



DESERT HEALTHCARE FOUNDATION
Finance, Legal, Administration, & Real Estate Committee Meeting
September 14, 2021

A meeting of the Finance, Legal, Administration, & Real Estate Committee of the Desert Healthcare District will be held at 3:30 PM, Tuesday, September 14, 2021, via Zoom using the following link:

<https://us02web.zoom.us/j/89885999082?pwd=bm00RkR5Z2NiS2FITFh5RmxpciFydzo9>
Password: 916063

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

Dial in #:(669) 900-6833 To Listen and Address the Board when called upon:
Webinar ID: 898 8599 9082
Password: 916063

AGENDA

I. CALL TO ORDER

II. APPROVAL OF AGENDA

III. PUBLIC COMMENT

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

IV. APPROVAL OF MINUTES

ACTION

1. Minutes – Meeting July 13, 2021 - Pg. 2-3

V. CEO REPORT

VI. FINANCIAL REPORT

ACTION

1. Financial Statements – Pg. 4-8
2. Deposits – Pg. 9
3. Check Register – Pg. 10
4. Credit Card Expenditures – Pg. 11-12
5. General Grants Schedule – Pg. 13-14

VII. OTHER MATTERS

1. Programmatic Assistant to assist with the COVID-19 Coachella Valley Equity Collaborative efforts – Pg. 15-19

ACTION

VIII. ADJOURNMENT

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



DESERT HEALTHCARE FOUNDATION
FINANCE, ADMINISTRATION, REAL ESTATE AND LEGAL COMMITTEE
July 13, 2021

Directors Present via Video Conference	District Staff Present via Video Conference	Absent
Chair/Director Arthur Shorr President Leticia De Lara Director Les Zendle, MD	Conrado E. Bárzaga, MD, Chief Executive Officer Chris Christensen, Chief Administration Officer Donna Craig, Chief Program Officer Alejandro Espinoza, Chief of Community Outreach Andrea S. Hayles, Clerk to the Board	Eric Taylor, Accounting Manager

AGENDA ITEMS	DISCUSSION	ACTION
I. Call to Order	Chair Shorr called the meeting to order at 4:24 p.m.	
II. Approval of Agenda	Chair Shorr asked for a motion to approve the agenda.	Moved and seconded by Director Zendle and President De Lara to approve the agenda. Motion passed unanimously.
III. Public Comment	There was no public comment.	
IV. Approval of Minutes 1. Minutes – Meeting June 08, 2021	Chair Shorr asked for a motion to approve the minutes of the June 08, 2021, F&A Committee meeting.	Moved and seconded by President De Lara and Director Zendle to approve the June 08, 2021, meeting minutes. Motion passed unanimously.
V. CEO Report		
VI. Financial Reports 1. Financial Statements 2. Deposits 3. Check Register 4. Credit Card Expenditures 5. General Grants Schedule	Chris Christensen, CAO, reviewed the June financial reports answering questions of the committee concerning the net loss and accruing the entire amount of the pass-through grant funds, total assets, check register, credit card expenditures,	Moved and seconded by President De Lara and Director Zendle to approve the June 2021 Foundation Financial Reports – items 1-5 and forward to the Board for approval. Motion passed unanimously.
VII. Other Matters 1. Contract Service Agreement Addendum #1 - MYDuarte Strategy Group – Online Registration Services for Vaccination Events – \$10,000	Chris Christensen, CAO, provided an overview of the MYDuarte Strategy Group to establish an online registration service for the ongoing vaccination events. Most recently, the organization continued working through June although an addendum was not in place requesting that the committee approve the additional \$10k.	Moved and seconded by Director Zendle and President De Lara to approve the Contract Service Agreement Addendum #1 - MYDuarte Strategy Group – Online Registration Services for Vaccination Events – \$10,000 and forward to the Board for approval. Motion passed unanimously.

