

Regional Access Project Foundation (RAP)
Conference Room 103
41550 Eclectic Street, Palm Desert, CA 92260
This meeting is handicapped-accessible

Page(s)		AGENDA Any item on the agenda may result in Board Action	Item Type
	A.	CALL TO ORDER – President Wortham, DrPH Roll CallDirector De LaraDirector BorjaDirector PerezGilDirector RogersDirector MatthewsVice-President/Secretary Zendle, MDPresident Wortham, DrPH	
	В.	PLEDGE OF ALLEGIANCE	
1-4	C.	APPROVAL OF AGENDA	Action
	D.	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 Board has a policy of limiting speakers to no more than three minutes. The Board cannot take action on items not listed on the agenda. Public input may be offered on agenda items when they come up for discussion and/or action.	
	E.	CONVENE TO CLOSED SESSION OF THE DESERT HEALTHCARE DISTRICT BOARD OF DIRECTORS  1. PURSUANT TO GOVERNMENT CODE SECTION Public Employee Appointment pursuant to Government Code 54957 Title: Chief Executive Officer	
	F.	RECONVENE TO OPEN SESSION OF THE DESERT HEALTHCARE DISTRICT BOARD OF DIRECTORS	
	G	REPORT AFTER CLOSED SESSION	



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#### H. STUDY SESSION ON THE HOSPTIAL LEASE, NEW PROVIDERS, FACILITIES, PROGRAMS, AND SERVICES; AND MARKET ANALYSIS

Discussion/ Information

Guests:

Danielle Sreenivasan, Director, Strategic Advisory Services, Premier, Inc. Jody Hill-Mischel, Managing Director, Kaufman Hall & Associates Patrick Smyth, Senior Vice President, Kaufman Hall & Associates

- Topics: 1. Objectives
  - 2. Market Analysis Report March 2017
  - 3. Hospital Lease Compliance Roles and Responsibilities
  - 4. Review Appraisal (October 2018) and Seismic Reports (January 2019)
  - 5. Potential Scenarios Facilities, Programs, and Services
  - 6. Recommend a Future Study Session Facilities and Services

#### **CONSENT AGENDA**

Action

All Consent Agenda item(s) listed below are considered routine by Board of Directors and will be enacted by one motion. There will be no separate discussion of items unless a Board member so requests, in which event the item(s) will be considered following approval of the Consent Agenda.

1. BOARD MINUTES

5-11

- a. Special Meeting of the Board of Directors January 15,
- 12-20 b. Special Meeting of the Board of Directors – January 22, 2019
  - 2. FINANCE AND ADMINISTRATION
- 21-47 a. Approval of December 2018 and January 2019 Financial Statements - F&A Approved February 12, 2019
  - 3. CHIEF EXECUTIVE OFFICER RECRUITMENT
- a. CPS HR Consulting Chief Executive Officer Executive 48-75 Recruitment Professional Services Agreement - NTE \$23,500



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76-85 86-89	J.	RESOURCES AND PHILANTHROPY  1. Existing Grants Progress and Final Reports 2. 1 Year Summary of Past and Existing Grants	Information Information
90-94 95-97 98-99	K.	DESERT HEALTHCARE DISTRICT CEO REPORT  - Chris Christensen, Interim CEO  1. CEO Report  2. Rezoning Process Timeline  3. Consideration to Approve Resolution 19-01 to Divide the District into 7 Zones	Information Action Action
	L.	DESERT REGIONAL MEDICAL CENTER CEO REPORT – Michele Finney, CEO	Information
	М.	DESERT REGIONAL MEDICAL CENTER GOVERNING BOARD OF DIRECTORS' REPORT – Vice-President Les Zendle, MD and Director Carole Rogers, RN	Information
100-102	N.	<ol> <li>FINANCE, ADMINISTRATION, REAL ESTATE AND LEGAL COMMITTEE - Chair/Treasurer Mark Matthews; President Jennifer Wortham, DrPH; and Director Leticia De Lara</li> <li>No January Meeting of the F&amp;A Committee</li> <li>Meeting Minutes - February 12, 2019</li> </ol>	Information
103-106		<ol> <li>HOSPITAL GOVERNANCE AND OVERSIGHT COMMITTEE         <ul> <li>Chair/Vice-President Les Zendle, MD; Director Carole Rogers, RN; Director Karen Borja</li> <li>No January Meeting of the Hospital Governance and Oversight Committee</li> </ul> </li> <li>Meeting Minutes – February 21, 2019</li> </ol>	Information
		3. STRATEGIC PLANNING COMMITTEE – Chair/President Jennifer Wortham, DrPH; Vice-President Les Zendle, MD; and Director Karen Borja	
		<ol> <li>Standing Meeting Schedule – Second Tuesday 4 p.m. – Next Scheduled Meeting – March 12, 2019</li> </ol>	Information
107-113		<ol> <li>Meeting Minutes – February 12, 2019 and February 19, 2019</li> </ol>	Information
114-115		3. Branding Logos & Taglines	Action



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#### 4. PROGRAM COMMITTEE - Chair/Director Carole Rogers, RN;

Director Evett PerezGil; and Director Karen Borja

1. Standing Meeting Schedule – Third Tuesday 12:00 p.m.

2. No February Meeting of the Program Committee

Information

#### 5. BOARD/STAFF COMMUNICATIONS AND POLICY AD HOC

**COMMITTEE -** Director Leticia De Lara, Chair:

Vice-President Les Zendle, MD; and Director Evett PerezGil

- 1. Committee Meeting February 19, 2019
- 2. Update on Board & Staff Roles & Responsibilities Workshop

Information

Action

- District Bylaws Amendments (Including Resolution No. 19-02 changing the time and place for Board meetings)
  - 4. Consideration to Approve Ticket Distribution Policy Revised (including Resolution No. 19-03)

Action

5. Appointments & Duties for Committees Policy

Discussion

#### O. OLD BUSINESS

136-142

143

#### P. LEGAL COMMENTS & REPORT

#### Q. MEMORIAL - Director Mark Matthews

Health care in the District has been built and nurtured by the inspiration and hard work of the men and women who have helped make the Coachella Valley a healthier and better place to live and work. Today we remember the contributions of Rhoda Kosslyn.

#### R. INFORMATIONAL ITEMS

### S. DIRECTORS' COMMENTS, REPORTS, & STAFF DIRECTION AND GUIDANCE

#### T. 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.



Directors Present	District Staff Present	Absent
President Jennifer Wortham, Dr.PH	Chris Christensen, Interim CEO, CFO	
Vice-President/Secretary Les Zendle, MD	Lisa Houston, COO	
Treasurer Mark Matthews	Donna Craig, Senior Program Officer	
Director Carole Rogers, RN	Alejandro Espinoza, Program Officer and	
Director Evett PerezGil	Outreach Director	
	Will Dean, Communications and	
	Marketing Director	
	Andrea S. Hayles, Clerk of the Board	
	<u>Legal Counsel</u>	
	Jeff Scott	

AGENDA ITEMS	DISCUSSION	ACTION
A. Call to Order  Roll Call	President Wortham called the meeting to order at 4:03 p.m.  The Clerk of the Board called the roll with all Directors present except Director PerezGil.	
B. Pledge of Allegiance	President Wortham asked Director Matthews to lead the Pledge of Allegiance.	
C. Approval of Agenda	President Wortham asked for a motion to approve the agenda.	#19-45 MOTION WAS MADE by Vice-President Zendle and seconded by Director Rogers to approve the agenda. Motion passed unanimously. AYES – 4 President Wortham, Vice- President Zendle, Director Matthews, Director Rogers NOES – 0 ABSENT – 1 Director PerezGil ABSTAIN – 0
D. Public Comment	There was no public comment.	
E. Consent Agenda  1. Website and Branding Service Agreements a. Graphtek Interactive – Website design and	President Wortham asked for a motion to approve the consent agenda.	#19-46 MOTION WAS MADE by Vice-President Zendle and seconded by Director Matthews to approve the consent agenda. Motion passed unanimously.



development service agreement – NTE \$26,000 b. Leap Marketing Creative Agency – Branding service agreement – NTE \$9,250		AYES – 4 President Wortham, Vice- President Zendle, Director Matthews, Director Rogers NOES – 0 ABSENT – 1 Director PerezGil ABSTAIN – 0
F. New Board Members		
Appointment		
1. AB 2414 Legislative Term	Chris Christensen, Interim CEO,	
Limit Update	explained the language in the	
a. Information from	legislation for the terms of the	
Assemblymember	appointed directors leaving office	
Eduardo Garcia's office	once their successors take office. The District inquired with	
	Assemblymember Garcia, and the	
	appointments will end with the	
	two- and four-year term limits	
	unless the legislation is modified.	
	Per board direction, the	
	Assemblymember is exploring the	
	change options, but there are	
	currently no assurances.	
	President Wortham explained other candidates' interest in potentially applying for a board appointment if the appointees were eligible to run for re-election. President Wortham initiated a discussion amongst the	
	board to postpone the	
	appointments until there is clarity with the legislation.	
	President Wortham motioned to postpone the interviews until the District has the written opinion of legislative counsel. The motion was withdrawn given that other board members favored moving forward with the interviews.	
	with the interviews.	

2.	Interview Questions -
	Standard or Random
	option

President Wortham explained the standard set of questions versus each director providing their own random questions. The board determined that each board member would use the standard set of questions with the possibility of some random questions throughout the interviews as an option.

 Interviews to consider the appointment of two (2) new Board members from the newly annexed area of the District. Jeff Scott, Legal Counsel, described the order of candidates – an open meeting with a fair process requesting that candidates have courtesy of other candidates by waiting in the lobby until Mr. Espinoza escorts each candidate to their interview.

Director PerezGil joined the meeting at 4:18 p.m.

President Wortham opened the interview process of all fourteen candidates representing the eastern annexed boundaries of the District.

At the conclusion of the interviews, Jeff Scott, Legal Counsel, explained the process for appointment and selection thanking the candidates for their time, also noting the remarkable qualifications of each candidate as reiterated by Director Rogers.

In conjunction with legal counsel, President Wortham opened the nominations with ballots and votes for candidates.



Following the votes of candidates, Vice-President Zendle motioned to appoint Karen Borja by unanimous consent to the board of directors. #19-47 MOTION WAS MADE by Vice-President Zendle and seconded by President Wortham to appoint Karen Borja to the board of directors.

Motion passed unanimously.

AYES – 5 President Wortham, VicePresident Zendle, Director

Matthews, Director Rogers, and
Director PerezGil

NOES – 0

ABSENT – 0

ABSTAIN – 0

Once more, under the direction of legal counsel, the directors voted, and Director Matthews moved to unanimously appoint Leticia De Lara to the board of directors.

#19-48 MOTION WAS MADE by Director Matthews and seconded by President Wortham to appoint Leticia De Lara to the board of directors.

Motion passed unanimously.

AYES – 5 President Wortham, VicePresident Zendle, Director

Matthews, Director Rogers, and
Director PerezGil

NOES – 0

ABSENT – 0

ABSTAIN – 0

 Appointment and Selection by Lots of two (2) and four (4) year terms. Jeff Scott, Legal Counsel, directed each appointed member, Leticia De Lara and Karen Borja to draw a lot for the term of appointment.
Leticia De Lara's term will end in 2020 and Karen Borja's term will end in 2024.

#19-49 MOTION WAS MADE by
Director Rogers and seconded by
President Wortham from the draw
of lots to appoint Leticia De Lara to
a two (2) year term ending in 2020,
and appointing Karen Borja to a
four (4) year term ending in 2024.
Motion passed unanimously.
AYES – 5 President Wortham, VicePresident Zendle, Director
Matthews, Director Rogers, and
Director PerezGil
NOES – 0
ABSENT – 0
ABSTAIN – 0

Page 4 of 7
Desert Healthcare District Meeting Minutes
January 15, 2019



		January 15, 2019
5.	Consideration of Resolution appointing two (2) Directors.	Jeff Scott, Legal Counsel, explained the resolutions to appoint the two new directors.
6.	Administer of Oath of Office to new Directors	Jeff Scott, Legal Counsel, administered the oath of office to Leticia De Lara and Karen Borja – the two newly appointed board members.
7.	Board Date, Time, and Location	President Wortham described the current board meeting time of 6 p.m., explaining the challenges, and opening the discussion for the

#19-50 MOTION WAS MADE by **Director Rogers and seconded by President Wortham to approve** resolutions #18-10 and #18-11 appointing two (2) Directors -Karen Borja and Leticia De Lara to the board of directors. Motion passed unanimously. AYES - 5 President Wortham, Vice-**President Zendle, Director** Matthews, Director Rogers, and **Director PerezGil** NOES - 0 ABSENT - 0 ABSTAIN - 0

ibed the ne of 6 enges, and r the potential of a morning meeting or another day of the week.

Recognizing work schedules, the lengthy drive from the east valley, the upcoming rezoning, and to accommodate east valley residents, Director Matthews moved to convene the monthly board of directors' meetings at 5:30 p.m. each month.

#19-51 MOTION WAS MADE by **Director Matthews and seconded** by Vice-President Zendle to convene the monthly meetings of the board at 5:30 p.m. Motion passed unanimously. AYES - 7 President Wortham, Vice-**President Zendle, Director** Matthews, Director Rogers, Director PerezGil, Director Borja, and Director De Lara NOES - 0ABSENT - 0 ABSTAIN - 0

Page 5 of 7 Desert Healthcare District Meeting Minutes January 15, 2019



Director PerezGil moved to convene the monthly board of directors' meetings on the fourth Tuesday of each month. #19-52 MOTION WAS MADE by
Director PerezGil and seconded by
Vice-President Zendle to continue
to convene the monthly meetings
of the board on the fourth Tuesday
of each month.
Motion passed unanimously.
AYES – 7 President Wortham, VicePresident Zendle, Director
Matthews, Director Rogers,
Director PerezGil, Director Borja,
and Director De Lara
NOES – 0
ABSENT – 0
ABSTAIN – 0

Chris Christensen, Interim CEO, explained the District's newly acquired satellite office at the Regional Access Project (RAP) Foundation that includes the usage of a conference room with adequate space to hold the monthly meetings at no additional cost.

Vice-President Zendle moved to convene the monthly board meetings at a central location in Palm Desert or the surrounding area, and a resolution that coincides with the new location.

#19-53 MOTION WAS MADE by Director Rogers and seconded by Vice-President Zendle to convene the monthly meetings of the board at the Regional Access Project (RAP) Foundation.

Motion passed unanimously.

AYES – 7 President Wortham, VicePresident Zendle, Director

Matthews, Director Rogers,
Director PerezGil, Director Borja,
and Director De Lara

NOES – 0

ABSENT – 0

ABSTAIN – 0

Page 6 of 7
Desert Healthcare District Meeting Minutes
January 15, 2019



G. Convene to Closed Session	Convened to closed session of the	
of the Desert Healthcare	Desert Healthcare District at 7:07	
District Board of Directors	p.m. – PURSUANT TO	
	GOVERNMENT CODE SECTION	
	Public Employee Agreement	
	pursuant to Government Code	
	54957 Title: Chief Executive Officer	
H. Reconvene to Open Session	Reconvened to open session of the	
of the Desert Healthcare	Desert Healthcare District at 7:20	
<b>District Board of Directors</b>	p.m.	
I. Report After Closed Session	The Board in closed session	
	directed legal counsel to take the	
	appropriate action concerning the	
	Chief Executive Officer matter.	
J. Adjournment	President Wortham adjourned the	Audio recording available on the
	meeting at 7:23 p.m. in honor	website at
	Cathedral City Mayor, Greg Pettis.	http://dhcd.org/Agenda-Board-of-
		<u>Directors</u>

ATTEST:			
	Les Zendle, MD, Vice-President/Secretary		
	Desert Healthcare District Board of Directors		

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



Directors Present	District Staff Present	Absent
President Jennifer Wortham, Dr.PH	Chris Christensen, Interim CEO, CFO	Treasurer Mark
Vice-President/Secretary Les Zendle, MD	Lisa Houston, COO	Matthews
Director Carole Rogers	Donna Craig, Senior Program Officer	
Director Evett PerezGil	Alejandro Espinoza, Program Officer and	
Director Karen Borja	Outreach Director	
Director Leticia De Lara	Will Dean, Communications and	
	Marketing Director	
	Andrea S. Hayles, Clerk of the Board	
	<u>Legal Counsel</u>	
	Jeff Scott	

AGENDA ITEMS	DISCUSSION	ACTION
A. Call to Order	President Wortham called the	
	meeting to order at 5:31 p.m.	
Roll Call	The Clerk of the Board called the	
	roll with all Directors present	
	except Directors Matthews,	
	Director PerezGil, and Director	
	Borja.	
B. Pledge of Alliance	District resident Ezra Kaufman lead	
	the Pledge of Alliance.	
C. Approval of Agenda	President Wortham asked for a	#19-54 MOTION WAS MADE by
· ·	motion to approve the agenda.	Vice-President Zendle and
		seconded by Director Rogers to
		approve the agenda.
		Motion passed unanimously.
		AYES – 4 President Wortham, Vice-
		President Zendle, Director Rogers,
		and Director De Lara
		NOES – 0
		ABSENT – 3 Director Matthews,
		Director PerezGil, and Director
		Borja
		ABSTAIN – 0
D. Public Comment	There was no public comment.	
E. Consent Agenda	President Wortham asked for a	#19-55 MOTION WAS MADE by
E.1. Board Minutes	motion to approve the consent	Vice-President Zendle and
a. Special Meeting Study	agenda.	seconded by Director Rogers to
Session of the Board of		approve the consent agenda.



	January 22, 2019	
Directors – December 18, 2018 b. Special Meeting of the Board of Directors December 18, 2018		Motion passed unanimously.  AYES – 4 President Wortham, Vice- President Zendle, Director Rogers, and Director De Lara  NOES – 0  ABSENT – 3 Director Matthews, Director PerezGil, and Director  Borja  ABSTAIN – 0
F. New Providers, Facilities, Programs, and Services Ad Hoc Committee	Director Borja joined the meeting at 5:44 p.m.  Director PerezGil joined the meeting at 5:57 p.m.	
1. Phase 1 Seismic Results Presentation – Kevin S. Moore, Senior Principal, Simpson, Gumpertz & Heger (SGH)	Vice-President Zendle explained the role of the Ad Hoc Committee on New Providers, Facilities, Programs, and Services, the work to date in Phase 1 of the seismic project, and introduced Kevin S. Moore, Principal, Simpson, Gumpertz, & Heger (SGH).	
	Kevin S. Moore described the background of the California Seismic Compliance, Objectives, Scope of Work, Structural Analysis/Evaluation (SPC 4D), Material Testing for SPC 4D Projects, Cost Estimates for SPC 4D, Nonstructural Evaluation (NPC 4), and the NPC 4 Retrofit Construction Cost Model.	
G. New Business  1. Consideration to	President Wortham explained the	
engage Premier, Inc. to update the Market Analysis of March 14, 2017	2017 data that was previously analyzed describing that a current full analysis is necessary such as the demographics and population growth.	
		Page 2 of 0



	January 22, 2019	
2. Consideration to engage Premier, Inc. to prepare Financial Scenarios for Hospital Planning	Vice-President Zendle proposed that the board review the 2017 report, especially the directors that were not with the District at the time of the initial market assessment, and possibly schedule a Study Session of the board led by Premier, Inc.  The board directed staff to educate the entire board by scheduling a study session to include consultants Kaufman Hall (scenarios) and Premier, Inc. (2017 Market Analysis). Topics of the study session are the hospital lease, new providers, facilities, programs, and services; seismic, and the appraisal results.  President Wortham explained that after the board is fully informed, a determination on an updated Market Analysis could be explored.	
3. Letter of Support for Community Housing Opportunities Corporation (CHOC) for a proposed affordable housing initiative	Chris Christensen, Interim CEO, explained that Community Housing Opportunities (CHOC) is working with the City of Palm Springs on affordable housing, and the letter of support could assist Community Housing Opportunities (CHOC) with their affordable housing initiative.	#19-56 MOTION WAS MADE by Vice-President Zendle and seconded by Director Rogers to approve a letter of support to Community Housing Opportunities Corporation (CHOC) for a proposed affordable housing initiative. Motion passed unanimously. AYES – 6 President Wortham, Vice- President Zendle, Director Rogers, Director PerezGil, Director Borja, and Director De Lara NOES – 0 ABSENT – 1 Director Matthews ABSTAIN – 0
H. Resources and Philanthropy 1. Existing Grants Progress and Final Reports	Donna Craig, Senior Program Officer, described the most recent existing grants progress and final	



<b>-</b>	January 22, 2019	
	reports that also includes pending	
	grants.	
	Director Rogers and Director Borja	
	requested a one-year summary of	
	the existing and pending grants.	
I. Desert Healthcare District		
CEO Report		
1. Priorities-Milestones-	Chris Christensen, Interim CEO,	
Progress Measures	explained the board's approval of	
Update	the consultant's branding and	
оришто	website design for the District and	
	the Foundation. Staff will market	
	the District and Foundation as one	
	brand with one logo, but the	
	website will be established as two	
	separate entities.	
	separate entities:	
	Director Borja requested a Spanish	
	version when staff presents the	
	logos.	
	10503.	
	Mr. Christensen distributed a	
	schedule for upcoming special	
	board meetings for workshops and	
	study sessions. The most recent	
	updates of the Priorities,	
	Milestones, and Progress Measures	
	was described as presented in the	
	board packet.	
	board packet.	
2. Rezoning Process and	Chris Christensen, Interim CEO,	
Timeline	described the options for the	
Timeline	timeline of rezoning outlining the	
	costs of National Demographics	
	Corporation (NDC).	
	Director Boria requested a	
	Director Borja requested a marketing and outreach plan for	
	the rezoning and moving forward in the latter part of the year hosting	
	two of the public hearings in the	
	Indio, Thermal, and Mecca areas.	Page 4 of 0



	January 22, 2019	
	The board directed staff to develop	
	a timeline and resolution for the	
	end of April or early May and	
	schedule a meeting in September	
	with a goal for the final maps in	
	November.	
3. Local Agency	Chris Christensen, Interim CEO,	
Formation Commission	explained the Local Agency	
(LAFCO) Annexation to	Formation Commission (LAFCO)	
the Eastern Coachella	annexation to the Eastern	
Valley - Certificate of	Coachella Valley certificate of	
Completion	completion.	
J. Desert Regional Medical	Mike Ditro, Chief Operating Officer,	
Center CEO Report	Desert Care Network, Desert	
	Regional Medical Center, outlined	
	the CEO report in Michele Finney's	
	absence. In January Desert Regional	
	underwent unannounced MHEP	
	and CDPH surveys that were	
	successfully completed. Mr. Ditro	
	explained that 49 homeless	
	patients were presented to the ER.	
	14 were admitted to shelters, 9	
	received clothing, 28 received food,	
	and 34 were provided with	
	transportation. 7 homeless patients	
	were admitted, and 8 patients were	
	sent to destinations via	
	transportation. Mr. Ditro explained	
	that the direct numbers from flu	
	admissions are currently lower than	
	last year. 197k was expended in	
	capital for lift equipment thus far	
	for 2019. Lastly, all items on the	
	District's assessment report have	
	been completed.	
K. Desert Regional Medical	Vice-President Zendle explained	
Center Governing Board of	that the board reviewed the	
Directors Report	opened and closed cases from	
	CDPH; staff turnover is 11% for	
	2018 and 9% for RN's, which is	
	below target. Desert Regional's	
	new ER Passport was detailed – a	



	January 22, 2019	
	new system for Urgent Care and private physician practices to send patient information to the ER in order to improve patient wait times. Vice-President Zendle explained that there are significant improvements in quality measures for infections in the bloodstream, and infections in the urinary tract; mortality for diseases and patient satisfaction has also significantly improved.	
L.1. Finance, Administration, Real Estate, and Legal Committee		
1. Minutes of December 11, 2018	Chris Christensen, Interim CEO, explained that there was no January meeting and the December	
1. No January meeting of the F&A Committee	11 meeting minutes are included in the packet for the board's review.	
L.2. Hospital Governance and	Director Rogers detailed the	#19-57 MOTION WAS MADE by
Oversight Committee	minutes of the December 20	Director Rogers and seconded by
1. Minutes of the	meeting, outlined the hospital	President Wortham to approve
December 20, 2018	inspection schedule, and explained	Dale E. Barnhart's Facilities
Meeting	the facilities inspector service	Inspection Service Agreement not
2. Hospital Inspection	agreement for Dale E. Barnhart for	to exceed \$3,200 per year.
Schedule	\$100/hour - \$3,200 per year.	Motion passed unanimously.
2. Dale E. Barnhart –		AYES – 6 President Wortham, Vice-
Facilities Inspection		President Zendle, Director Rogers,
Service Agreement		Director PerezGil, Director Borja,
Dublic Commont	Fara Kaufman District Desident	and Director De Lara
Public Comment	Ezra Kaufman, District Resident,	NOES – 0 ABSENT – 1 Director Matthews
	explained that at the prior meeting he prevented the Leapfrog	ABSTAIN – 0
	presentation since the documents	ADSTAIN - 0
	are not publicly accessible. Mr.	
	Kaufman outlined Desert Regional's	
	Leapfrog "C" grade and profits of	
	the hospital inquiring if there is	
	data the District or Desert Regional	
	receives about the quality of care.	
	Mr. Kaufman also inquired on his	
	records request for the District's	



	January 22, 2019	
	contingency plan for hospital	
	operations from the Interim CEO.	
L.3. Board and Staff	Chris Christensen, CEO, explained	
Communications Ad Hoc	the board approved agreement	
Committee	with Rauch Communications, and	
	the timing for interviews with the	
	directors to commence the	
	workshop the first half of March.	
M. Old Business	workshop the mist han or waren.	
1. Training dates for AB	Lisa Houston, COO, explained the	
1234 Ethics and AB 1825		
	ethics and sexual harassment	
Sexual Harassment	trainings, proposed dates, and	
	convening the trainings at the	
	District facilitated by a specialist.	
	Jeff Scott, Legal Counsel, described	
	the online training that is available	
	for free considering the board's	
	time constraints.	
	Chris Christensen, Interim CEO,	
	explained that a specialist would	
	allow the board to ask questions	
	and dialogue with more interaction.	
	The board directed staff to	
	coordinate online webinars.	
	coordinate ornine weblildis.	
2. CV Link – 4 <sup>th</sup> Quarter	Chris Christensen, Interim CEO,	
Progress Report	explained that background of CV	
Progress Report		
	Link providing an informational	
	report as illustrated in the packet	
	on the progress of CV Link.	
	The board requested that Tom Kirk,	
	Executive Director, present an	
	update to the board.	
N. Legal Comments & Report	Jeff Scott, Legal Counsel, described	
	his legislative report and Governor	
	Newsom's budget. Counsel Scott	
	explained that he will be presenting	
	an updated ticket policy for	
	consideration at the February	
	meeting.	
	56	Page 7 of 9



	IVIEETING IVIINOTES	
	January 22, 2019	
O. Appointment of Committees	President Wortham opened the	
	appointments with reinstituting the	
	Program Committee for discussion	
	among the board. President	
	Wortham outlined the committees	
	that include Finance and	
	Administration, Hospital	
	Governance and Oversight	
	Committee, and the Program	
	Committee. Ad hoc committees	
	include Board and Staff	
	Communications and Policies, and	
	CEO Recruitment. Representation	
	on CVAG's Homelessness	
	Committee and Desert Regional's	
	Governing Board will remain in	
	place. Director Rogers will	
	represent the District at CVAG's	
	Homelessness Committee	
	meetings, and Vice-President	
	Zendle and Director Rogers will	
	continue to serve on the Governing	
	Board at Desert Regional.	
	The board requested that staff	
	schedule a study session on New	
	Providers, Facilities, Programs, and	
	Services for new members to	
	obtain an understanding and	
	determine the direction of the	
	board.	
	The committee appointments are	
	the following:	
	Finance and Administration –	
	Director Matthews, Chair; President	
	Wortham, and Director De Lara.	
	Strategic Planning –	
	President Wortham, Chair;	
	Vice-President Zendle, and Director	
	De Lara.	
	Program Committee –	
	Director Rogers, Chair; Director	
	PerezGil, and Director De Lara	



