



DESERT HEALTHCARE FOUNDATION
Finance, Legal, Administration, & Real Estate Committee
November 09, 2021

A special meeting of the Finance, Legal, Administration, & Real Estate Committee of the Desert Healthcare District will be held at 3:30 PM, Tuesday, November 09, 2021, via Zoom using the following link:

<https://us02web.zoom.us/j/83483820363?pwd=Q1RRZ1FhWW9mYmkxd0xqQXVIMnVKUT09>
Password: 018622

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: 834 8382 0363
Password: 018622

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 October 14, 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
5. General Grants Schedule – Pg. 12-13

VII. OTHER MATTERS

1. Service Agreement Addendum #3 - Concur Inc. – Time Extension through March 31, 2022. – Pg. 14-15 **ACTION**
2. Program Assistant – Coachella Valley Equity Collaborative – New Hire – Pg.16-17 **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
October 14, 2021

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

AGENDA ITEMS	DISCUSSION	ACTION
I. Call to Order	Chair Shorr called the meeting to order at 5:06 p.m.	
II. Approval of Agenda	Chair Shorr asked for a motion to approve the agenda.	Moved and seconded by President De Lara and Chair Shorr to approve the agenda. Motion passed unanimously.
III. Public Comment	There was no public comment.	
IV. Approval of Minutes 1. Minutes – Meeting September 14, 2021	Chair Shorr asked for a motion to approve the minutes of the September 14, 2021, F&A Committee meeting.	Moved and seconded by President De Lara and Chair Shorr to approve the September 14, 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 financials with the committee highlighting the grants line item from the profit and loss budget and the balance sheet illustrating the liabilities.	Moved and seconded by President De Lara and Chair Shorr to approve the September 2021 Foundation Financial Reports – items 1-5 and forward to the Board for approval. Motion passed unanimously.
VII. Other Matters 1. Gary Dack, CPA, Partner, and Shannon Maidment, CPA, Partner – Lund & Guttry LLP – FY 2021 Foundation and A-133 Single Audit Reports – Pg. 14-42 (Reports presented during the District committee meeting)	Chris Christensen, CAO, explained that the Foundation audit was presented in the District meeting, including the supplemental A-133 single audit report. Chair Shorr explained that he was invited by the Association of California Healthcare Districts to sit on the Governance Committee to represent the District.	Moved and seconded by Director Zendle and President De Lara to approve the FY 2021 Foundation and A-133 Single Audit Reports and forward to the Board for approval. Motion passed unanimously.



DESERT HEALTHCARE FOUNDATION
FINANCE, ADMINISTRATION, REAL ESTATE AND LEGAL COMMITTEE
October 14, 2021

VIII. Adjournment	Chair Shorr adjourned the meeting at 5:22 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

DRAFT

DESERT HEALTHCARE FOUNDATION					
OCTOBER 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 October 2021