DESERT HEALTHCARE FOUNDATION
FINANCE, ADMINISTRATION, REAL ESTATE AND LEGAL COMMITTEE
July 13, 2021

	<p>Alejandro Espinoza, Chief of Community Outreach explained the additional work by MyDuarte involving registration and the collaboration with the school districts. Chair Shorr suggested to advise the consultant that the recommendation is pending until full review and approval by the Board, including with other consultants, further requesting that the matter is not listed on the consent agenda.</p> <p>Director Zendle agreed with Chair Shorr requesting that staff remind all contractors that there are no authorizations without Board approval, that the Board reaffirms all expenditures for authorization before disbursements, and unauthorized contract work will not be paid.</p>	
VIII. Adjournment	Chair Shorr adjourned the meeting at 4:50 p.m.	Audio recording available on the website at http://dhcd.org/Agendas-and-Documents

ATTEST: _____

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

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

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

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

	MONTH			MONTH			TOTAL		
	Jul 21	Budget	\$ Over Budget	Aug 21	Budget	\$ Over Budget	Jul - Aug 21	Budget	\$ Over Budget
Income									
4000 • Gifts and Contributions	50,010	4,167	45,843	10	4,167	(4,157)	50,020	8,334	41,686
4003 • Grants	0	137,500	(137,500)	0	137,500	(137,500)	0	275,000	(275,000)
4116 • Bequests - Frederick Lowe	3,982	5,000	(1,018)	6,811	5,000	1,811	10,793	10,000	793
4130 • Misc. Income	0	83	(83)	0	83	(83)	0	166	(166)
8015 • Investment Interest Income	9,263	12,500	(3,237)	16,505	12,500	4,005	25,768	25,000	768
8030 • Change in Value of CRT's	0	0	0	0	0	0	0	0	0
8040 • Restr. Unrealized Gain/(Loss)	82,646	10,417	72,229	39,851	10,417	29,434	122,497	20,834	101,663
Total Income	145,901	169,667	(23,766)	63,177	169,667	(106,490)	209,078	339,334	(130,256)
Expense									
5001 • Accounting Services Expense	958	958	0	958	958	0	1,916	1,916	0
5035 • Dues & Memberships Expense	0	42	(42)	0	42	(42)	0	84	(84)
5057 • Investment Fees Expense	4,200	4,167	33	5,849	4,167	1,682	10,049	8,334	1,715
5065 • Legal Costs Ongoing Expense	0	83	(83)	0	83	(83)	0	166	(166)
5101 • DHCD-Exp Alloc Wages& benefits	19,001	15,073	3,928	19,001	15,073	3,928	38,002	30,146	7,856
5102 • DHCD-Expenses - COVID CARES	1,164	33,634	(32,470)	8,452	33,634	(25,182)	9,616	67,268	(57,652)
5106 • Marketing & Communications	94	3,958	(3,864)	26	3,958	(3,932)	120	7,916	(7,796)
5110 • Other Expenses	204	417	(213)	475	417	58	679	834	(155)
5115 • Postage & Shipping Expense	0	8	(8)	0	8	(8)	0	16	(16)
5120 • Professional Fees Expense	0	83	(83)	0	83	(83)	0	166	(166)
8051 • Major grant expense	68,343	116,667	(48,324)	0	116,667	(116,667)	68,343	233,334	(164,991)
8052 • Grant Expense - Collective/Mini	0	2,500	(2,500)	0	2,500	(2,500)	0	5,000	(5,000)
Total Expense Before Social Services	93,964	177,590	(83,626)	34,761	177,590	(142,829)	128,725	355,180	(226,455)
5054 • Social Services Fund	0	5,000	(5,000)	0	5,000	(5,000)	0	10,000	(10,000)
Net Income	51,937	(12,923)	64,860	28,416	(12,923)	41,339	80,353	(25,846)	106,199

Desert Healthcare Foundation
Balance Sheet Previous Year Comparison
As of August 31, 2021