	Hospital Governance and Oversight	
	Committee –	
	Vice-President Zendle, Chair;	
	Director Rogers, and Director Borja	
	Board and Staff Communications	
	and Policies Ad Hoc Committee –	
	Director De Lara, Chair; Vice-	
	President Zendle, and Director	
	PerezGil.	
	CEO Recruitment Ad Hoc	
	Committee –	
	Director Matthews, Chair; Vice-	
	President Zendle, and Director De	
	Lara.	
P. Informational Items		
Q. Directors' Comments,		
Reports, & Staff Direction		
and Guidance		
R. Adjournment	President Wortham adjourned the	Audio recording available on the
	meeting at 8:38p.m.	website at
		http://dhcd.org/Agenda-Board-of-
		<u>Directors</u>

ATTEST: _				
	Les Zendle	, MD, Vice-President	t/Secretary	
	Desert Hea	althcare District Boar	rd of Directors	

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

### **DESERT HEALTHCARE DISTRICT DECEMBER 2018 & JANUARY 2019 FINANCIAL STATEMENTS** INDEX Year to Date Variance Analysis Cumulative Profit & Loss Budget vs Actual - Summary Cumulative Profit & Loss Budget vs Actual - District Including LPMP Cumulative Profit & Loss Budget vs Actual - LPMP **Balance Sheet - Condensed View** Balance Sheet - Expanded View Accounts Receivable Aging Deposit Detail - District Property Tax Receipts - YTD Deposit Detail - LPMP Check Register - District **Credit Card Expenditures** Check Register - LPMP **Grants Schedule**

	ons Summary		YEAR TO DATE VARIANCE ANALYSIS ACTUAL VS BUDGET SEVEN MONTHS ENDED JANUARY 31, 2019
	ons Summary		
	ons Summary		SEVEN MONTHS ENDED JANUARY 31, 2019
	ons Summary		
	Jus Summary		
		1	1
YI	סז	Over(Under)	
Actual	Budget	Budget	Explanation
1,980,907	\$ 3,944,024	\$ 1,036,883	Interest income (net) from FRF investments \$1,051k; lower NEOPB Grant Income \$15k.
810,716	\$ 926,013	\$ (115,297)	Lower wage expense \$75k due to no CEO salary; increased vacation/sick/holiday expense \$10k; increased NEOPB allocation \$22k lower Foundation salary allocation \$11k; lower health insurance related expenses \$45k; lower retirement plan expenses \$15.5k
265,453	\$ 307,761	\$ (42,308)	Lower East Valley office spend \$16k; lower LAFCO assessment expense \$4k; lower computer services expense \$15k; lower mileage expense \$3.5k; lower bank fees \$2.5k; lower Other \$1.5k
408,509	\$ 515,078	\$ (108,569)	Lower Communications & Marketing expense \$114k; increased legal exp of \$20.5k; other professional fees spend down \$14.5k
72,926	\$ 147,331	\$ (74,405)	RPP actuarial valuation required lower monthly expense accrual
1,220,756	\$ 2,094,169	\$ (873,413)	Budget of \$3.5 Million for fiscal year is amortized straight-line over 12-month fiscal year.
1,	,980,907 810,716 285,453 408,509 72,928	.980,907 \$ 3,944,024 810,716 \$ 926,013 285,453 \$ 307,761 408,509 \$ 515,078 72,928 \$ 147,331	.980,907 \$ 3,944,024 \$ 1,036,883 810,716 \$ 926,013 \$ (115,297) 285,453 \$ 307,761 \$ (42,308) 408,509 \$ 515,078 \$ (108,569) 72,928 \$ 147,331 \$ (74,405)

### Desert Healthcare District Cumulative Profit & Loss Budget vs. Actual July 2018 through January 2019

			MONT		TOTAL				
	Dec 18	Budget	\$ Over Budget	Jan 19	Budget	\$ Over Budget	Jul '18 - Jan 19	Budget	\$ Over Budget
Income									
4000 · Income	1,101,762	563,432	538,330	704,758	563,432	141,326	4,980,907	3,944,024	1,036,883
4500 · LPMP Income	99,625	103,403	(3,778)	100,245	106,582	(6,337)	696,503	714,058	(17,553)
4501 - Miscellaneous Income	750	950	(200)	750	950	(200)	5,250	6,650	(1,400)
Total Income	1,202,137	667,785	534,352	805,753	670,964	134,789	5,682,660	4,664,730	1,017,930
Expense	1 (120)								
5000 · Direct Expenses	81,748	172,622	(90,874)	110,793	133,119	(22,326)	810,716	926,013	(115,297)
6000 · General & Administrative Exp	38,335	41,085	(2,750)	38,600	81,251	(22,651)	265,453	307,761	(42,308)
6325 · CEO Discretionary Fund		417	(417)	- 1	417	(417)		2,919	(2,919)
6445 · LPMP Expenses	75,371	82,970	(7,599)	82,572	85,237	(2,665)	540,320	583,057	(42,737)
6500 Professional Fees Expense	46,952	73,583	(26,631)	27,067	73,582	(46,515)	406,509	515,078	(108,569)
6700 · Trust Expenses	10,418	21,124	(10,706)	10,418	20,587	(10,169)	72,926	147,331	(74,405
Total Expense Before Grants	252,824	391,801	(138,977)	269,450	374,193	(104,743)	2,095,924	2,482,159	(386,235)
7000 · Grants Expense	(10,674)	299,167	(309,841)	(8,849)	299,167	(308,016)	1,220,756	2,094,169	(873,413
Net Income	959,986	(23,185)	983,170	545,153	(2,400)	547,563	2,365,979	88,396	2,277,583

#### **Desert Healthcare District**

### Cumulative Profit & Loss Budget vs. Actual July 2018 through January 2019

MONTH						TOTAL		
Dec 18	Budget	\$ Over Budget	Jan 19	Budget	\$ Over Budget	Jul '18 - Jan 19	Budget	\$ Over Budge
550,348	550,348	- 1	550,348	550,348	- 1	3,852,436	3,852,436	
166,764	104,000	62,764	91,392	104,000	(12,608)	789,717	728,000	61,717
375,848	(100,000)	475,848	54,163	(100,000)	154,163	289,595	(700,000)	989,595
542,612	4,000	538,612	145,555	4,000	141,555	1,079,312	28,000	1,051,312
1,749	1,583	166	1,749	1,583	166	12,243	11,081	1,162
7.053	7,500	(447)	7,106	7.500	(394)	36,916	52,500	(15,584
		-				4.980.907		1,036,890
				_				(17,545
								(1,400
		and the same of th				The second second second		1,017,945
1,202,101	001,100	337,337	000,,00	0.0,002	101,701	0,552,555	1,001,710	1,011,010
			+	1	+ +	1		+
	+	+		-	+	1	-	
40 577	123.071	(73.494)	51 228	82.047	(30.700)	540 388	815 353	(74,965
		(10,404)	A CONTRACTOR OF THE PARTY OF TH		(55,755)	A PRINCIPAL CONTRACTOR OF THE PARTY OF		(14,000
The second secon		5.616	A CONTRACTOR OF THE PARTY OF TH	The second second second second	7 117	The second secon		10,280
AND REAL PROPERTY AND REAL PRO		3,010					100	10,200
		1 001						22,184
4	(1,131)	the later than the same of the	A CONTRACTOR OF THE PARTY OF TH	11.1011		the second secon	(04,013)	(11,224
4	0.415	the state of the s		6 277			47.077	(5,977
3,303	5,415	(0,110)	0,130	0,211	1,001	41,100	41,011	(5,611
10.024	11.435	(1.411)	9.041	12 182	(3 141)	70.425	80 792	(10.367
				1-11				(14,284
					Annual Control of the	The second secon		(24,651
		A CONTRACTOR OF THE PARTY OF TH						(1,264
								(15,697
2,004								(1,659
49 575								(102,973
40,3/3	130,340	(00,770)	01,139	96,110	(21,031)	334,430	007,403	(102,973
1 770	6 665	(4 80E)	15 255	0.221	5 024	22 274	40 321	(15,947
A CONTRACTOR OF THE PARTY OF TH						The second secon		(4,726
		the second second second						(20,673
	the same of the sa							4,131
	007			001			4,009	4,13
000	222			222			1 224	(4.04)
_								(1,213
20 222	and the second second second second	(42)	And the second second second		203		Annual Control of the	328
		(4.404)			4.740			
								(12,326
81,748	1/2,622	(90,874)	110,792	133,119	(22,327)	810,709	926,008	(115,299
404	200	14541	404	200	(404)	4.450	0.044	100
			To a company of the c		the second secon			(894
A CANADA TO A CANA				The second secon				(2,497
4		(32)			(32)			(224
	550,348 166,764 375,848 542,612	550,348 550,348  166,764 104,000 375,848 (100,000) 542,612 4,000 1,749 1,583 7,053 7,500 1,101,762 563,431 99,625 103,402 750 950 1,202,137 667,783  49,577 123,071 (4,420) (4,420) 12,539 6,923 (17,668) (17,668) (6,706) (7,797) (1,826) 3,305 9,415  10,024 11,435 303 2,500 10,327 13,935 643 1,292 2,804 9,969 625 48,575 135,345  1,770 6,665 1,311 1,237 3,081 7,902 1,159 667 600 333 42 28,333 28,333 33,173 37,277 81,748 172,622	Dec 18         Budget         \$ Over Budget           550,348         550,348         -           166,764         104,000         62,764           375,848         (100,000)         475,848           542,612         4,000         538,612           1,749         1,583         166           7,053         7,500         (447)           1,101,762         563,431         538,331           99,625         103,402         (3,777)           750         950         (200)           1,202,137         667,783         534,354           49,577         123,071         (73,494)           (4,420)         (4,420)         -           (2,539         6,923         5,616           (17,668)         (17,668)         -           (6,706)         (7,797)         1,091           (1,826)         3,305         9,415         (6,110)           10,024         11,435         (1,411)           303         2,500         (2,197)           10,327         13,935         (3,608)           643         1,292         (649)           2,804         9,969         (7,165)           <	Dec 18	Dec 18	Dec 18	Dec 18	Dec 18   Budget   S Over Budget   Jan 19   Budget   S Over Budget   Jul '18 - Jan 19   Budget

#### Desert Healthcare District

### Cumulative Profit & Loss Budget vs. Actual July 2018 through January 2019

		A SECTION	MON	TH	70-		TOTAL		
	Dec 18	Budget	\$ Over Budget	Jan 19	Budget	\$ Over Budget	Jul '18 - Jan 19	Budget	\$ Over Budget
6130 · Dues and Membership Expense	966	2,275	(1,309)	1,221	2,275	(1,054)	15,943	15,925	18
6200 · Insurance Expense	1,412	917	495	1,412	917	495	9,934	6,419	3,515
6300 · Minor Equipment Expense		42	(42)		42	(42)		294	(294
6305 · Auto Allowance & Mileage Exp	385	1,017	(632)	385	1,017	(632)	3,440	7,119	(3,679
6306 · Staff- Auto Mileage reimb	383	313	70	49	313	(264)	2,400	2,191	209
6309 · Personnel Expense		104	(104)		104	(104)	53	728	(675
6310 · Miscellaneous Expense		42	(42)		42	(42)	100	294	(194
6311 · Cell Phone Expense	651	777	(126)	689	777	(88)	4,592	5,439	(847
6312 · Wellness Park Expenses		167	(167)		167	(167)	2	1,169	(1,169
6315 · Security Monitoring Expense	108	36	72		36	(36)	245	252	(7
6340 · Postage Expense		542	(542)	327	542	(215)	2,147	3,794	(1,647
6350 · Copier Rental/Fees Expense	394	458	(64)	500	458	42	2,506	3,206	(700
6351 · Travel Expense	(113)	917	(1,030)	3,034	917	2,117	5,700	6,419	(719
6352 · Meals & Entertainment Exp	90	417	(327)	1,256	417	839	3,012	2,919	93
6355 · Computer Services Expense	1,841	3,352	(1,511)	1,248	3,352	(2,104)	9,020	23,464	(14,444
6360 · Supplies Expense	4,758	1,833	2,925	586	1,833	(1,247)	14,394	12,831	1,563
6380 · LAFCO Assessment Expense	1,484	1,500	(16)	1,484	5,167	(3,683)	10,388	14,167	(3,779)
6400 · East Valley Office									
6405 · East Valley Office - Rent				550	9,167	(8,617)	550	9,167	(8,617
6410 · East Valley Office - Utilities		1	- 1		7,333	(7,333)		7,333	(7,333
Total 6400 · East Valley Office		1		550	16,500	(15,950)	550	16,500	(15,950
Total 6000 · General & Administrative Exp	38,336	41,087	(2,751)	38.600	61,254	(22,654)	265,455	307,776	(42,321
6325 · CEO Discretionary Fund		417	(417)		417	(417)		2,919	(2,919
6445 · LPMP Expenses	75,372	82,968	(7,596)	82,572	85,235	(2,663)	540,325	583,043	(42,718
6500 · Professional Fees Expense									
6516 · Professional Services Expense	26,260	39,167	(12,907)	1,550	39,167	(37,617)	259,660	274,169	(14,509
6520 · Annual Audit Fee Expense	1,492	1,499	(7)	1,492	1,499	(7)	10,444	10,493	(49
6530 · PR/Communications/Website	1,380	17,917	(16,537)	5,865	17,917	(12,052)	10,946	125,419	(114,473
6560 · Legal Expense	17,820	15,000	2,820	18,160	15,000	3,160	125,460	105,000	20,460
Total 6500 · Professional Fees Expense	46.952	73.583	(26.631)	27.067	73,583	(46,516)	406.510	515,081	(108.571
6700 · Trust Expenses		1	(2000)	1		1.0,0.0			
6711 · Disability Admin. Fee Expense		537	(537)					3,222	(3,222
6720 · Pension Plans Expense		1		-			1		,-,
6721 · Legal Expense	COUNTY TO BE A SECOND	167	(167)		167	(167)		1,169	(1,169)
6725 · RPP Pension Expense	10.000	20.000	(10,000)	10,000	20,000	(10,000)	70,000	140,000	(70,000
6728 · Pension Audit Fee Expense	418	420	(2)	418	420	(2)	2,926	2,940	(14
Total 6720 · Pension Plans Expense	10.418	20.587	(10, 169)	10.418	20,587	(10,169)	72,926	144,109	(71,183
Total 6700 · Trust Expenses	10,418	21,124	(10,706)	10,418	20,587	(10,169)	72,926	147,331	(74,405
Total Expense Before Grants	252,826	391,801	(138,975)	269,449	374,195	(104,746)	2,095,925	2,482,158	(386,233
7000 · Grants Expense	202,020	001,001	(100,010)	200,440	014,100	(104,140)	2,000,020	2,402,100	(000,200,
7010 · Major Grant Awards Expense	(17,727)	291,667	(309,394)	(15,955)	291,667	(307,622)	1,183,840	2,041,669	(857,829)
7027 · Grant Exp - NEOPB	7,053	7,500	(447)	7,106	7,500	(394)	36,916	52,500	(15,584
Total 7000 · Grants Expense	(10,674)	299,167	(309,841)	(8,849)	299,167	(308,016)	1,220,756	2,094,169	
									(873,413)
Net Income	959,985	(23,185)	983,170	545,153	(2,400)	547,553	2,365,979	88,396	2,277,583

#### Las Palmas Medical Plaza

### Cumulative Profit & Loss Budget vs. Actual July 2018 through January 2019

			MON	ГН		- 1	102	TOTAL			
	Dec 18	Budget	\$ Over Budget	Jan 19	Budget	\$ Over Budget	Jul '18 - Jan 19	Budget	\$ Over Budget		
Income	F			S	1						
4500 · LPMP Income											
4505 · Rental Income	71,395	73,797	(2,402)	72,015	76,024	(4,009)	498,896	509,740	(10,844		
4510 · CAM Income	28,230	29,522	(1,292)	28,230	30,474	(2,244)	197,610	203,730	(6,120		
4513 · Misc. Income		83	(83)		83	(83)		581	(581		
Total 4500 · LPMP Income	99,625	103,402	(3,777)	100,245	106,581	(6,336)	696,506	714,051	(17,545		
Expense						1 1			1		
6445 · LPMP Expenses											
6420 · Insurance Expense	1,283	1,083	200	1,283	1,083	200	8,981	7,581	1,400		
6425 · Bullding - Depreciation Expense	20,834	22,019	(1,185)	20,834	22,019	(1,185)	145,838	154,133	(8,295		
6426 · Tenant Improvements -Dep Exp	17,850	14,853	2,997	17,850	17,120	730	124,950	106,238	18,712		
6427 · HVAC Maintenance Expense		1,333	(1,333)	815	1,333	(518)	7,150	9,331	(2,181		
6428 · Roof Repairs Expense		208	(208)	8. 8.	208	(208)		1,456	(1,456		
6431 · Bullding -Interior Expense		208	(208)	6,285	208	6,077	7,144	1,456	5,688		
6432 · Plumbing -Interior Expense		208	(208)		208	(208)	3,312	1,456	1,856		
6433 · Plumbing -Exterior Expense		208	(208)		208	(208)		1,456	(1,456		
6434 · Allocation Internal Prop. Mgmt	4,420	4,420		4,420	4,420		30,940	30,940	· -		
6435 · Bank Charges	1,055	917	138	882	917	(35)	7,088	6,419	689		
6437 · Utilities -Vacant Units Expense	185	208	(23)	184	208	(24)	1,149	1,456	(307		
6439 · Deferred Maintenance Repairs Ex		1,000	(1,000)		1,000	(1,000)	844	7,000	(6,156		
6440 · Professional Fees Expense	10,117	10,472	(355)	10,117	10,472	(355)	70,819	73,304	(2,485		
6441 · Legal Expense		83	(83)		83	(83)		581	(581		
6458 · Elevators - R & M Expense	1,535	1,000	535	3,843	1,000	2,843	9,451	7,000	2,451		
6460 · Exterminating Service Expense	180	417	(237)	180	417	(237)	1,080	2,919	(1,839		
6463 · Landscaping Expense		2,250	(2,250)		2,250	(2,250)	1,300	15,750	(14,450		
6467 · Lighting Expense		2,917	(2,917)		2,917	(2,917)	2,250	20,419	(18,169		
6468 · General Maintenance Expense		83	(83)		83	(83)		581	(581		
6471 · Marketing-Advertising		1,458	(1,458)		1,458	(1,458)		10,206	(10,208		
6475 · Property Taxes Expense	6,000	6,000	-	6,000	6,000	-	42,000	42,000	-		
6476 · Signage Expense		250	(250)		250	(250)		1,750	(1,750		
6480 · Rubbish Removal Medical Waste E	1,418	1,442	(24)	2,019	1,442	577	8,850	10,094	(1,244		
6481 · Rubbish Removal Expense	2,123	2,123		2,123	2,123	-	14,861	14,861	-		
6482 · Utilitles/Electricity/Exterior	525	708	(183)	503	708	(205)	3,040	4,956	(1,916		
6484 · Utilties - Water (Exterior)	369	583	(214)	359	583	(224)	5,325	4,081	1,244		
6485 · Security Expenses	7,478	6,417	1,081	4,875	6,417	(1,542)	43,731	44,919	(1,188		
6490 - Miscellaneous Expense		100	(100)		100	(100)	222	700	(478		
Total 6445 · LPMP Expenses	75,372	82,968	(7,596)	82,572	85,235	(2,663)	540,325	583,043	(42,718		
Net Income	24,253	20,434	3,819	17,673	21,346	(3,673)	156,181	131,008	25,173		

	Jan 31, 19
ASSETS	
Current Assets	
Checking/Savings	
1000 · CHECKING CASH ACCOUNTS	2,489,185
1100 · INVESTMENT ACCOUNTS	53,842,350
Total Checking/Savings	56,331,535
Accounts Receivable	126,377
Other Current Assets	
1270 · Prepaid Insurance -Ongoing	16,360
1279 · Pre-Paid Fees	22,351
1281 · NEOPB Receivable	20,934
1295 · Property Tax Receivable	1,201,289
Total Other Current Assets	1,260,935
Total Current Assets	57,718,846
Fixed Assets	
1300 · FIXED ASSETS	4,893,652
1335-00 · ACC DEPR	(1,723,241
1400 · LPMP Assets	7,133,617
Total Fixed Assets	10,304,029
Other Assets	2,773,786
TOTAL ASSETS	70,796,661
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	101,904
2001 · LPMP Accounts Payable	6,069
Total Accounts Payable	107,973
Other Current Liabilities	10.,0.0
2002 · LPMP Property Taxes	7,085
2131 · Grant Awards Payable	1,039,688
2133 · Accrued Accounts Payable	346,921
2141 · Accrued Vacation Time	22,720
2186 · Retired BOD Medical - Current	10,949
2188 · Current Portion - LTD	6,168
2190 · Investment Fees Payable	9,418
Total Other Current Liabilities	1,442,949
	; 1,772,070

	Jan 31, 19
Long Term Liabilities	
2170 · RPP - Pension Liability	3,347,793
2171 · RPP-Deferred Inflows-Resources	2,222,190
2280 · Long-Term Disability	51,743
2281 · Grants Payable - Long-term	10,147,646
2286 · Retirement BOD Medical Liabilit	97,025
2290 · LPMP Security Deposits	58,517
Total Long Term Liabilities	15,924,914
Total Liabilities	17,475,836
Equity	
3900 · *Retained Earnings	50,954,846
Net Income	2,365,979
Total Equity	53,320,825
TOTAL LIABILITIES & EQUITY	70,796,661

	Jan 31, 19
SSETS	
Current Assets	
Checking/Savings	
1000 · CHECKING CASH ACCOUNTS	
1010 · Union Bank - Checking	2,274,141
1046 · Las Palmas Medical Plaza	214,544
1047 · Petty Cash	500
Total 1000 · CHECKING CASH ACCOUNTS	2,489,185
1100 · INVESTMENT ACCOUNTS	
1130 · Facility Replacement Fund	54,281,148
1135 · Unrealized Gain(Loss) FRF	(438,798
Total 1100 · INVESTMENT ACCOUNTS	53,842,350
Total Checking/Savings	56,331,535
Accounts Receivable	Anna resultation
1201 · Accounts Receivable	
1204 · LPMP Accounts Receivable	(16,976
1205 · Misc. Accounts Receivable	143,353
Total Accounts Receivable	126,377
Other Current Assets	
1270 · Prepaid Insurance -Ongoing	16,360
1279 · Pre-Paid Fees	22,351
1281 · NEOPB Receivable	20,934
1295 · Property Tax Receivable	1,201,289
Total Other Current Assets	1,260,935
Total Current Assets	57,718,846
Fixed Assets	
1300 · FIXED ASSETS	
1310 · Computer Equipment	80,692
1315 · Computer Software	68,770
1320 · Furniture and Fixtures	27,085
1325 · Offsite Improvements	300,849
1331 · DRMC - Parking lot	4,416,257
Total 1300 · FIXED ASSETS	4,893,652
1335-00 · ACC DEPR	
1335 · Accumulated Depreciation	(200,125
1336 - Acc. Software Depreciation	(68,790
1337 · Accum Deprec- Solar Parking Lot	(1,341,579
1338 · Accum Deprec - LPMP Parking Lot	(112,747

	Jan 31, 19
Total 1335-00 · ACC DEPR	(1,723,241)
1400 · LPMP Assets	
1401 · Building	8,705,680
1402 · Land	2,165,300
1403 · Tenant Improvements -New	2,141,711
1404 · Tenant Improvements - CIP	129,550
1406 · Building Improvements	
1406.1 · LPMP-Replace Parking Lot	676,484
1406 · Building Improvements - Other	1,364,337
Total 1406 · Building Improvements	2,040,821
1407 · Building Equipment Improvements	350,663
1409 · Accumulated Depreciation	,
1410 · Accum. Depreciation	(7,075,685)
1412 · T   Accumulated DepNew	(1,324,422)
Total 1409 · Accumulated Depreciation	(8,400,108)
Total 1400 · LPMP Assets	7,133,617
Total Fixed Assets	10,304,029
Other Assets	,
1700 · OTHER ASSETS	
1731 · Wellness Park	1,693,800
1740 · RPP-Deferred Outflows-Resources	1,057,842
1741 · OPEB-Deferrred Outflows-Resourc	22,144
Total Other Assets	2,773,786
TAL ASSETS	70,796,661
BILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	101,904
2001 - LPMP Accounts Payable	6,069
Total Accounts Payable	107,973
Other Current Liabilities	107,973
2002 · LPMP Property Taxes	7,085
2131 · Grant Awards Payable	1,039,688
2131 Grant Awards Payable  2133 · Accrued Accounts Payable	346,921
2133 · Accrued Accounts Payable  2141 · Accrued Vacation Time	22,720
2186 · Retired BOD Medical - Current	10,949
2188 · Current Portion - LTD	6,168

	Jan 31, 19
2190 · Investment Fees Payable	9,418
Total Other Current Liabilities	1,442,949
Total Current Liabilities	1,550,922
Long Term Liabilities	
2170 · RPP - Pension Liability	3,347,793
2171 · RPP-Deferred Inflows-Resources	2,222,190
2280 · Long-Term Disability	51,743
2281 · Grants Payable - Long-term	10,147,646
2286 · Retirement BOD Medical Liabilit	97,025
2290 · LPMP Security Deposits	58,517
Total Long Term Liabilities	15,924,914
Total Liabilities	17,475,836
Equity	
3900 · *Retained Earnings	50,954,846
Net Income	2,365,979
Total Equity	53,320,825
TAL LIABILITIES & EQUITY	70,796,661

### **Desert Healthcare District** A/R Aging Summary As of January 31, 2019

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL	
Boys & Girls Club of Cathedral City-	1,955	-	-	-	-	1,955	Unused Grant Money
Cohen Musch Thomas Medical Group	-	73	(3,543)	73	-	(3,396)	Prepaid
Desert Healthcare Foundation-	19,034	-	19,494	20,129	76,968	135,625	Due from Foundation
Desert Oasis Healthcare Medical Group	-	(1,993)	-	-	-	(1,993)	Prepaid
Desert Regional Medical Center	-	(4,903)	-	-	-	(4,903)	Prepaid
EyeCare Services Partners Management LLC	-	(6,030)	-	-	-	(6,030)	Prepaid
Laboratory Corporation of America	-	4,774	-	-	-	4,774	Slow Pay
Mark Matthews	-	2,165	2,108	-	-	4,273	Director Insurance
Sovereign	750	-	750	-	-	1,500	Slow Pay
Tenet HealthSystem Desert, Inc	•	(5,429)	- 1	-	-	(5,429)	Prepaid
TOTAL	21,739	(11,341)	18,808	20,203	76,968	126,377	

### **Desert Healthcare District** Deposit Detail December 2018 through January 2019

Туре	Date	Name	Amount
Deposit	12/04/2018		1,749
		T-Mobile	(1,749)
TOTAL			(1,749)
Deposit	12/10/2018		4,590
Payment	12/10/2018	Coachella Valley Volunteers in Medicine-	(4,590)
TOTAL			(4,590)
Deposit	12/11/2018		10,084
		Riverside County Treasurer-	(10,084)
TOTAL			(10,084)
Deposit	12/18/2018		6,343
		Riverside County Treasurer-	(6,343)
TOTAL			(6,343)
Deposit	12/18/2018		1,160,734
		Riverside County Treasurer-	(1,160,734)
TOTAL			(1,160,734)
Deposit	12/20/2018		8,643
Payment	12/20/2018	Kay Hazen - 2018 Insurance Reimb	(8,643)
TOTAL			(8,643)
Deposit	01/03/2019		242
		Principal Financial Group	(242)
TOTAL			(242)

