



**DESERT HEALTHCARE DISTRICT  
BOARD AND STAFF COMMUNICATIONS AND POLICIES  
Board and Staff Communications and Policies Meeting  
September 14, 2021  
12:00 p.m.**

In lieu of attending the meeting in person, members of the public will be able to participate by webinar by using the following link:

<https://us02web.zoom.us/j/83928944388?pwd=RS8wRFFaUWZhdDhXVXI2VFVla0pndz09>

**Webinar ID: 839 2894 4388**

**Password: 588415**

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

Dial in #:(669) 900-6833 To Listen and Address the Committee when called upon:

**Webinar ID: 839 2894 4388**

**Password: 588415**

<i>Page(s)</i>	<b>AGENDA</b>	<i>Item Type</i>
	<b>I. CALL TO ORDER – President Leticia De Lara, Chairperson</b>	
	<b>II. APPROVAL OF AGENDA</b>	<b>Action</b>
	<b>III. MEETING MINUTES</b>	
2-6	1. February 09, 2021	<b>Action</b>
	<b>IV. NEW BUSINESS – NEW &amp; EXISTING POLICY REVISIONS</b>	<b>Action</b>
7-10	1. BOD-12 – Minutes of Board Meetings	
11-13	2. BOD-13 – Memberships in Organizations, Training, Education, Conferences, and Reimbursement Procedure	
14	3. BOD-14 – Ethics Training and Education Training Related to Workplace Harassment	
15-16	4. FIN-06 – Financial Reserve	
17-21	5. OP-11 – Procurement of Purchase Contracts and Professional Services	
22-23	6. OP-12 – Compensation	
24-25	7. OP-14 – Staff Expense Authorization	
26-27	8. OP-16 – Chief Executive Officer Discretionary Funds	
	<b>V. FUTURE TOPICS &amp; ISSUES</b>	
	<b>VI. ADJOURNMENT</b>	

**BOARD AND STAFF COMMUNICATIONS & POLICIES COMMITTEE MEETING**  
**MEETING MINUTES**  
**February 09, 2021**

<b>Directors Present</b>		<b>District Staff Present</b>	<b>Absent</b>
President Leticia De Lara, Chair Director Evett PerezGil Director Les Zendle, MD		Conrado E. Bárzaga, MD, CEO Chris Christensen, CAO Donna Craig, Chief Program Officer Eric Taylor, Accounting Manager Andrea S. Hayles, Clerk of the Board	
<b>AGENDA ITEMS</b>	<b>DISCUSSION</b>	<b>ACTION</b>	
<b>I. Call to Order</b>	The meeting was called to order at 4:38 p.m. by Chair De Lara.		
<b>II. Approval of Agenda</b>	Chair De Lara asked for a motion to approve the agenda.  Conrado Bárzaga, MD, CEO, requested tabling item V.1., Policy OP-16 to the next scheduled meeting.	<b>Moved and seconded by Director Zendle and Director PerezGil to approve the agenda with the tabling of item V.1., Policy OP-16. Motion passed unanimously.</b>	
<b>III. Meeting Minutes</b>	Chair De Lara asked for a motion to approve the November 09, 2020 meeting minutes.	<b>Moved and seconded by Director PerezGil and Director Zendle to approve the November 9, 2020 meeting minutes. Motion passed unanimously.</b>	
<b>IV. Old Business –</b>  <b>1. Board of Directors Workshop Facilitated by Rauch Communications</b>	Dr. Bárzaga, CEO, described the possibility of an upcoming Workshop session at the end of February, which involves Board development as a reminder for committee members to complete to move forward with the next Workshop.		
<b>V. New Business</b>  <b>1. Consideration to approve Policy #OP-16 – Chief Executive Officer Discretionary Funds and forward to the Board of Directors for approval</b>	The matter is tabled to the next scheduled meeting (see approval of the agenda).		
<b>VI. Existing Policy Revisions</b>			