					Aug 31, 21	Aug 31, 20
ASSETS						
	Current Assets					
	Checking/Savings					
	100 - CASH					
				150 - Petty Cash	200	200
				151 - Checking - Union Bank 7611	1,043,318	1,467,885
				152 - Checking - Union Bank 8570	50,000	0
				Total Checking/Savings	1,093,518	1,468,085
				Total Accounts Receivable	150,000	50,000
	Other Current Assets					
				316 - Accrued Revenue	622,500	0
	476-486 - INVESTMENTS					
				477 - Morgan Stanley-Investments		
				477.2 - Unrealized Gain/(Loss)	118,882	224,424
				477 - Morgan Stanley-Investments - Other	3,116,741	3,042,248
				Total 477 - Morgan Stanley-Investments	3,235,623	3,266,672
				486 - Merrill Lynch		
				486.1 - Merrill Lynch Unrealized Gain	899,541	356,110
				486 - Merrill Lynch - Other	1,803,758	1,719,562
				Total 486 - Merrill Lynch	2,703,299	2,075,672
				Total 476-486 - INVESTMENTS	5,938,922	5,342,344
	500 - CONTRIBUTIONS -RCVB -CRTS					
				515 - Contrib RCVB-Pressler CRT	61,277	61,277
				530 - Contrib RCVB-Guerts CRT	126,022	126,022
				Total 500 - CONTRIBUTIONS -RCVB -CRTS	187,299	187,299
				601 - Prepaid Payables	6,583	6,083
				Total Other Current Assets	6,755,304	5,535,726
	TOTAL ASSETS				7,998,822	7,053,811

Desert Healthcare Foundation
Balance Sheet Previous Year Comparison
As of August 31, 2021

						Aug 31, 21	Aug 31, 20
LIABILITIES & EQUITY							
	Liabilities						
	Current Liabilities						
		Accounts Payable					
			1000 · Accounts Payable			16,440	7,955
			1052 · Account payable-DHCD Exp Alloc			143,319	131,425
		Total Accounts Payable				159,759	139,380
		Other Current Liabilities					
			2183 · Grants Payable-COVID-CARES PHI			975,390	0
			2185 · Deferred Revenue			0	50,000
			2190 · Current - Grants payable			3,362,118	3,176,944
		Total Other Current Liabilities				4,337,508	3,226,944
	Total Current Liabilities					4,497,267	3,366,324
	Long Term Liabilities						
			2186 · Grants payable			1,600,000	1,600,000
	Total Liabilities					6,097,267	4,966,324
	Equity						
		3900 · Retained Earnings				1,821,202	1,980,510
		Net Income				80,353	106,977
	Total Equity					1,901,555	2,087,487
TOTAL LIABILITIES & EQUITY						7,998,822	7,053,811

DESERT HEALTHCARE FOUNDATION				
BALANCE SHEET 08/31/21				
ALLOCATION OF MAJOR CATEGORIES/LIABILITIES				
		T/B	GENERAL	Restricted
			Fund	Funds
				Trusts
ASSETS				
	150 · Petty Cash	200	200	-
	151 · Checking - Union Bank 7611*	1,043,318	108,169	935,149
	152 · Checking - Union Bank 8570*	50,000		50,000
Total 100 · CASH - UNRESTRICTED		1,093,518	108,369	985,149
Accounts Receivable				
	321 - Accounts Receivable - Other	150,000	-	150,000
Total Accounts Receivable		150,000	-	150,000
	316 - Accrued Revenue	622,500		622,500
477 · Invt-Morgan Stanley				
	477.2 · Unrealized Gain	118,882	-	118,882
	477 · Invt-Morgan Stanley	3,116,741	-	3,116,741
Total 477 · Invt-Morgan Stanley		3,235,623	-	3,235,623
6441	486.1 · Merrill Lynch Unrealized Gain	899,541	899,541	-
	486 · Merrill Lynch	1,803,758	699,763	1,103,995
Total 486 · Merrill Lynch		2,703,299	1,599,304	1,103,995
	515 · Contrib RCVB-Pressler CRT	61,277	-	-
	530 · Contrib RCVB-Guerts CRT	126,022	-	-
	601 - Prepaid payables	6,583	6,583	-
Total Current Assets		7,998,822	1,714,256	6,097,267
TOTAL ASSETS		7,998,822	1,714,256	6,097,267
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
	1000 · Accounts Payable	16,440	-	16,440
	1052 - Account Payable - DHCD - Alloc Expenses	143,319	-	143,319
	2183 · Grants Payable-COVID-CARES PHI	975,390		975,390
	2190 - Grants Payable - Current Portion	3,362,118	-	3,362,118
Total Current Liabilities		4,497,267	-	4,497,267
	2186 - Grant Payable - Long Term	1,600,000	-	1,600,000
Total Liabilities		6,097,267	-	6,097,267
Equity				
	3900 · Retained Earnings	1,821,202	1,633,903	187,299
	Net Income	80,353	80,353	-
Total Equity		1,901,555	1,714,256	187,299
TOTAL LIABILITIES & EQUITY		7,998,822	1,714,256	6,097,267
* Restricted funds include Pass-Through Funds and Accounts Payable				

