



DESERT HEALTHCARE FOUNDATION
Finance, Legal, Administration, & Real Estate Committee Meeting
July 13, 2021

A meeting of the Finance, Legal, Administration, & Real Estate Committee of the Desert Healthcare District will be held at 3:30 PM, Tuesday, July 13, 2021, via Zoom using the following link:

<https://us02web.zoom.us/j/82415855032?pwd=SHdmOVQ5bEZOTVAyWDA1RkRoWDJ4UT09>
Password: 907820

Participants will need to download the Zoom app on their mobile devices. Members of the public may also be able to participate by telephone, using the following dial in information:

Dial in #:(669) 900-6833 To Listen and Address the Board when called upon:
Webinar ID: 824 1585 5032
Password: 907820

AGENDA

I. CALL TO ORDER

II. APPROVAL OF AGENDA

III. PUBLIC COMMENT

At this time, comments from the audience may be made on items not listed on the agenda that are of public interest and within the subject-matter jurisdiction of the District. The Committee has a policy of limiting speakers to not more than three minutes. The Committee cannot take action on items not listed on the agenda. Public input may be offered on an agenda item when it comes up for discussion and/or action.

IV. APPROVAL OF MINUTES

ACTION

1. Minutes – Meeting June 08, 2021 - Pg. 1

V. CEO REPORT

VI. FINANCIAL REPORT

ACTION

1. Financial Statements – Pg. 3-7
2. Deposits – Pg. 8
3. Check Register – Pg. 9
4. Credit Card Expenditures – Pg. 10
5. General Grants Schedule – Pg. 11-12

VII. OTHER MATTERS

1. Contract Service Agreement Addendum #1 - MYDuarte Strategy Group – Online Registration Services for Vaccination Events – \$10,000 – Pg. 13-14

ACTION

VIII. ADJOURNMENT

If you have any disability which would require accommodation to enable you to participate in this meeting, please email Andrea S. Hayles, Special Assistant to the CEO and Board Relations Officer, at ahayles@dhcd.org or call (760) 323-6110 at least 24 hours prior to the meeting.



DESERT HEALTHCARE FOUNDATION
FINANCE, ADMINISTRATION, REAL ESTATE AND LEGAL COMMITTEE
June 08, 2021

Directors Present via Video Conference	District Staff Present via Video Conference	Absent
Chair/Director Arthur Shorr President Leticia De Lara 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 4:27 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. Minutes – Meeting May 11, 2021	Chair Shorr asked for a motion to approve the minutes of the May 11, 2021, F&A Committee meeting.	Moved and seconded by President De Lara and Director Zendle to approve the May 11, 2021, meeting minutes. Motion passed unanimously.
V. CEO Report		
VI. Financial Reports 1. Financial Statements 2. Deposits 3. Check Register 4. Credit Card Expenditures 5. General Grants Schedule	Chris Christensen, CAO, reviewed the May financial reports answering questions of the committee also describing the work with the financial auditors on ELC Funds and the Public Health Institute (PHI) to book the installment that has been paid by the end of June or whether the District should recognize the entire contract amount.	Moved and seconded by Director Zendle and President De Lara to approve the May 2021 Foundation Financial Reports – items 1-5 and forward to the Board for approval. Motion passed unanimously.
VII. Other Matters	There were no other matters.	
VIII. Adjournment	Chair Shorr adjourned the meeting at 4:42 p.m.	Audio recording available on the website at http://dhcd.org/Agendas-and-Documents

ATTEST: _____

Arthur Shorr, Chair, Director, Board of Directors
 Finance & Administration Committee
 Desert Healthcare Foundation Board of Directors

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

DESERT HEALTHCARE FOUNDATION					
JUNE 2021 FINANCIAL STATEMENTS					
INDEX					
Preliminary					
Statement of Operations					
Balance sheet					
Allocation of Restricted Funds					
Deposit Detail					
Check Register					
Credit Card Expenditures					
Schedule of Grants					

Desert Healthcare Foundation
Profit & Loss Budget vs. Actual
July 2020 through June 2021