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<p><b>1. Policy #BOD-06 Filling a Vacancy on the Board</b></p>	<p>Chris Christensen, CAO, explained that most of the policies are for a two-year cycle process, which was completed at the prior meeting with a few for review each quarter, further detailing the minor changes such as dates to Policy BOD-06.</p>	<p><b>Moved and seconded by Director Zendle and Director PerezGil to approve Policy #BOD-06 Filling a Vacancy on the Board and forward to the Board of Directors for approval.</b> <b>Motion passed unanimously.</b></p>
<p><b>2. Policy #BOD-09 Rules of Order for Board and Committee Meetings</b></p>	<p>Chris Christensen, CAO, described the minimal modifications to grammar for Policy BOD-09.</p>	<p><b>Moved and seconded by Director Zendle and Director PerezGil to approve Policy #BOD-09 Rules of Order for Board and Committee Meetings and forward to the Board of Directors for approval.</b></p>
<p><b>3. Policy #BOD-10 Board Meeting Conduct</b></p>	<p>Chris Christensen, CAO, described the minimal, non-substantial changes to Policy BOD-10 for conducting Board meetings.</p>	<p><b>Motion passed unanimously.</b> <b>Moved and seconded by Director PerezGil and Director Zendle to approve Policy #BOD-10 Board Meeting Conduct and forward to the Board of Directors for approval.</b> <b>Motion passed unanimously.</b></p>
<p><b>4. Policy #BOD-18 Ticket Distribution</b></p>	<p>Chris Christensen, CAO, explained the significant discussion in the past to remove the community members with no other substantial changes to Policy BOD-18.</p> <p>Director Zendle referenced Policy OP-05 about sponsoring events and the possibility of including the matter in the ticket distribution policy for grants and mini-grants also associated with the CEO Discretionary Fund, which is tabled.</p> <p>Director Zendle moved to table the item until the committee has discussed Policy OP-16 CEO Discretionary Fund, and</p>	<p><b>Moved and seconded by Director Zendle and Director PerezGil to table Policy #BOD-18 Ticket Distribution.</b> <b>Motion passed unanimously.</b></p>

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	<p>incorporate Policy OP-05 Grant &amp; Mini-Grant concerning purchasing tables at events.</p> <p>President De Lara explained that section 5 on ticket purchases or passes concerning the limits and details in the policy that exchanges or transferring tickets are the responsibility of the original ticket holder.</p>	
<p><b>5. Policy #BOD-21 Board Member Compensation Guidelines</b></p>	<p>Chris Christensen, CAO described the addition of the insurance to Policy BOD-21 and President De Lara requested the inclusion of clarifying meeting compensation on the same dates, such as closed sessions and a regular board meeting, inquiring if board meeting closed sessions or special meetings on the same day are considered one stipend. Additionally, Director Zendle described meetings with Supervisor Perez's office to discuss COVID updates. President De Lara wants to ensure that Vice-President Borja is aware that she can obtain a stipend for the AB 617 Steering Committee meetings. The committee agreed on the inclusion in item c. with requested or necessitate language for dependents and significant others.</p>	<p><b>Moved and seconded by Director PerezGil and President De Lara to approve Policy #BOD-21 Board Member Compensation Guidelines with the suggested modifications and forward to the Board of Directors for approval.</b></p> <p><b>Motion passed unanimously.</b></p>
<p><b>6. Policy #OP-05 Grant &amp; Mini Grant</b></p>	<p>Dr. Bárzaga, CEO, explained item 4.2 regarding only one grant opened by a recipient organization with many instances of funding gaps or more than one project that</p>	

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	<p>creates a limitation to organizations.</p> <p>Chris Christensen, CAO, explained that the Program Committee and the grants team discussed the possibility of extending too much that could place resources at risk.</p> <p>Donna Craig, Chief Program Officer, described the history having only one grant opened at once, the fiduciary responsibility of taxpayer dollars, and staff's compliance to ensure the appropriate deliverables at the end of the grant period.</p> <p>President De Lara inquired on capital improvement projects, which is on hold as explained by Ms. Craig detailing the Kaufman Hall road map to address the gaps in facilities, programs, and services, and whether investing in capital projects would require the ability to own and/or operate the facility. A blanket inclusion was discussed with guidelines per the committee and recommendations on a case-by-case basis.</p> <p>Director Zendle motioned to accept restrictions on capital projects for discussion by the entire Board removing item 4.2 (only one grant per recipient), item 4.3 (funding multi-year grants not to exceed 30% of the total aggregate amount of the annual approved grant budget), and the discussion of capital</p>	<p><b>Moved and seconded by Director Zendle and Director PerezGil to approve Policy #OP-05 Grant &amp; Mini Grant, staff clarification on capital project restrictions, eliminating item 4.2 for grant recipients to apply to more than one grant, eliminating item 4.3 funding for multi-year grants not to exceed 30% of the total annual approved grant budget, and forward</b></p>
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	projects for determination by staff at the appropriate committee with recommendation to the Board.	<b>to the Board of Directors for approval. Motion passed unanimously.</b>
<b>VI. Future Topics &amp; Issues</b>	There was no discussion for future topics and issues.	
<b>VII. Adjournment</b>	Chair De Lara adjourned the meeting at 5:50 p.m.	<b><i>Audio recording available on the website at <a href="https://www.dhcd.org/Agendas-and-Documents">https://www.dhcd.org/Agendas-and-Documents</a></i></b>