Desert Healthcare Foundation
Deposit Detail
July through August 2021

Type	Date	Name	Account	Amount
Deposit	07/19/2021		151 - Checking - Union Bank 7611	3,982
		American Society of Composers	4116 - Bequests - Frederick Lowe	(3,982)
TOTAL				(3,982)
Deposit	07/28/2021		151 - Checking - Union Bank 7611	10
		Misc.	4000 - Gifts and Contributions	(10)
TOTAL				(10)
Deposit	08/17/2021		151 - Checking - Union Bank 7611	300,000
Payment	08/17/2021	Riverside County - Public Health	1499 - Undeposited Funds	(300,000)
TOTAL				(300,000)
Deposit	08/31/2021		152 - Checking - Union Bank 8570	50,000
Payment	08/31/2021	Riverside County - Public Health	1499 - Undeposited Funds	(50,000)
TOTAL				(50,000)
Deposit	08/31/2021		151 - Checking - Union Bank 7611	6,821
		Misc.	4000 - Gifts and Contributions	(10)
		American Society of Composers	4116 - Bequests - Frederick Lowe	(6,811)
TOTAL				(6,821)
			TOTAL	360,813

Desert Healthcare Foundation
Check Register
As of August 31, 2021

Type	Date	Num	Name	Amount
100 - CASH				
151 - Checking - Union Bank 7611				
Bill Pmt -Check	07/06/2021	5233	Galilee Center	(40,000)
Bill Pmt -Check	07/06/2021	5234	Youth Leadership Institute	(40,000)
Bill Pmt -Check	07/07/2021	5235	Union Bank	(1,099)
Bill Pmt -Check	07/07/2021	ACH 070721	CONCUR, INC.	(23,451)
Bill Pmt -Check	07/08/2021	5236	Miguel Delgado	(400)
Bill Pmt -Check	07/12/2021	5237	Verizon Wireless	(1,034)
Bill Pmt -Check	07/19/2021	5238	The Desert Sun	(1,173)
Bill Pmt -Check	07/22/2021	5239	Erica Huskey - Expense Reimbursement	(89)
Bill Pmt -Check	07/22/2021	5240	Pueblo Unido CDC	(40,000)
Bill Pmt -Check	07/22/2021	5241	United Methodist Church of Palm Springs	(20,000)
Bill Pmt -Check	07/22/2021	5242	Alejandro Espinoza - Expense Reimbursement	(331)
Bill Pmt -Check	07/22/2021	5243	Miguel Delgado	(400)
Check	07/26/2021		Bank Service Charge	(204)
Bill Pmt -Check	07/28/2021	5244	Lideres Campesinas, Inc.	(30,000)
Bill Pmt -Check	08/03/2021	5245	Alianza Coachella Valley	(6,250)
Bill Pmt -Check	08/03/2021	5246	Melina Duarte	(10,710)
Bill Pmt -Check	08/03/2021	5247	Verizon Wireless	(206)
Bill Pmt -Check	08/03/2021	5248	Youth Leadership Institute	(6,250)
Bill Pmt -Check	08/03/2021	5249	Todec Legal Center Perris	(45,000)
Bill Pmt -Check	08/03/2021	5250	El Sol Neighborhood Educational Center	(45,000)
Bill Pmt -Check	08/03/2021	5251	Todec Legal Center Perris	(40,000)
Bill Pmt -Check	08/09/2021	5252	Lideres Campesinas, Inc.	(45,000)
Bill Pmt -Check	08/09/2021	5253	Union Bank	(1,975)
Bill Pmt -Check	08/17/2021	5254	Lund & Guttry LLP	(5,500)
Bill Pmt -Check	08/25/2021	5255	Vision Y Compromiso	(45,000)
Check	08/25/2021		Bank Service Charge	(206)
Bill Pmt -Check	08/31/2021	5256	TOP Shop	(832)
Bill Pmt -Check	08/31/2021	5257	Verizon Wireless	(201)
TOTAL				(450,311)