	Preliminary	MONTH			TOTAL		
		Jun 21	Budget	\$ Over Budget	Jul '20 - Jun 21	Budget	\$ Over Budget
Income							
	4000 · Gifts and Contributions	10	2,500	(2,490)	139,655	30,000	109,655
	4003 · Grants	302,500	100,000	202,500	2,802,500	1,200,000	1,602,500
	4116 · Bequests - Frederick Lowe	775	5,417	(4,642)	56,364	65,004	(8,640)
	4130 · Misc. Income	0	83	(83)	0	996	(996)
	8015 · Investment Interest Income	12,795	8,333	4,462	185,406	99,996	85,410
	8030 · Change in Value of CRT's	0	500	(500)	0	6,000	(6,000)
	8040 · Restr. Unrealized Gain/(Loss)	(23,249)	4,167	(27,416)	477,292	50,004	427,288
	Total Income	292,831	121,000	171,831	3,661,217	1,452,000	2,209,217
Expense							
	5001 · Accounting Services Expense	958	667	291	11,496	8,004	3,492
	5035 · Dues & Memberships Expense	0	42	(42)	25	504	(479)
	5057 · Investment Fees Expense	4,168	2,500	1,668	48,535	30,000	18,535
	5065 · Legal Costs Ongoing Expense	0	83	(83)	0	996	(996)
	5101 · DHCD-Exp Alloc Wages& benefits	12,605	21,844	(9,239)	198,261	262,128	(63,867)
	5102 · DHCD-Expenses - COVID CARES	64,902	0	64,902	320,053	0	320,053
	5106 · Marketing & Communications	117	3,958	(3,841)	515	47,496	(46,981)
	5110 · Other Expenses	333	417	(84)	4,922	5,004	(82)
	5115 · Postage & Shipping Expense	0	8	(8)	0	96	(96)
	5120 · Professional Fees Expense	0	83	(83)	0	996	(996)
	8051 · Major grant expense	1,910,000	83,333	1,826,667	3,876,624	999,996	2,876,628
	8052 · Grant Expense - Collective/Mini	0	27,500	(27,500)	0	330,000	(330,000)
	Total Expense Before Social Services	1,993,083	140,435	1,852,648	4,460,431	1,685,220	2,775,211
	5054 · Social Services Fund	0	5,000	(5,000)	32,000	60,000	(28,000)
	Net Income	(1,700,252)	(24,435)	(1,675,817)	(831,214)	(293,220)	(537,994)

Desert Healthcare Foundation
Balance Sheet Previous Year Comparison
As of June 30, 2021

			Preliminary	Jun 30, 21	Jun 30, 20
ASSETS					
Current Assets					
Checking/Savings					
100 · CASH					
		150 · Petty Cash		200	200
		151 · Checking - Union Bank 7611		1,182,817	998,158
		Total Checking/Savings		1,183,017	998,358
Total Accounts Receivable					
				200,000	0
Other Current Assets					
476-486 · INVESTMENTS					
477 · Morgan Stanley-Investments					
		477.2 · Unrealized Gain/(Loss)		106,100	224,502
		477 · Morgan Stanley-Investments - Other		3,106,473	3,024,349
		Total 477 · Morgan Stanley-Investments		3,212,573	3,248,851
486 · Merrill Lynch					
		486.1 · Merrill Lynch Unrealized Gain		801,848	221,312
		486 · Merrill Lynch - Other		1,786,285	1,716,380
		Total 486 · Merrill Lynch		2,588,133	1,937,692
		Total 476-486 · INVESTMENTS		5,800,706	5,186,543
500 · CONTRIBUTIONS -RCVB -CRTS					
		515 · Contrib RCVB-Pressler CRT		61,277	61,277
		530 · Contrib RCVB-Guerts CRT		126,022	126,022
		Total 500 · CONTRIBUTIONS -RCVB -CRTS		187,299	187,299
		601 · Prepaid Payables		2,500	3,000
		Total Other Current Assets		5,990,505	5,376,842
TOTAL ASSETS				7,373,522	6,375,200

Desert Healthcare Foundation
Balance Sheet Previous Year Comparison
As of June 30, 2021

		Preliminary	Jun 30, 21	Jun 30, 20
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
		1000 · Accounts Payable	104,550	18,730
		1052 · Account payable-DHCD Exp Alloc	27,363	81,738
		Total Accounts Payable	131,913	100,468
Other Current Liabilities				
		2183 · Grants Payable-COVID-CARES PHI	1,102,500	0
		2185 · Deferred Revenue	50,000	0
		2190 · Current - Grants payable	3,339,819	2,694,224
		Total Other Current Liabilities	4,492,319	2,694,224
		Total Current Liabilities	4,624,232	2,794,692
Long Term Liabilities				
		2186 · Grants payable	1,600,000	1,600,000
		Total Liabilities	6,224,232	4,394,692
Equity				
		3900 · Retained Earnings	1,980,510	2,294,853
		Net Income	(831,214)	(314,343)
		Total Equity	1,149,296	1,980,510
TOTAL LIABILITIES & EQUITY			7,373,522	6,375,200

