



**DESERT HEALTHCARE DISTRICT
BOARD AND STAFF COMMUNICATIONS AND POLICIES
Board and Staff Communications and Policies Meeting
February 10, 2022
3:00 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/86507084180?pwd=UFlib1FKZmhZazQ3NitNR0J4RmhTdz09>

Webinar ID: 865 0708 4180

Password: 962469

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: 865 0708 4180

Password: 62469

<i>Page(s)</i>	AGENDA	<i>Item Type</i>
	I. CALL TO ORDER – President Leticia De Lara, Chairperson	
1	II. APPROVAL OF AGENDA	Action
	III. MEETING MINUTES	
2-	1. September 14, 2021	Action
	IV. OLD BUSINESS	
	1. Policy #OP-16 – Chief Executive Officer Discretionary Funds	Action
	V. NEW BUSINESS – EXISTING POLICY REVISIONS	
	1. District Bylaws – Set apart the Vice-President and Secretary Officer Positions & Term Limits	Action
	2. Policy #PROC-01 Purpose of Board Policies	Action
	3. Policy #BOD-01 Swearing in of Board Members	Action
	4. Policy #BOD-02 Election, Appointment, and Duties of Officers	Action
	5. Policy #BOD-04 Attendance at Meetings	Action
	6. Policy #BOD-05 Basis of Authority	Action
	7. Policy #BOD-08 Board Meetings	Action
	8. Policy #BOD-11 Board Actions and Decisions	Action
	9. Policy #BOD-15 Conflict-of-Interest	Action
	10. Policy #BOD-17 Compensation & Performance Evaluation of the CEO	Action
	11. Policy #OP-05 Grant & Mini Grant Policy	Action
	VI. FUTURE TOPICS & ISSUES	
	VII. ADJOURNMENT	



**BOARD AND STAFF COMMUNICATIONS & POLICIES COMMITTEE MEETING
MEETING MINUTES
September 14, 2021**

Directors Present	District Staff Present	Absent
President Leticia De Lara, Chair Director Evett PerezGil Director Les Zendle, MD	Conrado E. Bázaga, MD, CEO Chris Christensen, CAO Donna Craig, Chief Program Officer Alejandro Espinoza, Chief of Community Engagement Eric Taylor, Accounting Manager Andrea S. Hayles, Clerk of the Board	

AGENDA ITEMS	DISCUSSION	ACTION
I. Call to Order	The meeting was called to order at 12:03 p.m. by Chair De Lara.	
II. Approval of Agenda	Chair De Lara asked for a motion to approve the agenda.	Moved and seconded by Director Zendle and Director PerezGil to approve the agenda. Motion passed unanimously.
III. Meeting Minutes	Chair De Lara asked for a motion to approve the February 09, 2021, meeting minutes.	Moved and seconded by Director PerezGil and Director Zendle to approve the February 09, 2021, meeting minutes. Motion passed unanimously.
IV. New Business – New & Existing Policy Revisions 1. BOD-12 – Minutes of Board Meetings 2. BOD-13 – Memberships in Organizations, Training, Education, Conferences, and Reimbursement Procedure	Chris Christensen, CAO, described the minor revisions to policy BOD-12 – Minutes of the Board Meetings. Chris Christensen, CAO, described the minor revisions to policy BOD-13 – Memberships in Organizations, Training, Education, Conferences, and Reimbursement Procedure. Director Zendle described a discussion that may apply to BOD-13 on whether Board	Moved and seconded by Director Zendle and Director PerezGil to approve policy BOD-12 – Minutes of Board Meetings and forward to the Board for approval. Motion passed unanimously. Moved and seconded by Director Zendle and Director PerezGil to approve policy BOD-13 – Memberships in Organizations, Training, Education, Conferences, and Reimbursement Procedures and forward to the Board for approval. Motion passed unanimously.