Desert Healthcare Foundation						
Details for Credit Card Expenditures						
Credit card purchases - June 2021 - Paid July 2021						
Number of credit cards held by Foundation personnel - 2						
Credit Card Limit - \$25,000						
Credit Card Holders:						
Conrado Bárzaga - Chief Executive Officer						
Chris Christensen - Chief Administration Officer						
Routine types of charges:						
Office Supplies, Dues for membership, Supplies for Projects, Programs, etc.						
	Statement					
	Month	Total		Expense		
Year	Charged	Charges		Type	Amount	Purpose
		\$ 1,099.07				
Monthly Statement:						
2021	June	\$ 1,099.07		Foundation		
				5102	\$ (200.00)	Credit adjustment for rental car
				5106	\$ 10.99	cvHIP.com hosting
				5106	\$ 14.99	Desert Sun subscription - marketing
				5102	\$ 1,273.09	Rental car for CV Collaborative Events
					\$ 1,099.07	

Desert Healthcare Foundation						
Details for Credit Card Expenditures						
Credit card purchases - July 2021 - Paid August 2021						
Number of credit cards held by Foundation personnel - 2						
Credit Card Limit - \$25,000						
Credit Card Holders:						
Conrado Bárzaga - Chief Executive Officer						
Chris Christensen - Chief Administration Officer						
Alejandro Espinoza - Chief of Community Engagement						
Routine types of charges:						
Office Supplies, Dues for membership, Supplies for Projects, Programs, etc.						
	Statement					
	Month	Total		Expense		
Year	Charged	Charges		Type	Amount	Purpose
		\$ 1,975.48				
Monthly Statement:						
2021	July	\$ 1,975.48		Foundation		
				5106	\$ 10.99	cvHIP.com hosting
				5106	\$ 14.99	Desert Sun subscription - marketing
				5106	\$ 67.99	cvHIP.com hosting - SSL Renewal
				5102	\$ 149.59	Rental car for CV Collaborative Events
				5110	\$ 38.23	Light for Videoconferencing - to be transferred to district
				2183	\$ 210.96	Promotional items for CV Collaborative outreach
				5102	\$ 810.77	Starbucks gift cards for CV Collaborative events & Outreach
				5102	\$ 103.78	Fuel for rental truck
				2183	\$ 55.02	Lights for night outreach events
				2183	\$ 418.28	Promotional items for CV Collaborative outreach
				5102	\$ 94.88	Fuel for rental truck
					\$ 1,975.48	