DESERT HEALTHCARE FOUNDATION				
BALANCE SHEET 06/30/21				
ALLOCATION OF MAJOR CATEGORIES/LIABILITIES				
		Preliminary		
		T/B	GENERAL	Restricted
			Fund	Funds
				Trusts
ASSETS				
	150 · Petty Cash	200	200	-
	151 · Checking - Union Bank 7611*	1,182,817	527,471	655,346
	Total 100 · CASH - UNRESTRICTED	1,183,017	527,671	655,346
Accounts Receivable				
	321 - Accounts Receivable - Other	200,000	-	200,000
	Total Accounts Receivable	200,000	-	200,000
477 · Invt-Morgan Stanley				
	477.2 · Unrealized Gain	106,100	-	106,100
	477 · Invt-Morgan Stanley	3,106,473	-	3,106,473
	Total 477 · Invt-Morgan Stanley	3,212,573	-	3,212,573
6441	486.1 · Merrill Lynch Unrealized Gain	801,848	563,733	238,115
	486 · Merrill Lynch	1,786,285	-	1,786,285
	Total 486 · Merrill Lynch	2,588,133	563,733	2,024,400
	515 · Contrib RCVB-Pressler CRT	61,277	-	-
	530 · Contrib RCVB-Guerts CRT	126,022	-	-
	601 - Prepaid payables	2,500	2,500	-
	Total Current Assets	7,373,522	1,093,904	6,092,319
	TOTAL ASSETS	7,373,522	1,093,904	6,092,319
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
	1000 · Accounts Payable	104,550	104,550	-
	1052 - Account Payable - DHCD - Alloc Expenses	27,363	27,363	-
	2183 · Grants Payable-COVID-CARES PHI	1,102,500	-	1,102,500
	2185 - Deferred Revenue	50,000	-	50,000
	2190 - Grants Payable - Current Portion	3,339,819	-	3,339,819
	Total Current Liabilities	4,624,232	131,913	4,492,319
	2186 - Grant Payable - Long Term	1,600,000	-	1,600,000
	Total Liabilities	6,224,232	131,913	6,092,319
Equity				
	3900 · Retained Earnings	1,980,510	1,793,211	-
	Net Income	(831,214)	(831,214)	-
	Total Equity	1,149,296	961,997	-
	TOTAL LIABILITIES & EQUITY	7,373,522	1,093,904	6,092,319
* Restricted funds include Summer Survival Homeless Fund (\$18,433), Donations (\$25,000), Pass-Through Funds and Accounts Payable				

Desert Healthcare Foundation
Deposit Detail
 June 2021

Type	Date	Name	Account	Amount
Deposit	06/07/2021		151 - Checking - Union Bank 7611	202,500
		Public Health Institute -	4003 - Grants	(202,500)
TOTAL				(202,500)
Deposit	06/16/2021		151 - Checking - Union Bank 7611	775
		Warner Music Group Services	4116 - Bequests - Frederick Lowe	(775)
TOTAL				(775)
Deposit	06/28/2021		151 - Checking - Union Bank 7611	10
		Misc.	4000 - Gifts and Contributions	(10)
TOTAL				(10)
			TOTAL	203,285

Desert Healthcare Foundation
Check Register
As of June 30, 2021

Type	Date	Num	Name	Amount
100 - CASH				
151 - Checking - Union Bank 7611				
Bill Pmt -Check	06/03/2021	5215	PALS for Health	(320)
Bill Pmt -Check	06/03/2021	5216	Verizon Wireless	(201)
Bill Pmt -Check	06/03/2021	5217	Lund & Guttry LLP	(2,500)
Bill Pmt -Check	06/09/2021	5218	Union Bank	(2,437)
Bill Pmt -Check	06/09/2021	5219	County of Riverside - Sheriff Department	(1,738)
Bill Pmt -Check	06/11/2021	5220	Alejandro Espinoza - Expense Reimbursement	(9,303)
Bill Pmt -Check	06/11/2021	5221	Lideres Campesinas, Inc.	(30,000)
Bill Pmt -Check	06/11/2021	5222	Melina Duarte	(2,187)
Bill Pmt -Check	06/11/2021	5223	Pueblo Unido CDC	(30,000)
Bill Pmt -Check	06/11/2021	5224	Vision Y Compromiso	(30,000)
Bill Pmt -Check	06/11/2021	5225	Youth Leadership Institute	(30,000)
Bill Pmt -Check	06/23/2021	5226	Alianza Coachella Valley	(30,000)
Bill Pmt -Check	06/23/2021	5227	Vision Y Compromiso	(40,000)
Bill Pmt -Check	06/23/2021	5228	Youth Leadership Institute	(30,000)
Check	06/25/2021		Bank Service Charge	(333)
Bill Pmt -Check	06/30/2021	5229	Pueblo Unido CDC	(30,000)
Bill Pmt -Check	06/30/2021	5230	Todec Legal Center Perris	(30,000)
Bill Pmt -Check	06/30/2021	5231	Verizon Wireless	(201)
Bill Pmt -Check	06/30/2021	5232	Alejandro Espinoza - Expense Reimbursement	(2,645)
Bill Pmt -Check	06/30/2021	IB 063021	Desert Healthcare District	(118,036)
TOTAL				(419,901)