		MONTH			TOTAL		
		Oct 21	Budget	\$ Over Budget	Jul - Oct 21	Budget	\$ Over Budget
Income							
	4000 • Gifts and Contributions	5,010	4,167	843	55,040	16,668	38,372
	4003 • Grants	0	137,500	(137,500)	0	550,000	(550,000)
	4116 • Bequests - Frederick Lowe	4,372	5,000	(628)	15,165	20,000	(4,835)
	4130 • Misc. Income	0	83	(83)	0	332	(332)
	8015 • Investment Interest Income	10,446	12,500	(2,054)	50,603	50,000	603
	8040 • Restr. Unrealized Gain/(Loss)	119,121	10,417	108,704	84,099	41,668	42,431
Total Income		138,949	169,667	(30,718)	204,907	678,668	(473,761)
Expense							
	5001 • Accounting Services Expense	958	958	0	3,832	3,832	0
	5035 • Dues & Memberships Expense	0	42	(42)	25	168	(143)
	5057 • Investment Fees Expense	4,197	4,167	30	18,516	16,668	1,848
	5065 • Legal Costs Ongoing Expense	0	83	(83)	0	332	(332)
	5101 • DHCD-Exp Alloc Wages& benefits	19,001	15,073	3,928	76,004	60,292	15,712
	5102 • DHCD-Expenses - COVID CARES	44,450	33,634	10,816	59,403	134,536	(75,133)
	5106 • Marketing & Communications	26	3,958	(3,932)	172	15,832	(15,660)
	5110 • Other Expenses	423	417	6	1,167	1,668	(501)
	5115 • Postage & Shipping Expense	0	8	(8)	0	32	(32)
	5120 • Professional Fees Expense	0	83	(83)	0	332	(332)
	8051 • Major grant expense	0	116,667	(116,667)	68,343	466,668	(398,325)
	8052 • Grant Expense - Collective/Mini	0	2,500	(2,500)	0	10,000	(10,000)
Total Expense Before Social Services		69,055	177,590	(108,535)	227,462	710,360	(482,898)
5054 • Social Services Fund		6,000	5,000	1,000	6,000	20,000	(14,000)
Net Income		63,894	(12,923)	76,817	(28,555)	(51,692)	23,137

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

						Oct 31, 21	Oct 31, 20
ASSETS							
	Current Assets						
	Checking/Savings						
	100 - CASH						
					150 - Petty Cash	200	200
					151 - Checking - Union Bank 7611	610,595	1,091,036
					152 - Checking - Union Bank 8570	125,076	0
					Total Checking/Savings	735,871	1,091,236
					Total Accounts Receivable	400,000	50,000
	Other Current Assets						
					316 - Accrued Revenue	300,000	0
	476-486 - INVESTMENTS						
					477 - Morgan Stanley-Investments		
					477.2 - Unrealized Gain/(Loss)	74,147	191,654
					477 - Morgan Stanley-Investments - Other	3,128,511	3,055,007
					Total 477 - Morgan Stanley-Investments	3,202,658	3,246,661
					486 - Merrill Lynch		
					486.1 - Merrill Lynch Unrealized Gain	869,466	299,096
					486 - Merrill Lynch - Other	1,844,768	1,690,674
					Total 486 - Merrill Lynch	2,714,234	1,989,770
					Total 476-486 - INVESTMENTS	5,916,892	5,236,431
	500 - CONTRIBUTIONS -RCVB -CRTS						
					515 - Contrib RCVB-Pressler CRT	74,787	61,277
					530 - Contrib RCVB-Guerts CRT	126,022	126,022
					Total 500 - CONTRIBUTIONS -RCVB -CRTS	200,809	187,299
					601 - Prepaid Payables	5,167	4,917
					Total Other Current Assets	6,422,868	5,428,647
	TOTAL ASSETS					7,558,739	6,569,883

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

						Oct 31, 21	Oct 31, 20
LIABILITIES & EQUITY							
	Liabilities						
	Current Liabilities						
	Accounts Payable						
				1000 · Accounts Payable		1,399	5,071
				1052 · Account payable-DHCD Exp Alloc		94,041	15,669
				Total Accounts Payable		95,440	20,740
	Other Current Liabilities						
				2183 · Grants Payable-COVID-CARES PHI		788,599	0
				2185 · Deferred Revenue		0	50,000
				2190 · Current - Grants payable		3,268,543	2,785,606
				Total Other Current Liabilities		4,057,142	2,835,606
				Total Current Liabilities		4,152,582	2,856,346
	Long Term Liabilities						
				2186 · Grants payable		1,600,000	1,600,000
				Total Liabilities		5,752,582	4,456,346
	Equity						
				3900 · Retained Earnings		1,834,713	1,980,510
				Net Income		(28,555)	133,027
				Total Equity		1,806,158	2,113,537
				TOTAL LIABILITIES & EQUITY		7,558,739	6,569,883