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<p>3. BOD-14 – Ethics Training and Education Training Related to Workplace Harassment</p>	<p>members can serve on the board of District grantees.</p> <p>President De Lara explained the recusal that currently takes place at Board meetings and a discussion at a future committee meeting.</p> <p>The committee requested the inclusion of Desert Healthcare District Membership in Organizations to the title.</p> <p>Chris Christensen, CAO, described the updates to the dates in BOD-14 – Ethics Training and Education Training Related to Workspace Harassment.</p>	<p>Moved and seconded by Director PerezGil and Director Zendle to approve policy BOD-14 – Ethics Training and Education Training Related to Workplace Harassment and forward to the Board for approval. Motion passed unanimously.</p>
<p>4. FIN-06 – Financial Reserve</p>	<p>Chris Christensen, CAO, described the updates to paragraph 1.2.a., and the title change to section 1.4.</p> <p>The committee requested Conrado Barzaga, CEO, to confirm with legal counsel if the policy could be reviewed by the Finance Chair separate from the F&A Committee review. If acceptable, the Committee recommended forwarding to the Board for approval. If not, the policy would be presented to the F&A Committee at the October committee meeting.</p> <p>The committee recommends that the F&A Committee</p>	<p>Moved and seconded by Director Zendle and Director PerezGil to approve FIN-06 – Financial Reserve contingent on review and approval by the Finance Chair, then forward to the Board for approval. Motion passed unanimously.</p>

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<p>5. OP-11 – Procurement of Purchase Contracts and Professional Services</p>	<p>approve all financial policies before coming forth to the policies committee and the Board.</p> <p>Chris Christensen, CAO, described the updates to contracts, service agreements, and extension agreements, explaining the CEO’s recommended modification from five years to three years for review and potential bidding of legal, audit, and investment advisor services in Item 1. – Professional Services. The committee recommends five years for the three services.</p>	<p>Moved and seconded by Director PerezGil and Director Zendle to approve OP-11 – Procurement of Purchase Contracts and Professional Services with the revision to item 1. Professional Services and forward to the Board for approval. Motion passed unanimously.</p>
<p>6. OP-12 – Compensation</p>	<p>Chris Christensen, CAO, described the minor changes to the dates for OP-12 – Compensation.</p>	<p>Moved and seconded by Director Zendle and Director PerezGil to approve OP-12 – Compensation and forward to the Board for approval. Motion passed unanimously.</p>
<p>7. OP-14 – Staff Expense Authorization</p>	<p>Chris Christensen, CAO, described the modifications to OP-14 with the committee requesting language clarity to the title and more specifics to section e. for expense reports.</p>	<p>Moved and seconded by Director Zendle and Director PerezGil to approve OP-15 – Staff Expense Authorization and forward to the Board for approval. Motion passed unanimously.</p>
<p>8. OP-16 – Chief Executive Officer Discretionary Funds</p>	<p>Conrado Barzaga, MD, CEO, described the new policy for discussion and flexibility in certain circumstances that requires a policy for use of the CEO Discretionary Fund modeled after other entities with similar uses. Since an amount for the Discretionary Fund is not</p>	<p>Moved and seconded by Director Zendle and Director PerezGil to table OP-16 – Chief Executive Officer Discretionary Funds. Motion passed unanimously.</p>

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	<p>included, the budgeted amount is tied to the policy.</p> <p>After, the committee discussed and considered any expenditures under \$25k for the CEO’s discretion, and any amount above \$25k requiring the President’s approval with a report out at the next Board meeting, the committee tabled the matter for a future meeting with a new policy that includes the revisions.</p>	
VI. Future Topics & Issues		
VII. Adjournment	<p>Chair De Lara adjourned the meeting at 12:53 p.m.</p>	<p>Audio recording available on the website at https://www.dhcd.org/Agendas-and-Documents</p>

ATTEST: _____

Leticia De Lara, Chair/President
Board and Staff Communications & Policies Committee

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



DESERT HEALTHCARE
DISTRICT & FOUNDATION

Date: February 10, 2022
To: Board & Staff Communications and Policies Committee
Subject: Consideration to Approve Policies

Staff Recommendation: Consideration to approve updated policies

Background:

- The policies listed below have been determined to need review and/or revision.
- Policy #OP-16 – New policy for full review
- District Bylaws – Set apart the Vice-President and Secretary Officer positions and Term Limits defined
- Policy #PROC-01 – Minor revisions
- Policy #BOD-01 – Review only
- Policy #BOD-02 – Set apart the Vice-President and Secretary Officer positions and Term Limits defined
- Policy #BOD-04 – Minor revisions
- Policy #BOD-05 – Review only
- Policy #BOD-08 – Minor revisions
- Policy #BOD-11 – Minor revisions
- Policy #BOD-15 – Minor revisions
- Policy #BOD-17 – Minor revisions
- Policy #OP-05 – Revisions per the District’s new Strategic Plan

Fiscal Impact:

None



POLICY TITLE: CEO DISCRETIONARY FUND
POLICY NUMBER: OP-16
COMMITTEE APPROVAL: 02-10-2022
BOARD APPROVAL: 02-22-2022

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 #3 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. The CEO Discretionary Fund is structured as a restricted account in the fiscal year awarded
 1. The CEO Discretionary Fund cannot operate with a deficit balance
 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
 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
 4. Office phone sets, or ordinary line charges
 5. Memberships in social clubs or airline travel clubs
- ~~5-6.~~ Donations to organizations currently supported by District/Foundation grants are capped at \$5,000



AUTHORITIES

Desert Healthcare District Bylaws Article ____, section ____

DOCUMENT HISTORY

Approved 02-22 -2021

AMENDED AND RESTATED BYLAWS AND RULES
OF
DESERT HEALTHCARE DISTRICT

ARTICLE I. DEFINITIONS

- 1.1 “Hospital” means Desert Regional Medical Center, 1140 North Indian Canyon Drive, Palm Springs, California 92262.
- 1.2 “Board” means the Board of Directors of the District.
- 1.3 “Director” means a member of the Board.
- 1.4 “District” means the Desert Healthcare District.
- 1.5 “Lease” means lease of the Hospital to Tenet HealthSystem Desert, Inc.
- 1.6 “President” means the president of the Board.
- 1.7 “Vice President/~~Secretary~~” means the vice president/~~secretary~~ of the Board.
- 1.8 “Secretary” means the secretary of the Board.
- 1.~~8~~9 “Treasurer” means the treasurer of the Board.

ARTICLE II. ORGANIZATION, POWERS, AND MISSION STATEMENT

Updated ~~March 24, 2020~~February 22, 2022

2.1 NAME. The name of the District is the “Desert Healthcare District.”

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

“Desert Healthcare District
Incorporated December 14, 1948
California”

2.3 ORGANIZATION. The District is a political subdivision of the State of California organized under the Local Healthcare District Law, Division 23 of the California Health and Safety Code as now in effect or as amended in the future.

The District operates under and has all of the rights and responsibilities set forth in The Ralph M. Brown Act, Government Code section 54950 and following as now in effect or as amended in the future.

2.4 PURPOSES AND POWERS. The District is organized for the purposes described in the Local Healthcare District Law and shall have and exercise such powers in the furtherance of its purposes as are now or may hereafter be set forth in the Local Healthcare District Law and any other applicable statutes, rules, or regulations of the State of California. The Hospital is operated by Tenet HealthSystem Desert, Inc., pursuant to a lease dated May 31, 1997, as amended between Tenet Healthcare, Inc., and the District. The District oversees Tenet’s compliance with said lease and ensures that the District asserts all of its rights and obligations pursuant to the terms of the lease.

2.5 MISSION STATEMENT. The mission of the Desert Healthcare District is to achieve optimal health for all stages of life for all District residents.

Updated ~~March 24, 2020~~ February 22, 2022

ARTICLE III. OFFICES

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

ARTICLE IV. BOARD

4.1 GENERAL POWERS. The Board is the governing body of the District. All District powers shall be exercised by or under the direction of the Board. The Board is authorized to make appropriate delegations of its powers and authority to officers and employees of the District.

4.2 NUMBER AND QUALIFICATION. The Board shall consist of seven (7) members, each of whom shall be a registered voter residing in the District.

4.3 ELECTION AND TERM OF OFFICE. An election shall be held in the District on the first Tuesday after the first Monday in November in each even-numbered year, at which time a successor shall be chosen to each Director whose term shall expire at noon on the first Friday of December following such election. The election of Board members shall be an election by zones pursuant to Health & Safety Code 32499.3 and shall be consolidated with the statewide general election. The candidates receiving the highest number of votes for the offices to be filled at the election shall be elected thereto. The term of office of each elected Board member shall be four (4) years or until the Board member's successor is elected and has qualified, except as otherwise provided by law in the event of a vacancy.

4.4 VACANCIES. The remaining Board members may fill any vacancy on the Board by appointment in accordance with Government Code section 1780, as

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amended, which sets forth the procedure for filling a vacancy of an elective office on a governing board of a special district.

- 4.5 RESIGNATION OR REMOVAL. Any Board member may resign effective upon giving written notice to the President, the Secretary, or the Board, unless the notice specified a later time for the effectiveness of such resignation. In accordance with Health & Safety Code section 32100.2, as amended, the term of any member of the Board shall expire if the member is absent from three (3) consecutive regular meetings or from three (3) of any five (5) consecutive meetings of the Board, and if the Board by resolution declares that a vacancy exists on the Board. All or any of the members may be recalled at any time by the voters following the recall procedure set forth in Division 11 of the Election Code.
- 4.6 COMPENSATION. The Board shall serve without compensation except that the Board, by resolution adopted by majority vote, may provide compensation for attendance at meetings in accordance with Health and Safety Code section 32103 as amended.
- 4.7 HEALTH BENEFITS. Pursuant to Government Code section 53200 et seq., the Board, by resolution adopted by a majority vote, may provide for health benefits to Board members, employees, retired employees, and retired Board members as allowed by law.