DESERT HEALTHCARE FOUNDATION							
OUTSTANDING PASS-THROUGH GRANTS AND GRANT PAYMENT SCHEDULE							
June 30, 2021							
FISCAL YEAR ENDED JUNE 30, 2021							
Preliminary							
A/C 2183		6/30/2020	New Grants			6/30/2021	
Grant ID Nos.	Name	Open	Current Yr	Total Paid		Open	
		BALANCE	2020-2021	July-June		BALANCE	
BOD - 10/20/20 - Contract #21-024	Coronavirus Aid, Relief, and Economic Security (CARES) Act and Center for Disease Control and Prevention Epidemiology and Laboratory Capacity (ELC) Enhancing Detection funding from Riverside County - \$2.4 Million (\$1,960,000 for grants)						
BOD - 10/20/20 (#1152)	Galilee Center - Emergency Services		\$ 120,000	\$ 120,000		\$ -	
BOD - 10/20/20 (#1154)	Vision Y Compromiso - Stop the Spread of COVID-19		\$ 120,000	\$ 120,000		\$ -	
BOD - 10/20/20 (#1155)	Pueblo Unido CDC - Coachella Valley COVID-19 Collaborative		\$ 120,000	\$ 120,000		\$ -	
BOD - 10/20/20 (#1156)	El Sol Neighborhood Educational Center - Coachella Valley COVID-19 Collaborative		\$ 120,000	\$ 120,000		\$ -	
BOD - 10/20/20 (#1157)	Youth Leadership Institute - COVID-19 ECV Collaborative		\$ 120,000	\$ 120,000		\$ -	
BOD - 10/20/20 (#1158)	Alianza Coachella Valley - ECV COVID-19 STRATEGIC COMMUNICATIONS PLAN		\$ 120,000	\$ 120,000		\$ -	
BOD - 10/20/20 (#1159)	Lideres Campesinas, Inc. - Take It to the Fields Initiative		\$ 120,000	\$ 90,000		\$ 30,000	
BOD - 10/20/20 (#1161)	Todec Legal Center Perris - Sembrando Prevencion		\$ 120,000	\$ 120,000		\$ -	
BOD - 03/23/21 (#1268)	El Sol Neighborhood Educational Center - Coachella Valley COVID-19 Collaborative		\$ 125,000	\$ -		\$ 125,000	
BOD - 03/23/21 (#1269)	Alianza Coachella Valley - ECV COVID-19 STRATEGIC COMMUNICATIONS PLAN		\$ 125,000	\$ -		\$ 125,000	
BOD - 03/23/21 (#1270)	Galilee Center - Emergency Services		\$ 125,000	\$ 40,000		\$ 85,000	
BOD - 03/23/21 (#1271)	Vision Y Compromiso - Stop the Spread of COVID-19		\$ 125,000	\$ 40,000		\$ 85,000	
BOD - 03/23/21 (#1272)	Youth Leadership Institute - COVID-19 ECV Collaborative		\$ 125,000	\$ 40,000		\$ 85,000	
BOD - 03/23/21 (#1273)	Pueblo Unido CDC - Coachella Valley COVID-19 Collaborative		\$ 125,000	\$ -		\$ 125,000	
BOD - 03/23/21 (#1274)	Todec Legal Center Perris - Sembrando Prevencion		\$ 125,000	\$ -		\$ 125,000	
BOD - 03/23/21 (#1275)	Lideres Campesinas, Inc. - Take It to the Fields Initiative		\$ 125,000	\$ -		\$ 125,000	
BOD - 12/15/20 - Contract	Together Toward Health funding, a Program of the Public Health Institute - \$725,000 (\$635,000 for grants)						
BOD - 12/15/20 (#1172)	El Sol Neighborhood Educational Center - Coachella Valley COVID-19 Collaborative		\$ 185,000	\$ 140,000		\$ 45,000	
BOD - 12/15/20 (#1175)	Pueblo Unido, CDC		\$ 25,000	\$ 25,000		\$ -	
BOD - 12/15/20 (#1176)	Galilee Center - Emergency Services		\$ 25,000	\$ 25,000		\$ -	
BOD - 12/15/20 (#1179)	Youth Leadership Institute		\$ 25,000	\$ 18,750		\$ 6,250	
BOD - 12/15/20 (#1180)	Alianza Coachella Valley - ECV COVID-19 STRATEGIC COMMUNICATIONS PLAN		\$ 25,000	\$ 18,750		\$ 6,250	
BOD - 12/15/20 (#1181)	Vision Y Compromiso - Promotoras and the Coachella Valley COVID-19 Collaborative		\$ 185,000	\$ 140,000		\$ 45,000	
BOD - 12/15/20 (#1185)	Lideres Campesinas, Inc. - Take It to the Fields Initiative		\$ 70,000	\$ 25,000		\$ 45,000	
BOD - 12/15/20 (#1189)	Todec Legal Center Perris - Sembrando Prevencion		\$ 95,000	\$ 50,000		\$ 45,000	
TOTAL GRANTS			\$ -	\$ 2,595,000	\$ 1,492,500	\$ 1,102,500	
					A/C 2183	\$ 1,102,500	
					Diff	\$ -	
	CARES/ELC Administrative Costs		\$ 440,000	\$ 240,000		\$ 200,000	
	Public Health Institute Administrative Costs		\$ 90,000	\$ 40,195		\$ 49,805	
TOTAL ADMINISTRATIVE COSTS			\$ -	\$ 530,000	\$ 280,195	\$ 249,805	
Amts available/remaining for Grant/Programs - FY 2020-21:							
Amount granted year to date		\$ (2,595,000)			Grant Funds		
Mini Grants:					CARES/ELC	PHI	
Net adj - Grants not used:					Total Grant	\$ 2,400,000	\$ 725,000
Foundation Administration Costs		\$ (530,000)			Received to Date	\$ 1,350,000	\$ 702,500
Contributions / Additional Funding	CARES \$600,000 & ELC2 \$600,000 & ELC3 \$1,200,000 PHI \$725,000				Balance Remaining	\$ 1,050,000	\$ 22,500
Balance available for Grants/Programs		\$ -					
Summary: As of 06/30/2021							
Riverside County COVID-19 Support		\$				1,110,000	
Public Health Institute Support		\$				242,305	
Total		\$				1,352,305	