DESERT HEALTHCARE FOUNDATION						
BALANCE SHEET 10/31/21						
ALLOCATION OF MAJOR CATEGORIES/LIABILITIES						
			T/B	GENERAL	Restricted	
				Fund	Funds	Trusts
ASSETS						
	150 · Petty Cash		200	200	-	-
	151 · Checking - Union Bank 7611*		610,595	251,632	358,963	-
	152 · Checking - Union Bank 8570*		125,076		125,076	
Total 100 · CASH - UNRESTRICTED			735,871	251,832	484,039	-
Accounts Receivable						
	321 - Accounts Receivable - Other		400,000	-	400,000	
Total Accounts Receivable			400,000	-	400,000	-
	316 - Accrued Revenue		300,000		300,000	
477 · Invt-Morgan Stanley						
	477.2 · Unrealized Gain		74,147	-	74,147	-
	477 · Invt-Morgan Stanley		3,128,511	-	3,128,511	-
Total 477 · Invt-Morgan Stanley			3,202,658	-	3,202,658	-
6441	486.1 · Merrill Lynch Unrealized Gain		869,466	869,466	-	-
	486 · Merrill Lynch		1,844,768	478,884	1,365,884	-
Total 486 · Merrill Lynch			2,714,234	1,348,350	1,365,884	-
	515 · Contrib RCVB-Pressler CRT		74,787	-	-	74,787
	530 · Contrib RCVB-Guerts CRT		126,022	-	-	126,022
	601 · Prepaid payables		5,167	5,167	-	-
Total Current Assets			7,558,739	1,605,349	5,752,581	200,809
TOTAL ASSETS			7,558,739	1,605,349	5,752,581	200,809
LIABILITIES & EQUITY						
Liabilities						
Current Liabilities						
Accounts Payable						
	1000 · Accounts Payable		1,399	-	1,399	-
	1052 · Account Payable - DHCD - Alloc Expenses		94,041	-	94,041	-
	2183 · Grants Payable-COVID-CARES PHI		788,599		788,599	
	2190 · Grants Payable - Current Portion		3,268,543	-	3,268,543	-
Total Current Liabilities			4,152,582	-	4,152,582	-
	2186 · Grant Payable - Long Term		1,600,000	-	1,600,000	-
Total Liabilities			5,752,582	-	5,752,582	-
Equity						
	3900 · Retained Earnings		1,834,713	1,633,904		200,809
	Net Income		(28,555)	(28,555)	-	-
Total Equity			1,806,158	1,605,349	-	200,809
TOTAL LIABILITIES & EQUITY			7,558,739	1,605,349	5,752,581	200,809
* Restricted funds include Pass-Through Funds and Accounts Payable						

Desert Healthcare Foundation
Deposit Detail
October 2021

Type	Date	Name	Account	Amount
Deposit	10/08/2021		151 - Checking - Union Bank 7611	5,000
Payment	10/08/2021	Inland Empire Health Plan	1499 - Undeposited Funds	(5,000)
TOTAL				(5,000)
Deposit	10/21/2021		151 - Checking - Union Bank 7611	4,372
		American Society of Composers	4116 - Bequests - Frederick Lowe	(4,372)
TOTAL				(4,372)
Deposit	10/27/2021		151 - Checking - Union Bank 7611	10
		Misc.	4000 - Gifts and Contributions	(10)
TOTAL				(10)
			TOTAL	9,382