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ARTICLE V. BOARD MEETINGS

- 5.1 REGULAR MEETINGS. Regular meetings of the Board of Directors shall be held on the fourth Tuesday of each month, excepting August, at 5:30 p.m. in the Regional Access Project (RAP) Foundation Building, 41550 Eclectic Street, Palm Desert, California 92260 unless otherwise designated in the Agenda Notice; provided, however, that should said date fall upon a legal holiday, then the meeting shall be held at the same time on the next business day.
- 5.2 ORGANIZATION MEETING. At the first regular Board meeting in December, the Board shall organize by the election of one of its members as President, one as Vice-President, ~~one as~~ Secretary, and one as Treasurer. The election and appointment of Officers shall be done in accordance with Board Policy #BOD-02.
- 5.3 SPECIAL MEETING. A special meeting may be called at any time by the President, or by four (4) Board members by delivering written notice to each Board member and to each local newspaper of general circulation, radio or televisions station requesting such notice in writing, personally or by mail. Such notice must be delivered personally or by mail at least twenty-four (24) hours before the time of such meeting as specified in the notice. The call and notice shall specify the time and place of the special meeting and the business to be transacted. No other business shall be considered at special meetings. Such written notice may be dispensed with as to any Board member who, at or prior to the time the meeting convenes, files with the Secretary a written waiver of notice. Such waiver may be given by telegram. Such written notice may also be dispensed with as to any member who is actually present at the meeting at the time it convenes.

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- 5.4 QUORUM. A majority of the members of the Board shall constitute a quorum for the transaction of business. The act of a majority of the Board members present at a meeting at which a quorum is present shall be the act of the Board.
- 5.5 ADJOURNMENT. The Board may adjourn any regular, adjourned regular, special, or adjourned special meeting to a time and place specified in the order of adjournment. Less than a quorum may so adjourn from time to time. A copy of the order or notice of adjournment shall be conspicuously posted on or near the door of the place where the meeting was held within twenty-four (24) hours after the time of adjournment.
- 5.6 RULES AND REGULATIONS. The Board may adopt rules and regulations governing the Board, the District, its facilities and programs, which rules and regulations shall not conflict with these bylaws.
- 5.7 RULES OF ORDER. Unless otherwise provided by law, these bylaws, or Board rules, Board meeting procedures shall be in accordance with *Robert's Rules of Order Newly Revised*. However, technical failure to follow *Robert's Rules of Order* shall not invalidate any action taken. The President may make and second motions and vote in the same manner as other Board members.

ARTICLE VI. COMMITTEES

- 6.1 APPOINTMENT. All Board committee members, whether standing or special (ad hoc), shall be appointed by the President. The chairperson of each committee shall be appointed by the President. All committees shall be advisory only to the Board unless otherwise specifically authorized to act by the Board.

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6.2 STANDING COMMITTEES. Standing committees shall meet periodically to review reports from District staff, legal counsel, and consultants relating to the particular subject matter of the committee. There shall be the following standing committees:

- (a) Finance, Legal, Administration and Real Estate. This committee shall be responsible for making recommendations to the Board where appropriate on matters related to finance, administration, human resources, property management, legal affairs, (including legislation) real estate, and information systems (IS).
- (b) Strategic Planning. This committee shall meet quarterly, or more often if needed, and shall be responsible for monitoring the District's progress in achieving the expectations outlined in its strategic plan.
- (c) Hospital Lease Oversight. This committee shall meet quarterly, or more often if needed, and shall be charged with oversight responsibilities to ensure compliance with the terms of the current lease of Desert Regional Medical Center.
- (d) Program Committee. This committee shall be responsible for the oversight and for making recommendations to the Board where appropriate on District matters related to its grant making and related programs.
- (e) Board & Staff Communications and Policies Committee. This committee shall meet quarterly or more often, if needed, and shall be responsible for monitoring and developing the District's Board and staff communications and relations. The committee is also responsible for developing and maintaining the District's policies and policies manual.