### **Desert Healthcare District** Deposit Detail December 2018 through January 2019

Type Date		Date Name						
Deposit	01/03/2019		1,749					
Deposit	01/03/2013		1,740					
		T-Mobile	(1,749					
TOTAL			(1,749					
Deposit	01/08/2019		750					
Payment	01/08/2019	Sovereign	(750)					
TOTAL			(750)					
Deposit	01/11/2019		5,977					
		Riverside County Treasurer-September 18 NEOPB	(5,977)					
TOTAL			(5,977)					
Deposit	01/15/2019		1,208,603					
		Riverside County Treasurer-	(1,208,603					
TOTAL			(1,208,603					
Deposit	01/18/2019		14,799					
-		Riverside County Treasurer-	(14,799)					
TOTAL			(14,799					
Deposit	01/28/2019		750					
Payment	01/28/2019	Sovereign	(750)					
TOTAL			(750)					
Deposit	01/28/2019		75,875					
		Riverside County Treasurer-	(75,875					
TOTAL	7		(75,875					
		Total Deposits	2,500,888					

### DESERT HEALTHCARE DISTRICT PROPERTY TAX RECEIPTS FY 2018 - 2019 RECEIPTS - TWELVE MONTHS ENDED JUNE 30, 2019

			FY 2016	-2017 Pı	ojeci	ted/Actual			FY 2017-2018 Projected/Actual								
	Budget %	Bu	dget \$	Act %	Actu	ual Receipts	\	/ariance		Budget %		Budget \$	Act %	Ac	tual Receipts	\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \	/ariance
July	2.5%	\$	157,242	1.3%	\$	107,591	\$	(49,652)		2.5%	\$	165,105	1.3%	\$	87,106	\$	(77,998)
Aug	1.6%	\$	100,635	1.7%	\$	76,625	\$	(24,010)		1.6%	\$	105,667	1.6%		104,633	\$	(1,034)
Sep	2.6%	\$	163,532	2.4%	\$	149,702	\$	(13,830)		2.6%	\$	171,709	2.4%	\$	155,626	\$	(16,083)
Oct	0.0%	\$	-	0.0%	\$	-	\$	-		0.0%	\$	-	0.0%	\$	-	\$	-
Nov	0.4%	\$	25,159	0.0%	\$	47,069	\$	21,910		0.4%	\$	26,417	0.0%	\$	-	\$	(26,417)
Dec	16.9%	\$ 1,	062,958	17.6%	\$	1,121,658	\$	58,700		16.9%	\$	1,116,106	17.8%	\$	1,177,161	\$	61,054
Jan	31.9%	\$ 2,	006,413	33.0%	\$	2,097,033	\$	90,621		31.9%	\$	2,106,733	19.7%	\$	1,299,278	\$	(807,456)
Feb	0.0%	\$	-	0.8%	\$	50,855	\$	50,855		0.0%	\$	-	0.0%				
Mar	0.3%	\$	18,869	0.2%	\$	14,782	\$	(4,087)		0.3%	\$	19,813	0.0%				
Apr	5.5%	\$	345,933	5.8%	\$	371,495	\$	25,562		5.5%	\$	363,230	0.0%				
May	19.9%	\$ 1,	251,649	19.9%	\$	1,258,864	\$	7,215		19.9%	\$	1,314,232	0.0%				
June	18.4%	\$ 1,	157,304	16.8%	\$	1,319,289	\$	161,985		18.4%	\$	1,215,169	0.0%				
Total	100%	\$ 6,	289,695	99.6%	\$	6,614,963	\$	325,268		100.00%	\$	6,604,180	42.8%	\$	2,823,803	\$	(867,934)

### Las Palmas Medical Plaza Deposit Detail - LPMP

### December 2018 through January 2019

Type Date		Name	Memo	Amount
	40/00/0040			
Deposit	12/03/2018		Deposit	3,772
Payment	12/03/2018	Quest Diagnostics Incorporated		(3,772)
TOTAL				(3,772)
Deposit	12/04/2018		Deposit	35,449
Payment	12/04/2018	EyeCare Services Partners Management LLC		(6,030)
Payment	12/04/2018	Tenet HealthSystem Desert, Inc.		(27,472)
Payment	12/04/2018	West Pacific Medical Laboratory		(1,947)
TOTAL				(35,449)
Deposit	12/05/2018		Deposit	23,089
Payment	12/05/2018	Derakhsh Fozouni, M.D.		(5,716)
Payment	12/05/2018	Palmtree Clinical Research		(6,086)
Payment	12/05/2018	Ramy Awad, M.D.		(2,375)
Payment	12/05/2018	Aijaz Hashmi, M.D., Inc.		(2,688)
Payment	12/05/2018	Brad A. Wolfson, M.D.		(3,387)
Payment	12/05/2018	Cure Cardiovascular Consultants		(2,837)
TOTAL				(23,089)
Deposit	12/11/2018		Deposit	2,202
Payment	12/11/2018	Pathway Pharmaceuticals,Inc.		(2,202)
TOTAL				(2,202)
Deposit	12/12/2018		Deposit	8,233
Payment	12/12/2018	Peter Jamieson, M.D.		(2,997)
Payment	12/12/2018	Steven Gundry, M.D.		(5,235)
TOTAL				(8,233)
Deposit	12/14/2018		Deposit	2,738
Payment	12/14/2018	Dennis Spurgin, D.C.		(2,738)
TOTAL				(2,738)

## Las Palmas Medical Plaza Deposit Detail - LPMP

## December 2018 through January 2019

Type	Date	Name	Memo	Amount
Deposit	12/20/2018		Deposit	3,763
Payment	12/20/2018	Cohen Musch Thomas Medical Group		(3,763)
TOTAL				(3,763)
Deposit	01/03/2019		Deposit	13,258
Payment	01/03/2019	Desert Oasis Healthcare Medical Group		(1,993)
Payment	01/03/2019	Steven Gundry, M.D.		(5,235)
Payment	01/03/2019	EyeCare Services Partners Management LLC		(6,030)
TOTAL		0.00		(13,258)
Deposit	01/04/2019		Deposit	3,772
Payment	01/04/2019	Quest Diagnostics Incorporated		(3,772)
TOTAL				(3,772)
Deposit	01/04/2019		Deposit	20
		Miscellaneous - QuickBooks Credit		(20)
TOTAL				(20)
Deposit	01/07/2019		Deposit	23,089
Payment	01/07/2019	Derakhsh Fozouni, M.D.		(5,716)
Payment	01/07/2019	Palmtree Clinical Research		(6,086)
Payment	01/07/2019	Ramy Awad, M.D.		(2,375)
Payment	01/07/2019	Aijaz Hashmi, M.D., Inc.		(2,688)
Payment	01/07/2019	Brad A. Wolfson, M.D.		(3,387)
Payment	01/07/2019	Cure Cardiovascular Consultants		(2,837)
TOTAL				(23,089)
Deposit	01/08/2019		Deposit	43,328
Payment	01/08/2019	Peter Jamieson, M.D.		(2,997)
Payment	01/08/2019	Desert Regional Medical Center		(4,903)
Payment	01/08/2019	Tenet HealthSystem Desert, Inc.		(28,052)
Payment	01/08/2019	Tenet HealthSystem Desert, Inc		(5,429)
Payment	01/08/2019	West Pacific Medical Laboratory		(1,947)

## Las Palmas Medical Plaza Deposit Detail - LPMP

## December 2018 through January 2019

Туре	Date	Name	Memo	Amount
TOTAL				(43,328)
Deposit	01/15/2019		Deposit	2,738
Payment	01/15/2019	Dennis Spurgin, D.C.		(2,738)
TOTAL				(2,738)
Deposit	01/22/2019		Deposit	3,493
Payment	01/22/2019	Desert Family Medical Center		(3,493)
TOTAL				(3,493)
Deposit	01/28/2019		Deposit	9,477
Payment	01/28/2019	Desert Oasis Healthcare Medical Group		(1,993)
Payment	01/28/2019	Steven Gundry, M.D.		(5,235)
Payment	01/28/2019	Pathway Pharmaceuticals, Inc.		(2,249)
TOTAL				(9,477)
Deposit	01/29/2019		Deposit	16,361
Payment	01/29/2019	Desert Regional Medical Center		(4,903)
Payment	01/29/2019	Tenet HealthSystem Desert, Inc		(5,429)
Payment	01/29/2019	EyeCare Services Partners Management LLC		(6,030)
TOTAL				(16,361)
		Total Deposits		194,784

# **Desert Healthcare District** Check Register December 2018 - January 2019

Туре	Date	Num	Name	Amount
1000 · CHECKING CA	SH ACCOUNTS			
1010 · Union Bank - C	hecking			
General Journal	12/03/2018	06-01	401a payment - 11/30/18 payroll	(1,406)
General Journal	12/03/2018	06-01	457b payment - 11/30/18 payroll	(2,784)
Check	12/06/2018	Auto Pay	Calif. Public Employees'Retirement System	(12,014)
Bill Pmt -Check	12/06/2018	15217	Andrea S. Hayles-	(65)
Bill Pmt -Check	12/06/2018	15218	Chris Christensen	(45)
Bill Pmt -Check	12/06/2018	15219	Desert Arc	(74,132)
Bill Pmt -Check	12/06/2018	15220	Donna Den Bleyker.	(220)
Bill Pmt -Check	12/06/2018	15221	HARC, INC.	(89,995)
Bill Pmt -Check	12/06/2018	15222	Kay Hazen	(300)
Bill Pmt -Check	12/06/2018	15223	Law Offices of Scott & Jackson	(17,820)
Bill Pmt -Check	12/06/2018	15224	Pegasus Riding Academy	(5,855)
Bill Pmt -Check	12/06/2018	15225	Ready Refresh	(48)
Bill Pmt -Check	12/06/2018	15226	Simpson, Gumpertz & Heger	(30,000)
Bill Pmt -Check	12/06/2018	15227	So.Cal Computer Shop	(730)
Bill Pmt -Check	12/06/2018	15228	Time Warner Cable	(221)
Bill Pmt -Check	12/06/2018	15229	Underground Service Alert of Southern Cal	(2)
Bill Pmt -Check	12/06/2018	15230	Verizon Wireless	(792)
Bill Pmt -Check	12/06/2018	15231	Zendle, Les-	(467)
Bill Pmt -Check	12/11/2018	15232	Anthem Blue Cross	(105)
Bill Pmt -Check	12/11/2018	15233	Ernest Enterprises	(27)
Bill Pmt -Check	12/11/2018	15234	First Bankcard (Union Bank)	(2,544)
Bill Pmt -Check	12/11/2018	15235	Frazier Pest Control, Inc.	(30)
Bill Pmt -Check	12/11/2018	15236	Mangus Accountancy Group, A.P.C.	(500)
Bill Pmt -Check	12/11/2018	15237	Rogers, Carole	(200)
Bill Pmt -Check	12/11/2018	15238	Staples Credit Plan	(664)
Bill Pmt -Check	12/11/2018	15239	State Compensation Insurance Fund	(643)
Liability Check	12/13/2018		QuickBooks Payroll Service	(30,268)
General Journal	12/14/2018	06-07	401a payment - 12/14/18 payroll	(1,398)
General Journal	12/14/2018	06-07	457b payment - 12/14/18 payroll	(2,778)
General Journal	12/17/2018	06-06	Dec 2018 LTD Payment - Jena Marie Van Earl	(1,234)
Bill Pmt -Check	12/18/2018	15240	Alejandro Espinoza-	(45)
Bill Pmt -Check	12/18/2018	15241	CoPower Employers' Benefits Alliance	(2,009)
Bill Pmt -Check	12/18/2018	15242	Image Source	(1,003)
Bill Pmt -Check	12/18/2018	15243	National Demographic Corporation	(41,500)
Bill Pmt -Check	12/18/2018	15244	Xerox Financial Services	(394)
Bill Pmt -Check	12/18/2018	15245	Regents - University of California	(479)
Bill Pmt -Check	12/18/2018	15246	Vanessa Smith-	(940)

# **Desert Healthcare District** Check Register December 2018 - January 2019

Туре	Date	Num	Name	Amount
Bill Pmt -Check	12/20/2018	15247	Alejandro Espinoza-	(108)
Bill Pmt -Check	12/20/2018	15248	So.Cal Computer Shop	(732)
Bill Pmt -Check	12/20/2018	15249	Chantel Schuering	(3,230)
Bill Pmt -Check	12/21/2018	15250	State Board of Equalization	(3,500)
Check	12/26/2018		Service Charge	(595)
Liability Check	12/27/2018		QuickBooks Payroll Service	(30,277)
General Journal	12/31/2018	06-11	Record Medical Reimb - December 2018	(377)
General Journal	01/02/2019	07-01	401a payment - 12/28/18 payroll	(1,406)
General Journal	01/02/2019	07-01	457b payment - 12/28/18 payroll	(2,784)
Check	01/07/2019	Auto Pay	Calif. Public Employees'Retirement System	(11,010)
Bill Pmt -Check	01/08/2019	15251	Boyd & Associates	(108)
Bill Pmt -Check	01/08/2019	15252	California Chamber of Commerce	(195)
Bill Pmt -Check	01/08/2019	15253	Chantel Schuering	(1,020)
Bill Pmt -Check	01/08/2019	15254	Chris Christensen	(49)
Bill Pmt -Check	01/08/2019	15255	Coachella Valley Workforce Excellence Inc	(731)
Bill Pmt -Check	01/08/2019	15256	Desert Communities EAC	(40)
Bill Pmt -Check	01/08/2019	15257	El Informador del Valle	(1,380)
Bill Pmt -Check	01/08/2019	15258	Ernest Enterprises	(80)
Bill Pmt -Check	01/08/2019	15259	First Bankcard (Union Bank)	(1,662)
Bill Pmt -Check	01/08/2019	15260	Image Source	(937)
Bill Pmt -Check	01/08/2019	15261	Law Offices of Scott & Jackson - VOID	-
Bill Pmt -Check	01/08/2019	15262	Lisa Houston-	(90)
Bill Pmt -Check	01/08/2019	15263	Mangus Accountancy Group, A.P.C.	(500)
Bill Pmt -Check	01/08/2019	15264	Principal Life Insurance Co.	(1,261)
Bill Pmt -Check	01/08/2019	15265	Ready Refresh	(48)
Bill Pmt -Check	01/08/2019	15266	Shred-It	(87)
Bill Pmt -Check	01/08/2019	15267	So.Cal Computer Shop	(730)
Bill Pmt -Check	01/08/2019	15268	Staples Credit Plan	(128)
Bill Pmt -Check	01/08/2019	15269	State Compensation Insurance Fund	(643)
Bill Pmt -Check	01/08/2019	15270	Time Warner Cable	(238)
Bill Pmt -Check	01/08/2019	15271	Verizon Wireless	(792)
Bill Pmt -Check	01/08/2019	15272	Zendle, Les-	(670)
Bill Pmt -Check	01/08/2019	15273	Law Offices of Scott & Jackson	(17,120)
Bill Pmt -Check	01/08/2019	15274	Xerox Financial Services	(500)
Bill Pmt -Check	01/08/2019	15275	Frazier Pest Control, Inc.	(30)
Liability Check	01/10/2019		QuickBooks Payroll Service	(33,549)
General Journal	01/11/2019	07-02	401a payment - 1/11/19 payroll	(1,394)
General Journal	01/11/2019	07-02	457b payment - 1/11/19 payroll	(2,285)
General Journal	01/17/2019	07-03	Jan 2019 LTD Payment - Jena Marie Van Earl	(1,234)

# **Desert Healthcare District** Check Register December 2018 - January 2019

Туре	Date	Num	Name	Amount
Bill Pmt -Check	01/17/2019	15276	Andrea S. Hayles-	(131)
Bill Pmt -Check	01/17/2019	15277	Ernest Enterprises	(27)
Bill Pmt -Check	01/17/2019	15278	Image Source	(399)
Bill Pmt -Check	01/17/2019	15279	Jennifer Wortham	(1,100)
Bill Pmt -Check	01/17/2019	15280	Moss, Levy & Hartzheim LLP	(4,923)
Bill Pmt -Check	01/17/2019	15281	Rogers, Carole	(10,270)
Bill Pmt -Check	01/17/2019	15282	Simpson, Gumpertz & Heger	(30,000)
Bill Pmt -Check	01/17/2019	15283	The Desert Sun	(1,240)
Bill Pmt -Check	01/17/2019	15284	Top Shop	(108)
Bill Pmt -Check	01/22/2019	15285	Coachella Valley Rescue Mission	(10,000)
Bill Pmt -Check	01/22/2019	15286	Find Food Bank, Inc.	(38,707)
Bill Pmt -Check	01/22/2019	15287	Women Leaders Forum of the CV	(1,000)
Liability Check	01/24/2019		QuickBooks Payroll Service	(32,863)
Check	01/25/2019		Service Charge	(477)
General Journal	01/25/2019	07-04	401a payment - 1/25/19 payroll	(1,418)
General Journal	01/25/2019	07-04	457b payment - 1/25/19 payroll	(2,303)
Check	01/27/2019	Auto Pay	Principal Financial Group-	(1,014)
Check	01/27/2019	Auto Pay	Principal Financial Group-	(679)
General Journal	01/31/2019	07-07	Record Medical Reimb - January 2019	(2,563)
Bill Pmt -Check	01/31/2019	15288	Chris Christensen	(31)
Bill Pmt -Check	01/31/2019	15289	CoPower Employers' Benefits Alliance	(2,009)
Bill Pmt -Check	01/31/2019	15290	Ernest Enterprises	(54)
Bill Pmt -Check	01/31/2019	15291	Find Food Bank, Inc.	(89,178)
Bill Pmt -Check	01/31/2019	15292	Image Source	(258)
Bill Pmt -Check	01/31/2019	15293	Leap Marketing	(4,625)
Bill Pmt -Check	01/31/2019	15294	Leticia De Lara	(826)
Bill Pmt -Check	01/31/2019	15295	Martha's Village & Kitchen	(18,615)
Bill Pmt -Check	01/31/2019	15296	Pitney Bowes Global Financial Services	(280)
Bill Pmt -Check	01/31/2019	15297	Regional Access Project Foundation	(1,100)
Bill Pmt -Check	01/31/2019	15298	Rogers, Carole	(325)
Bill Pmt -Check	01/31/2019	15299	Shred-It	(87)
Bill Pmt -Check	01/31/2019	15300	Time Warner Cable	(238)
Bill Pmt -Check	01/31/2019	15301	UPS	(47)
Bill Pmt -Check	01/31/2019	15302	Vanessa Smith-	(136)
Bill Pmt -Check	01/31/2019	15303	Verizon Wireless	(970)
Bill Pmt -Check	01/31/2019	15304	Zendle, Les-	(6,315)
Bill Pmt -Check	01/31/2019	15305	First Bankcard (Union Bank)	(4,005)
TOTAL				(713,497)

	S PECAN				Healthcare District	=K4:K2== 8g == = = =	F.34
	.0.7007			Details for o	redit card Expenditures	Delite - Del	201 No - 33 23 A31 - 1
Umace — DF S		4 N N N N	Credi	t card purcha	ses - Jan 2019 - Paid Feb 2019		
13 (24%)							
Number of c	redit cards hel	ld by District per	rsonnel -2				
	Limit - \$5,000						
Credit Card I	Holders:	100					
Chief Exe	ecutive Officer			63 ==			
Chris Ch	ristensen - Ch	ief Financial Off	ficer	14 = 44			
	s of charges:						
				Travel include	ling airlines and Hotels, Catering, Suppli	es for BOD	
meetings, CE	EO Discretiona	ary for small gra	nt & gift items				
			9/0				
	St	atement	= 0: F				
	Month	Total	Expense				
Year	Charged	Charges	Туре	Amount	Purpose	Description	Participants
		\$ 4,005.38					
Chris' Staten	nent:						
2019	9 Jan	\$ 4,005.38	District				
			GL	Dollar	Descr		
			6352		Chris & Les Lunch Meeting		
			6352		Jennifer, Chris, & Jeff - Lunch Meeting		
			5230	1	Carole - CV Volunteers in Medicine Regis	stration	
			5230		Carole - Women Who Rule Luncheon		
			5160		Lisa & Donna - Women Who Rule Lunch	eon	
			6130		CVHIP domain subscription		
			6130		Adobe Pro subscription		
			6351		Letty - Flight to ACHD Leadership Acade		
			6352		Chris & Les - Dinner at ACHD Leadership		
			6351		Chris's Hotel for ACHD Leadership Acade		
			6352	\$ 199.62	Chris, Letty, & Les - Dinner at ACHD Lea	dership Academy	
	1		6352		Les & Chris - Lunch at ACHD Leadership		
				S 160.00	Carole & Husband - Joslyn Center Wine	& All That Jazz	
			5230				
			5230	\$ 1,400.00	Carole, Evett, Karen & Husband - Mizell S		ng Us
				\$ 1,400.00			ng Us
			5230	\$ 1,400.00	Carole, Evett, Karen & Husband - Mizell S Chris - Mizell Senior Center Stars Among		ng Us

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St	atement					
Month	Total	Expense				
Charged	Charges	Туре	Amount	Purpose	Description	Participants
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				The second secon		
Dec	\$ 1,662.05	District				
Dec	\$ 1,662.05	GL	Dollar	Descr		
Dec	\$ 1,662.05	GL 5240	\$ 382.70	Catering for Director Hazen's final board me	eeting	
Dec	\$ 1,662.05	GL 5240 5230	\$ 382.70 \$ 200.00	Catering for Director Hazen's final board me ACHD 2019 - Director Zendle	eeting	
Dec	\$ 1,662.05	GL 5240 5230 6352	\$ 382.70 \$ 200.00 \$ 224.63	Catering for Director Hazen's final board me ACHD 2019 - Director Zendle Nov Staff Lunch	eeting	
Dec	\$ 1,662.05	GL 5240 5230 6352 6352	\$ 382.70 \$ 200.00 \$ 224.63 \$ 174.45	Catering for Director Hazen's final board me ACHD 2019 - Director Zendle Nov Staff Lunch Staff lunch for employee's last day	eeting	
Dec	\$ 1,662.05	GL 5240 5230 6352 6352 5160	\$ 382.70 \$ 200.00 \$ 224.63 \$ 174.45 \$ 200.00	Catering for Director Hazen's final board me ACHD 2019 - Director Zendle Nov Staff Lunch Staff lunch for employee's last day ACHD 2019 - Chris Christensen	eeting	
Dec	\$ 1,662.05	GL 5240 5230 6352 6352 5160 6352	\$ 382.70 \$ 200.00 \$ 224.63 \$ 174.45 \$ 200.00 \$ 207.94	Catering for Director Hazen's final board me ACHD 2019 - Director Zendle Nov Staff Lunch Staff lunch for employee's last day ACHD 2019 - Chris Christensen December/Holiday Staff Lunch	eeting	
Dec	\$ 1,662.05	GL 5240 5230 6352 6352 5160 6352 6351	\$ 382.70 \$ 200.00 \$ 224.63 \$ 174.45 \$ 200.00 \$ 207.94 \$ 321.60	Catering for Director Hazen's final board me ACHD 2019 - Director Zendle Nov Staff Lunch Staff lunch for employee's last day ACHD 2019 - Chris Christensen December/Holiday Staff Lunch Chris' flight to ACHD	eeting	
Dec	\$ 1,662.05	GL 5240 5230 6352 6352 5160 6352	\$ 382.70 \$ 200.00 \$ 224.63 \$ 174.45 \$ 200.00 \$ 207.94 \$ 321.60	Catering for Director Hazen's final board me ACHD 2019 - Director Zendle Nov Staff Lunch Staff lunch for employee's last day ACHD 2019 - Chris Christensen December/Holiday Staff Lunch	eeting	
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		d by District pe	rsonnel -2				
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	St	atement					
	St Month	atement Total	Expense				
Year			Expense Type	Amount	Purpose	Description	Participants
Year	Month	Total		Amount	Purpose	Description	Participants
	Month Charged	Total Charges		Amount	Purpose	Description	Participants
	Month Charged	Total Charges		Amount	Purpose	Description	Participants
Chris' Statem	Month Charged	Total Charges			Purpose	Description	Participants
Chris' Statem	Month Charged nent:	Total Charges \$ 2,544.29	Туре	Dollar	Descr	Description	Participants
Chris' Statem	Month Charged nent:	Total Charges \$ 2,544.29	Type  District	Dollar \$ 1,223.52	Descr Eight Lift Desks		Participants
Chris' Statem	Month Charged nent:	Total Charges \$ 2,544.29	Type  District GL 6360 6352	Dollar \$ 1,223.52 \$ 301.52	Descr Eight Lift Desks Barbara Poppe Homelessness Focus Gr	oup Catering	Participants
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Chris' Statem	Month Charged nent:	Total Charges \$ 2,544.29	Type  District GL 6360 6352	Dollar \$ 1,223.52 \$ 301.52 \$ 92.98 \$ 680.00	Descr Eight Lift Desks Barbara Poppe Homelessness Focus Gr Barbara Poppe Homelessness Focus Gr CHA Behavioral Healthcare Symposium	oup Catering oup Catering	Participants
Chris' Statem	Month Charged nent:	Total Charges \$ 2,544.29	Type  District GL 6360 6352 6352 5230 6360	Dollar \$ 1,223.52 \$ 301.52 \$ 92.98 \$ 680.00 \$ 13.03	Descr Eight Lift Desks Barbara Poppe Homelessness Focus Gr Barbara Poppe Homelessness Focus Gr CHA Behavioral Healthcare Symposium Conference call expense	oup Catering oup Catering - Zendle	Participants
Chris' Statem	Month Charged nent:	Total Charges \$ 2,544.29	Type  District GL 6360 6352 6352 5230	Dollar \$ 1,223.52 \$ 301.52 \$ 92.98 \$ 680.00 \$ 13.03	Descr Eight Lift Desks Barbara Poppe Homelessness Focus Gr Barbara Poppe Homelessness Focus Gr CHA Behavioral Healthcare Symposium	oup Catering oup Catering - Zendle	Participants

# Las Palmas Medical Plaza Check Register December 2018 - January 2019

Type	Date	Num	Name	Amount
1000 · CHECKING CA	SH ACCOUNTS			
1046 · Las Palmas Me	edical Plaza			
Bill Pmt -Check	12/06/2018	9939	Desert Air Conditioning Inc.	(2,398)
Bill Pmt -Check	12/06/2018	9940	Desert Water Agency	(492)
Bill Pmt -Check	12/06/2018	9941	Imperial Security	(1,466)
Bill Pmt -Check	12/06/2018	9942	Palm Springs Disposal Services Inc	(2,123)
Bill Pmt -Check	12/11/2018	9943	Southern California Edison	(709)
Bill Pmt -Check	12/11/2018	9944	Stericycle, Inc.	(1,418)
Bill Pmt -Check	12/18/2018	9945	Frazier Pest Control, Inc.	(180)
Bill Pmt -Check	12/18/2018	9946	Frontier Communications	(213)
Bill Pmt -Check	12/18/2018	9947	Imperial Security	(1,466)
Bill Pmt -Check	12/20/2018	9948	INPRO-EMS Construction	(10,117)
Check	12/31/2018		Service Charge	(1,055)
Bill Pmt -Check	01/08/2019	9949	Amtech Elevator Services	(1,322)
Bill Pmt -Check	01/08/2019	9950	Desert Water Agency	(369)
Bill Pmt -Check	01/08/2019	9951	Imperial Security	(6,276)
Bill Pmt -Check	01/08/2019	9952	Palm Springs Disposal Services Inc	(2,123)
Bill Pmt -Check	01/08/2019	9953	Southern California Edison	(688)
Bill Pmt -Check	01/08/2019	9954	Stericycle, Inc.	(1,487)
Bill Pmt -Check	01/17/2019	9955	County of Riverside-Dept of Env. Health	(532)
Bill Pmt -Check	01/17/2019	9956	Department of Industrial Relations	(450)
Bill Pmt -Check	01/17/2019	9957	Desert Air Conditioning Inc.	(176)
Bill Pmt -Check	01/17/2019	9958	Frazier Pest Control, Inc.	(180)
Bill Pmt -Check	01/17/2019	9959	Frontier Communications	(214)
Bill Pmt -Check	01/17/2019	9960	INPRO-EMS Construction	(4,785)
Bill Pmt -Check	01/22/2019	9961	Desert Air Conditioning Inc.	(507)
Bill Pmt -Check	01/22/2019	9962	INPRO-EMS Construction	(10,117)
Bill Pmt -Check	01/31/2019	9963	Amtech Elevator Services	(865)
Bill Pmt -Check	01/31/2019	9964	Desert Water Agency	(359)
Bill Pmt -Check	01/31/2019	9965	Imperial Security	(3,145)
Check	01/31/2019		Service Charge	(902)
TOTAL				(56,133)



### **MEMORANDUM**

DATE: February 12, 2019

TO: F&A Committee

RE: Retirement Protection Plan (RPP)

## Current number of participants in Plan:

Active – still employed by hospital	119
Vested – no longer employed by hospital	61
Former employees receiving annuity	9
Total	189

The outstanding liability for the RPP is approximately \$4.5M (Actives - \$3.2M and Vested - \$1.3M). US Bank investment account balance \$5.2M. Per the June 30, 2018 Actuarial Valuation, the RPP has an Unfunded Pension Liability of approximately \$3.3M. A monthly accrual of \$10K is being recorded each month as an estimate for FY2019.