ATTEST: \_\_\_\_\_  
Leticia De Lara, Chair/President  
Board and Staff Communications & Policies Committee

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

DRAFT



Date: September 14, 2021  
To: Board & Staff Communications and Policies Committee  
Subject: Consideration to Approve Policies

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**Staff Recommendation:** Consideration to approve Policies

**Background:**

- The policies listed below have been determined to need review and/or revision.
- Policy #BOD-12 – Moderate revisions
- Policy #BOD-13 – Minor revisions
- Policy #BOD-14 – Review only
- Policy #OP-06 – Minor revisions
- Policy #OP-11 - Revisions
- Policy #OP-12 – Minor revisions
- Policy #OP-14 - Revisions
- Policy #OP-16 – New policy for full review

**Fiscal Impact:**

None



**POLICY TITLE:** MINUTES OF BOARD MEETINGS

**POLICY NUMBER** BOD-12

**COMMITTEE APPROVAL**~~DRAFT DATE:~~ 09-14-2021~~07-17-2019~~

**BOARD APPROVAL:** 09-28-2021~~07-23-2019~~

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**POLICY #BOD-12** - It is the policy of the Desert Healthcare District ("District") Board of Directors ("Board") to keep minutes of all regular and special meetings of the Board.

**GUIDELINES:**

1. The Secretary of the Board of Directors shall keep minutes of all regular and special meetings of the Board. The Secretary of the Board of Directors shall be appointed by the Board as described in POLICY #BOD-02.

~~1.1~~ **1.1** Copies of a meeting's minutes shall be distributed to Directors as a part of the information packet for the next regular meeting of the Board, at which time the Board will consider approving the minutes as presented or with modifications. Once approved by the Board, the official minutes shall be kept and available for public review.

**1.2** Unless directed otherwise, an electronic recording of regular and special meetings of the Board of Directors will be made. ~~The device upon which the recording is stored shall be kept in a fire-resistant, locked cabinet for a minimum of two (2) years, or in~~ ln accordance with ~~Board~~ POLICY #OP-03, "Records Retention". Members of the public may inspect recordings of Board meetings without charge on a playback machine that will be made available by the District or on the District website. Electronic versions of regular Board meetings shall be available online on the District's website.

**1.3** Motions, resolutions or ordinances shall be recorded in the minutes as having passed or failed, and individual votes or abstentions will be recorded for all actions. All resolutions adopted by the Board shall be numbered consecutively. In





addition to other information that the Board may deem to be of importance, the following information (if relevant) shall be included in each meeting's minutes:

- ~~1.3.1~~ Date, place and type of each meeting;
- ~~1.3.2~~ Directors present and absent by name, with notation of late arrivals and early departures;
- ~~1.3.3~~ ~~Administrative District~~ staff present by name;
- ~~1.3.4~~ List of agenda items per POLICY #BOD-07;
- If applicable, a summary of discussion will be notated for each agenda item;
- Time the meeting was Called to Order;
- Approval of Agenda;

Notation of public comments regarding matters not on the agenda, including names of commentators if provided; Call to order;

~~1.3.5~~ Time and name of late arriving Directors;

~~1.3.6~~ Time and name of early departing Directors;

~~1.3.7~~ Names of Directors absent during any agenda item upon which action was taken;

~~1.3.8~~ Summary record of staff reports and recommendations;

~~1.3.9~~ Summary record of public comment regarding matters not on the agenda, including names of commentators if provided;

- ~~1.3.10~~ Approval of the minutes or modified minutes of preceding meetings;

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- ~~1.3.11~~ Approval of financial reports;

- ~~1.3.12~~ Record by number (a sequential range is acceptable) of all warrants approved for payment;

- ~~1.3.13~~ Record of the vote of each Director on every action item and if any, names and reasons for abstentions from voting; [Government Code section 54953(c)(2)]

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- ~~1.3.14~~ Resolutions described as to their substantive content and sequential numbering;

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- ~~1.3.15~~ Record of all contracts and agreements, and their amendment, approved by the Board;



- ~~1.3.16~~ Approval of the annual budget;
- ~~1.3.17~~ Approval of all polices;
- ~~1.3.18~~ Approval of all dispositions of District assets;
- ~~1.3.19~~ Approval of all purchases of District; and,
- ~~1.3.20~~ Time of meeting adjournment.