Desert Healthcare Foundation
Check Register
As of October 31, 2021

Type	Date	Num	Name	Amount
100 - CASH				
151 - Checking - Union Bank 7611				
Bill Pmt -Check	10/06/2021	5271	Jana Trew - Expense Reimbursement	(107)
Bill Pmt -Check	10/06/2021	5272	Union Bank	(5,728)
Bill Pmt -Check	10/15/2021	IB 10152021	Desert Healthcare District	(201,617)
Bill Pmt -Check	10/21/2021	5273	Jana Trew - Expense Reimbursement	(116)
Bill Pmt -Check	10/21/2021	5274	John F. Kennedy Memorial Foundation - Grant Payment	(5,000)
Bill Pmt -Check	10/21/2021	5275	TOP Shop	(1,349)
Bill Pmt -Check	10/21/2021	5276	Lund & Guttry LLP	(500)
Bill Pmt -Check	10/25/2021	ACH102521.1	Union Bank	(4,181)
Bill Pmt -Check	10/25/2021	ACH102521.2	Union Bank	(4,181)
Check	10/25/2021		Bank Service Charge	(334)
Bill Pmt -Check	10/27/2021	5277	Desert Regional Medical Ctr Aux - Social Services Fund Payment	(6,000)
Total 151 - Checking - Union Bank 7611				(229,113)
152 - Checking - Union Bank 8570				
Bill Pmt -Check	10/06/2021	1001	Verizon Wireless	(201)
Bill Pmt -Check	10/21/2021	1002	Lund & Guttry LLP	(1,500)
Bill Pmt -Check	10/21/2021	1003	Lideres Campesinas, Inc. - Grant Payment	(45,000)
Total 152 - Checking - Union Bank 8570				(46,701)
TOTAL				(275,814)

DESERT HEALTHCARE FOUNDATION								
OUTSTANDING GRANTS AND GRANT PAYMENT SCHEDULE								
October 31, 2021								
TWELVE MONTHS ENDING JUNE 30, 2022								
A/C 2190 and A/C 2186-Long term			6/30/2021 Open	New Grants Current Yr	Total Paid	10/31/2021 Open		
Grant ID Nos.	Name		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		\$ 51,719	\$ 1,700,637	Behavioral Health	
BOD - 06/26/18 BOD	Avery Trust Funds-Committed to Pulmonary services		\$ 795,017		\$ 37,500	\$ 757,517	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		\$ 30,000	\$ 1,014,156		
TOTAL GRANTS			\$ 4,414,419	\$ 575,000	\$ 120,876	\$ 4,868,543		
Summary: As of 10/31/2021		Uncommitted			A/C 2190	\$ 3,268,543		
Health Portal (CVHIP):	\$ 72,176	\$ 72,176			A/C 2186	\$ 1,600,000	<<\$870,000 BH	
Behavioral Health Initiative Collective Fund	\$ 1,700,637	\$ 1,598,061			Total	\$ 4,868,543	\$730,000 Carry Over	
Avery Trust - Pulmonary Services	\$ 757,517	\$ 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	\$ 1,014,156	\$ 1,014,156						
Total	\$ 4,868,543	\$ 3,314,376						
Amts available/remaining for Grant/Programs - FY 2021-22:								
Amount budgeted 2021-2022		\$ 530,000	\$ 500,000					
Amount granted year to date		\$ (575,000)	\$ 30,000					
Mini Grants:								
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	\$ 1,014,156						
Balance available for Grants/Programs		\$ 1,544,156						

DESERT HEALTHCARE FOUNDATION						
OUTSTANDING PASS-THROUGH GRANTS AND GRANT PAYMENT SCHEDULE						
October 31, 2021						
FISCAL YEAR ENDING JUNE 30, 2022						
A/C 2183			6/30/2021 Open	New Grants Current Yr	Total Paid	10/31/2021 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		\$ 40,000	\$ 85,000
BOD - 03/23/21 (#1269)	Alianza Coachella Valley - ECV COVID-19 STRATEGIC COMMUNICATIONS PLAN		\$ 125,000		\$ 40,000	\$ 85,000
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		\$ 45,000	\$ 80,000
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	\$ -	\$ 427,500	\$ 675,000
CARES/ELC	Passthrough to Community Based Organizations		\$ 910,000	\$ -	\$ 235,000	\$ 675,000
	CARES/ELC Administrative Costs		\$ 200,000		\$ 87,774	\$ 112,226
Total CARES/ELC			\$ 1,110,000		\$ 322,774	\$ 787,226
Public Health Institute	Passthrough to Community Based Organizations		\$ 192,500	\$ -	\$ 192,500	\$ -
	Public Health Institute Administrative Costs		\$ 37,946		\$ 36,573	\$ 1,373
TOTAL Public Health Institute			\$ 3,552,946	\$ -	\$ 229,073	\$ 1,373
					Account 2183	\$ 788,599
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	\$ 725,000
Contributions / Additional Funding	ELC3 \$200,000 & PHI \$37,946 Carryover from FY21	\$ 237,946		Balance Remaining	\$ 700,000	\$ -
Balance available for Grants/Programs		\$ -				