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- 6.3 SPECIAL COMMITTEES. Special, Ad-hoc committees may be appointed by the President for special tasks as circumstances warrant, and upon completion of the task for which appointed such special committees shall stand discharged.
- 6.4 CONSULTANTS. A committee chairman may invite additional individuals with expertise in a pertinent area to meet with and assist the committee. Such consultants shall not vote or be counted in determining the existence of a quorum and may be excluded from any committee session. A committee chairman may exclude any or all consultants from attending a committee meeting.
- 6.5 MEETING AND NOTICE. Meetings of a committee may be called by the President of the Board, the chairman of the committee, or by a majority of the committee's members.
- 6.6 QUORUM. A majority of the Board members of a committee shall constitute a quorum for the transaction of business at any meeting of such committee. A committee member may designate an alternate Board member to attend a scheduled committee meeting in the event the committee member is unable to attend. Each committee shall keep minutes of its proceedings and shall report periodically to the Board.
- 6.7 MANNER OF ACTING. The act of a majority of the members of a committee present at a meeting which a quorum is present shall be the act of the committee. No act taken at a meeting at which less than a quorum was present shall be valid unless approved in writing by the absent members.
- 6.8 TENURE. Each member of a committee shall hold office until the organizational meeting of the Board at its first meeting in December and until a successor is

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appointed. Any member of a committee may be removed at any time by the President subject to the consent of the Board. A member of the Board shall cease to hold committee membership upon ceasing to be a Board member.

6.9 TEMPORARY APPOINTMENTS. The President may appoint a temporary committee member to serve during the absence of a regular committee member or the President may serve.

ARTICLE VII. OFFICERS

7.1 PRESIDENT. The Board shall elect one of its members as President ~~at the first regular meeting in December of each year, and the President shall hold office until a successor is elected~~ in accordance with Board Policy #BOD-02. The President shall be the principal officer of the District and the Board and shall preside at all meetings of the Board. The President shall appoint all Board committee members and committee chairman and shall perform all duties incident to the office and such other duties as may be prescribed by the Board from time to time.

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7.2 VICE PRESIDENT/~~SECRETARY~~. The Board shall elect one of its members as Vice President/~~Secretary~~ ~~at the first regular meeting in December of each year, and the Vice President shall hold office until a successor is elected~~ in accordance with Board Policy #BOD-02. In the absence of the President, the Vice President/~~Secretary~~ shall perform the duties of the President.

7.3 ~~SECRETARY~~. The Board shall elect one of its members as Secretary in accordance with Board Policy #BOD-02. The ~~Vice President~~/~~Secretary~~ shall provide for keeping of the minutes of all meetings of the Board. The ~~Vice President~~/~~Secretary~~ shall give or cause to be given appropriate notices in

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accordance with these bylaws or as required by law and shall act as custodian of District records and reports and of the District's seal.

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

ARTICLE VIII. LOCAL GOVERNING BOARD

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

ARTICLE IX. AMENDMENT

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



POLICY TITLE: **PURPOSE OF BOARD POLICIES & ADOPTION/AMENDMENT OF POLICIES**

POLICY NUMBER: PROC-01

COMMITTEE APPROVAL: [02-22-2022](#)~~06-17-2020~~

BOARD APPROVAL DATE: [02-22-2022](#)~~06-23-2020~~

POLICY #PROC-01: It is the intent of the Desert Healthcare District (“District”) Board of Directors (“Board”) to maintain a Policy Manual.

GUIDELINES:

1. The manual will be a comprehensive listing of the Board's current policies, being the rules and regulations approved by the Board, reviewed every two years or as needed. The Board of Directors may update any policy at any time at their discretion. The Policy Manual will serve as a resource for the Board, staff and members of the public in determining the manner in which matters of District business are to be conducted.
2. Policies are clear, simple statements of how the District intends to conduct its services, actions or business. They provide a set of guiding principles to help with decision making.
3. If any policy or portion of a policy contained within the Policy Manual is in conflict with rules, regulations or legislation having authority over the District, those rules, regulations or legislation shall prevail. Where this occurs, the Board of Directors will clarify either the rules or policy to assure that they are compatible.
4. Consideration by the Board of Directors to adopt a new policy or to amend an existing policy may be initiated by the Board President, two Board Members or by Staff. The proposed adoption or amendment is initiated by requesting that the item be included for consideration on the agenda of the Board & Staff Communications and Policies Committee.
5. The Board & Staff Communications and Policies Committee shall review all policies and make recommendations for approval to the Board of Directors. If there



DESERT HEALTHCARE
DISTRICT & FOUNDATION

is no consensus at the Board & Staff Communications and Policies Committee, the policy may be referred for action to the full Board of Directors without a recommendation.