**1.4** The functions of Board Secretary may be delegated to a District Staff member and not a member of the Board of Directors in accordance with POLICY #BOD-02.

## **AUTHORITIES**

Desert Healthcare District Bylaws Article V, section 5.6

## **DOCUMENT HISTORY**

Revised 09-28-2021

Approved 03-23-2016



**POLICY TITLE:** MEMBERSHIPS IN ORGANIZATIONS, TRAINING, EDUCATION, CONFERENCES, AND REIMBURSEMENT PROCEDURE

**POLICY NUMBER:** BOD-13

**COMMITTEE APPROVAL DRAFT DATE:** 09-14-2021 07-23-2019

**BOARD APPROVAL:** 09-28-2021 07-23-2019

**POLICY #BOD-13:** It is the policy of the Desert Healthcare District ("District") Board of Directors ("Board") to encourage members of the Board ~~of Directors~~ to attend educational conferences, professional meetings, trainings and community events when the purpose of such activities is to improve District operations. Directors shall be mindful that public funds are being spent and that only a reasonable and necessary level of expense is warranted.

Participation of its elected officials in community events will expand the District's visibility in the community and increasing the access of District residents to their elected officials. In turn, this will lead to a broader understanding of the District's mission and to improve community ties.

**GUIDELINES:**

1. 1. On March 22, 2011 (Resolution No. 11-01) the The Desert Healthcare District Board of Directors ~~has~~ determined that it will serve the best interests of the District to maintain membership in ~~the following~~ affiliated national, state and local organizations. Further, expenses incurred in attending meetings and conferences of the following organizations and functions are hereby designated as reimbursable:

1.1 Meetings of organizations in which the District is a member (e.g. Association of California Health Care Districts, California Special Districts Association).

1.2 Meetings directly related to the conduct of District business. Included in this category are groundbreaking and special events sponsored by healthcare organizations, both governmental and non-profit, receiving financial support from the District.

**Commented [CC1]:** All items from Res. 11-01 are detailed below.



1.3 Meetings of non-political community groups that extend a specific invitation to attend and at which the Board member actively participates in the program.

1.4 Attendance at symposia and conventions, the primary purpose of which is to discuss or demonstrate health care issues or matters relating to special districts.

1.5 Attendance at educational conference workshops which include curricula concerning district hospitals, special districts, or board administration.

1.6 Attendance at other meetings which the Board ~~of Directors~~ specifically approves at a regular meeting of the Board, and which the Board determines as an occasion that constitutes the performance of official duties.

1.7 Personally owned vehicles used in the conduct of District business must be insured for property and liability damage in an amount not less than the minimum limits required by the California Financial Responsibility Act.

2. Each Director shall be entitled to payment and/or reimbursement for all actual and necessary expenses incurred in the performance of official duties including expenses incurred relating to travel, meals, lodging, and other actual and necessary expenses incurred for attendance at meetings and conferences of organizations listed. Lodging expenses may not exceed the maximum group rate published by the conference or activity sponsor. Requests for Reimbursement must be submitted on a District approved Expense Form and shall include receipts documenting each expense. Director's expenses shall be reported at a minimum on a quarterly basis.

2.1 All receipts shall include the detail of the expense (i.e. itemized restaurant slips shall accompany credit card receipts).

2.2 The purpose of the meeting and individuals entertained shall be included on the receipts.

2.3 The District does not reimburse for alcohol.

2.4 Mileage reimbursement with use of personal vehicle. Staff – the District office is considered the starting point for reimbursement. In some cases, the employee's home may be considered. Directors – will typically use their District home or other reasonable starting point.

Example: Director resides in Indio but employed in Palm Desert. A meeting is in Palm Springs at the District office. The Director's office in Palm Desert would be the starting point for mileage.

2.5 Rideshare is an acceptable transportation expense.

2.6 POLICY #BOD-18 – Ticket Distribution Policy should be referred to for reimbursable events.



3. Upon returning from seminars, workshops, conferences, etc., where expenses are reimbursed by the District, Directors and Staff will either prepare a written report for distribution to the Board or make a verbal report during the next regular meeting of the Board. Such report(s) shall be specified as an agenda item for that board meeting. The report shall detail what was learned at the session(s) that will be of benefit to the District. Materials from the session(s) may be delivered to the District office for the future use of other Directors and staff.