DESERT HEALTHCARE
DISTRICT & FOUNDATION

Date: July 13, 2021
To: Finance and Administration Committee
Subject: Addendum #1 to the Consulting Services Agreement with MYDuarte Strategy Group for development and implementation of an online registration tool for vaccination events of the CV Equity Collaborative

Staff Recommendation:

Consideration to approve Addendum #1 to the Consulting Services Agreement with MYDuarte Strategy Group for development and implementation of an online registration tool for vaccination events of the CV Equity Collaborative

Background:

- In April 2021, a consulting services agreement for MYDuarte Strategy Group was approved by the Finance & Administration Committee and the Board of Directors, to develop and implement an online registration tool to streamline the registration efforts at the vaccination events.
- The consulting services agreement in the amount of \$25,000 included \$5,000 for the application development and \$20,000 for event operation support for the months of April and May 2021.
- The consultant's services for event operation support continued into the month of June 2021 and was completed June 30.
- Addendum #1 in the amount of \$10,000 will accommodate the extended work period.
- Staff recommends approval of the Addendum #1 to the Consulting Service Agreement with MYDuarte Strategy Group.

Fiscal Impact:

Original Service Agreement - \$25,000
Addendum #1 - \$10,000
Total Expense - \$35,000

The expense is covered by the CARES/ELC funds provided by Riverside County.

**CONSULTING SERVICES AGREEMENT
ADDENDUM #1**

This Professional Services Agreement (“Agreement”) was entered into on April 28, 2021 by and between Desert Healthcare District (“District”), a public agency organized and operating pursuant to California Health and Safety Code section 32000 et seq., and MyDuarte Strategy Group, (“Consultant”) as follows:

R-E-C-I-T-A-L-S

1. This Addendum extends and revises the termination date in Section 3.1 from May 31, 2021 to June 30, 2021.
2. Consultant shall receive an additional \$10,000 for services rendered for the extension period.
3. All other terms and conditions of the original service agreement remain unchanged.

“District”:

Desert Healthcare District

By: _____
Leticia DeLara, President

Date: _____

“Consultant”:

MYDuarte Strategy Group

By: _____
Melina Duarte, CEO and Lead Strategist

Date: _____