



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.



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	<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>	
<p>VIII. Adjournment</p>	<p>Chair Shorr adjourned the meeting at 4:50 p.m.</p>	<p>Audio recording available on the website at http://dhcd.org/Agendas-and-Documents</p>

DocuSigned by:

 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