



**DESERT HEALTHCARE DISTRICT**  
**FINANCE, ADMINISTRATION, REAL ESTATE, LEGAL, AND COMMITTEE**  
**MEETING MINUTES**  
**April 13, 2021**

<b>Directors Present</b>	<b>District Staff Present</b>	<b>Absent</b>
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 Donna Craig, Chief Program Officer	

<b>AGENDA ITEMS</b>	<b>DISCUSSION</b>	<b>ACTION</b>
<b>I. Call to Order</b>	Chair Shorr called the meeting to order at 3:38 p.m. with President De Lara joining the meeting shortly after the approval of the agenda.	
<b>II. Approval of Agenda</b>	Chair Shorr asked for a motion to approve the agenda.	<b>Moved and seconded by Director Zendle and Director Shorr to approve the agenda. Motion passed unanimously.</b>
<b>III. Public Comment</b>	There was no public comment.	
<b>IV. Approval of Minutes</b> 1. <b>F&amp;A Minutes – Meeting March 09, 2021</b>	Chair Shorr motioned to approve the March 09, 2021 minutes.	<b>Moved and seconded by Director Zendle and Director Shorr to approve the March 09, 2021 meeting minutes. Motion passed unanimously.</b>
<b>V. CEO Report</b>		
<b>VI. Chief Administration Officer's Report</b>	Chris Christensen, CAO, explained that the landscape project is moving forward with progress despite the challenges with the date palm trees.  The FY 2022 budget process has commenced and will be presented for review at the May F&A Committee meeting as the CAO works with the CEO as it relates to Strategic Planning.	



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	<p>The Las Palmas Medical Plaza has three vacant suites, tenants making rent payments with credit cards are now charged the 2.75% fee the District would normally incur; therefore, the income in the coming months will illustrate a decrease in expenses.</p> <p>The CAM fees increase from \$.62 per square foot to \$.69 per square foot has moved forward with an illustration of the increase in payments on the upcoming statements.</p>	
<p><b>VII. Financial Reports</b></p> <ol style="list-style-type: none"> <li><b>1. District and LPMP Financial Statements</b></li> <li><b>2. Accounts Receivable Aging Summary</b></li> <li><b>3. District – Deposits</b></li> <li><b>4. District – Property Tax Receipts</b></li> <li><b>5. LPMP Deposits</b></li> <li><b>6. District – Check Register</b></li> <li><b>7. Credit Card – Detail of Expenditures</b></li> <li><b>8. LPMP – Check Register</b></li> <li><b>9. Retirement Protection Plan Update</b></li> <li><b>10. Grant Payment Schedule</b></li> </ol>	<p>Chris Christensen, CAO, thoroughly reviewed the financials, answering questions of the committee concerning the Actual vs. Budget, the A/R Aging Summary, the Check Register, and the three additional retirees on the Retirement Protection Plan (RPP).</p> <p>Director Zendle inquired on the grant payment schedule with Mr. Christensen explaining the \$1.8M in grant payments, noting that the schedule illustrates grant awards for prior years, as well as new grant awards for all outstanding grants, and awards of \$1.6M committed in new grants. The \$2.4M amount is the remaining funding that could be</p>	<p><b>Moved and seconded by Director Zendle and President De Lara to approve the March 2021 District Financial Reports - Items 1-10 and to forward to the Board for approval.</b></p> <p><b>Motion passed unanimously.</b></p>



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	<p>awarded from the entire \$4M budget.</p> <p>Donna Craig, Chief Program Officer, explained that \$450k in new grants were presented to the Program Committee for approval to the Board and will reduce the remaining grant funding.</p> <p>Director Zendle conveyed that the reporting should distinguish the committed \$2.4M of the \$4M grant, then after the next round of funding from the Program Committee of \$450k illustrating the remainder of the funding.</p> <p>Mr. Christensen explained that staff will include descriptions on the Year-to-Date Variance Analysis showing the \$2.4M remaining in the unallocated grant budget, as well as highlighting the \$2.4M budget to stand out as unawarded grants.</p>	
<p><b>VIII. Other Matters</b></p> <p><b>1. LPMP Fire Sprinkler System Update</b></p>	<p>Chris Christensen, CAO, provided an update of the Las Palmas Medical Plaza fire sprinkler system explaining that the architect, Chris Mills has estimated installing the system for \$250k-\$300k before the public bidding process commences to bring the sprinkler system to city code. Staff will continue</p>	



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<p><b>2. LPMP Property Management/Maintenance Agreement – INPRO-EMS Construction</b></p>	<p>working with Mr. Mills to complete the bidding process and expects to present the bidding results to the Committee at the May meeting.</p> <p>Chris Christensen, CAO, described the background of the Las Palmas Medical Plaza property management with INPRO-EMS Construction who is currently requesting an increase of 7% through the April 2022 service agreement, which is customary as INPRO-EMS continues to maintain a positive working relationship with the tenants.</p>	<p><b>Moved and seconded by Director Zendle and President De Lara to approve the LPMP Property Management/Maintenance Agreement – INPRO-EMS Construction and forward to the Board for approval. Motion passed unanimously.</b></p>
<p><b>3. District Office at RAP – Conference Room Buildout Update</b></p>	<p>Chris Christensen, CAO, provided an update on the conference room buildout at the District satellite office at the Regional Access Project Foundation (RAP) describing the supplemental cost increase and the annual lease term renewals at the satellite office. The initial costs were anticipated at under \$25k; however, the architect now anticipates a cost not to exceed \$40k for the conference room buildout.</p> <p>The District has a one-year annual lease at the RAP office, with three separate annual renewals, and the possibility of requesting the</p>	



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	<p>new rental in May 2021 with a four 1-year lease renewal option, becoming a 5-year lease, which allows more flexibility not to implement the annual renewals. The \$40k would be capitalized and amortized over 5-years with an annual expense of \$8k.</p> <p>Staff will contact RAP for the 5-year lease consideration and provide at the May Committee meeting with the prevailing wages for completion of the work as opposed to public bidding since the District does not own the building.</p>	
<p><b>IV. Adjournment</b></p>	<p>Director Shorr adjourned the meeting at 4:20 p.m.</p>	<p><b>Audio recording available on the website at</b> <a href="http://dhcd.org/Agendas-and-Documents">http://dhcd.org/Agendas-and-Documents</a></p>

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*Arthur Shorr*  
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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*