The payouts, excluding monthly annuity payments, made from the Plan for the Seven (7) months ended January 31, 2019 totaled **\$218K.** Monthly annuity payments (9 participants) total **\$1.1K** per month.

# DESERT HEALTHCARE DISTRICT OUTSTANDING GRANTS AND GRANT PAYMENT SCHEDULE As of 1/31/19

TWELVE MONTHS ENDED JUNE 30, 2019

	TWELVE MONTHS	ENDED JUNE 30, 20	9	1	1	
		Approved	Current Yr	6/30/2018	Total Paid	Open
Grant ID Nos.	Name	Grants - Prior Yrs	2018-2019	Bal Fwd/New	July-June	BALANCE
2013-759-BOD 02/26/13	Desert Hot Springs Wellness FDN - Oversampling - HARC -3yr	\$ 30,000		\$ 15,000	\$ -	\$ 15,0
2014-MOU-BOD-11/21/13	Memo of Understanding CVAG CV Link Support	\$ 10,000,000		\$ 10,000,000	\$ -	\$ 10,000,0
2015-866-BOD-4-28-15	The LGBT Center of PS - Desert Low-Cost Counseling Clinic - 3 yr	\$ 140,000		\$ 32,000	\$ 18,000	\$ 14,0
2015-875-BOD-6-23-15	Desert AIDS Project - Sexually Transmitted Infection Clinic - 3 Yr	\$ 800,000		\$ 17,500	\$ 17,500	\$
2015-876-BOD-6-23-15	Arrowhead Neuroscience Fndtn-NeuroInterventional & NeuroCritical Care Fellowship 2 Yr	\$ 373,540		\$ 121,401	\$ 84,047	\$ 37,3
2016-886-BOD-9-22-15	B&G Club of Cathedral City - Main Club House Capital Improvements - 1 Yr	\$ 150,000		\$ 15,000	\$ (1,955)	\$ 16,9
	Unexpended funds of Grant #886 (\$15,000 10% Retention)				\$ -	\$ (15,0
	Unexpended funds of Grant #886 (\$1,955 unused returned)				\$ -	\$ (1,9
2016-887-BOD-9-22-15	CVEP - Mental Health College & Career Pathways Development Initiative - 2 Yr-ext 9/18	\$ 737,900		\$ 73,790	\$ 73,790	\$
2016-889-BOD-10-27-15	HARC - 2016 Community Health Monitor - 3 Yr	\$ 499,955		\$ 49,996	\$ 49,996	\$
2016-891-BOD-11-17-15	Jewish Family Services of the Desert - Mental Health Outpatient Treatment - 3 Yr	\$ 570,000		\$ 131,089	\$ 58,500	\$ 72,5
	Unexpended funds from Year 1 of Grant #891			\$ (75,792)		\$ (75,7
2016-908-BOD-06-28-16	Angel View Support for the Outreach Stabilization Program - 2 Yr	\$ 144,600		\$ 14,460	\$ 12,411	\$ 2,0
	Unexpended funds of Grant #908			\$ (2,049)	)	\$ (2,0
2016-920-BOD-10-25-16	LifeStream Blood Bank - Support Protate Cancer Treatment Program	\$ 60,000		\$ 6,000	\$ 6,000	\$
2016-927-BOD-12-20-16	SafeHouse of the Desert - "What's Up" Crisis Texting Application - 3 Yr	\$ 679,357		\$ 373,646	\$ 203,807	\$ 169,8
2017-929-BOD-05-23-17	Gilda's Club Desert Cities: HeLP - Healthy Living Program - 1 Yr	\$ 142,000		\$ 14,200	\$ 14,200	\$
2017-934-BOD-07-25-17	Well in the Desert - New Vans for Client Pickup & Deliveries	\$ 84,798		\$ 8,480	\$ -	\$ 8,4
2017-936-BOD-07-25-17	Hidden Harvest - Senior Markets & Healthy Fairs	\$ 95,000		\$ 9,500	\$ 9,500	\$
2017-938-BOD-07-25-17	Mizell Senior Center - A Matter of Balance Phase 2 - 2 Yr	\$ 400,300		\$ 220,165	\$ 90,068	\$ 130,0
2017-939-BOD-07-25-17	Loma Linda University - Dream Homes Initiative - 16 months	\$ 178,016		\$ 57,855	\$ 40,054	\$ 17,8
2017-947-BOD-09-26-17	Coachella Valley Volunteers in Medicine - Primary Healhcare & Support Services - 1 Yr	\$ 121,500		\$ 12,150		\$ 16,7
	Unexpended funds of Grant #947 (\$12,150 10% Retention)	, , , , , , , , , , , , , , , , , , , ,		,	( /2.2.2)	\$ (12,1
	Unexpended funds of Grant #947 (\$4,590 unused returned)					\$ (4,5
2017-948-BOD-09-26-17	Pegasus Hippo Therapy - Equine Therapy for District Residents - 1 Yr	\$ 93,829		\$ 9,383	\$ 5,855	\$ 3,5
	Unexpended funds of Grant #948			\$ (3,528)	· · · · · · · · · · · · · · · · · · ·	\$ (3,5
2017-953-BOD-11-28-17	FIND Food Bank - Project Produce - 1 Yr	\$ 387.068		\$ 212,887	\$ 212,887	\$
2017-954-BOD-11-28-17	CVRM - Emergency Food, Shelter with Wrap Around Services for West CV Homeless 1Yr	\$ 100,000		\$ 55,000		\$
2017-955-BOD-11-28-17	Martha's Village & Kitchen - Heatlh in Housing: Emergency Housing With Wrap Around 1Yr	\$ 186,150		\$ 102,383	\$ 102,383	\$
2018-960-BOD-02-27-18	Desert Cancer Foundation - Patient Assistance and Suzanne Jackson Breast Cancer	\$ 200,000		\$ 110,000	· · · · · · · · · · · · · · · · · · ·	\$ 20,0
2018-962-BOD-03-27-18	EMC - CV Collaborative Program-Antibiotic Resistance Prevention Partnership(3yr w/ 1st yr fur			\$ 30,693		
2018-967-BOD-05-22-18	The City of DHS-Public Safety Emergency Response Program - Purchase AEDs	\$ 30,000		\$ 30,000	· · · · · · · · · · · · · · · · · · ·	\$ 3,0
2018-968-BOD-05-22-18	One Future Coachella Valley - Health Career Connection Summer Intern at DHCD/F	\$ 7.314		\$ 7,314		+ · · · · · · · · · · · · · · · · · · ·
2018-974-BOD-09-25-18	HARC - 2019 Coachella Valley Community Health Survey - 2 Yr	,	\$ 399,979		· · · · · · · · · · · · · · · · · · ·	\$ 309.9
2018-980-BOD-10-23-18	Joslyn Wellness Senior Behavioral Health Services Program - 1 Yr		\$ 112,050		\$ 50,423	\$ 61,6
2018-981-BOD-10-23-18	Desert Arc Healthcare Program - 1 Yr		\$ 164,738			
2018-976-BOD-10-23-18	Ready Set Swim - Desert Healthcare Foundation - 1 Yr		\$ 136,000		\$ 136,000	\$
2018-979-BOD-11-27-18	FIND Food Bank - Healthy Food First/Pathways Out of Hunger - 1 Yr		\$ 396,345			\$ 307,1
	, , , , , , , , , , , , , , , , , , , ,			\$ -	\$ -	\$
				\$ -	\$ -	\$
TOTAL GRANTS		\$ 16,267,132	\$ 1,209,112	\$ 12,857,634	\$ 1,636,605	\$ 11,187,3
					, , , , , ,	
Amts available/remaining f	or Grant/Programs - FY 2018-19:					
Amount budgeted 2018-20	19		\$ 3,500,000		G/L Balance:	1/31/2
Amount granted through J	,		\$ (1,209,112)		2131	
Mini Grants:	972; 973; 975; 983		\$ (14,000)		2281	* -, ,-
<u> </u>	908; 947; 948; 886		\$ 39,272		Total	\$ 11,187,3
Balance available for Gran	ts/Programs		\$ 2,316,160		Difference - Rdg	\$



Date: February 26, 2019

To: Board of Directors

Subject: Chief Executive Officer Recruiter Service Agreement – CPS HR

Consulting – NTE \$23,500

<u>CEO Recruitment Ad Hoc Committee Recommendation:</u> Consideration to approve a service agreement for CPS HR Consulting for CEO recruiting services

### **Discussion:**

- The District is beginning the recruiting process for the Chief Executive Officer of the District.
- A CEO Recruiting Ad Hoc Committee interviewed 3 qualified recruiting firms and has selected CPS HR Consulting.
- The Committee recommends approval of the service agreement for CPS HR Consulting

## **Fiscal Impact:**

Not to Exceed \$23,500

## PROFESSIONAL SERVICES AGREEMENT

This Professional Services Agreement ("Agreement") is entered into by and between Desert Healthcare District ("District"), a California Health Care District organized and operating pursuant to Health & Safety Code sections 32000 et seq., and CPS HR Consulting ("Consultant"), as follows:

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

- A. District desires to retain the professional services of an executive recruitment firm to assist the District's Board of Directors in recruiting and hiring a Chief Executive Officer ("Project").
- B. Consultant is a qualified executive recruitment firm with the knowledge, skill, expertise, and other resources necessary to provide the services required by District.
- C. Consultant represents that it will provide the services listed in the attached Exhibit "A" Proposal to Conduct an Executive Recruitment Services for a Chief Executive Officer (CEO) for District ("Recruitment Proposal") in accordance with the terms and conditions of this Agreement.

## C-O-V-E-N-A-N-T-S

#### 1. CONSULTANT'S SERVICES AND SCHEDULE.

- 1.1 <u>Services</u>. Consultant shall provide all labor and consultation necessary to provide the services as described in the Recruitment Process, and Budget and Timing sections of the Recruitment Proposal. The services shall be performed by Consultant to the reasonable satisfaction of District.
- 1.2 <u>Consultant's Schedule</u>. Consultant shall use its best efforts to adhere to the time limits and tasks established in the Our Process and Timeline sections of the Recruitment Proposal.
- 1.3 <u>Personnel</u>. Frank Rojas, the Senior Executive Recruiter of Consultant, shall be the principal in charge on the project and shall be responsible for ensuring that the services are provided in a timely manner.
- 1.4 <u>Nondiscrimination</u>. In performing the recruitment services pursuant to this Agreement, Consultant shall not discriminate against any person or applicant for employment because of race, religion, national origin, ancestry, sex, age, sexual orientation, disability, marital status, domestic partner status, or medical condition, or otherwise commit an unfair labor practice.
- 1.5 <u>Correction of Defective Services</u>. In the event Consultant fails to perform any services in accordance with the terms and conditions of this Page **1** of **4**

Agreement, Consultant shall promptly perform such corrective action as is necessary to remedy such failure. District's review, approval, or payment for any of the services does not relieve the Consultant of its obligation to perform the services in accordance with the terms and conditions of this Agreement.

1.6 Recruitment Guarantee. Consultant guarantees that should the employment of a recommended candidate—selected and appointed by the District for the position—comes to an end before the completion of the first two (2) years of service, Consultant shall provide the District with professional services to appoint a replacement. Professional consulting services will be provided at no cost. The District would be responsible only for reimbursable expenses. This guarantee does not apply to situations in which the successful candidate is re-assigned within the organization during the two (2) year period.

#### 2. COMPENSATION.

- 2.1 <u>Professional Fee and Expenses</u>. As provided in the Recruitment Proposal, Consultant agrees that the consulting fee for conducting the recruitment services shall be \$17,000 plus reimbursable expenses which are estimated to be \$5,500 \$6,500.
- 2.2 <u>Invoices</u>. Consultant shall deliver monthly invoices to District for services provided in accordance with the Professional Fee and Expense section of the Recruitment Proposal.
- 2.3 <u>Payment</u>. District shall remit payment for all amounts due to Consultant within thirty (30) days after receipt of invoices; provided, however, in the event District disputes any portion of Consultant's invoice, it shall timely pay any undisputed amounts invoiced and notify Consultant within thirty (30) days of its receipt of the invoice of the specifics of any disputed amounts. The parties shall agree to meet and confer to resolve any disputed amounts. This requirement shall not relieve Consultant of its obligation to continue diligently perform the services required in this Agreement.
- **3. TERM OF AGREEMENT.** The term of this Agreement shall run from the date this Agreement is fully executed until Consultant has completed its services and District has accepted such services, subject to District's right to terminate or suspend this Agreement as provided below:
- 3.1 <u>Termination for Convenience</u>. District may, at any time in the exercise of its sole discretion, terminate this Agreement, in whole or in part, with or without cause, by providing notice to Consultant of its intention to terminate the Agreement for convenience at least ten (10) days before the effective date of termination. So long as the Consultant is not in default under this Agreement at the time of such termination, District shall pay Consultant all compensation and reasonable expenses due to Consultant for services performed up to the effective date of termination.
- **4. INDEPENDENT CONTRACTOR.** District has retained Consultant to provide the services as an independent contractor maintaining exclusive direction and control over

its employees; and, no personnel utilized by Consultant to perform the Services are employees of District.

- 5. OWNERSHIP AND USE OF DOCUMENTS. All documents generated by Consultant in the performance of services, including work papers, documents, and data prepared by Consultant as a part of the services, shall belong to and be subject to the sole ownership and use of District.
- **6. INSURANCE.** Consultant shall procure and maintain, at its sole cost and expense, at all times during the performance of the services, policies of insurance which are customarily maintained by consultants in the same profession as Consultant. In addition, as required by the laws of the State of California, Consultant agrees to maintain Employer's Liability Insurance covering bodily injury and property damage insurance, for injury to employees or damage to employee property, in a minimum amount of One Million Dollars (\$1,000,000) each for bodily injury and property damage.
- 7. **NOTICE.** All notices to be given under this Agreement shall be in writing and shall be deemed effective upon receipt when personally served or two (2) days after mailing by certified, return receipt requested, to the following addresses:

District: Consultant:

Desert Healthcare District Attention: Board President 1140 N. Indian Canyon Drive Palm Springs, CA 92262 CPS HR Consulting Attention: Frank Rojas 2450 Del Paso Road, Suite 220 Sacramento, CA 95834

8. CONFIDENTIAL INFORMATION. During the course of the performance of this Agreement, Consultant may receive written or verbal information from District, its representatives or agents, not in the public domain. Such information may include the District's private or proprietary information and Consultant agrees to treat such information as confidential.

#### 9. MISCELLANEOUS PROVISIONS.

- 9.1 <u>Venue</u>. Venue shall lie only in the federal or state courts in or nearest Palm Springs, County of Riverside, and State of California.
- 9.2 <u>Modification</u>. This Agreement may not be altered in whole or in part except by a modification, in writing, executed by all the parties to this Agreement.
- 9.3 <u>Entire Agreement</u>. This Agreement, together with all the Schedules attached to this Agreement, contains all representations and the entire understanding between the parties with respect to the subject matter of this Agreement. Any prior correspondence, memoranda, or agreements, whether or not such correspondence, memoranda, or agreements are in conflict with this Agreement, are intended to be replaced in total by this Agreement and its Schedules.

- 9.4 <u>Assignment</u>. Consultant shall not be entitled to assign all or any portion of its rights or obligations contained in this Agreement without obtaining the prior consent of the District, which consent District may withhold in its sole discretion.
- 9.5 <u>Binding Effect</u>. This Agreement shall inure to the benefit of and be binding upon the parties and their respective purchasers, successors, heirs, and assigns.
- 9.6 <u>Unenforceable Provisions</u>. The terms, conditions, and covenants of this Agreement shall be construed whenever possible as consistent with all applicable laws and regulations. To the extent that any provision of this Agreement, as so interpreted, is held to violate any applicable law or regulation, the remaining provisions shall nevertheless be carried into full force and effect and remain enforceable.
- 9.7 <u>Representation of Capacity to Contract</u>. Each party to this Agreement represents and warrants that he has the authority to execute this Agreement on behalf of the entity represented by that individual.
- 9.8 <u>No Waiver</u>. The failure of either party to enforce any term, covenant, or condition of this Agreement on the date it is to be performed shall not be construed as a waiver of that party's right to enforce this, or any other, term, covenant, or condition of this Agreement at any later date or as a waiver of any term, covenant, or condition of this Agreement.
- 9.9 <u>Counterparts</u>. This Agreement and any amendments may be executed in multiple counterparts, each of which shall be deemed an original and all of which together shall constitute one agreement. An executed version of this Agreement and any amendments that are transmitted by facsimile shall be deemed to be an original.

This Agreement is entered into in Palm Springs, California, on February 26, 2019.

Desert Healthcare District	CPS HR Consulting
By:	By:
Jennifer Wortham, DrPH	Frank Rojas
Board President	Senior Executive Recruiter



**PROPOSAL** 

## **Desert Healthcare District**

# Executive Recruitment Services for Chief Executive Officer

Due Date: November 20, 2018

## SUBMITTED BY:

**MELISSA ASHER** 

Sr. Practice Leader, Products and Services

CPS HR Consulting 2450 Del Paso Road, Suite 220 Sacramento, CA 95834 P: 916-471-3358 masher@cpshr.us Tax ID: 68-0067209

www.cpshr.us





November 20, 2018

Andrea S. Hayles, Special Assistant to the CEO Desert Healthcare District 1140 N. Indian Canyon Drive Palm Springs, CA 92262

Submitted via email to: ahayles@dhcd.org

**Subject: Executive Recruitment Services for Chief Executive Officer** 

Dear Ms. Hayles:

CPS HR Consulting (CPS HR) is pleased to have the opportunity to submit a proposal to assist Desert Healthcare District (District) with the recruitment of a new Chief Executive Officer. We are uniquely qualified to undertake this effort as we have vast experience in assisting public agencies with executive search, screening, and placement.

We understand that each agency is unique, and our extensive experience allows us to tailor our process to specifically meet your needs. Our work with special district agencies throughout the United States gives us an in-depth understanding of government operations, programs, and services. In the past three years, CPS HR has completed successful recruitments with SDRMA, SMCSIG, MPA and CJPRMA. We are currently conducting the CEO recruitment for SELF.

Each recruitment is an opportunity to shape and prepare your organization for the future. We understand how important this transition is for you and are perfectly placed to assist you in this endeavor. Once this project begins, we will work with the District to tailor our process to highlight this exciting opportunity and attract the best possible candidates.

It is our commitment to work in partnership with your organization to a successful result.

Thank you for the opportunity to be considered for this assignment. Should you have questions or comments about the information presented in this proposal, please contact me at <a href="masher@cpshr.us">masher@cpshr.us</a> or (916) 471-3358.

Sincerely,

Melissa Asher

Senior Practice Leader, Products and Services

melioa Asher

## **Table of Contents**

Background and Qualifications	1
Our Approach	5
Key Stakeholder Involvement	5
District's Needs	5
Commitment to Communication	5
Aggressive, Proactive, and Robust Recruitment	5
Our Process	6
Phase I - Develop Candidate Profile and Recruitment Strategy	6
Phase II – Aggressive, Proactive, and Robust Recruitment	7
Phase III – Selection	9
Timeline	10
Our Executive Recruitment Team	11
References	11
Professional Fees, Expenses and Guarantee	16
Professional Services	16
Reimbursable Expenses	16
Two-Year Guarantee	17
Appendix A: Sample Brochure	18



## **Background and Qualifications**

**CPS HR Consulting has been assisting organizations with their talent management needs since 1985.** We have unique expertise in delivering HR management and consulting services, employment testing, and assessment services to government agencies throughout the United States and Canada. Our core competency is our knowledge of and expertise in the public sector. As a public agency, we understand the challenges and issues facing our client base. As a self-supporting public entity, we also understand the need for innovative yet practical results. CPS HR can provide expertise that is unique because we share with our clients a common perspective. There is no competitor in the industry that can make this claim.

## Recruitment Experts

CPS HR specializes in the recruitment and selection of key professionals for cities, counties, special districts, and non-profits. Working in partnership with the governing body or selection team, we develop customized search strategies that focus on locating and recruiting qualified candidates who match the agency's unique needs. Our wealth of recruitment experience has been gained through *more than 16 years* of placing top and mid-level executives in public agencies throughout the United States.

- Unmatched Recruitment Experience for Government Agencies. CPS HR has extensive experience in recruiting executive-level professionals for public agencies across the United States. As a public agency ourselves, we understand how to work with and within government. Our understanding of public sector culture and policy uniquely sets us apart from our competitors.
- Seasoned Executive Recruiters. Our recruiters possess a high level of expertise in public sector recruiting and placing executive-level professionals. Our staff of experts includes an exceptional group of full-time employees as well as a full complement of subject matter experts, intermittent employees, and part-time employees with a variety of public and private sector experience.
- **Detailed Needs Assessments.** We conduct a detailed needs assessment to identify 1) future organizational direction; 2) challenges facing the position; 3) the working style and organizational climate; and 4) required core and job specific competencies as well as personal and professional characteristics.
- Vast Pool of Public Agency Contacts. CPS HR maintains a database of candidates and an extensive network of external resources to leverage for executive-level positions. We utilize our vast pool of public and non-profit contacts to deliver a strong list of competitive candidates who will be well prepared to assist you in the accomplishment of your specific mission and goals.



- Success Recruiting Non-Job Seeking Talent. We recognize that the very best candidates for some types of positions may not be looking for a career change, therefore, our recruitment team takes a very aggressive approach to identify and recruit such candidates.
- **Diversity Sensitivity.** CPS HR encourages applicant diversity and incorporates a variety of activities to attract the best available candidates. We have successfully recruited and placed minority and female candidates for a variety of executive-level positions.
- **Cost Effective.** The combination of CPS HR's seasoned recruitment management and highly qualified staff enable us to reliably deliver successful results on time and on budget.
- Satisfied Clients. Our executive search client satisfaction rating averages 4.6 on a scale of 5. While many companies talk about client satisfaction, how many measure the impact of that through assessing client satisfaction by distributing written surveys and tying the results of these surveys to their performance management system? CPS HR Consulting does. A client satisfaction survey is sent at the end of every engagement requesting feedback on the quality of our staff, deliverables, and the overall consulting relationship.
- Strong Base of Repeat Clients. We make sure we understand our client's challenges and customize our process to fit their needs. As a result, we have a long and growing list of returning clients who seek our services for multiple engagements.
- A proven track record with more than 1,700 recruitments for 600+ clients. We understand and appreciate the intricacies of managing the executive recruitment for an organization, and we bring that expertise and knowledge to the recruitment process. For this recruiting engagement, we will custom-tailor a program to fit your needs to provide a strong, competitive pool of candidates.
- Partial Recruiting List. Following is a partial list of similar executive recruitments within the past four years.

Agency	Title	Date
Special District Risk Management Authority	Chief Executive Officer	2018
Los Angeles County Metropolitan Transportation Authority (LA Metro)	Executive Officer – Employee/Labor Relations Pension and Benefits	2018
San Diego Association of Governments, CA	Executive Director	2018
San Joaquin Area Flood Control Agency, CA	Executive Director	2018
California Joint Powers Risk Management Authority	Assistant General Manager Claims Administrator	2018
Fargo-Moorhead Diversion Authority, ND	Executive Director	2017
Housing Authority of the County of Kings, CA	Executive Director	2017



Agency	Title	Date
California Coastal Commission, CA	Executive Officer	2017
Merced County Association of Governments,	Executive Director	2017
Access Services (Transportation), CA	Executive Director	2017
County of Alameda, CA	Executive Director, Office of Education	2017
CA Department of Toxic Substance Control, CA	Deputy Director, Clean Up	2017
California Coastal Commission, CA	Executive Officer	2017
Casitas Municipal Water District, CA	Water Operations & Maintenance Manager	2017
Merced County Association of Governments,	Executive Director	2017
City of Redlands, CA	Director of Development Services	2017
San Mateo County Schools Insurance Group,	Executive Director	2017
Municipal Pooling Authority, CA	Chief Administrative Officer/Risk Manager	2016
Orange County Transportation Authority	Human Resources Manager	2016
Orange County Transportation Authority	Executive Director of Human Resources & Organization Development	2016
Florin Resource Conservation District/Elk Grove Water District, CA	Program Manager	2016
South Coast AQMD	Executive Director	2016
Sacramento Area Council of Governments, CA	Chief Executive Officer	2016
Sacramento Area Flood Control Agency, CA	Administrative Officer	2016
Sacramento Housing & Redevelopment Agency, CA	Program Manager	2016
Sacramento Transportation Authority, CA	Executive Director	2016
Santa Clara Valley Habitat Agency, CA	Habitat Conservation Plan Specialist/Principal Program Manager	2016
Tahoe Regional Planning Agency, NV	Director of HR & Organizational Development	2016
Tualatin Valley Water District, OR	Chief Engineer	2016
Urban Drainage and Flood Control District, CO	Executive Director	2016



Agency	Title	Date
Washington Department of Transportation, WA	Alaska Way Viaduct and Seawall Replacement Program Administrator	2016
Sacramento Area Flood Control Agency, CA	Principal Engineer	2016
Bar Association of San Francisco, CA	Executive Director	2015
State Bar of California	General Counsel	2015
Hidden Valley Lake Community Services District, CA	General Manager	2015
Kings River Conservation District, CA	General Manager	2015
Sacramento Area Flood Control Agency, CA	Deputy Executive Director	2015
Solano County Water Agency, CA	General Manager	2015
Tuolumne Utilities District, CA	General Manager	2015

CPS HR currently has a staff of 100+ full-time employees and more than 1,200 subject matter experts and contract employees who have a wide variety of government, public, and private sector human resources experience. CPS HR has worked with more than 1,200 government and public/non-profit clients throughout the United States and Canada.