#### AUTHORITIES

Desert Healthcare District Bylaws Article V, section 5.6  
Desert Healthcare District Resolution No. 11-01

#### DOCUMENT HISTORY

<u>Revised</u>	<u>09-28-2021</u>
Approved	02-24-2016



**POLICY TITLE:** ETHICS TRAINING AND EDUCATION TRAINING  
RELATING TO WORKPLACE HARASSMENT

**POLICY NUMBER:** BOD-14

**COMMITTEE APPROVAL**~~DRAFT DATE:~~ 09-14-2021~~07-17-2019~~

**BOARD APPROVAL:** 09-28-2021~~07-23-2019~~

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**POLICY #BOD-14:** It is the policy of the Desert Healthcare District ("District") to ensure that District Board members and District staff receive training in ethics pursuant to California Government Code sections 53234, *et seq.* (AB 1234) and training/education regarding sexual harassment in the workplace.

**GUIDELINES:**

1. Each District Board member and designated staff are required to complete a minimum of two hours ethics training sufficient to meet the legal requirements of AB1234. The training is encouraged annually but required every two years.
2. All District Board members and District staff are required to complete at least two hours of training and education relating to workplace harassment every two years.
3. This policy shall be incorporated into the District Employee Handbook and Board Policy Manual.

**AUTHORITIES**

Desert Healthcare District Bylaws Article V, section 5.6  
Desert Healthcare District Resolution No. 11-02

**DOCUMENT HISTORY**

Reviewed 09-28-2021  
Approved 03-22-2016



**POLICY TITLE:** FINANCIAL RESERVE

**POLICY NUMBER:** FIN-06

**COMMITTEE APPROVAL DRAFT DATE:** 09-14-2021~~07-17-2019~~

**BOARD APPROVAL:** 09-28-2021~~07-23-2019~~

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**POLICY #FIN-06:**

1.1 Purpose: The Desert Healthcare District ("District") shall maintain reserve funds in accordance with the District's Reserve Policy. This policy establishes the procedure and level of reserve funding to achieve the following specific goals:

- a) Fund the operating capital of Desert Regional Medical Center ("DRMC") for two (2) months in the event of early termination of the lease of DRMC by Tenet or the District; or
- b) Fund major repairs of DRMC, including partial seismic retrofit costs; or
- c) Fund grants and overhead costs of operation of the District.

1.2 Policy: Use of District Reserves is limited to the reserve fund established with MUFG Union Bank. Special use of the funds will be designated by formal action of the Board of Directors. The purposes of the reserve fund are listed below.

- a) DRMC Operating Capital:

The District is in a 30-year lease to operate DRMC with Tenet Health Systems which expires on May 29, 2027. In the event of termination of the lease agreement, the District would be responsible for operating the hospital during the transition without interruption and would require upfront operating capital for two (2) months of approximately ~~\$72M~~\$125M.

- b) Major repairs of DRMC, including seismic retrofit costs:

DRMC falls under the seismic retrofit guidelines of SB 1953, which requires the hospital to be seismically compliant by the year 2030. Should the District be required to complete the seismic retrofit, it is estimated \$120M - \$180M will be required to bring DRMC into compliance. It is presently unknown if the Lessee (Tenet) or the District will pay for the seismic retrofit.

- c) Grant funding and District operating expenses:

The District receives an estimated \$6M annually from county property tax allocation. The operations of the District, including grant funding, are mostly funded by the annual tax allocation. The Reserve Fund is increased as tax payments are received or decreased as



grant and operational costs are expended.

1.3 Using Reserve Funds:

a) DRMC Operating Capital:

Reserve funds will be used exclusively for operating DRMC during a transition period should the hospital lease be terminated.

b) Major repairs of DRMC, including seismic retrofit costs:

Reserve funds will be used exclusively for major repairs, including seismic retrofit costs, of DRMC should the District be responsible for these costs.

c) Grant funding and District operating expenses:

Reserve funds will be used as necessary for grant funding and District operating expenses.

1.4 Monitoring Reserve Levels & Records: The Chief Executive Officer, in collaboration with the Chief ~~Administration~~Financial Officer, shall maintain accurate accounting records of the reserve fund and provide transparency to the Board of Directors.

a) The District's Reserve Fund shall be maintained at approximately \$~~58M~~60M.

## AUTHORITIES

Desert Healthcare District Bylaws Article V, section 5.6

## DOCUMENT HISTORY

Revised 09-28-2021

Approved 07-23-2019





**POLICY TITLE:** **PROCUREMENT OF PURCHASE CONTRACTS AND PROFESSIONAL SERVICES**

**POLICY NUMBER:** OP-11

**COMMITTEE APPROVAL:** 09-14-2021~~11-09-2020~~

**BOARD APPROVAL:** 09-28-2021~~11-24-2020~~

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**POLICY #OP-11:** Government Code section 4525 et seq. requires the Desert Healthcare District ("District") to select firms to provide certain professional services on the basis of demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required.

