meeting.	
IV. Adjournment	Director Shorr adjourned the meeting at 4:33 p.m.	Audio recording available on the website at http://dhcd.org/Agendas-and-Documents

DocuSigned by:

A blue ink signature of Arthur Shorr, written in a cursive style.

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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