6. Policies will be reviewed by legal counsel as applicable.
7. Adoption of a new policy or revision of an existing policy shall be accomplished at a regular meeting of the Board of Directors and shall require a majority vote of all Board Members present.
8. Before considering adopting or revising any policy, Board Members and the public shall have the opportunity to review the proposed adoption or revision prior to the meeting at which consideration for adoption or revision is to be given. Copies of the proposed policy adoption or revision shall be included in the agenda information packet for any meeting of consideration. The agenda information packets with said copies shall be made available to each Board Member for review at least three (3) days prior to any meeting at which the policies are to be considered.

AUTHORITIES

Desert Healthcare District Bylaws Article VI, section 6.2(e)

DOCUMENT HISTORY

<u>Revised</u>	<u>02-22-2022</u>
Revised	06-23-2020
Approved	01-26-2016



POLICY TITLE: SWEARING IN OF BOARD MEMBERS

POLICY NUMBER: BOD-01

COMMITTEE APPROVAL: [02-10-2022](#)~~06-17-2020~~

BOARD APPROVAL: [02-22-2022](#)~~06-23-2020~~

POLICY #BOD-01: It is the policy of the Desert Healthcare District (“District”) to perform a swearing-in ceremony for newly elected or appointed Board of Directors (“Board”) members.

GUIDELINES:

1. Newly elected Board Members assume office at noon on the first Friday of December following the general election. They shall be sworn in by or at the first Board meeting following that date. Appointed Board members are sworn in by or at the first Regular Board Meeting after the Board approves the appointment. Newly elected or appointed Board members must be sworn in prior to performing any official duties.
2. Using the standard form (see attached), the Board President shall appoint the Clerk of the Board or Legal Counsel to have the newly elected Board Members repeat after them the words of the oath.
3. The Clerk of the Board or Legal Counsel will obtain required signatures.



DESERT HEALTHCARE
DISTRICT & FOUNDATION
STATE OF CALIFORNIA

City of _____ County of _____

OATH OR AFFIRMATION OF ALLEGIANCE FOR PUBLIC OFFICERS AND
EMPLOYEES

The Execution of this Oath is Required by Article XX, Section 3, of the Constitution of the State of California.

I, _____, do

solemnly swear that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

SUBSCRIBED AND SWORN TO BEFORE ME THIS _____ DAY OF _____ 20____

SIGNATURE OF OFFICER ADMINISTERING OATH TITLE

SIGNATURE OF PERSON TAKING OATH



DESERT HEALTHCARE
DISTRICT & FOUNDATION

AUTHORITIES

Desert Healthcare District Bylaws Article IV, section 4.3

DOCUMENT HISTORY

<u>Reviewed</u>	<u>02-22-2022</u>
Revised	06-23-2020
Approved	01-26-2016

DRAFT



POLICY TITLE: ELECTION & APPOINTMENT AND DUTIES OF BOARD OFFICERS

POLICY NUMBER: BOD-02

COMMITTEE APPROVAL: [02-10-2022](#)~~06-17-2020~~

BOARD APPROVAL: [02-22-2022](#)~~06-23-2020~~

POLICY #BOD-02: It is the policy of the Desert Healthcare District ("District") to establish the rules for appointment of Board officers and sets forth the election process and the duties of the officers. Further, the roles and responsibilities of said officers are as described in this policy.

GUIDELINES:

1. Appointment and Term of ~~Office of~~ Board Officers

~~There shall be four Board offices: President, Vice-President, Secretary, and Treasurer. It shall be the policy of the Board that there will be no mandatory rotation of officers, but it is expected that the President and Vice-President and Secretary will serve two (2), one (1)-year terms. After the first term, the Board shall vote to confirm the President and Vice-President and Secretary to a second one (1)-year term or in its discretion, select any other Director to serve the next one (1)-year term. The Board shall have the ultimate authority to remove and replace any Board officer at any time. To codify the process that has been used in previous years, the following language will be added:~~

Process for the Election of Board Officers

The officers of the Board shall be chosen by the Board as the first agenda item at the first regular board meeting in December. ~~Legal Counsel will call~~ for nominations for the position of Board President. ~~No vote shall be taken until all nominations have been made. Once all nominations are made nominations shall be closed and a vote shall be taken.~~ The process ~~will continue~~ for the ~~office positions of Vice-President, the office of Secretary, and /Secretary (the position of Vice-President is both Vice-President/Secretary) and for the office of Treasurer.~~ ~~The term of the officers are for one (1) year, but officers may be re-elected in subsequent years.~~