Our headquarters are located in Sacramento, CA. We have regional offices in Littleton, CO, Austin, TX, and Atlanta, GA.



## Our Approach

## Key Stakeholder Involvement

The Board of Directors on behalf of the Desert Healthcare District (District) must be intimately involved in the search for a new Chief Executive Officer. Our approach assumes their direct participation in key phases of the search process. At the discretion of the Board of Directors, other key stakeholders may also be invited to provide input for the development of the candidate profile.

#### District's Needs

A critical first step in a successful executive search is for the Board of Directors to define the professional and personal qualities required of the Chief Executive Officer. CPS HR has developed a very effective process that will permit the Board of Directors to clarify the preferred future direction for the District; the specific challenges the District is likely to face in achieving this future direction; the working style and organizational climate the Board of Directors wishes to establish with the Chief Executive Officer; and ultimately, the professional and personal qualities required of the Chief Executive Officer.

#### Commitment to Communication

Throughout the recruitment process, we are strongly committed to keeping you fully informed of our progress. We will collaborate with you to provide updates on the status of the recruitment via your preferred method of communication (phone conference, email, etc.).

We place the highest level of importance on customer service and responding in a timely manner to all client and candidate inquiries. Our previous clients and candidates have expressed a sincere appreciation for our level of service and responsiveness to the management of the recruitment process. As a result, we have many long-term relationships with clients that have led to opportunities to assist them with multiple recruitments.

CPS HR's communication continues once you have selected the new Chief Executive Officer. We will contact the Board of Directors and the newly appointed Chief Executive Officer within six months of appointment to ensure an effective transition has occurred.

## Aggressive, Proactive, and Robust Recruitment

We take an aggressive approach in identifying and recruiting the best available candidates. There are those candidates who would gladly rise to the professional challenge and apply for this position; however, some of the best candidates are often not actively seeking a new position and may only consider a change once we present them with your opportunity. Evoking the sense of vision and opportunity in qualified persons is among the responsibilities of CPS HR, and we pride ourselves in our efforts to reach the best available potential candidates.



## **Our Process**

Our proposed executive search process is designed to provide the District with the full range of services required to ensure the ultimate selection of a new Chief Executive Officer uniquely suited to the District's needs.



**Phase I:** Our consultant will meet with the Board of Directors to ascertain the District's needs and ideal candidate attributes, to target our search efforts, and maximize candidate fit with the District.

**Phase II:** The recruitment process is tailored to fit the District's specific wants and needs, with targeted advertising, combined with contacts with qualified individuals from our extensive database.

**Phase III:** The selection process is customized for the District. CPS HR will work with the Board of Directors to determine the process best suited to the Desert Healthcare District.

Phase I - Develop Candidate Profile and Recruitment Strategy

Task 1 - Review and Finalize Executive Search Process and Schedule

Task 2 - Key Stakeholder Meetings

Task 3 - Candidate Profile and Recruitment Strategy Development

Task 4 – Develop Recruitment Brochure

The first step in this engagement is a thorough review of the District's needs, culture and goals; the executive search process; and the schedule. CPS HR is prepared to meet with key stakeholders to obtain input in developing the ideal candidate profile and to assist us in understanding key issues and challenges that will face a new Chief Executive Officer. Activities will include:

- Identifying key priorities for the new Chief Executive Officer and the conditions and challenges likely to be encountered in achieving these priorities.
- Describing the type of working relationship the Board of Directors wishes to establish with the Chief Executive Officer.



- Generating lists of specific competencies, experiences, and personal attributes needed by the new Chief Executive Officer in light of the discussions above.
- Discussing recruitment and selection strategies for the Board of Directors' consideration to best produce the intended results.

CPS HR will provide a summary to the District stemming from these activities as an additional source of information for developing the candidate profile and selection criteria.

Following the completion of the workshop session, CPS HR will work with a professional graphic artist to design a recruitment brochure and present it to the District for review. Please refer to **Appendix A** for a sample brochure. Additional brochure examples are available on our website at www.cpshr.us/search.

Phase II – Aggressive, Proactive, and Robust Recruitment

Task 1 – Place Advertisements

Task 2 - Identify and Contact Potential Candidates

Task 3 – Resume Review and Screening Interviews

Task 4 –Board of Directors Selects Finalists

The recruitment process is tailored to fit the District's specific wants and needs, with targeted advertising, combined with personal contacts with qualified individuals from our extensive database.

CPS HR will prepare, submit for your approval, and publish advertisements in appropriate magazines, journals, newsletters, job bulletins, and websites to attract candidates on a nationwide, regional, local or targeted basis based on the recruitment strategy. Examples may include:

- CPS HR website
- ICMA
- Public CEO
- Jobs Available
- LinkedIn

- Careers in Government
- Governmentjobs.com
- California Special Districts Association
- Association of California Healthcare Districts

Within the past five years, we have successfully placed more than 170 minority and female candidates in executive level positions.

As a consulting firm that interacts with hundreds of public sector executives during engagements, we have a cadre of individuals who we inform of recruitments, both to increase the visibility of the opening and to attract appropriate individuals who fit the special needs of our client. Communication with these professionals ensures that an accurate picture of the requirements of the job is apparent and proliferated throughout their professional networks.



CPS HR will prepare an email distribution list containing prospective candidates and referral sources. These individuals will receive a link to the Chief Executive Officer brochure along with a personal invitation to contact CPS HR should they have any questions about the position.

CPS HR maintains a comprehensive, up-to-date database of industry leaders and experienced professionals; however, we do not rely solely upon our current database. We also conduct research to target individuals relevant to your specific needs and expectations to ensure that we are thorough in our efforts to market this position to the appropriate audience and to garner a diverse and quality pool of candidates.

#### We will:

- Convey a strong sense of the purpose and strategy of the District. For many talented individuals, understanding these aspects is one of the key motivators to compete in such an environment.
- Provide guidance and resources to candidates regarding the area's cost of living, mean and median housing prices, higher education opportunities, K-12 education information, and other aspects of interest to those who are considering relocating to the area.
- Actively seek highly qualified candidates who may be attracted by the prospect of collaboration with other departments, providing exceptional leadership to the District or continuing to ensure the public confidence in the integrity of the District.

CPS HR will directly receive and initially screen all resumes. This screening process is specifically designed to assess the personal and professional attributes the District is seeking and will include a thorough review of each candidate's resume, and if applicable, supplemental questionnaire responses and other supporting materials. CPS HR will spend extensive time ascertaining each candidate's long-term career goals and reasons why the candidate is seeking this opportunity, as well as gaining a solid understanding of the candidate's technical competence and management philosophy. We will gather data on any other unique aspects specific to this recruitment based upon the candidate profile, as well as conduct internet research on each candidate interviewed.

CPS HR will prepare a written report that summarizes the results of the recruitment process and recommends candidates for further consideration by the Board of Directors. Typically, the report will recommend five to eight highly qualified candidates and will include resumes and a profile on each interviewee's background. CPS HR will meet with the Board of Directors to review this report and to assist them in selecting a group of finalists for further evaluation.

Phase III – Selection

Task 1 - Design Selection Process

Task 2 - Administer Selection Process

Task 3 – Final Preparation for Appointment



CPS HR will design a draft selection process based on information gathered in Phase I. We will meet with the District to review this process and discuss the preferred approach in assessing the final candidates. The selection process will typically include an in-depth interview with each candidate but may also include other selection assessments such as an oral presentation, preparation of written materials, and/or problem-solving exercises.

We will coordinate all aspects of the selection process for the District. This includes preparing appropriate materials such as interview questions, evaluation manuals, and other assessment exercises; facilitating the interviews; assisting the District with deliberation of the results; and contacting both successful and unsuccessful candidates.

Following the completion of the selection process, CPS HR will be available to complete the following components:

- Arrange Follow-up Interviews/Final Assessment Process: Should the District wish to arrange follow-up interviews and/or conduct a final assessment in order to make a selection, CPS HR will coordinate this effort.
- Conduct In-Depth Reference Checks: The in-depth reference checks are a comprehensive 360-degree evaluation process whereby we speak with current and previous supervisors, peers, and direct reports. (It is our policy to not contact current supervisors until a job offer is made, contingent upon that reference being successfully completed, so as not to jeopardize the candidates' current employment situation.) Candidates are requested to provide a minimum of five references. CPS HR is able to ascertain significant, detailed information from reference sources due to our commitment to each individual of confidentiality, which leads to a willingness to have an open and candid discussion and results in the best appointment for the District. A written (anonymous) summary of the reference checks is provided to the District.
- Conduct Background Checks: We will arrange for a background check of a candidate's records on driving, criminal and civil court, credit history, education, published news, and other sensitive items. Should any negative or questionable content appear during these checks, CPS HR will have a thorough discussion with the finalist(s) and will present a full picture of the situation to the District for further review.



## **Timeline**

The project team CPS HR has selected is prepared to begin work upon receipt of a fully-executed contractual agreement. All search activities up to and including the selection of a new Chief Executive Officer can be completed in 14 to 16 weeks. The precise schedule will depend on the placement of advertising in the appropriate professional journals, and the ability to schedule, as quickly as possible, the initial meeting. A proposed schedule of major milestones is presented below.

Task Name	Month 1 Month 2		Month 3				Month 4									
Weeks	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Initial Meeting/ Candidate Profile	A															
Draft Brochure			>													
Brochure Approved/ Printed & Place Ads			>	•												
Aggressive Recruiting							,	<b>&gt;</b>								
Final Filing Date							,	<b>&gt;</b>								
Preliminary Screening										>						
Present Leading Candidates											>					
Interviews													>			
Reference/ Background Checks														>		
Appointment																>
Weeks	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16



## **Our Executive Recruitment Team**

CPS HR has assembled a strong project team with each member possessing extensive recruiting experience and a direct, in-depth understanding of local government. The specific project manager will be determined based on our ability to meet all your customer service needs in a timely and effective manner. We will not utilize subcontractors for these services. No staff members will be removed or replaced without the prior written concurrence of the District.

Role/Project Assignment	Name	Phone	Email
Supervising Executive Recruiter	Pamela Derby	916-471-3126	pderby@cpshr.us
Senior Executive Recruiter	Frank Rojas	916-471-3111	frojas@cpshr.us
Executive Recruiter	Teresa Webster	916-471-3462	twebster@cpshr.us
Executive Recruiter	Josh Jones	916-471-3301	jjones@cpshr.us
Executive Recruiter	Jill Engelmann	916-471-3378	jengelmann@cpshr.us

## **Team Biographies**

## Pamela H. Derby

Since joining CPS HR Consulting in 2003, Pam Derby has conducted a wide range of recruitments for county, city, special district and association executives including city attorney, executive director, general manager, city manager, assistant and deputy city manager, police chief, community and economic development director, human resource director, finance director, city administrator, registrar of voters, library director, and director of information technology in addition to specialized support positions.

Ms. Derby has conducted numerous Board-appointed recruitments for all types of organizations. She is currently assisting the Schools Excess Liability Fund in recruiting their next CEO and in the past three years has conducted successful recruitments for the Special District Risk Management Authority, the California Joint Powers Risk Management Authority, the San Mateo County Schools Insurance Group, and Municipal Pooling Authority.

Prior to joining CPS HR, Ms. Derby served as the Aide to the Yuba County Board of Supervisors serving as the Board's liaison to County Department Heads, the community, and the media. This experience provided her with a unique perspective into the special circumstances that exist in a Board/Council-Manager relationship and a keen awareness of the inner workings of local government. She is sensitive to balance the wants of the community with the needs of the client so as to tailor a recruitment process that reaches out to the most appropriate candidates and ensures a diverse group of individuals from which to make a selection. She has successfully



employed these techniques in jurisdictions ranging from under 10,000 to 10 million. Moreover, she employs a firmly-held personal philosophy that candidates must be treated with the same respect and careful consideration as her client.

Prior to her local government service, Ms. Derby served in the private sector and with several non-profit lobbying associations. She was responsible for the management of several large consumer groups.

#### **Frank Rojas**

Frank Rojas is a Senior Executive Recruiter with CPS HR Consulting. Frank brings more than 30 years of recruiting experience from the highly competitive direct placement and contract labor industries as well as the corporate environment. Mr. Rojas has significant experience placing corporate leaders, executive, professional, and technical staff including individual contributors for government sector, non-profits, aerospace, architectural and engineering, information technology, petroleum and chemical, energy, power, civil/structural, transportation and private industry. Frank is based in Southern California.

In addition to recently completing recruitments for LA METRO, City of Long Beach, City of Redlands, City of Santa Ana, City of Bell, and County of San Bernardino, recent successful efforts include positions of City Manager, Community Development Director, Director of Land Use Services, Chief Executive Officer, Public Works Manager, Fire Chief, and Director-level hires for Engineering, Finance, Parks, Recreation, and Community Services, Homeless Programs, Human Resources, and Division/Site General Managers.

Mr. Rojas began his career in Contract Labor and over the next 20+ years launched seven startup offices in several states and locations providing direct placement and contract support to hundreds of clients in virtually all industries and levels of talent. He continued his career in the non-profit environment managing and building talent acquisition support during significant growth periods. Having been a speaker at several networking and career coaching venues, Frank believes in utilizing traditional recruiting methodology with social media. He was named in the top 1% viewed profiles on LinkedIn.

#### **Teresa Webster**

Teresa Webster has over seventeen years of professional consulting and marketing experience in public sector human resources, including experience in the areas of project management, marketing communications, administration, and employee recruitment. She has worked as a CPS HR consultant for more than ten years, where she has managed or completed a wide variety of projects for CPS HR Consulting (CPS HR) subject matter experts and senior executive staff.

In her current role, Ms. Webster conducts executive and mid management level recruitments for public sector clients. She serves as a project manager and client liaison ensuring all phases of the recruitment are progressing in a manner satisfactory to the client. As part of the CPS HR



Executive Search team, she writes advertisements, recruitment brochure text, does email outreach, builds target candidate lists based on candidate requirements, researches other sources for outreach and candidate pools, does screening interviews, helps facilitate candidate interviews, and conducts candidate reference checks. Her previous experience serving as a liaison for internal business units collaborating on recruitment marketing plans and strategies has enabled her to be able to work with clients creating a compelling recruitment strategy to successfully market the position and agency. She works closely with hiring managers, stakeholders, and staff to support the organization's mission and direction throughout the recruitment.

Ms. Webster's outreach commitment has allowed her to establish and maintain relationships with regional and local agencies as well as associations, such as CSDA, ACWA, MMANC. Ms. Webster served as a member on MMANC branding and conference initiatives and as Community Investment Fund coordinator for the Professional and Community Investment Fund (PCI). Acting as an executive coach and instructor, Ms. Webster is a faculty member for NCCIPMA-HR chapter's Emerging Leaders Retreats. She has presented on interview techniques for candidates and given career coaching to participants of leadership academies and interested attendees at conferences.

#### **Josh Jones**

Josh Jones brings nearly ten years of public sector experience to his role as Executive Recruiter at CPS HR Consulting. He holds a Master's degree in Public Administration from the University of Kansas and has worked with both cities and counties in such high-level roles as City Manager and Deputy CAO. With this direct professional experience, Mr. Jones brings a practitioner's touch to recruitments and understands the unique needs of clients whether they are elected officials or management staff. Combining this knowledge with a sincere interest in the client's success, he ensures an exceptional level of service and satisfaction.

Utilizing his extensive professional network and data-driven recruiting techniques, Mr. Jones successfully sources high-quality candidates for both urban and rural clients in a wide variety of public sector fields including city and county management, housing, transit, social services, emergency communications, public safety, utilities, finance, municipal law, and more. He fosters genuine relationships and enjoys enriching the professional lives of clients and candidates alike through his recruitment services.

## Jill Engelmann

Jill Engelmann has over thirty years of professional and management experience in public sector Human Resources. Ms. Engelmann has extensive leadership experience in all areas of Human Resources including recruitment and selection, classification and compensation, training, employee relations, benefits, workers' compensation, personnel policy development and job analysis obtained through her recent work as Assistant Director of Human Resources for the



County of El Dorado, Principal/Project Consultant for CPS HR Consulting, Human Resources Manager for El Dorado Hills Fire Department and Northern California Power Agency and Senior Human Resources Consultant for the California Independent System Operator, to name a few.

As a Principal Consultant, Ms. Engelmann managed the Merit System Services unit of CPS HR Consulting. Ms. Engelman led and directed a team of six Human Resources Consultants, a Program Coordinator, and three Human Resources Technicians; responsible for providing recruitment, selection, classification, and general guidance on HR related issues and policy/rule interpretation services to the Social Services/Human Services Departments and Child Support Services Departments in twenty-five counties throughout California. Her responsibilities included team leadership, training, interviewing and hiring employees, work assignment and review, completion of performance evaluations, project management, the establishment of unit goals and strategic direction, and serving as the liaison with the California Department of Human Resources, the California Welfare Director's Association, and the various counties served. While in this position, she also led projects to significantly change recruitment materials and strategies, revise the structure and rating of oral interview exams, and complete several system-wide job analyses and develop new written exams.

As a Principal/Project Consultant, Ms. Engelmann also conducted and managed a broad variety of human resources projects and assignments for public sector and non-profit organizations. In this role she managed teams of professional, technical, and support staff on numerous classification, total compensation, recruitment, selection, job analysis, personnel policy development, and performance management system projects.



## References

Provided below is a partial list of clients we have recently worked with in providing similar executive recruitment services. We are confident that these public-sector clients will tout our responsiveness and ability to successfully place candidates that were a good fit for their organization's needs.

CLIENT/POSITIONS	CONTACT(S)
Special District Risk Management Authority	Jean Bracy, Board President
1112   Street, Ste. 300	(760) 245-1661, ext. 6214
Sacramento, CA 95814	jbracy@mdaqmd.ca.gov
Chief Executive Officer (2018)	
California Joint Powers Risk Management Authority	David Clovis, General Manager
3201 Doolan Road, Suite 285	(925) 290-1316
Livermore, CA 94551	david@cjprma.org
Assistant General Manager (2018)	
Claims Administrator (2018)	
· · ·	
Municipal Pooling Authority of CA	Gary Napper, Board Vice President
1911 San Miguel Drive	(City Manager, Clayton CA)
Walnut Creek, CA 94596	(925) 673-7300
	gnapper@ci.clayton.ca.us
Chief Executive Officer (2017)	
Diablo Water District	Mike Yeraka, General Manager
87 Carol Lane	(925) 625-6159
Oakley, CA 94561	mikegm1@aol.com
Assistant General Manager (2018)	



## Professional Fees, Expenses and Guarantee

#### **Professional Services**

Our professional fixed fee covers all CPS HR services associated with **Phases I, II, and III** of the recruitment process, including the necessary field visits (up to three) to develop the candidate profile and recruitment strategy, assist the District with finalist selection, and facilitate candidate interviews.

## Reimbursable Expenses

Actual out-of-pocket expenses for such items as consultant travel, advertising, marketing, printing/copying, and postage/delivery charges are reimbursable at cost. There is no mark-up on expenses and we will work proactively with the District to ensure that dollars being spent for expenses are in keeping with the District's expectations. Travel expenses for candidates who are invited forward in the interview process are not included under our reimbursable range. The listed reimbursable expenses range includes a background check on the selected finalist candidate.

Professional Fixed Fee & Reimbursable Expenses*					
Professional Services for Full Recruitment (Fixed Flat Fee)	\$17,000				
Reimbursable Expenses*					
Approximate recruitment costs include:					
■ Brochure Design and Printing	\$5,500 - \$6,500				
Advertising	\$3,300 - \$0,300				
Background check for one candidate					
Other recruitment expenses such as supplies, travel, and shipping					
Full Recruitment Not-to-Exceed Total	\$23,500				

<sup>\*</sup>Professional fees and reimbursable expenses would be billed and paid monthly.

#### Optional: Recruitment Video

In addition to the standard recruitment brochure, CPS HR can develop a recruitment video to attract a wider range of applicants. More than 63% of organizations are now using visual media to attract the attention of job seekers, convey the culture of the organization, and effectively expand the talent pool. For this approximately three-minute video, CPS HR will arrive onsite to film footage of the work place and community, as well as conduct onsite interviews with selected employees. This video is <u>optional</u> and costs *\$3,500*, raising the Not-to-Exceed Total to *\$27,000*.



#### Two-Year Guarantee

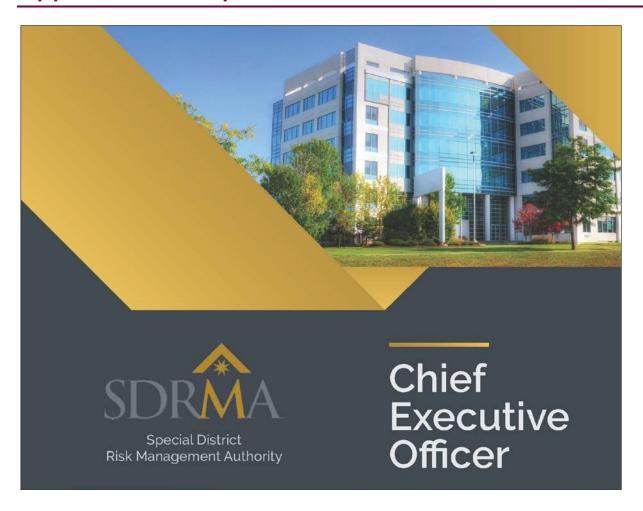
If the employment of the candidate selected and appointed by the District as a result of a <u>full</u> <u>executive recruitment</u> (*Phases I, II, and III*) comes to an end before the completion of the first two years of service, CPS HR will provide the District with professional services to appoint a replacement. Professional consulting services will be provided at no cost. The District would be responsible only for reimbursable expenses. **This guarantee does not apply to situations in which the successful candidate is promoted or re-assigned within the organization during the two-year period.** Additionally, should the initial recruitment efforts not result in a successful appointment, CPS HR will extend the aggressive recruiting efforts and screen qualified candidates until an offer is made and accepted. CPS HR does not provide a guarantee for candidates placed as a result of a partial recruitment effort.



We thank you for your consideration of our proposal. We are committed to providing high quality and expert solutions and look forward to partnering with the Desert Healthcare District in this important endeavor.



## **Appendix A: Sample Brochure**



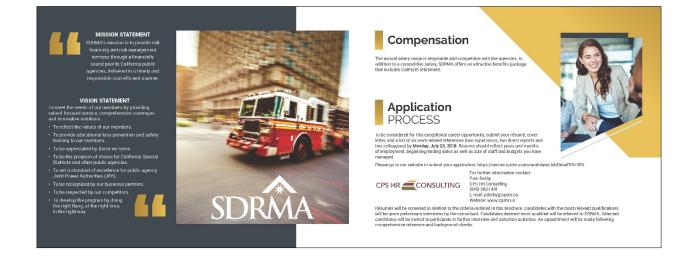
## Proposal to the Desert Healthcare District Executive Recruitment Services for Chief Executive Officer





### Proposal to the Desert Healthcare District Executive Recruitment Services for Chief Executive Officer







### RESOURCES AND PHILANTHROPY

Information only - status update of new and existing grants since last Board report of January 22, 2019

	Final Grant Reports:	
Grantee	Staff Notes	5 Things to Be Done Differently
Coachella Valley Rescue Mission #954: Emergency Food, Shelter with Wrap - Around Services for West Coachella Valley Homeless	Grant term: 12/1/17 – 11/30/18 Original Approved Amount: \$100,000 Final Success: Yes, the \$100,000 grant funded the stays of 38 West Valley clients for 90 days; however, impediments encountered in achieving the benefits or tangible effects: We were unable to keep gym open for the entire period of performance as we did not have sufficient funding to staff & pay utilities for gym beyond September 2018. (Gym was opened when Roy's Desert Resource Center closed.) We still exceeded our facility capacity of 225 each evening by 25-75 on average.	1) We were unable to keep the Gym open for additional emergency overnight shelter past September 2018 due to budget constraints.  2) Had we had funding to do so, we would have started the process to build a West Valley Emergency Shelter.  3) The increased demand for meals from 650 to 1,050 a day due to the closure of Roy's has resulted in much greater use of our kitchen appliances (ovens, tilt skillet, grills). We are now in need of funding to replace appliances.  4) We are in need of capital funding to renovate large restrooms in gym to install showers for guests who stay in gym when it is open for emergency shelter.  5) We are without a 24-hour-a-day phone number to refer clients in a housing crisis to the CVAG West End Navigation System when we are over capacity.
FIND Food Bank #953: Project Produce	Grant term: 12/1/17 - 11/30/18	1. In the current application, FIND
	Original Approved Amount: \$387,068 Final Success: FIND Food Bank met or	focused on produce. In the future, FIND will broaden its focus to" Healthy Food
	exceeded the stated benefits for three of	First" with fresh produce as the

the four goals, for a blended overall evaluation of "Achieved Same as Projected Results."

- FIND distributed a total of 10,328,010 pounds of food throughout the Coachella Valley between December 1, 2017, and November 30, 2018.
- During the grant period, a total of 2,118 applications were submitted to food assistance resources through CalFresh/Medi-Cal outreach. Approximately 50%, or 1,059, of these applications were for residents in the District. This number of applications exceeds the goal set.
- FIND secured 100% match for DHCD funding.
- FIND's coordination with DHCD's Nutrition Education & Obesity Prevention Program (NEOP) was very successful.
   FIND partnered with the Desert Springs Middle School in Desert Hot Springs. Members of the District's NEOP visited students in their physical education classes to talk to the students about various nutrition topics. FIND supported the lectures by providing examples of produce and healthy snacks to

- foundational element. Produce will continue to be a very important component of food delivered and FIND will continue to strive to provide a substantial percentage of produce. Our healthy foods push will also include shelf-stable food, canned goods, snacks, and milk all of which community members value greatly when received at distributions.
- 2. FIND will review and select one of the technology providers recommended by Feeding America for software to use for client-tracking. The implementation of this software will facilitate and improve client-tracking.
- 3. FIND has already begun to restructure in order to be more effective. The Agency Capacity/Relations position was split into two job positions to offer greater agency relationship-building, a more robust CalFresh Outreach program, and more detailed data collection and analysis. Our updated third quarter budget includes a percentage of both of their salaries (Agency & CalFresh Coordinator and Program & Data Coordinator) in the Agency Capacity/Relations budget line item. And, our Director of Programs is now the Director of Community Impact with a heavier focus on examining and designing non-traditional food bank programs that have the ability to increase

		11:
	approximately 1,000 students.	client food security and shorten the food
		line.
		4. FIND will continue to find the most
		effective way to interact with agencies.
		The upcoming cohort meeting will help
		to establish some best practices.
		5. FIND will continue to seek non-
		traditional partners who can help expand
		the services offered by FIND. As was
		noted above, as a result of the pilot
		partnership, FIND will begin sending the
		Mobile Pantry to the Desert Springs
		Middle School and Agua Caliente
		Elementary School. In addition, Loma
		Linda is assisting FIND in implementing
		a client-centered approach to
		programming. In this way, FIND will
		better meet the needs of those it serves.
Martha's Village & Kitchen #955: Health	Grant term 1/1/18 - 12/31/18	<b>First</b> , Martha's will harness the power of
in Housing: Emergency Housing with Wrap-	Original Approved Amount: \$186,150	its government partnerships in the
Around Services	Final Success:	District/West Valley area to ensure that
	MVK provided a total of 9,927 bed nights	stakeholders rewording together in the
	to verified clients from DHCD	most cost-effective way.
	boundaries. Out of the 9,927 bed nights	<b>Second,</b> Martha's will continue to
	provided to individuals from within the	customize its wrap-around services to
	District's boundaries only 5,430 (54%) of	meet the specific needs of the client or
	nights were billable to DHCD under this	family of clients.
	contract. Currently Martha's clients for its	<b>Third</b> , Martha's will go further in
	120 beds (at any point in time) are	implementing new technologies in its
	approximately 48% from within the	services including laptop computers and
	District's boundaries and 52% from the	hot-spots which allows staff to get and
	Eastern Valley.	receive information and data in real time.
		<b>Fourth</b> , Martha's will further integrate the
	***Please note that the nightly counts of	health services of its partner, Health to
		•

individuals housed who were from within	Hope to serve the District/West Valley
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the District's boundaries at Martha's was	areas.
well above the nightly 30 clients allowable	<b>Finally</b> , Martha's has witnessed a need
	even greater than initially anticipated in
79 to 43 individuals nightly.	the District/West Valley areas. Thus, in
1000/ of any are month in a state of the in	the future, Martha's would continue to
	work to secure additional funding in
	order to have a larger positive impact on
clean, safe stable housing environment.	the community.
100% of program participants completed	
the HMIS enrollment and assessment	
process.	
	1. JFS would hire contracted rather than
	salaried LCSWs. Difficulty in competing
	with local hospitals to hire salaried
	LCSWs resulted in JFS returning \$75,792
	in unspent 2016 grant funds to Desert
	Healthcare District.
	2. JFS would collect data to analyze
	demand before implementing in-home counseling.
/ -	3. JFS would focus on delivering mental
	health information via its socialization
	activities.
	4. JFS would promise to deliver mental
	health curricula for students and staff. JFS
offers expanded hours (including	provided mental health training to 218
evenings and Saturdays), providing 500+	students and 30 certificated staff during
sessions a month.	this grant term.
	5. JFS would not base deliverables on the
	for billing, but actual usage ranges from 79 to 43 individuals nightly.  100% of program participants had their basic needs such as food, clothing and clean, safe stable housing environment.  100% of program participants completed the HMIS enrollment and assessment process.  100% of client eligibility and prior zip code paperwork is physically on file at Martha's.  Grant term: 1/1/16 - 12/31/18  Original Approved Amount: Up to \$570,000  Final Success: Yes. In 2018, two full-time contracted LCSWs generated \$135K in Medicare/Medi-Cal revenues. Budgeted 1 FTE LCSW salary/benefits was \$79,000 (\$119,000 for 1.5 FTE LCSW). JFS demonstrated self-sufficiency in generating income to sustain 1.5 FTE LCSWs. The anticipated use of MSW interns was hampered due to fewer schools requesting counseling. JFS now offers expanded hours (including evenings and Saturdays), providing 500+

JFS tracks clients annually. JFS served 1,436 unduplicated clients with mental health counseling and/or senior care management in 2016, 1,718 in 2017, and 1,977 in 2018. In 2016, 716 counseling clients received mental health assessments with achievement of at least one goal; in 2017 and 2018 the numbers were 774 and 904. In 2016, 487 clients who received assessments participated in 3 or more sessions of therapy; in 2017 and 2018 the numbers were 515 and 596.

actions or decisions of other agencies over which it has no control (i.e., local school districts).