All purchase contracts, service agreements and extensions beyond the original agreement, above the Chief Executive Officer ("CEO") authorized limit in section 3 below, shall require review by Legal Counsel and approval by the Board of Directors ("Board") prior to beginning of work.

#### **GUIDELINES:**

##### **I. REQUIREMENTS FOR PROCURING PROFESSIONAL SERVICES**

Contracts for professional services (per Gov. Code § 4525 et seq. and Gov. Code § 53060 et seq.), as described in more detail below, shall be awarded by the Board ~~of Directors~~ ("Board") or designee through the purchasing procedures specified herein:

###### 1. Professional Services

Contracts for professional services, as defined in Government Code section 4525, which specifically includes, professional architectural, landscape architectural, engineering, environmental, land surveying, construction project management and any other services specified in Government Code section 4526, as it may be amended from time to time, shall be awarded by following the purchasing procedures specified in this Policy.

Additionally, other professional service contracts as set forth in Government Code



section 53060, limited to special services and advice in financial, economic, accounting, legal or administrative professional services may be procured through this Policy.

In no event shall a contract for professional services be awarded based solely upon the lowest cost to the District. The policy requires that contracts for professional services exceeding a certain dollar value and some offering certain services as described below be bid.

The procurement of professional services exceeding \$50,000.00 will be bid per the guidance below:

The specific services for Legal, Audit and Investment Advice will be reviewed and potentially bid on the following schedule regardless of proposed contract amount. Legal services shall be reviewed and potentially bid every three (3) years; audit services will be reviewed and potentially bid every five (5) years, and investment advisor services will be reviewed and potentially bid every five (5) years.

**Commented [CB1]:** This is inconsistent with the previous sentence. It should be 5 years or three years across to be consistent. I believe it is best practice to change every 3 years.

## 2. Bid Procedures – Professional Services Contracts of \$50,000.00 or more.

### A. Preparation of Request for Qualifications and Proposals (RFQ & RFP).

The key criteria for selecting a firm to provide professional services will be their ability to provide the needed services at the highest and best value to the District. Before entering into any contract with a value of Fifty Thousand Dollars (\$50,000.00) or more pursuant to this Policy, the Board or designee shall prepare or cause to be prepared a written request for qualifications and/or proposals ("RFQ/P"). Unless exempted by the Board or designee pursuant to Section "II" (Flexibility and Waiver of Policy Requirements) below, the RFQ/P shall include at least the following information: (1) the specific nature or scope of the services being sought; (2) the type and scope of project contemplated; (3) the estimated term of the contract; (4) the specific experience expected of the firm; (5) the time, date and place for submission of the RFQ/P; (6) a contact person who can answer questions of the firms; (7) a contract form; and (8) the evaluation criteria to be utilized in the selection of the firm.



The Board or designee shall endeavor to include all required information in the RFQ/P. To the extent that the Board of Directors or their designee determines, pursuant to Section "II" (Flexibility and Waiver of Policy Requirements) below, that any required information cannot be incorporated into the RFQ/P, its terms shall be negotiated with the successful consultant or supplier prior to the award of the contract.

B. Circulation of Request for Qualifications/Proposals.

The District shall attempt to obtain and consider completed RFQ/P's from at least three (3) qualified sources.

C. Procedures - Professional Services Contracts of less than \$50,000.00.

1. Request for Qualifications, Selection and Award

Before entering into any contract with a value of less than Fifty Thousand Dollars (\$50,000.00), the Board or designee shall transmit written or oral Request for Qualifications (RFQ) to qualified firms. The District shall attempt to transmit RFQ to at least three (3) qualified sources, and the District shall endeavor to obtain at least three (3) completed proposals. After the Board or designee has selected the most qualified consultant or supplier, the actual fee for service and other agreement terms will be negotiated. If an agreement cannot be reached, negotiations shall begin with the next most qualified consultant or supplier. ~~Contracts for budgeted professional services less than \$50,000 does not require further action by the Board.~~

3. Professional Services – CEO Authorized Services up to \$25,000

Periodically, a service may be necessary to move forward with a task or project included in the Strategic Plan, Annual Budget, or normal course of business. The Board authorizes the Chief Executive Officer to execute a service agreement for such services up to a value of \$25,000. ~~The~~ Service Agreement shall be approved in consultation with Board President and District's Legal Counsel by Legal Counsel and presented to the Board as an informational item at the next Board of Director's



meeting.