DESERT HEALTHCARE FOUNDATION								
OUTSTANDING GRANTS AND GRANT PAYMENT SCHEDULE								
August 31, 2021								
TWELVE MONTHS ENDING JUNE 30, 2022								
A/C 2190 and A/C 2186-Long term			6/30/2021	New Grants		8/31/2021		
Grant ID Nos.	Name		Open	Current Yr	Total Paid	Open		
			BALANCE	2021-2022	July-June	BALANCE		
Health Portal	Remaining Collective Funds-Mayor's Race & DHCF		\$ 72,176		\$ -	\$ 72,176	HP-cvHIP	
BOD - 04/24/18	Behavioral Health Initiative Collective Fund		\$ 1,752,356		\$ 25,644	\$ 1,726,712	Behavioral Health	
BOD - 06/26/18 BOD	Avery Trust Funds-Committed to Pulmonary services		\$ 795,017		\$ -	\$ 795,017	Avery Trust	
BOD - 6/25/19 BOD (#1006)	DHCD - Homelessness Initiative Collective Fund		\$ 595,714		\$ 1,657	\$ 594,057	Homelessness	
BOD - 02/23/21 BOD (#1148)	OneFuture - Black and African American Healthcare Scholarship - 2 yrs		\$ 155,000		\$ -	\$ 155,000		
BOD - 07/27/21 BOD (#1288)	Borrego Community - Improving Access to Healthcare - 3 yrs			\$ 575,000	\$ -	\$ 575,000		
F&A - 06/11/19, 6/09/20, 06/22/21 Res. NO. 21-02	Prior Year Commitments & Carry-Over Funds		\$ 1,044,156		\$ -	\$ 1,044,156		
TOTAL GRANTS			\$ 4,414,419	\$ 575,000	\$ 27,301	\$ 4,962,118		
Summary: As of 08/31/2021		Uncommitted			A/C 2190	\$ 3,362,118		
Health Portal (CVHIP):	\$ 72,176	\$ 72,176			A/C 2186	\$ 1,600,000	<<\$870,000 BH	
Behavioral Health Initiative Collective Fund	\$ 1,726,712	\$ 1,598,492			Total	\$ 4,962,118	\$730,000 Carry Over	
Avery Trust - Pulmonary Services	\$ 795,017	\$ 558,426			Diff	\$ (0)		
West Valley Homelessness Initiative	\$ 594,057	\$ 71,557						
Healthcare Needs of Black Communities	\$ 730,000	\$ -						
Prior Year Commitments & Carry-Over Funds	\$ 1,044,156	\$ 1,039,156						
Total	\$ 4,962,118	\$ 3,339,807						
Amts available/remaining for Grant/Programs - FY 2021-22:			FY22 Grant Budget		Social Services Fund #5054			
Amount budgeted 2021-2022		\$ 530,000	\$ 500,000		Budget	\$ 60,000		
Amount granted year to date		\$ (575,000)	\$ 30,000		DRMC Auxiliary	\$ -	Spent YTD	
Mini Grants:					Balance Available	\$ 60,000		
Net adj - Grants not used:								
Contributions / Additional Funding	DHCD Grant #1134 \$400,000, IEHP \$100,000 & Lift To Rise \$75,000	\$ 575,000						
Prior Year Commitments & Carry-Over Funds	FY18-19 Funds \$14,156; FY19-20 Funds \$300,000; FY20-21 Funds \$730,000	\$ 1,044,156						
Balance available for Grants/Programs		\$ 1,574,156						