<u>Impediments</u> encountered in achieving the benefits or tangible effects:

JFS found that it is unable to compete with compensation that hospitals provide for full-time LCSWs, and that area homebound seniors are generally not receptive to receiving counseling services in their homes. Consequently, JFS has adjusted its service model to respond to these realities without compromising quality or availability of services. JFS was able to serve 17 homebound seniors in their homes in 2016, 15 in 2017, and 4 in 2018. Additionally, JFS realized that it had not been tracking follow-up calls by clinicians to socialization program clients whose GDS scores indicated depression, and thus has been underreporting results of its Integrated Mental Health program.

	In the 3 years of this grant, JFS placed	
	follow-up assessment calls to 7 of these	
	clients in 2016, 17 in 2017 and 21 in 2018.	
T	0.000	
Loma Linda University #939: Community	Grant term 8/1/17 - 12/31/18	1. Shorter quantitative survey to
Health Assessment for Dream Homes	Original Approved Amount: \$178,016	support door-to-door engagement.
		2. Including more local community-
	Final Success:	based organizations in the process to
	The specific benefits or tangible effects to	enhance sustainability.
	be achieved by the end of the grant	3. Connect Dream Homes project
	period:	with HEAL Academy at the Cathedral
	By the end of the program period:	City High School.
	- a community health assessment	4. Include younger CHWs on the
	report will be produced	team to reach out to the youth in the
	- community health workers and	community and work more intentionally
	research team will present key findings	with the schools. A junior CHW cohort
	and recommendations to DHCD,	would be worth piloting in the future.
	community stakeholders and community	5. Address youth-related concerns
	members.	for the Dream Homes neighborhood, like
	- Five Dream Home residents will	those of bullying or safety from the
	complete the CHW training with an	young adult perspective.
	emphasis on community health	young addit perspective.
	assessment which could lead to possible	
	employment opportunities elsewhere.	NOTE: The Community Health
	employment opportunities elsewhere.	Assessment was received, and staff will be
	Were the above benefits or tangible effects	•
	achieved? Explain:	having a wrap-up meeting (March 4th)
	1	with Loma Linda staff to review the
	Yes. The goal to complete Community Health Assessment was met and baseline	assessment and discuss next steps. A
		future presentation of the Assessment to
	information on the health status of the	the Board of Directors will be determined.
	community has been determined. More	
	importantly, the qualitative information	
	captured by the project, has given the	
	community a voice with Cat City and led	

	to a health fair, forums, and neighborhood beautification project with	
	Public Works.	
	Impediments encountered in achieving the benefits or tangible effects:  The number of questions on quantitative survey, over 60, was difficult to implement in a door-to-door survey method as community members were not always able to complete all questions, thereby reducing the sample size of some questions asked. While the major health status indicators were captured and reportable, not all 60 questions or dimensions of the survey were completed by every community member, indicating that place-based approaches in	
	surveying require shorter methods.	
	Progress Reports	
Applicant	Staff Notes	Status
Mizell Senior Center #938: A Matter of Balance (AMOB) Senior Falls Prevention Program	Grant term 8/1/17 - 7/31/19 Original Approved Amount: \$400,300 3rd six-month progress report covering the time period from 8/1/18 - 1/31/19 Overall the AMOB project is on track. With Desert Regional Care Network, after three years of trying to find the proper department to take on AMOB, we are now having courses with the Institute of Clinical Orthopedics &	During this report period, six Host Sites completed 11 courses, with 97 graduates, bringing the one-and-a-half-year total to 39 courses completed, with 316 graduates. We also completed 42 home safety assessments representing 43% of the graduates. In that group 25 safety changes were made and 24 sets of grabs bars, night lights and shower

	Neurosciences (ICON). The	mats were installed to our
	physicians and physician's assistants	underserved participants. Over the
	are on board and very happy to	one-and-a-half-year period, 119 home
	incorporate AMOB into their Bones &	safety assessments were completed, 70
	Fracture Programs. We are courting	safety changes and 48 sets of grab
	Empire Physician's Group currently	bars, night lights and shower mats
	in hopes of adding them to our	were distributed.
		were distributed.
	program, as Medical Groups seem to	
	be the best venue for accepting value-	
	added services. The busy season is	
	upon us and the forecast for A Matter	
	of Balance courses looks bright. We	
	anticipate completing 25-30 courses	
	between now and the end of this	
	grant period. Spreading the word	
	about AMOB and educating	
	prospective participants is essential to	
	the success of this program.	
	Applications	
Applicant	Staff Notes	Status
<b>DIGICOM</b> – requesting \$150,000 over	<b>Update:</b> Staff met with DIGICOM back in	Pending and/or On Hold and/or Further
two years for student film project focusing	November 2018 to review and discuss	Discussion Needed
on behavioral health – Community Focus	concepts — if the students' videos are	Grant staff still on hold pending
Area: Access to Primary and Behavioral	prescriptive, it doesn't work if the goal is	DIGICOM's staff to present next steps to
Health Care - Proactive Category -	to have the students learn how to express	finalize a project description for funding.
	themselves. DIGICOM will continue to	
	work with PSUSD students to bring	
	awareness and delve into ideas (not	
	prescriptive) of precariously housed	

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	homeless students, mental resiliency or	
	any other peer-to-peer opportunities.	
UCR SCHOOL OF MEDICINE \$536,157	UCR is very much interested in	DHCD staff, UCR SOM (Dr. Gemma Kim,
(approximate) mobile medical unit	developing the mobile unit concept as a	Nina Ruedas, Anthony Simmons, and Dr.
through expansion of the Residents Street	strategy in collaboration with other	Gerald Maguire) met on January 31, 2019
Medicine Program	community partners and service	to further discuss the mobile medical unit
	providers.	concept and tele-psych as well as the
		psychiatric residency program at UCR
		SOM. Dr. Maguire and Mr. Simmons will
		follow up with other organizations that
		have mobile medical units, such as
		Borrego, DAP's Get Tested vans, and
		Health to Hope. It was noted by Dr.
		Gemma Kim that an MOU is being
		developed between UCR SOM Family
		Practice and Health to Hope for a
		collaborative use of Health to Hope's
		mobile medical unit.
		Next follow up meeting: March 5th @ 2
		p.m.
Coachella Valley Volunteers in	Requesting \$120,000 to continue service to	Application being completed and will be
Medicine	District residents through provision of 890	presented for review at the March 19th
	individual medical and dental	Program Committee meeting.
	appointments and other contracts for	8
	disease education, case management and	
	community referral.	
	Letters of Inquiry	
Agency	Staff Notes	Status
Ronald McDonald House Inland Empire	Requesting \$200,000 to support programs	Site visit completed on January 23rd and
•	and services specific to Coachella Valley	organization will be invited to submit an
	families (approximately 20%) that are	
<u> </u>	· · · · · · · · · · · · · · · · · · ·	1

	referred by JFK Hospital, DRMC and Eisenhower Health for intensive and specialized medical treatments at the Children's Hospital.	application for review at the March 19 <sup>th</sup> Program Committee meeting.
Health to Hope Clinics	Requesting \$288,000 over a three-year period so that the organization's mobile medical units can serve more of the homeless individuals within the District's current service area and/or throughout eastern Coachella Valley (the passage of Measure BB).	As stated above, an MOU is being developed between UCR SOM Family Practice and Health to Hope for a collaborative use of Health to Hope's mobile medical unit.  The organization's new CEO recognizes the untapped potential and underutilization of the mobile medical units and is currently establishing relationships in the Coachella Valley that could benefit from the mobile clinics (FIND Food Bank's sites; Galilee Center; Desert Healthcare Treatment Center/ Acadia Healthcare; JFS SD; and others.)  Staff is working with the CEO on a date
OneFuture Coachella Valley	Requesting either \$700,000 for 2 years or	A draft outline of the concept has been
	\$350,000 for one year for ongoing Behavioral Health Workforce pipeline development.	received and staff has requested the grant goals be costed out in a line-item budget. It is anticipated that the application can be ready for review at the March 19 <sup>th</sup> Program Committee meeting.

## **Grants - Chronological List**

Approval Date is any date between 1/1/2018 and 12/31/2018 AND Disposition is 'Approved' 1/30/2019

Grant Date	Organization Project Title	Reference Number	Grant Amount	Paid To Date	Type Status
1/2/2018	Desert Regional Medical Center Auxiliary Palm Springs, CA Emergent Needs for Cancer Patients	962	\$6,000.00	\$6,000.00	Foundation Closed Grant
1/4/2018	California CareForce Roseville, CA California CareForce's 2018 Coachella Clinic	963 c	\$5,000.00	\$5,000.00	Mini-Grant Closed Grant
1/29/2018	Assistance League Of Palm Springs Desert Area Rancho Mirage, CA Operation School Bell/Hygiene Kits	964	\$5,000.00	\$5,000.00	Mini-Grant  Closed Grant
2/27/2018	<b>Desert Cancer Foundation</b> Palm Desert, CA Patient Assistance and SJBCF Programs	965	\$200,000.00	\$180,000.00	Grant Active Grant
3/15/2018	The LGBT Sanctuary Palm Springs Inc Palm Springs, CA SANCTUARY PALM SPRINGS MATCHED M	966 MENTOR PROGRAM	\$5,000.00	\$5,000.00	Mini-Grant Active Grant
3/27/2018	Eisenhower Medical Center Rancho Mirage, CA Coachella Valley Antibiotic Resistance Preven Collaborative	967 ntion	\$55,805.00	\$50,224.50	Grant Active Grant
3/29/2018	HIV+Aging Research Project-Palm Springs Palm Springs, CA Reunion Project Palm Springs 2.0	968	\$5,000.00	\$5,000.00	Mini-Grant Closed Grant

Grant Date	Organization Project Title	Reference Number	Grant Amount	Paid To Date	Type Status
4/4/2018	Cove Communities Senior Association Palm Desert, CA Joslyn Wellness Center Educational Programs	969 ming	\$5,000.00	\$5,000.00	Mini-Grant Active Grant
4/24/2018	<b>Desert Healthcare Foundation</b> Palm Springs, CA Behavioral Health Initiative Collective Fund	970	\$2,000,000.00	\$2,000,000.00	Grant Active Grant
5/1/2018	Reynaldo J Carreon M D Foundation Palm Desert, CA Dr. Carreón Foundation Scholarship Partner	971 Request	\$5,000.00	\$5,000.00	Mini-Grant Closed Grant
5/18/2018	Desert Regional Medical Center Auxiliary Palm Springs, CA EMERGENT NEEDS FOR CANCER PATIEN	974 TS	\$6,000.00	\$6,000.00	Foundation Closed Grant
5/22/2018	City of Desert Hot Springs  Desert Hot Springs, CA  City of Desert Hot Springs Public Safety Emerory  Program	972 rgency Response	\$30,000.00	\$27,000.00	Grant Active Grant
5/22/2018	Coachella Valley Workforce Excellence Inc Palm Desert, CA Health Career Connection Summer Intern for	973 DHCD	\$7,314.00	\$7,314.00	Grant Closed Grant
5/8/2018	Soroptomist House of Hope Desert Hot Springs, CA Client management computers	975	\$5,000.00	\$5,000.00	Mini-Grant Active Grant
7/16/2018	<b>Desert Regional Medical Center Auxiliary</b> Palm Springs, CA SOCIAL SERVICES FOR DISCHARGE PATE	976 ENTS AT DRMC	\$6,000.00	\$6,000.00	Foundation Active Grant

Grant Date	Organization Project Title	Reference Number	Grant Amount	Paid To Date	Type Status
8/2/2018	Paws & Hearts Palm Desert, CA Additional Pet Therapy Teams	977	\$3,000.00	\$3,000.00	Mini-Grant Active Grant
8/20/2018	Senior Advocates Of The Desert Cathedral City, CA Benefits Outreach at 4 Local Senior Centers	978	\$5,000.00	\$5,000.00	Mini-Grant Active Grant
9/24/2018	Hanson House Palm Springs, CA Trauma Family Stay Subsidies	980	\$5,000.00	\$5,000.00	Mini-Grant Active Grant
9/25/2018	Health Assessment & Research for Communities Palm Desert, CA 2019 Coachella Valley Community Health Surve	979 y	\$399,979.00	\$89,995.25	Grant  Active Grant
10/23/2018	Cove Communities Senior Association Palm Desert, CA Joslyn Wellness Center Senior Behavioral Service	985 ses Program	\$112,050.00	\$50,422.50	Grant Active Grant
0/23/2018	Desert ARC Palm Desert, CA Desert Arc Health Care Program	986	\$164,738.00	\$74,132.10	Improving Lives Active Grant
0/25/2018	Desert Healthcare Foundation Palm Springs, CA Ready Set Swim	981	\$136,000.00	\$136,000.00	Grant
0/29/2018	<b>Desert Regional Medical Center Auxiliary</b> Palm Springs, CA <i>EMERGENT NEEDS FOR CANCER PATIENTS</i>	982	\$6,000.00	\$6,000.00	Foundation

Grant Date	Organization Project Title	Reference Number	Grant Amount	Paid To Date	Type Status
11/27/2018	FIND Food Bank Indio, CA FIND's Healthy Food First / Pathways	984 Out of Hunger pilot	\$396,345.02	\$89,177.63	Grant Active Grant
12/6/2018	Eisenhower Medical Center Rancho Mirage, CA Eisenhower Lucy Curci Cancer Center	987 Patient Support	\$6,000.00	\$6,000.00	Foundation Social Svcs Fund
		Grand Total (25 items)	\$3,580,231.02	\$2,782,265.98	



February 26, 2019

CEO Report - Priorities - Milestones - Progress Measures

#1 Milestone: Successful Implementation of Strategic Plan

Staff is currently focused on the following work in support of the strategic plan and Board priorities:

- 1. Homelessness Initiative Funding and staffing of the Collaborative
- 2. Behavioral Health Initiative research for consultant and work force development
- 3. Accreditation requirements In progress. Estimated completion April 2019.\*\*Dependent on consultant meetings and review and update of policies new website launch
- 4. Implementation of Communications and Marketing Plan Staff is on task to move forward on Branding and Website redesign followed by all other components of the plan
- 5. CVHIP staff to present updated timeline for merger of the two data sets

#2 Milestone: Up-to-Date Policy Manual and Timely Review

Staff will make recommendations on policies to be considered as a priority as it relates to accreditation requirements. (Creation of workbook for the AdHoc committee). Upon full completion and approval, staff will move forward with request for formal Accreditation approval.

**Priority: Operations** 

#3 Milestone: Successful implementation of public relations program highlighting the work of the District and Foundation

Staff will move forward on the Branding and upgrade of website presence upon approval of the new logo presented to the full Board for approval at the 02/26/19 meeting.

Social Media continues to be the platform for our reach out to the community to promote both work of the District/Foundation and highlights of the many service partners who are supporting the Health and Wellness of our community.

**Priority: Operations** 

#4 Milestone: Successful implementation of Office restructuring with support for both new and continuing employees

Staff continues to work through the process of policy review and the implementation of a proposed timeline to obtain trainings for both staff and the Board of Directors to achieve the "Certified Healthcare District" from The Association of California Healthcare Districts (ACHD) and "District of Distinction"

from Special District Leadership Foundation (SDLF) a division of California Special District Association (CSDA) – timeline was presented at the November Board meeting. The Board will access training from either conference attendance, webinar training or other. Staff will work with Board Relations Officer to monitor and track Ethics training.

Grant Software has been fully implemented and training completed by the grants team.

Staff has taken occupancy of office space located at the Regional Access Partnership building located in Palm Desert.

"Priority: Operations

#5 Milestone: Expanded utilization of cvHIP by both residents and professionals throughout the Coachella Valley"

Staff in on target to meet the deadline date of April 1 for a full transition to the new platform. Staff will present a transitional timeline at the February meeting and will follow a marketing/outreach plan to be presented to the Full Board at the March meeting.

"Priority: Operations

#6 Milestone: Complete Association of California Healthcare Districts Certification"

A timeline for Accreditation was presented at the November 27<sup>th</sup> Board of Directors meeting.

Currently staff is on target to meet all milestones and will work with both committees and full Board to achieve required outstanding items to finalize the approval process.

"Priority: Strategy and Programs

#7 Milestone: Implementation of Hospital Governance and Oversight Policy with increased focus on quality issues"

Under the District's Lease Compliance Policy, a Hospital Governance and Oversight (HGOC) standing committee was created in January 2017. Monthly meetings have included current updates from Michele Finney, CEO of DRMC, regarding status of any issues, improvements, and developments within the hospital. Additionally, hospital rating scores, such as Leapfrog, CMS and Hospital Compare, have been presented to the Committee and communicated with the Board, including action plans for improving subpar scoring. The Committee will develop a hospital inspection plan to perform quarterly inspections of the hospital facilities. The Committee continues to bring transparency to hospital governance and oversight issues.

"Priority: Strategy and Programs

#8 Milestone: Continued focus on Homelessness Initiative with CVAG and Coachella Valley local governments (cities and county), as well as appropriate recognition of DHCD/F efforts"

Staff attended Riverside County Board of Governance meeting 02/07/2019, for the approval announcements of the HEAP funding awards. The Coachella Valley received the following allocations:

1. CVAG - \$551,930.57 for the Pilot program "25 Familiar Faces"

- 2. Martha's Village and Kitchen two programs
  - a. \$337,618 Recuperative Care Beds
  - b. \$250,879 Employment Services Program
- 3. Coachella Valley Rescue Mission \$370,900 for expansion of 50 Shelter beds

Staff has prepared as requested for the Board on 01/26/2019 a full budget for the collaborative staff as recommended and approved at the November Board meeting. This is also supported by a budget that is reflective of the HEAP funding as requested.

Staff attended the CVAG Homeless committee meeting 02/20/19 – Committee approved to provide a letter of support for the Riverside County Supervisor V. Manuel Perez's request to appoint a member of his staff to lead the Homelessness Collaborative Implementation.

"Priority: Strategy and Programs

#9 Milestone: Development of a strategy to address behavioral health issues in the Coachella Valley with primary and expedited focus on inpatient psychiatric resources"

Staff met with UCR School of Medicine and discussed the following topics:

- a. Dr. Maguire discussed the grant funds received by the UCR School of Medicine for increase Tele psych services
- b. Potential of a new residency program that would-be dual accreditation family health and psych (6 year)
- c. The importance of the proposed Acadia location and the mutual agreement for joint attendance at the February 6, 2019 City of Indio Council meeting to show support this would allow rotation of psych residence from the program above
- d. Mobile Medical Unit partnerships and the addition of Tele psych services partnerships with Health to Hope, Borrego, DAP and Clinicas

Staff continues to work with Onefuture on the increase awareness to high school student population of careers in Behavioral Health - this also includes a pilot program in the Eastern portion of CV "Mindful Resiliency" - this program has been met with several challenge and so it continues to evolve.

January 28 DHS family Alliance Alignment Team Meeting – Staff participated in the newly formed collaboration – purpose of the group is to align existing resources in the city of DHS by bringing together key leaders both from schools, services and businesses with the goal to address the chronic absenteeism (18%) in the area schools. The Hypothesis is this will improve college ready rates of school students and minimizing the absenteeism rate.

Staff will participate in the upcoming "Green Ribbon" on March 21, 2019.

A full report has been included in the February 26,2019 Foundation Board package to update our status on identifying a consultant and process to move forward on the Behavioral Health needs assessment.

"Priority: Strategy and Programs

#10 Milestone: Develop a strategy to address acute hospital bed resources throughout the CV with specific decisions about how to address seismic of existing facilities and other facilities issues at DRMC"

Board and Staff have been working with our consultant, Kaufman Hall, to develop guidance to the Board for decisions regarding the hospital facility, in light of the underlying seismic retrofit 2030 compliance issue. A current seismic ASCE 41 assessment to provide detailed assessment of estimated costs and process to meet the compliance issue is complete. Phase 0 (high level assessment) is complete and was presented at the September 25, 2018 Board of Directors meeting. The ASCE 41 – Phase 1 report – was presented at the January 22, 2019 Board meeting.

"Priority: Strategy and Programs

#11 Milestone: Develop, with Board, contingency plans for remainder of lease without an extension to Tenet Health"

Through the work and development underway with Kaufman Hall, the District will be developing a contingency plan, following the Seismic Assessment and further analysis. Estimated completion of the Contingency Plan is May 2019.

"Priority: Strategy and Programs

#12 Milestone: Providers, Facilities, Programs, and Services plans for 2018 considering changing federal actions. Establish sustainable funding for Providers, Facilities, Programs, and Services. "

The New Providers, Facilities, Programs, and Services Committee and Staff, along with guidance from Kaufman Hall, will be developing a plan (Apr-Jun 2019) for how to proceed with the hospital with regard to seismic retrofit and to define a transaction with the hospital operator (i.e. new hospital lease) by May 2027. The Board will hold a Special Study session in March to begin this process.

"Priority: Expansion

#13 Milestone: Establish a sustainable funding mechanism to include in expansion vote with LAFCO application"

Program team work continues to identify potential funding for two Key Initiatives – Homelessness and Behavioral Health. Through this process, staff is mapping potential funding sources to support efforts and programs that serve the Coachella Valley as a whole.

"Priority: Expansion

#14 Milestone: Secure successful LAFCO vote"

Complete. Measure BB passed at the November 6, 2018 election with an overwhelming 80.60% of approximately 55,000 voters voting in favor of the Measure. The successful passage was as a result of the diligent and timeless effort of the District's Board & Staff, Government Officials, and community members.

"Priority: Expansion

#15 Milestone: Preparation for and successful vote to expand DHCD/F in November 2018"

#### Complete.

"Priority: Expansion

#16 Milestone: Plan for expansion of DHCD/F Board if ballot initiative passes, as well as begin preparations for "district" elections."

With successful passage of Measure BB, 2 new Directors from the expanded area were appointed at the January 15, 2019 Board meeting. Future planning for rezoning the District into 7 zones, along with efforts to develop funding to support the expansion.



Date: February 26, 2019

To: Board of Directors

Subject: Rezoning Timeline from 5 to 7 Zones

### **<u>Staff Recommendation:</u>** Consideration to approve the proposed Rezoning Timeline

#### **Discussion:**

• The District transitioned to 5 election zones in 2018.

- With the expansion, the District is required to expand to 7 election zones in 2019.
- Following the 2020 Census, the District will be required to complete an additional rezoning process.
- Public engagement will be included to educate and engage the community members.
- The Resolution will be presented at the February 26, 2019 Board meeting.
- Included in the packet for consideration is a proposed timeline to include 4 public hearings. 2 in the East Valley, 1 in the West Valley, and the final at the RAP office.

#### **Fiscal Impact:**

Estimated \$50,000

## DESERT HEALTHCARE DISTRICT TIMELINE AND PROCESS TO INCREASE ZONES FROM 5 TO 7 (Health & Safety Code Section 32499.3)

The following describes the procedure for transitioning the Desert Healthcare District ("District") into 7 voting districts or ("Zones") in accordance with AB 2414 (Health & Safety Code, § 32499 et seq.).

#### **RECOMMENDED OPTION:**

### January 15, 2019

## 2 NEW DIRECTORS ARE APPOINTED TO THE BOARD FROM THE NEWLY ANNEXED AREA

The Board appointed 2 new Directors to serve on the District Board from the newly annexed area. The District now has 7 Directors. (Health & Safety Code, § 32499.2(c)).

### January 22, 2019 & February 26, 2019

#### **BOARD DISCUSSION AND DIRECTION CONCERNING OPTIONS**

The Board, with staff input, reviews the options for transitioning into 7 zones and provides direction to staff as to which Option the Board would like to consider at the February 26, Board meeting which sets the public hearings and meetings.

## February 26, 2019

## CONSIDERATION OF RESOLUTION SETTING PUBLIC HEARING SCHEDULE

In accordance with Health & Safety Code section 32499.2(c) the Board would consider a Resolution setting the time and place for four hearings on the establishment of the 7 new voting districts at which members of the public can present their views on the proposed new Zones. The Board can receive input from the public but, in accordance with the statute, the final location of the boundaries is the Board's decision.

## Between April and May, 2019

## PUBLIC OUTREACH AND TWO PUBLIC HEARINGS TO REVIEW THE PROPOSED NEW BOUNDARIES

During February through May 2019, the staff would conduct outreach to the public, including to non-English-speaking communities, explaining the transition to 7 zones and encouraging public participation. Drafts maps will be published and made available to the public. At the April 23, 2019, public hearing (East Valley location), NDC would present the proposed draft maps for discussion and input from the public would be considered. NDC would take the information and input from the meeting and update the maps in advance of the second public hearing on May 28, 2019 (West Valley location).

## From June through August 2019

## SUMMER BREAK WHILE THE NEW MAPS ARE UPDATED AND PUBLISHED FOR VIEWING

#### September 2019

#### PUBLIC HEARING POST PREPARATION OF BOUNDARY MAPS

At the September 24, 2019 public hearing (East Valley location), draft maps will be viewed from the development of the prior meetings, to which the public would be invited to provide input regarding the draft maps.