Date: November 9, 2021

To: Finance & Administration Committee

Subject: Recommendation to approve a No Cost Time Extension Addendum #3 (June 30, 2022) with CONCUR, Inc. to complete an Emergency Communication Plan related to Prevention, Mitigation and Emergency Preparedness related to Airborne Environmental Hazards in Eastern Coachella Valley.

Recommendation:

Consideration to approve the No Cost Time Extension Addendum #3 (June 30, 2022) with CONCUR, Inc. to complete an Emergency Communication Plan related to Prevention, Mitigation, and Emergency Preparedness for Airborne Environmental Hazards in the Eastern Coachella Valley (ECV).

Background:

- At November 2019 Foundation meeting, the Board approved a \$500,000 allocation from the Robert Avery Family Trust to address Airborne Environmental Hazards that impact pulmonary functions of Eastern Coachella Valley residents, to advance research and rehabilitation solutions for the ECV population.
- The Board directed staff to identify a Consultant to facilitate a stakeholder's engagement process to identify strategies to mitigate and prevent the high levels of airborne environmental hazards.
- CONCUR, Inc, is a California-based private consultancy company with significant experience and expertise addressing similar situations across the United States.
- The board approved a 12-month service agreement, NTE \$191,573, with CONCUR, Inc. executed on January 31, 2020.
- Due to the COVID-29 pandemic, progress on the project has been hindered.
- At the June 2021 Board meeting, a no-cost extension was approved through December 31, 2021.
- Staff recommends a third no-cost time extension to June 30, 2022, while the project is completed.
- Addendum #3 to the service agreement is attached for your review and consideration.

Fiscal Impact:

- No cost time extension.
- Original service agreement NTE \$191,573 – Board approved allocation from the \$1M Avery Trust Funds.

**CONSULTING SERVICES AGREEMENT
ADDENDUM #3**

This Professional Services Agreement (“Agreement”) was entered into on January 31, 2020 by and between Desert Healthcare District(Foundation) (“District”), a public agency organized and operating pursuant to California Health and Safety Code section 32000 et seq., and CONCUR, Inc. a California Corporation, (“Consultant”) as follows:

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

1. This Addendum extends and revises the termination date in Section 3.1 from December 31, 2021 to June 30, 2022
2. All other terms and conditions of the original service agreement remain unchanged.

“District”:

Desert Healthcare District

“Consultant”:

CONCUR, Inc.

By: _____
Leticia DeLara, President

By: _____
Scott McCreary, PhD. Principal

Date:_____

Date:_____



DESERT HEALTHCARE
DISTRICT & FOUNDATION

Date: November 9, 2021
To: Finance and Administration Committee
Subject: CV Equity Collaborative: Program Assistant

Staff Recommendation: Consideration to hire the Program Assistant for the CV Equity Collaborative

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.

Update – November 9, 2021

- The job description was approved at the September 14, 2021 F&A Committee meeting.

- The Program Assistant was approved for hire once further funding from the county was secured. To date, the county has not completed the additional funding.
- With the approval of children ages 5-11 now eligible for the Pfizer vaccination, in addition to boosters, the CVEC is in full swing with vaccination events.
- To meet the needs of the increasing schedule of events, the Chief of Community Engagement is in need of immediate support.
- Staff recommends hiring the Program Assistant as soon as possible.

Fiscal Impact:

Cost of the Program Assistant (\$19.23-\$33.65/hour) is expected to be covered by additional funding from Riverside County ELC and Public Health Institute grants.