DESERT HEALTHCARE FOUNDATION						
OUTSTANDING PASS-THROUGH GRANTS AND GRANT PAYMENT SCHEDULE						
August 31, 2021						
FISCAL YEAR ENDING JUNE 30, 2022						
A/C 2183			6/30/2021 Open	New Grants Current Yr	Total Paid	8/31/2021 Open
Grant ID Nos.	Name		BALANCE	2021-2022	July-June	BALANCE
BOD - 10/20/20 - Contract #21-024	Coronavirus Aid, Relief, and Economic Security (CARES) Act and Center for Disease Control and Prevention Epidemiology and Laboratory Capacity (ELC) Enhancing Detection funding from Riverside County - \$2.4 Million (\$1,960,000 for grants)					
BOD - 10/20/20 (#1159)	Lideres Campesinas, Inc. - Take It to the Fields Initiative		\$ 30,000		\$ 30,000	\$ -
BOD - 03/23/21 (#1268)	El Sol Neighborhood Educational Center - Coachella Valley COVID-19 Collaborative		\$ 125,000		\$ -	\$ 125,000
BOD - 03/23/21 (#1269)	Alianza Coachella Valley - ECV COVID-19 STRATEGIC COMMUNICATIONS PLAN		\$ 125,000		\$ -	\$ 125,000
BOD - 03/23/21 (#1270)	Galilee Center - Emergency Services		\$ 85,000		\$ -	\$ 85,000
BOD - 03/23/21 (#1271)	Vision Y Compromiso - Stop the Spread of COVID-19		\$ 85,000		\$ -	\$ 85,000
BOD - 03/23/21 (#1272)	Youth Leadership Institute - COVID-19 ECV Collaborative		\$ 85,000		\$ -	\$ 85,000
BOD - 03/23/21 (#1273)	Pueblo Unido CDC - Coachella Valley COVID-19 Collaborative		\$ 125,000		\$ 40,000	\$ 85,000
BOD - 03/23/21 (#1274)	Todec Legal Center Perris - Sembrando Prevencion		\$ 125,000		\$ 40,000	\$ 85,000
BOD - 03/23/21 (#1275)	Lideres Campesinas, Inc. - Take It to the Fields Initiative		\$ 125,000		\$ -	\$ 125,000
BOD - 12/15/20 - Contract	Together Toward Health funding, a Program of the Public Health Institute - \$725,000 (\$635,000 for grants)					
BOD - 12/15/20 (#1172)	El Sol Neighborhood Educational Center - Coachella Valley COVID-19 Collaborative		\$ 45,000		\$ 45,000	\$ -
BOD - 12/15/20 (#1175)	Pueblo Unido, CDC		\$ -		\$ -	\$ -
BOD - 12/15/20 (#1176)	Galilee Center - Emergency Services		\$ -		\$ -	\$ -
BOD - 12/15/20 (#1179)	Youth Leadership Institute		\$ 6,250		\$ 6,250	\$ -
BOD - 12/15/20 (#1180)	Alianza Coachella Valley - ECV COVID-19 STRATEGIC COMMUNICATIONS PLAN		\$ 6,250		\$ 6,250	\$ -
BOD - 12/15/20 (#1181)	Vision Y Compromiso - Promotoras and the Coachella Valley COVID-19 Collaborative		\$ 45,000		\$ 45,000	\$ -
BOD - 12/15/20 (#1185)	Lideres Campesinas, Inc. - Take It to the Fields Initiative		\$ 45,000		\$ 45,000	\$ -
BOD - 12/15/20 (#1189)	Todec Legal Center Perris - Sembrando Prevencion		\$ 45,000		\$ 45,000	\$ -
TOTAL GRANTS			\$ 1,102,500	\$ -	\$ 302,500	\$ 800,000
CARES/ELC	Passthrough to Community Based Organizations		\$ 910,000	\$ -	\$ 110,000	\$ 800,000
	CARES/ELC Administrative Costs		\$ 200,000		\$ 44,225	\$ 155,775
Total CARES/ELC			\$ 1,110,000		\$ 154,225	\$ 955,775
Public Health Institute	Passthrough to Community Based Organizations		\$ 192,500	\$ -	\$ 192,500	\$ -
	Public Health Institute Administrative Costs		\$ 37,946		\$ 18,331	\$ 19,615
TOTAL Public Health Institute			\$ 3,552,946	\$ -	\$ 210,831	\$ 19,615
					Account 2183	\$ 975,390
Amts available/remaining for Grant/Programs - FY 2021-22:						\$ (0)
Amount granted year to date		\$ -			Grant Funds	
Mini Grants:					CARES/ELC	PHI
Net adj - Grants not used:				Total Grant	\$ 2,400,000	\$ 725,000
Foundation Administration Costs		\$ (237,946)		Received to Date	\$ 1,700,000	\$ 702,500
Contributions / Additional Funding	ELC3 \$200,000 & PHI \$37,946 Carryover from FY21	\$ 237,946		Balance Remaining	\$ 700,000	\$ 22,500
Balance available for Grants/Programs		\$ -				



Date: September 14, 2021

To: Finance and Administration Committee

Subject: CV Equity Collaborative: Program Assistant Job Description

Staff Recommendation: Approval of Program Assistant job description and position

Background:

- The Desert Healthcare District and Foundation received \$2.4 million from the County of Riverside and \$725,000 from The Public Health Institute to support targeted community-based outreach, education, and COVID-19 testing in partnership with community- and faith-based organizations that serve vulnerable communities in Coachella Valley, with an emphasis on Eastern Coachella Valley.
- The Desert Healthcare District and Foundation has established and leads The Coachella Valley Equity Collaborative (CVEC), which has brought together community- and faith-based organizations, government agencies (county and state), and local farm owners to address the COVID-19 epidemic and ensure there is a coordinated effort to maximize resources and prevent overlap in services and/or outreach.