#### October 2019

## CONSIDERATION OF FINAL RESOLUTION TRANSITIONING TO 7 ZONES

At the October 22, 2019, Regular Board meeting at the RAP office, the Board would hold the final public hearing and would vote to adopt the final map of the new 7 zones. The estimated costs for the Alternative Option would be approximately **\$50,000** or more depending upon how many meeting NDC representatives attend.

#### **RESOLUTION NO. 19-01**

## RESOLUTION OF THE BOARD OF DIRECTORS OF THE DESERT HEALTHCARE DISTRICT INCREASING AND DIVIDING THE DISTRICT INTO SEVEN (7) VOTING ZONES

WHEREAS, DESERT HEALTHCARE DISTRICT (the "District") is a California healthcare district duly organized and existing under the laws of the State of California, particularly the Local Health Care District Law, constituting Division 23 of the Health and Safety Code of the State of California, and more particularly, Health and Safety Code sections 32000 et seq.; and

WHEREAS, the District is currently composed of five voting Zone Districts; and

WHEREAS, on November 6, 2018 Riverside County Measure BB was passed which approved the expansion of the District and the annexation of the District to include the cities of Palm Desert, Indian Wells, La Quinta, Indio, Coachella and unincorporated areas of Riverside County, including Bermuda Dunes, Mecca, Therma. Oasis, North shore and Vista Santa Rosa ("Annexed Area"); and

WHEREAS, Health & Safety Code §32499.2 provides that within thirty (30) days after the expansion election is certified, the Board of Directors of the District shall increase the number of members on its Board from five (5) to seven (7); and

WHEREAS, Health & Safety Code §32499.3 provides that following the expansion, the Board shall adopt a resolution to divide the District into seven (7) voting Zones, number the voting Zone Districts consecutively, and elect members of the Board by voting Zones beginning at the first district election after January 1, 2020; and

WHEREAS, in establishing the voting Zones the Board shall provide for representation in accordance with demographics, including population, and geographic factors of the entire District; and

WHEREAS, in accordance with Health & Safety Code §32499.3(b), the Board shall fix the time and place and give public notice for the hearing or hearings on the proposed establishment of the seven (7) voting Zones, at which any elector of the district may present his or her views and perspective in relation to the proposed division, but the Board shall not be bound thereby and the Board's decision, in the resolution adopting the seven (7) voting Zones shall be final.

NOW, THEREFORE, this Board of Directors of Desert Healthcare District does hereby resolve:

<u>Section 1</u>: The foregoing recitals are true and correct.

<u>Section 2</u>: Pursuant to Health & Safety Code §32499.3, the Board will hold public hearings on April 23, 2019, May 28, 2019, September 24, 2019 and October 22, 2019 to consider the views and input in relation to the proposed establishment of the seven (7) voting Zones.

<u>Section 3</u>. At the October 22, 2019 hearing the Board may adopt a resolution pursuant to Health & Safety Code §32499.3 declaring the seven (7) voting Zones and describing the boundaries of each voting Zone.

<u>Section 4</u>. The Board members who were appointed in the newly annexed territory, shall leave office at the expiration of his or her term in 2020 or 2022 when a successor takes office pursuant to Section 10554 of the Elections Code.

<u>Section 5</u>. To the extent the terms and provisions of this Resolution may be inconsistent or in conflict with the terms or conditions of any prior District resolution, motion, rule, regulation, or bylaw governing the same subject, the terms of this Resolution shall prevail with respect to the subject matter thereof.

<u>Section 6</u>. In interpreting this Resolution or resolving any ambiguity, this Resolution shall be interpreted in a manner that effectively accomplishes its stated purpose.

<u>Section 7</u>. This Resolution shall take effect immediately upon its adoption.

ADOPTED, PASSED, AND APPROVED this 26<sup>th</sup> day of February 2019, at a special meeting of the Board of Directors of Desert Healthcare District, at which a quorum was present and acting throughout, by the following roll call vote:

AYES:	
NOES:	
ABSENT:	
ABSTAIN:	
	Jennifer Wortham, DrPH, President
	Board of Directors
ATTEST:	
Les Zendle, M.D.	<del></del>
Vice-President/Secretary	
vice-riesiuelii/secletaly	



# DESERT HEALTHCARE DISTRICT FINANCE, ADMINISTRATION, REAL ESTATE AND LEGAL COMMITTEE MEETING MINUTES February 12, 2019

Directors Present	District Staff Present	Absent
Chair/Treasurer Mark Matthews	Chris Christensen, Interim CEO and CFO	Director Leticia
Director Jennifer Wortham, DrPH	Lisa Houston, COO	De Lara
Arthur Shorr, Community Member	Stephen Huyck, Accounting Manager	
	Andrea S. Hayles, Clerk to the Board	

AGENDA ITEMS	DISCUSSION	ACTION
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I. Call to Order	Chair Matthews called the meeting to order at 3:07p.m.	
II. Approval of Agenda	Chair Matthews asked for a motion to approve the Agenda.	It was moved and seconded (President Wortham, Community Member Shorr) to approve the agenda. Motion passed unanimously.
III. Public Comment	None	
IV. Approval of Minutes	Chair Matthews asked for a motion to approve the minutes of December 11, 2019.	It was moved and seconded (President Wortham, Community Member Shorr) to approve the minutes. Motion passed unanimously.
V. CEO Report	Chris Christensen, Interim CEO,	
VI. Chief Financial Officer's Report	VI.1. Chris Christensen, Interim CEO, explained the three	
1. LPMP Leasing Update	vacant units and the District will reach out to marketing firms to fill the vacancies.	



# DESERT HEALTHCARE DISTRICT FINANCE, ADMINISTRATION, REAL ESTATE AND LEGAL COMMITTEE MEETING MINUTES February 12, 2019

	February 12, 2019	I
VII. Financial Reports	VII.110. The Financial Reports	It was moved and seconded
District and LPMP Financial	were reviewed and discussed	(Community Member Shorr,
Statements	with Chris Christensen, Interim	President Wortham) to approve the
2. Accounts Receivable Aging	CEO.	January 2019 District Financial
Summary		Reports - Items 1-10 and to forward
3. District – Deposits	Director Wortham inquired	to the Board for approval.
4. District – Property Tax Receipts	concerning the director's	Motion passed unanimously.
5. LPMP Deposits 6. District – Check Register	stipends and approval of	
7. Credit Card – Detail of	financials for checks payable to	
Expenditures	members on the F&A	
8. LPMP – Check Register	Committee.	
9. Retirement Protection Plan	Goriiiiiitteei	
Update	Jeff Scott, Legal Counsel,	
10. Grant Payment Schedule		
	explained that the stipends and checks payable to board	
	, ,	
	members are administrative	
	tasks and it not necessary to	
	abstain from the votes.	
	The committee members	
	requested numerical order of	
	checks with an asterisk next to	
	each directors check.	
Public Comment	Ezra Kaufman, District resident,	
	inquired on the relationship	
	between deferred inflow and	
	outflow for the liability of the	
	Retirement Protection Plan.	
	Chris Christensen, Interim CEO,	
	explained that the Net Pension	
	Liability and related accruals	
	are update on an annual basis	
	by the actuarial firm.	
VIII. Other Matters	a para decedire in in	
1. Volunteer Community	Chris Christensen, Interim CEO,	
Committee Members	explained that staff is working	
Committee Members	on committees and potential	
	I	
	volunteer community members	
	and will bring a policy to the	
	Board for consideration at the	
	February Board meeting.	
IV. Adjournment	Chair Matthews adjourned the	Audio recording available on the
	meeting at 3:24 p.m.	website at <a href="http://dhcd.org/Finance-">http://dhcd.org/Finance-</a>
		<u>and-Administration</u>
·	·	Page 2 of 3



# DESERT HEALTHCARE DISTRICT FINANCE, ADMINISTRATION, REAL ESTATE AND LEGAL COMMITTEE MEETING MINUTES February 12, 2019

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



# HOSPITAL GOVERNANCE AND OVERSIGHT COMMITTEE MEETING MEETING MINUTES February 21, 2019

Directors Present	District Staff Present	Absent
Chair, Vice-President, Les Zendle, MD	Chris Christensen, Interim CEO, CFO	
Chair, Carole Rogers, RN	Lisa Houston, COO	
Director Karen Borja	Andrea S. Hayles, Clerk of the Board	

AGENDA ITEMS	1	DISCUSSION	ACT	ΓΙΟΝ
I. Call to Order	The meeting	g was called to order		
	at 9:31 a.m.	by Chair Zendle.		
II. Introductions	Chair Zendl	e invited all in		
	attendance	to introduce		
	themselves			
III. Approval of Agenda	Chair Roger	s asked for a motion	Moved and second	ed by Director
	to approve	the agenda and	Rogers and Vice-Pro	esident Zendle to
	tabling item	VII.3.	approve the agenda	a as amended.
			Motion passed una	
IV. Public Comment				·
V. Approval of Meeting	Chair Zendle	e asked for approval	Moved and second	ed by Director
Minutes	of the Dece	mber 20, 2018	Rogers and Vice-Pro	esident Zendle to
	meeting mi	nutes.	approve the agenda	a.
			Motion passed una	nimously.
	Ezra Kaufma	an, District resident,	•	•
	inquired on			
		and resolve from the		
		ninutes on Desert		
		edical Center's		
		ns for public		
		. Chair Zendle		
		nat the board ne matter and Tenet		
		t not to publish any		
VI Old Business	proprietary	data.		
VI. Old Business	Ch. data ta a d			
VII. New Business		ngenwalter, Chief		
		cer, Desert Regional		
	-	roduced Joe Hedley,		
		ager, Social Work,		
	_	onal Medical Center		
		cerning the policy for		
	people expe	eriencing		



## HOSPITAL GOVERNANCE AND OVERSIGHT COMMITTEE MEETING MEETING MINUTES

February 21, 2019

homelessness arriving at the Emergency Department (ER).

Mr. Hedley described in detail Desert Regional Medical Center's compliance with the January 1, 2019 state law currently effective for the discharge of homeless patients, with some portions of the law requiring implementation by July 1, 2019. The specifics included clothing access, prescription medications, transportation, and medical follow-ups with community health and primary care clinics.

Chair Zendle encouraged DRMC to make the statistics available to the public and the media about the discharge of homeless patients in the ER based on the positive aspects of the hospital's compliance measures.

1. Leapfrog Hospital Safety
Grade Upgrade –
Christine Langenwalter,
MSN, RNC, CENP, Chief
Quality Officer, Desert
Regional Medical Center

Christine Langenwalter, Chief Quality Officer, Desert Regional Medical Center, explained that the Leapfrog grades are released twice a year. The current score is rated at a "C". Ms. Lagenwalter outlined the measure from 2015 – 2017 for infections, surgical considerations, coding, the prevention of errors, and ranking changes from a B to a C due to patient falls. 2018 data has not yet affected the scores with the next reporting cycle in April 2019.

2. Hospital Inspection
Update – Desert
Regional Medical Center

Chair Zendle introduced Dale Barnhart, the hospital inspector. Mr. Barnhart described his long-

> Page 2 of 4 Hospital Governance and Oversight Committee February 21, 2019



## HOSPITAL GOVERNANCE AND OVERSIGHT COMMITTEE MEETING MEETING MINUTES February 21, 2019

February 21, 2019			
	term career at Desert Regional Medical Center in facilities, including other career hospital- related matters.  Chris Christensen, Interim CEO,		
	explained the March 5 hospital inspection for the Sinatra Towers and Finance. A detailed report of the inspection will be available at the March committee meeting, as well as the Charity Care Policy and Estimated Dollar Amount Provided for Indigent Care.		
	Director Borja explained the challenges of driving 40 minutes to the District on Thursday mornings; however, Director Borja is flexible, and the District can accommodate Director Borja with Webex participation.		
	Director Rogers described more community adviser's participation in the committee, explaining transparency and her preference for more community members with a possible time change to accommodate all members of the committee.		
3. Charity Care Policy and Estimated Dollar Amount Provided for Indigent Care	The matter was tabled to the March meeting.		
Public Comment			
VIII. Adjournment	Chair Zendle adjourned the meeting at 10:30 a.m.	Audio recording available on the website at <a href="http://dhcd.org/Hospital-">http://dhcd.org/Hospital-</a>	

ATTEST:		

Les Zendle, MD, Chair/Vice-President

**Governance-Oversight-Committee** 



# HOSPITAL GOVERNANCE AND OVERSIGHT COMMITTEE MEETING MEETING MINUTES February 21, 2019

Hospital Governance and Oversight and Committee

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





# DESERT HEALTHCARE DISTRICT STRATEGIC PLANNING COMMITTEE MEETING MINUTES February 12, 2019

Directors Present	District Staff Present	Absent
President/Chair Jennifer Wortham, DrPH	Chris Christensen, Interim CEO and CFO	Vice-President
Director Karen Borja	Lisa Houston, COO	Les Zendle, MD
	Will Dean, Communications and	
	Marketing Director	
	Andrea S. Hayles, Clerk to the Board	

AGENDA ITEMS DISCUSSION ACTION

I. Call to Order	Chair Wortham called the	
	meeting to order at 4:00 p.m.	
II. Approval of Agenda	Chair Wortham asked for a	It was moved and seconded
	motion to approve the Agenda.	(Director Borja, President Wortham)
		to approve the agenda.
		Motion passed unanimously.
III. Public Comment	None	
IV. New Business		
1. Mission	Chair Wortham described the	
2. Vision	Mission and Vision as outlined	
	in the Strategic Plan explaining	
	that the District should address	
	the vision with health facilities	
	and services and reaffirm the	
	vision statement for any	
	potential revisions.	

# DESERT HEALTHCARE DISTRICT STRATEGIC PLANNING COMMITTEE MEETING MINUTES February 12, 2019

The committee requested a board agenda item for a Strategic Planning study session between February and March to discuss the direction of the board with health facilities and services, that also includes clarity to the vision statement.

#### 3. Goals

- a. Live Well Program
- b. Priorities-Milestones-Progress Measures

Chair Wortham explained that some agencies have adopted blue zones for social determinants of health in San Diego to learn more about their program goals. The county will be involved, and it is important for the Strategic Planning Committee to stay engaged, including staff to provide recommendations. Safety, education, and access to care are other factors for the determinants of health to identify gaps.

Director Borja explained that staff should continue to attend the meetings for 30-90 days, then the District can determine the potential to participate and make considerations whether the District will drive the force or join.

Chair Wortham explained that the District needs to structure a vehicle for execution of the strategic plan and determine outside parties' roles that will assist staff with the implementation.

The committee requested a road map of milestones in a



## DESERT HEALTHCARE DISTRICT STRATEGIC PLANNING COMMITTEE MEETING MINUTES February 12, 2019

	February 12, 2019	
	Gantt chart format for the strategic plan priorities, strategies, and outcomes that includes committee members involvement outlined by year.	
4. Branding/Logo Options	Will Dean, Communications and Marketing Director, explained the logo and tagline options developed by the Leap Marketing consultants.	
	Chair Wortham prefers the icons of people, but with changes to the red color such as green.	
	Director Borja believes that Chair Wortham's choice illustrating the icons of people should be refined more based on color.	
	Advancing Community Wellness is the preferred tagline of both directors, but other taglines should be presented to the committee such as Live Well, Prosper and Flourish, or Elevate.	
	The committee would like to meet again next week at the RAP Foundation conference room to review the updated logo on Tuesday, 02/19 at 5:30 p.m.	
IV. Adjournment	Chair Wortham adjourned the meeting at 5:33 p.m.	Audio recording available on the website at <a href="http://dhcd.org/Strategic-Planning-Committee">http://dhcd.org/Strategic-Planning-Committee</a> 2019



## DESERT HEALTHCARE DISTRICT STRATEGIC PLANNING COMMITTEE MEETING MINUTES February 12, 2019

ATTEST:	•	

Jennifer Wortham, DrPH, Chair/President, Strategic Planning Committee Desert Healthcare District Board of Directors

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



# DESERT HEALTHCARE DISTRICT STRATEGIC PLANNING COMMITTEE MEETING MINUTES February 19, 2019

Directors Present	District Staff Present	Absent
Vice-President Les Zendle, MD	Chris Christensen, Interim CEO and CFO	President/Chair
Director Karen Borja	Lisa Houston, COO	Jennifer
	Will Dean, Communications and	Wortham, DrPH
	Marketing Director	
	Andrea S. Hayles, Clerk to the Board	

AGENDA ITEMS		DISCUSSION		ACTION
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I. Call to Order	Vice-President Zendle called the meeting to order at 5:31	
	p.m.	
II. Approval of Agenda	Vice-President Zendle asked for a motion to approve the Agenda.	It was moved and seconded (Vice- President Zendle, Director Borja) to approve the agenda. Motion passed unanimously.
III. Public Comment	None	
IV. New Business	None	
V. Old Business  1. Branding/Logo Options	Chris Christensen, Interim CEO, explained the requests of the committee from the prior meeting to provide additional logos and taglines for review.	



## DESERT HEALTHCARE DISTRICT STRATEGIC PLANNING COMMITTEE MEETING MINUTES February 19, 2019

Logos - Vice-President Zendle favors the logo that incorporates sunrise/sunrays into the logo facing up with all the same font – not District and Foundation in smaller font.

Director Borja prefers logo "F" included in the variations for Font Exploration. Logos 1 and 3 are preferred with changes to the teal font and smaller grouping. The District and Foundation should have darker colors as opposed to lighter colors.

The committee recommended presenting to the Board for consideration Logos 1 and 3, one with font "F" and the other that includes all letters bolded in purple.

Taglines - Vice-President
Zendle also explained longer
tagline examples such as
language that coincides with
the vision – connecting
Coachella Valley residents to
health and wellness, helping to
achieve and promote equity, or
access to health and wellness;
experimenting with One
Coachella Valley.

The committee explored advancing wellness, advancing access, advancing healthcare to residents in the Coachella Valley, and advancing community wellness in the Coachella Valley, and removing



### DESERT HEALTHCARE DISTRICT STRATEGIC PLANNING COMMITTEE MEETING MINUTES February 19, 2019

	<u> </u>	
	Coachella Valley in some	
	instances.	
	The committee recommended	
	presenting to the Board for	
	consideration either	
	"Advancing Community	
	Wellness" or "Advancing	
	Community Wellness in the	
	Coachella Valley," and will	
	include the excluded logos and	
	taglines in the Board packet.	
IV. Adjournment	Vice-President Zendle	Audio recording available on the
	adjourned the meeting at 6:00	website at
	p.m.	http://dhcd.org/Strategic-Planning-
		Committee 2019

ATTEST:	
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Les Zendle, MD, Member, Strategic Planning Committee Vice-President, Desert Healthcare District Board of Directors

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



Date: February 26, 2019

To: Board of Directors

Subject: Logo and tagline options and related website development

progress

**<u>Staff Recommendation</u>**: The Board to consider the options as recommended by the Strategic Planning Committee to select both a logo and a tagline.

### **Background:**

- On September 25, 2018, the Board approved a Communications and Marketing Plan. An essential component of the plan was to create branding and implement a website redesign that represent a new chapter in the Desert Healthcare District and Foundation's 70-year history, its evolution and emergence as an organization fostering health and wellness for the entire community.
- The Board approved on January 15, 2019, entering into a contract with Leap Marketing | Creative Services to provide branding services, including a new logo and tagline, to be used across multiple platforms. At that time, the Board also approved a contract for Graphtek Interactive to provide the website redesign and redevelopment services.
- The branding services provider was tasked with creating visuals and messaging that
  move the District forward, replacing a tower largely associated with a hospital and
  Palm Springs.
- As outlined in the Communications and Marketing Plan, the website launch date is set for April 1, 2019, which is the District's goal to meet the accreditation deadline.
   Selection and approval of a logo and tagline at tonight's meeting will assist in meeting the deadline.
- During two meetings in February, the DHCD&F Strategic Planning Committee identified and recommended for Board consideration and approval the two logo and two tagline options included in this packet.

- The *selected logo* was designed to represent the District's diverse community of residents, nonprofit service providers and other partners. The *selected tagline* emphasizes progress, strengthening goals, and the District's timeless mission through the word "Advancing."
- The recommended logos and taglines will be finalized for distribution by Monday, February 25, 2019.

### **Fiscal Impact:**

Branding services are covered in the Communications and Marketing budget approved by the Board on June 26, 2018.



Date: February 26, 2019

To: Board of Directors

Subject: District Bylaws – Revision and Resolution No. 12

**<u>Staff Recommendation:</u>** Consideration to approve Resolution No. 12 and the revised Bylaws of the District

### **Discussion:**

- The Board/Staff Communications and Policies Committee reviewed and discussed the following proposed Bylaw changes
- Section 4.3 changing the election from at-large to zones
- Section 5.1 changing the time and place of Regular meetings to 5:30 p.m. at the Regional Access Project (RAP) Foundation Building 41550 Eclectic Street, Palm Desert, California 92260
- Section 5.3 changing the requirement from 3 to 4 Board members to call a Special Meeting
- Section 6.2 changing and clarifying the roles of the four Standing Committees
- Included in the packet are a clean Draft, followed by the redlined version.

### **Fiscal Impact:**

None

### AMENDED AND RESTATED BYLAWS AND RULES OF

### DESERT HEALTHCARE DISTRICT

### ARTICLE I. DEFINITIONS

- 1.1 "Hospital" means Desert Regional Medical Center, 1140 North Indian Canyon Drive, Palm Springs, California 92262.
- 1.2 "Board" means the Board of Directors of the District.
- 1.3 "Director" means a member of the Board.
- 1.4 "District" means the Desert Healthcare District.
- 1.5 "Lease" means lease of the Hospital to Tenet HealthSystem Desert, Inc.
- 1.6 "President" means the president of the Board.
- 1.7 "Vice President/Secretary" means the vice president/secretary of the Board.
- 1.8 "Treasurer" means the treasurer of the Board.

### ARTICLE II. ORGANIZATION, POWERS, AND MISSION STATEMENT

2.1 NAME. The name of the District is the "Desert Healthcare District."

Updated February 26, 2019

2.2 SEAL. The District shall have a seal which shall be circular in form and have in the perimeter thereof the following inscription:

### "Desert Healthcare District Incorporated December 14, 1948 California"

- 2.3 ORGANIZATION. The District is a political subdivision of the State of California organized under the Local Healthcare District Law, Division 23 of the California Health and Safety Code as now in effect or as amended in the future. The District operates under and has all of the rights and responsibilities set forth in The Ralph M. Brown Act, Government Code section 54950 and following as now in effect or as amended in the future.
- 2.4 PURPOSES AND POWERS. The District is organized for the purposes described in the Local Healthcare District Law and shall have and exercise such powers in the furtherance of its purposes as are now or may hereafter be set forth in the Local Healthcare District Law and any other applicable statutes, rules, or regulations of the State of California. The Hospital is operated by Tenet HealthSystem Desert, Inc., pursuant to a lease dated May 31, 1997, as amended between Tenet Healthcare, Inc., and the District. The District oversees Tenet's compliance with said lease and ensures that the District asserts all of its rights and obligations pursuant to the terms of the lease.
- 2.5 MISSION STATEMENT. The mission of the Desert Healthcare District is to achieve optimal health for all stages of life for all District residents.

### ARTICLE III. OFFICES

3.1 PRINCIPAL OFFICE. The principal office of the District is located at 1140 North Indian Canyon Drive, Palm Springs, California 92262.

Updated February 26, 2019

### ARTICLE IV. BOARD

- 4.1 GENERAL POWERS. The Board is the governing body of the District. All District powers shall be exercised by or under the direction of the Board. The Board is authorized to make appropriate delegations of its powers and authority to officers and employees of the District.
- 4.2 NUMBER AND QUALIFICATION. The Board shall consist of seven (7) members, each of whom shall be a registered voter residing in the District.
- 4.3 ELECTION AND TERM OF OFFICE. An election shall be held in the District on the first Tuesday after the first Monday in November in each even-numbered year, at which time a successor shall be chosen to each Director whose term shall expire at noon on the first Friday of December following such election. The election of Board members shall be an election by zones pursuant to Health & Safety Code 32499.3 and shall be consolidated with the statewide general election. The candidates receiving the highest number of votes for the offices to be filled at the election shall be elected thereto. The term of office of each elected Board member shall be four (4) years or until the Board member's successor is elected and has qualified, except as otherwise provided by law in the event of a vacancy.
- 4.4 VACANCIES. The remaining Board members may fill any vacancy on the Board by appointment in accordance with Government Code section 1780, as amended, which sets forth the procedure for filling a vacancy of an elective office on a governing board of a special district.
- 4.5 RESIGNATION OR REMOVAL. Any Board member may resign effective upon giving written notice to the President, the Secretary, or the Board, unless the notice specified a later time for the effectiveness of such resignation. In Updated February 26, 2019

accordance with Health & Safety Code section 32100.2, as amended, the term of any member of the Board shall expire if the member is absent from three (3) consecutive regular meetings or from three (3) of any five (5) consecutive meetings of the Board, and if the Board by resolution declares that a vacancy exists on the Board. All or any of the members may be recalled at any time by the voters following the recall procedure set forth in Division 11 of the Election Code.

- 4.6 COMPENSATION. The Board shall serve without compensation except that the Board, by resolution adopted by majority vote, may provide compensation for attendance at meetings in accordance with Health and Safety Code section 32103 as amended.
- 4.7 HEALTH BENEFITS. Pursuant to Government Code section 53200 et seq., the Board, by resolution adopted by a majority vote, may provide for health benefits to Board members, employees, retired employees, and retired Board members as allowed by law.

### ARTICLE V. BOARD MEETINGS

- 5.1 REGULAR MEETINGS. Regular meetings of the Board of Directors shall be held on the fourth Tuesday of each month, excepting August, at 5:30 p.m. in the Regional Access Project (RAP) Foundation Building, 41550 Eclectic Street, Palm Desert, California 92260 unless otherwise designated in the Agenda Notice; provided, however, that should said date fall upon a legal holiday, then the meeting shall be held at the same time on the next business day.
- 5.2 ORGANIZATION MEETING. At the first regular Board meeting in December, the Board shall organize by the election of one of its members as President, one as Vice-President/Secretary, and one as Treasurer.

Updated February 26, 2019

- 5.3 SPECIAL MEETING. A special meeting may be called at any time by the President, or by four (4) Board members by delivering written notice to each Board member and to each local newspaper of general circulation, radio or televisions station requesting such notice in writing, personally or by mail. Such notice must be delivered personally or by mail at least twenty-four (24) hours before the time of such meeting as specified in the notice. The call and notice shall specify the time and place of the special meeting and the business to be transacted. No other business shall be considered at special meetings. Such written notice may be dispensed with as to any Board member who, at or prior to the time the meeting convenes, files with the Secretary a written waiver of notice. Such waiver may be given by telegram. Such written notice may also be dispensed with as to any member who is actually present at the meeting at the time it convenes.
- 5.4 QUORUM. A majority of the members of the Board shall constitute a quorum for the transaction of business. The act of a majority of the Board members present at a meeting at which a quorum is present shall be the act of the Board.
- 5.5 ADJOURNMENT. The Board may adjourn any regular, adjourned regular, special, or adjourned special meeting to a time and place specified in the order of adjournment. Less than a quorum may so adjourn from time to time. A copy of the order or notice of adjournment shall be conspicuously posted on or near the door of the place where the meeting was held within twenty-four (24) hours after the time of adjournment.
- 5.6 RULES AND REGULATIONS. The Board may adopt rules and regulations governing the Board, the District, its facilities and programs, which rules and regulations shall not conflict with these bylaws.