2. Board President

The Board shall elect one of its members as President in accordance with Section 1 above. The President shall serve as chairperson at all Board meetings and shall have the same rights as the other Board Members in voting; introducing motions, resolutions; and participating in discussions. The President assures the integrity of the Board's process and, secondarily, occasionally represents the Board to outside parties. In public meetings, the Board President adheres to and implements the rules of order as approved by the Board. The President behaves consistently with District policies and those legitimately imposed upon it from outside the organization. In the absence of the President, the Vice-President shall serve as chairperson. If both the President and Vice-President are absent, the Secretary shall remaining Board Members shall select one of themselves to act as chairperson.

In addition, the duties of the President include:

2.1 The President shall execute Board documents on behalf of the Board unless such authority has been delegated to the Chief Executive Officer under specific circumstances.

2.2 The President is empowered to chair Board meetings with all the commonly accepted authorities of that position (e.g., ruling, recognizing, keeping order, changing the order of announced agenda items).

2.3 The President shall appoint Board committee members and committee's chair positions.

2.4 The President has no authority to supervise or direct the Chief Executive Officer. The President has no more authority than any other board members.

2.5 The President shall work with the Chief Executive Officer in monitoring and planning the agenda forecast.

2.6 The President may represent the Board to outside parties in announcing and presenting of the Board after formal Board action has been taken.

2.7 The President may determine, in concert with the Chief Executive Officer as necessary, whether to place on an agenda consideration of documents of support or recognition (e.g., resolutions, commendations, certificates of appreciation, etc.) for individuals, organizations or efforts in the community by evaluating whether the individual, organization or effort has a clear nexus to issues relevant to the District.

2.8 The President may also sign such certificates established in 2.7 upon successful approval of the Board.

2.9 The President may make and second motions and vote in the same manner as other Board members.



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2.10 Agenda items may be added by the President or at the request of two board members.

2.11 There is no veto power from the President.

3. Board Vice-President/Secretary

The Board shall elect one of its members as Vice President/Secretary at the first regular meeting in December of each year in accordance with Section 1 above.

3.1 In the absence of the President, the Vice-President/Secretary shall perform the duties of the President.

~~3.2 The Board Vice-President/Secretary shall provide for keeping of the minutes of all meetings of the Board in accordance with the adopted rules of the Board.~~

~~3.2.1 The Vice-President/Secretary shall sign the minutes of the Board meeting following their approval.~~

3.23 The Vice President/Secretary shall give or cause to be given appropriate notices in accordance with the policies and bylaws or as required by law and shall act as custodian of District records and reports.

~~3.4 The Vice-President/Secretary may delegate the Board Secretary duties to a District Staff member and not a member of the Board of Directors.~~

4. Board Secretary

The Board shall elect a Secretary at the first regular meeting in December of each year in accordance with Section 1 above.

4.1 The Secretary shall be charged with the safekeeping of the minutes of all meetings of the Board and Committees in accordance with the adopted rules of the Board shall sign the minutes in a ministerial capacity, following their approval of the Board.

4.2 The Secretary may delegate Board Secretary duties to a District Staff member and not a member of the Board of Directors.

45. Board Treasurer

The Board shall appoint a Treasurer at the first regular meeting in December of each year.

45.1 The Treasurer shall be charged with the safekeeping and disbursement of the funds in the treasury of the District.

45.2 The Treasurer will serve as chair of the Finance, Legal, Administration, & Real Estate Committee.

45.3 The Treasurer/Secretary may delegate Board Treasurer duties to a District Staff member and not a member of the Board of Directors.

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AUTHORITIES

Desert Healthcare District Bylaws Article VII

DOCUMENT HISTORY

<u>Revised</u>	<u>02-22-2022</u>
Revised	06-23-2020
Approved	12-15-2015

DRAFT



POLICY TITLE: ATTENDANCE AT MEETINGS

POLICY NUMBER: BOD-04

COMMITTEE APPROVAL: [02-10-2022](#)~~06-17-2020~~

BOARD APPROVAL: [02-22-2022](#)~~06-23-2020~~

POLICY #BOD-04: It is the policy of the Desert Healthcare District (“District”) Board of Directors that members of the Board of Directors shall attend all regular and special meetings of the Board unless there is good cause for absence.