Information

- To date, the CVEC has hosted more than 150 vaccination clinics and 50 testing events throughout the Coachella Valley.
- As COVID-19 cases continue to increase, there will be a demand for additional COVID-19 testing and vaccine events.
- The looming booster vaccinations and potential school districts mandating staff and students to be vaccinated the CVEC once again finds itself leading efforts to host and organize testing and vaccination events to increase access once again to underserved communities in the Coachella Valley, specifically farmworker communities, and now educators and students.
- With this potential increase in COVID-19 testing and vaccination clinics, additional assistance is required to ensure the CVEC meets the demand.
- The Program Assistant will support the Chief of Community Engagement in the day-to-day administrative and field operations of the COVID-19 response activities led by the CVEC and its community and medical partners.
- *The job description is included for your review and consideration of approval.*

Fiscal Impact:

Cost of the Program Assistant (\$19.23-\$33.65/hour) will be covered by the Riverside County ELC and Public Health Institute grants.

The position is considered a Temporary position and will not be subject to the benefits of a permanent position until such time the position becomes permanent.



Program Assistant

POSITION SUMMARY

The Program Assistant assists the Desert Healthcare District's COVID-19 response activities and supports the administrative and field activities led by the Coachella Valley Equity Collaborative (CVEC). Under the direction of the Chief of Community Engagement, the Program Assistant is responsible for organizing, implementing, and supervising the roll-out of COVID-19 activities such as community-based outreach, testing, and vaccination events. The Program Assistant will also be responsible for drafting communications with key stakeholders, CVEC members, and other organizations/individuals.

FLSA Status

This position is non-exempt under the Fair Labor Standards Act.

Reporting Relationship

Reports to the Chief of Community Engagement.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Other duties may be assigned. The duties listed here are typical examples of the work performed; not all duties assigned are included, nor is it expected that all similar positions will be assigned every duty.

Responsibilities

- Provides administrative and field support to the Chief of Community Engagement related to the District/Foundation COVID-19 response activities, including scheduling meetings, scheduling community-based outreach, and scheduling testing/vaccination events
- Interacts with the community and medical partners to secure locations, facilities, and medical personnel for COVID-19 related activities
- Provides on-site coordination and support for community and medical partners at testing and vaccination events
- Supports communications and the development of marketing materials to promote COVID-19 related activities and messaging
- Communicates with CVEC members to schedule and confirm staffing for COVID-19 related outreach, testing, and vaccination events
- Prepares correspondence, sending mailings, and related duties as assigned.

Supervisory Responsibilities

None

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education

An Associate of Art's degree in Sociology or a related subject is preferred.

A Bachelor's degree in these subject areas is highly desirable.

Professional Experience

A minimum of (5) five years of experience in an administrative, or programmatic support role. Experience in organizations with grantmaking, nonprofit, governmental, or related institutions is highly preferred.

Language Skills

- The ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- The ability to write reports and business correspondence.
- The ability to effectively present information and respond to questions from groups of managers, constituents, internal and external stakeholders, and the general public.

Mathematical Skills

- Ability to add, subtract, multiply, and divide into all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret graphs.

Reasoning Ability

- Ability to solve practical problems and deal with a variety of concrete variables where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills

- Solid experience with computer skills in email and calendaring applications, and in using word processing, spreadsheets, presentation, and database software.

Other Skills & Qualifications

- Bilingual (English/Spanish), spoken and written, are strongly preferred.

- Ability to manage and prioritize multiple tasks and projects according to established organization criteria and protocols.
- Ability to perform tasks with minimal supervision.
- Strong organizational and time management skills.
- Strong interpersonal skills and the ability to work in a diverse work environment.

Certificates, Licenses, and Registrations

None

Travel Requirements

This position requires local travel up to 90% of the time.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

The employee will sit, talk, hear, and use hands up to 2/3 of the time. The employee will stand and walk up to 1/3 of the time. The employee is routinely required to carry and/or lift up to 25 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment ranges from quiet to moderate noise.