5.7 RULES OF ORDER. Unless otherwise provided by law, these bylaws, or Board rules, Board meeting procedures shall be in accordance with *Robert's Rules of Order Newly Revised*. However, technical failure to follow *Robert's Rules of Order* shall not invalidate any action taken. The President may make and second motions and vote in the same manner as other Board members.

### ARTICLE VI. COMMITTEES

- 6.1 APPOINTMENT. All Board committees, whether standing or special (ad hoc), shall be appointed by the President. The chairperson of each committee shall be appointed by the President. All committees shall be advisory only to the Board unless otherwise specifically authorized to act by the Board.
- 6.2 STANDING COMMITTEES. Standing committees shall meet periodically to review reports from District staff, legal counsel, and consultants relating to the particular subject matter of the committee. There shall be the following standing committees:
  - (a) <u>Finance, Legal and Administration</u>. This committee shall be responsible for oversight and for making recommendations to the Board where appropriate on matters related to finance, administration, human resources, property management, legal affairs, (including legislation) real estate, and information systems (IS).
  - (b) <u>Strategic Planning</u>. This committee, represented by the Directors assigned to the Strategic Planning Committee, shall be responsible for monitoring the District's progress in achieving the expectations outlined in its strategic plan.
- (c) <u>Hospital Governance and Oversight</u>. This committee, represented by the Directors assigned to membership on the Desert Regional Hospital Updated February 26, 2019

Governing Board, shall periodically report to the District Board on the activities of the Governing Board and is charged with oversight responsibilities to ensure compliance with the terms of the current lease of Desert Regional Medical Center.

- (D) <u>Program Committee.</u> This committee shall be responsible for the oversight and for making recommendations to the Board where appropriate on District matters related to its grant making and related programs.
- 6.3 SPECIAL COMMITTEES. Special committees may be appointed by the President for special tasks as circumstances warrant, and upon completion of the task for which appointed such special committee shall stand discharged.
- 6.4 CONSULTANTS. A committee chairman may invite additional individuals with expertise in a pertinent area to meet with and assist the committee. Such consultants shall not vote or be counted in determining the existence of a quorum and may be excluded from any committee session. A committee chairman may exclude any or all consultants from attending a committee meeting.
- 6.5 MEETING AND NOTICE. Meetings of a committee may be called by the President of the Board, the chairman of the committee, or by a majority of the committee's members.
- 6.6 QUORUM. A majority of the Board members of a committee shall constitute a quorum for the transaction of business at any meeting of such committee. A committee member may designate an alternate Board member to attend a scheduled committee meeting in the event the committee member is unable to attend. Each committee shall keep minutes of its proceedings and shall report periodically to the Board.

Updated February 26, 2019

- 6.7 MANNER OF ACTING. The act of a majority of the members of a committee present at a meeting which a quorum is present shall be the act of the committee. No act taken at a meeting at which less than a quorum was present shall be valid unless approved in writing by the absent members.
- 6.8 TENURE. Each member of a committee shall hold office until the organizational meeting of the Board at its first meeting in December and until a successor is appointed. Any member of a committee may be removed at any time by the President subject to the consent of the Board. A member of the Board shall cease to hold committee membership upon ceasing to be a Board member.
- 6.9 TEMPORARY APPOINTMENTS. The President may appoint a temporary committee member to serve during the absence of a regular committee member or the President may serve.

### ARTICLE VII. OFFICERS

- 7.1 PRESIDENT. The Board shall elect one of its members as President at the first regular meeting in December of each year, and the President shall hold office until a successor is elected. The President shall be the principal officer of the District and the Board and shall preside at all meetings of the Board. The President shall appoint all Board committee members and committee chairman and shall perform all duties incident to the office and such other duties as may be prescribed by the Board from time to time.
- 7.2 VICE PRESIDENT/SECRETARY. The Board shall elect one of its members as Vice President/Secretary at the first regular meeting in December of each year, and the Vice President shall hold office until a successor is elected. In the absence of the President, the Vice President/Secretary shall perform the duties

of the President. The Vice President/Secretary shall provide for keeping of the minutes of all meetings of the Board. The Vice President/Secretary shall give or cause to be given appropriate notices in accordance with these bylaws or as required by law and shall act as custodian of District records and reports and of the District's seal.

7.3 TREASURER. The Board shall appoint a Treasurer who shall serve at the pleasure of the Board. The Treasurer shall be charged with the safekeeping and disbursal of the funds in the treasury of the District.

### ARTICLE VIII. LOCAL GOVERNING BOARD

8.1 In accordance with the 1997 Lease Agreement, the District appoints two (2) District Board members to serve on the Desert Regional Medical Center governing board. Said members shall act as liaisons to the District Board and shall periodically report to the District Board on the affairs of the governing board. The President shall be responsible for appointing the two (2) District Board members to serve on the Hospital governing board in accordance with the rules and regulations of the bylaws of the governing board.

### ARTICLE IX. AMENDMENT

9.1 These bylaws may be amended or repealed by vote of at least four (4) members of the Board at any Board meeting. Such amendments or repeal shall be effective immediately.

### AMENDED AND RESTATED BYLAWS AND RULES OF DESERT HEALTHCARE DISTRICT

### ARTICLE I. DEFINITIONS

- 1.1 "Hospital" means Desert Regional Medical Center, 1140 North Indian Canyon Drive, Palm Springs, California 92262.
- 1.2 "Board" means the Board of Directors of the District.
- 1.3 "Director" means a member of the Board.
- 1.4 "District" means the Desert Healthcare District.
- 1.5 "Lease" means lease of the Hospital to Tenet HealthSystem Desert, Inc.
- 1.6 "President" means the president of the Board.
- 1.7 "Vice President/Secretary" means the vice president/secretary of the Board.
- 1.8 "Treasurer" means the treasurer of the Board.

### ARTICLE II. ORGANIZATION, POWERS, AND MISSION STATEMENT

2.1 NAME. The name of the District is the "Desert Healthcare District."

Updated February 2726, 20182019

2.2 SEAL. The District shall have a seal which shall be circular in form and have in the perimeter thereof the following inscription:

### "Desert Healthcare District Incorporated December 14, 1948 California"

- 2.3 ORGANIZATION. The District is a political subdivision of the State of California organized under the Local Healthcare District Law, Division 23 of the California Health and Safety Code as now in effect or as amended in the future. The District operates under and has all of the rights and responsibilities set forth in The Ralph M. Brown Act, Government Code section 54950 and following as now in effect or as amended in the future.
- 2.4 PURPOSES AND POWERS. The District is organized for the purposes described in the Local Healthcare District Law and shall have and exercise such powers in the furtherance of its purposes as are now or may hereafter be set forth in the Local Healthcare District Law and any other applicable statutes, rules, or regulations of the State of California. The Hospital is operated by Tenet HealthSystem Desert, Inc., pursuant to a lease dated May 31, 1997, as amended between Tenet Healthcare, Inc., and the District. The District oversees Tenet's compliance with said lease and ensures that the District asserts all of its rights and obligations pursuant to the terms of the lease.
- 2.5 MISSION STATEMENT. The mission of the Desert Healthcare District is to achieve optimal health for all stages of life for all District residents.

### ARTICLE III. OFFICES

3.1 PRINCIPAL OFFICE. The principal office of the District is located at 1140 North Indian Canyon Drive, Palm Springs, California 92262.

Updated February 2726, 20182019

### ARTICLE IV. BOARD

- 4.1 GENERAL POWERS. The Board is the governing body of the District. All District powers shall be exercised by or under the direction of the Board. The Board is authorized to make appropriate delegations of its powers and authority to officers and employees of the District.
- 4.2 NUMBER AND QUALIFICATION. The Board shall consist of five (5)seven (7) members, each of whom shall be a registered voter residing in the District.
- 4.3 ELECTION AND TERM OF OFFICE. An election shall be held in the District on the first Tuesday after the first Monday in November in each even-numbered year, at which time a successor shall be chosen to each Director whose term shall expire at noon on the first Friday of December following such election. The election of Board members shall be an election at large within the District by zones pursuant to Health & Safety Code 32499.3 and shall be consolidated with the statewide general election. The candidates receiving the highest number of votes for the offices to be filled at the election shall be elected thereto. The term of office of each elected Board member shall be four (4) years or until the Board member's successor is elected and has qualified, except as otherwise provided by law in the event of a vacancy.
- 4.4 VACANCIES. The remaining Board members may fill any vacancy on the Board by appointment in accordance with Government Code section 1780, as amended, which sets forth the procedure for filling a vacancy of an elective office on a governing board of a special district.
- 4.5 RESIGNATION OR REMOVAL. Any Board member may resign effective upon giving written notice to the President, the Secretary, or the Board, unless the notice specified a later time for the effectiveness of such resignation. In Updated February 2726, 20182019

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accordance with Health & Safety Code section 32100.2, as amended, the term of any member of the Board shall expire if the member is absent from three (3) consecutive regular meetings or from three (3) of any five (5) consecutive meetings of the Board, and if the Board by resolution declares that a vacancy exists on the Board. All or any of the members may be recalled at any time by the voters following the recall procedure set forth in Division 11 of the Election Code.

- 4.6 COMPENSATION. The Board shall serve without compensation except that the Board, by resolution adopted by majority vote, may provide compensation for attendance at meetings in accordance with Health and Safety Code section 32103 as amended.
- 4.7 HEALTH BENEFITS. Pursuant to Government Code section 53200 et seq., the Board, by resolution adopted by a majority vote, may provide for health benefits to Board members, employees, retired employees, and retired Board members as allowed by law.

### ARTICLE V. BOARD MEETINGS

5.1 REGULAR MEETINGS. Regular meetings of the Board of Directors shall be held on the fourth Tuesday of each month, excepting August, at 6:005:30 p.m. in the Jerry Stergios Regional Access Project (RAP) Foundation Building, 2nd floor Arthur H. "Red" Motley Boardroom 1140 N. Indian Canyon Drive, Palm Springs41550 Eclectic Street, Palm Desert, California 92262-92260 unless otherwise designated in the Agenda Notice; provided, however, that should said date fall upon a legal holiday, then the meeting shall be held at the same time on the next business day.

Updated February 2726, 20182019

- 5.2 ORGANIZATION MEETING. At the first regular Board meeting in December, the Board shall organize by the election of one of its members as President, one as Vice-President/Secretary, and one as Treasurer.
- 5.3 SPECIAL MEETING. A special meeting may be called at any time by the President, or by three (3) four (4) Board members by delivering written notice to each Board member and to each local newspaper of general circulation, radio or televisions station requesting such notice in writing, personally or by mail. Such notice must be delivered personally or by mail at least twenty-four (24) hours before the time of such meeting as specified in the notice. The call and notice shall specify the time and place of the special meeting and the business to be transacted. No other business shall be considered at special meetings. Such written notice may be dispensed with as to any Board member who, at or prior to the time the meeting convenes, files with the Secretary a written waiver of notice. Such waiver may be given by telegram. Such written notice may also be dispensed with as to any member who is actually present at the meeting at the time it convenes.
- 5.4 QUORUM. A majority of the members of the Board shall constitute a quorum for the transaction of business. The act of a majority of the Board members present at a meeting at which a quorum is present shall be the act of the Board.
- 5.5 ADJOURNMENT. The Board may adjourn any regular, adjourned regular, special, or adjourned special meeting to a time and place specified in the order of adjournment. Less than a quorum may so adjourn from time to time. A copy of the order or notice of adjournment shall be conspicuously posted on or near the door of the place where the meeting was held within twenty-four (24) hours after the time of adjournment.

Updated February 2726, 20182019

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- 5.6 RULES AND REGULATIONS. The Board may adopt rules and regulations governing the Board, the District, its facilities and programs, which rules and regulations shall not conflict with these bylaws.
- 5.7 RULES OF ORDER. Unless otherwise provided by law, these bylaws, or Board rules, Board meeting procedures shall be in accordance with *Robert's Rules of Order Newly Revised*. However, technical failure to follow *Robert's Rules of Order* shall not invalidate any action taken. The President may make and second motions and vote in the same manner as other Board members.

### ARTICLE VI. COMMITTEES

- 6.1 APPOINTMENT. All Board committees, whether standing or special (ad hoc), shall be appointed by the President. The chairperson of each committee shall be appointed by the President. All committees shall be advisory only to the Board unless otherwise specifically authorized to act by the Board.
- 6.2 STANDING COMMITTEES. Standing committees shall meet periodically to review reports from District staff, legal counsel, and consultants relating to the particular subject matter of the committee. There shall be the following standing committees:
  - (a) <u>Finance, Legal and Administration</u>. This committee shall be responsible for oversight and for making recommendations to the Board where appropriate on matters related to finance, administration, human resources, property management, legal affairs, (including legislation) real estate, and information systems (IS).
- (b) <u>Strategic Planning</u>. This committee, represented by the <u>full Board of Directors Directors assigned to the Strategic Planning Committee</u>, shall be Updated February <u>2726</u>, <u>20182019</u>

responsible for monitoring the District's progress in achieving the expectations outlined in its strategic plan. In addition, the full Board of Directors is charged with reviewing the District's community relations programs.

- (c) <u>Hospital Governance and Oversight</u>. This committee, represented by the Directors assigned to membership on the Desert Regional Hospital Governing Board, shall periodically report to the District Board on the activities of the Governing Board and responsible for handling complaints coming from the public to Board Members and Staff regarding Desert Regional Medical Center. In addition, this committee is charged with oversight responsibilities to ensure compliance with the terms of the current lease of Desert Regional Medical Center.
- (D) Program Committee. This committee shall be responsible for the oversight and for making recommendations to the Board where appropriate on District matters related to its grant making and related programs.
- 6.3 SPECIAL COMMITTEES. Special committees may be appointed by the President for special tasks as circumstances warrant, and upon completion of the task for which appointed such special committee shall stand discharged.
- 6.4 CONSULTANTS. A committee chairman may invite additional individuals with expertise in a pertinent area to meet with and assist the committee. Such consultants shall not vote or be counted in determining the existence of a quorum and may be excluded from any committee session. A committee chairman may exclude any or all consultants from attending a committee meeting.

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Updated February 2726, 20182019

- 6.5 MEETING AND NOTICE. Meetings of a committee may be called by the President of the Board, the chairman of the committee, or by a majority of the committee's members.
- QUORUM. A majority of the <u>Board</u> members of a committee shall constitute a quorum for the transaction of business at any meeting of such committee. A committee member may designate an alternate Board member to attend a scheduled committee meeting in the event the committee member is unable to attend. Each committee shall keep minutes of its proceedings and shall report periodically to the Board.
- 6.7 MANNER OF ACTING. The act of a majority of the members of a committee present at a meeting which a quorum is present shall be the act of the committee. No act taken at a meeting at which less than a quorum was present shall be valid unless approved in writing by the absent members.
- 6.8 TENURE. Each member of a committee shall hold office until the organizational meeting of the Board at its first meeting in December and until a successor is appointed. Any member of a committee may be removed at any time by the President subject to the consent of the Board. A member of the Board shall cease to hold committee membership upon ceasing to be a Board member.
- 6.9 TEMPORARY APPOINTMENTS. The President may appoint a temporary committee member to serve during the absence of a regular committee member or the President may serve.

### ARTICLE VII. OFFICERS

7.1 PRESIDENT. The Board shall elect one of its members as President at the first regular meeting in December of each year, and the President shall hold office Updated February 2726, 20182019 until a successor is elected. The President shall be the principal officer of the District and the Board and shall preside at all meetings of the Board. The President shall appoint all Board committee members and committee chairman and shall perform all duties incident to the office and such other duties as may be prescribed by the Board from time to time.

- 7.2 VICE PRESIDENT/SECRETARY. The Board shall elect one of its members as Vice President/Secretary at the first regular meeting in December of each year, and the Vice President shall hold office until a successor is elected. In the absence of the President, the Vice President/Secretary shall perform the duties of the President. The Vice President/Secretary shall provide for keeping of the minutes of all meetings of the Board. The Vice President/Secretary shall give or cause to be given appropriate notices in accordance with these bylaws or as required by law and shall act as custodian of District records and reports and of the District's seal.
- 7.3 TREASURER. The Board shall appoint a Treasurer who shall serve at the pleasure of the Board. The Treasurer shall be charged with the safekeeping and disbursal of the funds in the treasury of the District.

### ARTICLE VIII. LOCAL GOVERNING BOARD

8.1 In accordance with the 1997 Lease Agreement, the District appoints two (2) District Board members to serve on the Desert Regional Medical Center governing board. Said members shall act as liaisons to the District Board and shall periodically report to the District Board on the affairs of the governing board. The President shall be responsible for appointing the two (2) District Board members to serve on the Hospital governing board in accordance with the rules and regulations of the bylaws of the governing board.

Updated February 2726, 20182019

### ARTICLE IX. AMENDMENT

9.1 These bylaws may be amended or repealed by vote of at least three (3) four (4) members of the Board at any Board meeting. Such amendments or repeal shall be effective immediately.



Updated February 2726, 20182019



DATE: February 21, 2019

TO: Board of Directors,

Desert Healthcare District

Chris Christensen, Interim CEO

FROM: Leticia De Lara, Chair, Ad hoc Committee on Board

and Staff communications and Policies

RE: Draft updated Ticket Distribution Policy

Attached for Board Consideration is a Resolution incorporating a draft of an updated Ticket Distribution Policy. Also attached is a redlined version, which highlights the suggested changes. The advantage of having an adopted Ticket Policy is that tickets and passes (both complimentary and purchased) are not treated as gifts to public officials and are not subject to the gift limitations rules, are not treated as income, and do not have to be reported on the FPPC 700 Forms.

Committee Recommendation: The Ad Hoc Committee recommends the approval of the revised policy and the addition of a provision to the policy budgeting \$8,000 per year for Tickets and Passes and capping each individual Board member and the CEO to \$1,000 per year. The committee also recommends budgeting \$500 per Board member and CEO for the remainder of fiscal year 2018/2019. The Ad Hoc Committee recommendations have been incorporated into the policy.

- The revised policy clarifies the ability of the District to purchase ticket and provides that tickets and passes are public resources and their use furthers the District's public purposes.
- It complies with the provisions of the Fair Political Practices Act and applicable laws and provides flexibility for the District in the purchase of tickets and passes.
- An "Authorized District Official" shall include Board members and the CEO who are authorized to request the purchase of tickets or passes and the "Ticket Coordinator" who will be responsible for their distribution.

- Provided the event meets the public purposes test outlined in Section 4, a Board member may ask the Ticket Coordinator to purchase up to 2 tickets to the event for a Directors personal use, provided the tickets or passes are used by the Director, an immediate family member, or one other person.
- The revised policy also allows the Ticket Coordinator to distribute unused tickets to staff and community members.
- The revised policy also contains several exemptions including where the official will perform a ceremonial role or function on behalf of the District at the event, or where the official reimburses the District for the face value of the ticket or pass within thirty (30) days of receipt of the ticket or pass, and where the official treats the ticket or pass as income consistent with federal and state income tax laws and the District reports distribution of the ticket or pass as income to the official on the Form 802.
- In addition to an annual budget for payment of the purchase of tickets and passes, the Board in discussing the revisions to the current policy, may want to consider incorporating an approved list of events.

### RESOLUTION NO.

### RESOLUTION OF THE BOARD OF DIRECTORS OF THE DESERT HEALTHCARE DISTRICT & DESERT HEALTHCARE FOUNDATION ADOPTING A TICKET DISTRIBUTION POLICY

WHEREAS, from time to time the Desert Healthcare District and Desert Healthcare Foundation (collectively referred to herein as "District") receives event tickets and/or passes from public and private entities and individuals or purchases event tickets and/or passes in connection with the District's operations and activities in furtherance of the District's public purposes; and

WHEREAS, these tickets and/or passes purchased or received by the District are public resources of the District; and

WHEREAS, the District desires to use such tickets and/or passes to further governmental and public purposes of the District, such as the promotion of the District's activities and programs, and to avail the District and its officials, as defined in Government Code Section 82048 and Fair Political Practices Commission Regulation 18701 (Title 2, Division 6, California Code of Regulations referred to herein as "FPPC Regulation"), of the ability to distribute tickets and/or passes pursuant to FPPC Regulation 18944.1; and

WHEREAS, the furtherance of the District's governmental and public purposes may require the distribution of said tickets and/or passes to "public officials," as that term is defined in Government Code Section 82048; and

WHEREAS, FPPC Regulation 18944.1(e) requires that any distribution of said tickets and/or passes to, or at the behest of, an authorized District Official must be made pursuant to a duly adopted written policy, if such distribution is made under that regulation, and that the District must receive value equal to or greater than the value of the event ticket or pass it distributes to a District Official.

WHEREAS, as provided in FPPC Regulation 18944.1(c), such tickets and/or passes distributed in accordance with a duly adopted policy are not considered gifts to public officials; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Desert Healthcare District as follows:

<u>Section 1</u>: The Board of Directors herby adopts that certain Ticket Distribution **Policy #BOD-18** which is attached hereto as Exhibit "A" to this Resolution and incorporated herein by reference.

following roll call vote:	
AYES:	
NOES:	
ABSTAIN:	
ABSENT:	
	Jennifer Wortham, DrPH, President
	Board of Directors
	Desert Healthcare District
ATTEST:	

Les Zendle M.D., Vice-President/Secretary

Healthcare District at a regular meeting held on this 26th day of February 2019, by the

PASSED, APPROVED, AND ADOPTED by the Board of Directors of the Desert



POLICY TITLE: TICKET DISTRIBUTION POLICY

POLICY NUMBER: BOD-18

**REVISED DATE**: 02/26/2019

**BOARD APPROVAL DATE:** 02/26/2019 Resolution #\_\_-18 03/27/2018

### **POLICY:** TICKET DISTRIBUTION POLICY

**Policy #BOD-18:** From time to time the Desert Healthcare District and Desert Healthcare Foundation (collectively referred to herein as "District") receives event tickets and/or passes from public and private entities and individuals or purchases event tickets and/or passes in connection with the District's operations and activities in furtherance of the District's public purposes. These tickets and/or passes purchased or received by the District are public resources of the District.

The District desires to use such tickets and/or passes to further governmental and public purposes of the District, such as the promotion of the District's activities and programs, and to avail the District and its officials, as defined in Government Code Section 82048 and Fair Political Practices Commission Regulation 18701 (Title 2, Division 6, California Code of Regulations referred to herein as "FPPC Regulation"), of the ability to distribute tickets and/or passes pursuant to FPPC Regulation 18944.1. The furtherance of the District's governmental and public purposes may require the distribution of said tickets and/or passes to "public officials," as that term is defined in Government Code Section 82048; and

FPPC Regulation 18944.1(e) requires that any distribution of said tickets and/or passes to, or at the behest of, an authorized District Official must be made pursuant to a duly adopted written policy, if such distribution is made under that regulation, and that the District must receive value equal to or greater than the value of the event ticket or pass it distributes to a District Official. As provided in FPPC Regulation 18944.1(c), such tickets and/or passes distributed in accordance with a duly adopted policy are not considered gifts to public officials. Accordingly, the Board of Directors of the Desert Healthcare District adopts the following Ticket Distribution policy:



### Section 1: **Definitions**.

- a. "District Official" shall mean and refer to a District "public official" as that term is defined by Government Code Section 82048 and FPPC Regulation 18701 and shall include Board members, employees, and consultants required to file an annual Statement of Economic Interest Form 700.
- b. "Authorized District Official" shall mean a Board member or the CEO who shall be authorized to request the District's purchase of tickets or passes in accordance with Section 5 below.
- c. "Ticket" or "pass" as these terms are defined in FPPC Regulation 18944.1, as amended, and as of this date means admission to a facility, event, show, or performance for entertainment, amusement, recreation, or similar purpose.
- d. "Ticket Coordinator" shall mean the CEO or his or her designee who shall be responsible for distributing tickets in accordance with this policy and completing and posting the FPPC Form 802.

<u>Section 2</u>: **Purpose of the Policy**. The purpose of this Policy is to ensure that all tickets and passes the District receives from public and private entities and individuals, which are either complimentary or purchased by the District, are distributed in furtherance of a public purpose of the District and are not utilized for any election-related purposes.

<u>Section 3</u>: **Limitation**. This Policy shall only apply to the District's distribution of tickets and/or passes to, or those that are purchased at the behest of, an Authorized District Official.

<u>Section 4</u>: **Public Purposes for Ticket Distribution.** The following list is illustrative, rather than exhaustive, of the public purposes the District may accomplish by the distribution of tickets to, or at the behest of, a District Official:

- a. Representation of the District at events on federal, state, and regional levels.
- b. Representation and promotion of the Desert Healthcare District at District sponsored or supported community events and programs.
- c. Increasing public exposure to and awareness of District sponsorships, grants, initiatives, projects, and facilities related to promoting the mission and vision of the District.
- d. Promotion of District issues and representation at events sponsored by other governmental entities or government-related industry groups and non-profit organizations.

Policy #BOD-18 Page 4 of 5



 Recognizing or rewarding meritorious service by any District Official or employee and recognizing contributions made by current and former District Officials.

<u>Section 5</u>: **Purchase of Tickets or Passes**. Authorized District Officials may request the Ticket Coordinator purchase up to two (2) tickets in accordance with the public purposes of this policy for use by the District Official, an immediate family member (spouse or dependent children), or one other person. <u>\$8,000 per fiscal year shall be budgeted for the purchase of tickets and the purchase of tickets for use by any individual Authorized District Official shall not exceed \$1,000 per fiscal year.</u>

Section 6: **Transfer Prohibition**. The transfer by any District Official of any ticket distributed pursuant to this policy to any other person, except to other District Officials and staff members of the District, is prohibited. For tickets or passes that are unable to be used by the original recipient, the Ticket Administrator shall have the discretion to redistribute to other District Officials, staff members, or community members.

<u>Section</u> 7: **Posting Form 802 on Website**. Within thirty (30) days of distributing a ticket or pass, the District shall post a completed FPPC Form 802 on the District's website.

<u>Section</u> 8: **Exemptions to Policy.** Tickets or passes that are not subject to this policy include the following:

- a. <u>Ceremonial Role or Function</u>. Tickets or passes provided to an Authorized District Official where the official will perform a ceremonial role or function on behalf of the District are not considered gifts to the Authorized District Official.
- b. <u>Reimbursement.</u> The Authorized District Official reimburses the District for the face value of the ticket or pass within thirty (30) days of receipt or acceptance of the ticket or pass, as defined in the Political Reform Act.
- c. <u>Income</u>. The Authorized District Official treats the ticket or pass as income consistent with federal and state income tax laws and the City reports distribution of the tickets or passes as income to the Authorized District Official on the FPPC Form 802. The official will also have to report it as a gift on their 700 Forms.



Date: February 26, 2019

To: Board of Directors

Subject: Appointments & Duties for Committees Policy

**Staff Recommendation:** Discussion regarding Sub-Committees and Volunteer Community Members

### **Discussion:**

- The Board/Staff Communications and Policies Committee reviewed the draft policies submitted by staff and counsel and clearly expressed that there needed to be a full board discussion and direction on the use and participation of Volunteer Members on Standing Committees. Currently there are four Standing Committees – Program, Finance & Administration, Strategic Planning and Governance and Oversight.
- The committee felt that the Board needs to discuss the appropriate number of Volunteer Members on each of the committees. Also, if expertise should be required to serve as a Volunteer Member, and whether Volunteer Members are appropriate on some committees like Governance and Oversight. Also, should Volunteer Member's votes on the committees be advisory only in nature and the committee recommendations be the recommendations of the Board members on the committee?
- The committee recommended the following number of Volunteer Members for each committee.
  - -Program up to 5
  - -Finance & Administration up to 3
  - -Strategic Planning 0
  - Hospital Governance & Oversight 0

### **Fiscal Impact:**

None