When the Board or designee awards any contract pursuant to this Policy, the contract award shall be based on the proposal, which is in the best interests of the District. In addition, unless exempted pursuant to Government Code section 4529, contracts for professional architectural, landscape architectural, professional engineering, environmental, land surveying, construction project management and any other services specified in Government Code section 4526, as it may be amended from time to time, shall be awarded on the basis of demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required. In no event shall a contract for such professional services be awarded on the basis of cost alone. (Gov.Code § 4525 et seq.).

## **II. FLEXIBILITY AND WAIVER OF POLICY REQUIREMENTS**

In recognition of the fact that the contracting and procurement needs of the District may from time to time render certain procedures or requirements herein impracticable, the Board or designee is authorized to permit or waive deviations from this Policy, to the extent permitted by law, upon making a written finding that such deviations are in the District's best interests in consultation with [Board President and](#) District's Legal Counsel as to legal issues involved. This written finding will be included with the Staff Report when item is presented to the Finance and Administration Committee and Board of Directors [at the next regularly scheduled meeting for approval](#).

## **AUTHORITIES**

California Gov. Code § 4525 et seq.

California Gov. Code § 53060 et seq.

Desert Healthcare District Bylaws Article V, section 5.6



#### DOCUMENT HISTORY

Revised 09-28-2021

Approved 12-15-2015

DRAFT



**POLICY TITLE:** **COMPENSATION**

**POLICY NUMBER:** OP-12

**COMMITTEE APPROVAL**~~**DRAFT DATE:**~~ 09-14-2021~~07-17-2019~~

**BOARD APPROVAL:** 09-28-2021~~07-23-2019~~

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**POLICY #OP-12:** This policy shall apply to Desert Healthcare District ("District") employees, excluding the Chief Executive Officer.

1. Compensation at Hiring.
  - 1.1 New Employees. All newly appointed employees shall be compensated at a rate within the salary range for the position/job title as periodically approved by the Board of Directors.
2. Merit Advancement within Salary Range.
  - 2.1 Performance Evaluation Required. The Chief Executive Officer or other responsible managing employee shall authorize a merit advancement within the salary range only after evaluating the employee's performance and determining that it is satisfactory. This determination shall be noted on a performance evaluation form to be placed in the employee's file, with a copy given to the employee. Performance evaluations are completed annually on October 31 with a merit increase effective date of November 1.
  - 2.2 Period of Employment Required for Merit Advancement. Unless otherwise specified herein, each employee shall, in addition to receiving a satisfactory performance evaluation, complete the following required time of employment to be eligible to receive a merit increase:
    - 2.2.1. New Employees. A person hired as a new employee shall have a merit advancement date as follows:
      - 2.2.1. a. Appointment date between November 1 and April 30 eligible for merit advancement October 31.
      - 2.2.1. b. Appointment date between May 1 and October 31 eligible for merit advancement October 31 one year



later.

- 2.2.2. Promotion or Demotion. An employee who is promoted or demoted shall have a new merit advancement date which shall follow the advancement dates outlined in 23.2.1.
- 2.2.3. Change-in-Range Allocation. If the salary range for an employee's position is changed, the employee's merit advancement date shall not change.
- 2.2.4. Position Reclassification. An employee whose position is reclassified to a new position shall have no change in merit advancement date.

## **AUTHORITIES**

Desert Healthcare District Bylaws Article V, section 5.6

## **DOCUMENT HISTORY**

<u>Revised</u>	<u>09-22-2021</u>
Approved	07-23-2019



**POLICY TITLE:** STAFF EXPENSE AUTHORIZATION

**POLICY NUMBER:** OP-14

**COMMITTEE APPROVAL**~~DRAFT DATE:~~ 09-14-2021~~02-27-2020~~

**BOARD APPROVAL:** 09-28-2021~~03-24-2020~~

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**POLICY #OP-14:** Employees of the Desert Healthcare District ~~& Foundation~~ ("District"~~DHCD~~) are entitled to reimbursement for actual and necessary expenses incurred in the performance of official business for the District and/or Desert Healthcare Foundation ("Foundation"), including expenses relating to driving on ~~DHCD~~ business (mileage), travel, meals, lodging and other actual and necessary expenses incurred on behalf of the District and/or Foundation~~DHCD~~. Mileage shall be reimbursed in accordance with IRS regulations and lodging expenses shall not exceed the maximum group rate published by the conference or activity sponsor of the governmental rate, if available.

- a) Requests for reimbursement for travel expenses or meals must be submitted to the Chief Executive Officer ("CEO") or employee's supervisor for approval on a District~~DHCD~~ approved Expense Statement form. Receipts must be attached to the Expense Statement form. Receipts for meals must be itemized. The District does not reimburse for alcoholic beverages.
- b) Mileage must be submitted to the CEO or employee's supervisor for approval on a District~~DHCD~~ approved Mileage Reimbursement form. Mileage will be reimbursed at the currently approved Internal Revenue Service rates.
- c) All travel by District staff~~DHCD personnel~~ on official business outside of the County of Riverside shall require approval in advance from the CEO or employee's supervisor. The District~~DHCD~~ will arrange and pay direct for airfare, lodging and conferences where practical.
- d) Rental of automobiles for District and/or Foundation~~DHCD~~ business must be approved in advance by the CEO or employee's supervisor.
- ~~d)e)~~ Any expenses directly related to the Foundation must be listed on a separate form. The frequency of these expenses will likely be limited and project specific. Unless noted for a specific project, staff expenses will be applied to the District.

Attendees of events that are at the expense of the District~~DHCD~~ may be required to





provide brief reports on the events attended at the next regular meeting that the attendee is a member of or at the next Board of Directors meeting.

District & Foundation~~DHCD~~ Credit Cards are used and/or authorized by the ~~DHCD~~ CEO, ~~and~~ Chief Administration Officer ("CAO"), and Chief of Community Engagement ("CCE"). Credit card statements and reports are provided for review to the Finance & Administration Committee.

Expense reimbursements and credit card charges must have a good faith basis and in conformance with the approved District and/or Foundation~~DHCD~~ budget. Expenses and charges without such a basis shall subject the requestor to appropriate sanctions, up to and including termination of employment.

#### **AUTHORITIES**

Desert Healthcare District Bylaws Article V, section 5.6

#### **DOCUMENT HISTORY**

<u>Revised</u>	<u>09-28-2021</u>
Approved	03-24-2020



**POLICY TITLE:** CEO DISCRETIONARY FUND

**POLICY NUMBER:** OP-16

**COMMITTEE APPROVAL:** 09-14-2021

**BOARD APPROVAL:** \_\_\_\_\_

**POLICY #OP-16:** Discretionary funds awarded to the CEO are intended to supplement existing and available funds and can be used to fund any qualified non-salaried District expenditure, except as noted in #3b below. Such expenditures, while not integral to District grant-making activities, support the overall activities of the CEO and the Desert Healthcare District community at large.

Discretionary Funds operate under the following guidelines:

1. Balances

1. The CEO Discretionary Fund is structured as a restricted account in the year awarded. ~~Remaining balances carry forward to the next fiscal year.~~
2. The CEO Discretionary Fund cannot operate with a deficit balance. The CEO must immediately work with the Chief Administration Officer to resolve any overdrafts.

**Commented [CC1]:** I would recommend deleting. We create a new budget each FY, which is approved prior to year end.

2. Legitimate Business Purpose – The CEO must ensure expenses charged to Discretionary Fund are for legitimate business purposes as defined under IRS regulations and District policies. Examples of eligible expenditures are:

1. Travel to meetings of professional associations or for research activities
2. Temporary positions (consultants)
3. Subscriptions to professional periodicals, memberships in professional organizations, reference books
4. Sponsorship of events, conferences, and donations to local organizations
5. Business-related meals and beverages, or hosted professional functions

**Commented [CC2]:** Highlighted (yellow) are already included in the annual budget. I'd recommend eliminating and focusing more on the Sponsorships and donations to local organizations.

**Commented [CC3]:** I'd recommend expanding on this to provide examples (not all inclusive)

3. Expenses Not Eligible – Personal expenses of any kind are not eligible for use of discretionary Fund. Examples of items not allowable include:

1. Home office costs such as furniture and equipment, maintenance expenses, and supplies
2. Political contributions under any circumstances
3. Postage for personal correspondence

POLICY #OP-\_\_\_\_

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4. Office phone sets, or ordinary line charges
5. Memberships in social clubs or airline travel clubs, ~~unless approved by the Board of Directors as necessary for job performance~~

#### **AUTHORITIES**

Desert Healthcare District Bylaws Article \_\_\_\_, section \_\_\_\_

#### **DOCUMENT HISTORY**

Approved 09-\_\_-2021