GUIDELINES:

1. For all absences, the Board member shall notify the Chief Executive Officer (CEO) prior to the Board or Board Committee meeting in which they will be absent with the reason for the absence. The CEO will subsequently notify the [President and/or Committee](#) Chair of the absence and the reason.
2. A vacancy shall occur if any member ceases to discharge the duty of their office for the period of three consecutive regular meetings of the Board, or from three of any five consecutive meetings of the Board, except as authorized by the Board of Directors (Ref. H&S Code Section 32100.2).

AUTHORITIES

Desert Healthcare District Bylaws Article IV, section 4.5

DOCUMENT HISTORY

Revised	02-22-2022
Revised	06-23-2020
Approved	02-24-2016



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POLICY TITLE:	BASIS OF AUTHORITY
POLICY NUMBER:	BOD-05
COMMITTEE APPROVAL:	<u>02-10-2022</u> 06-17-2020
BOARD APPROVAL:	<u>02-22-2022</u> 06-23-2020

POLICY #BOD-05: It is the policy of the Desert Healthcare District (“District”) Board of Directors to serve as the unit of authority within the District.

GUIDELINES:

1. The Board of Directors is the unit of authority within the District. Apart from their normal function as a part of this unit, Directors have no individual authority. As individuals, Directors may not commit the District to any policy, act or expenditure.
2. While Directors are elected from a particular geographical area or Zone, they represent and act for the community as a whole.

AUTHORITY

Desert Healthcare District Bylaws Article IV, section 4.1

DOCUMENT HISTORY

<u>Reviewed</u>	<u>02-22-2022</u>
Revised	06-23-2020
Approved	01-26-2016



POLICY TITLE: BOARD MEETINGS

POLICY NUMBER: BOD-08

COMMITTEE APPROVAL DRAFT DATE: 02-10-2022~~02-27-2020~~

BOARD APPROVAL: 02-22-2022~~03-24-2020~~

POLICY #BOD-08: It is the policy of the Desert Healthcare District (“District”) Board of Directors to hold Regular meetings and Special meetings when necessary of the Board of Directors. All District Board meetings will be held in accordance with the Brown Act (Government Code Section 54950 et seq.), Health and Safety Code Section 32106, and Health and Safety Code Section 32155.

GUIDELINES:

1. Regular meetings are held on the fourth Tuesday of each calendar month, except August, at 5:30 p.m. in the Regional Access Project (RAP) Foundation Building, 41550 Eclectic Street, Palm Desert, California, 92260, unless otherwise designated in the meeting Agenda. If that date falls upon a legal holiday, whereef a quorum of the Board of Directors is known to be unavailable for a regular meeting date, the meeting shall be held at the same time on the next business day as an adjourned meeting. In accordance with California Govt. code 54955, and the methods described therein, an adjourned regular meeting is a regular meeting for all purposes.

The location of a regular meeting may be changed at times, must be held within the District service boundaries and properly noticed. It is the policy of the Board of Directors that if the regular meeting location is changed, ~~that~~ a notification will be made on the District website.

2. Organizational Meeting. At the regular Board meeting in December, the Board shall organize by the election of one of its members as President, one as Vice-President, one as Secretary, and one as Treasurer.

3. Special meetings (non-emergency) of the Board of Directors may be called by the Board President, or by four (4) Board members by delivering written notice to each Board member and to each local newspaper of general circulation, radio or television



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stations requesting such notice in writing, personally or by mail. Such notice must be delivered personally or by mail at least twenty-four (24) hours before the time of such meeting as specified in the notice. The call and notice shall specify the time and place of the special meeting and the business to be transacted. No other business shall be considered at special meetings. Such written notice may be dispensed with as to any Board member who, at or prior to the time of the meetings convenes, files with the Secretary a written waiver of notice. Such waiver may be given by email. Such written notice may also be dispensed with as to any member who is actually present at the meeting at the time it convenes.

3.1 All Directors, the Chief Executive Officer, and District Counsel shall be notified of the special Board meeting and the purpose or purposes for which it is called. Said notification shall be in writing, delivered to them at least twenty-four (24) hours prior to the meeting.

3.2 Any organization or individual who have requested notice of special meetings in accordance with the Ralph M. Brown Act (California Government Code §54950 through §54926) shall be notified, including business to be transacted, will be given by email during business hours as soon after the meeting is scheduled as practicable.

3.3 An agenda shall be prepared as specified for regular Board meetings in POLICY #BOD-07 and shall be delivered with the notice of the special meeting to those specified above.

3.4 Only those items of business called for the special meeting shall be considered by the Board at any special meeting.

4.. Emergency Meetings. In the event of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board of Directors may hold an emergency special meeting without complying with the 24-hour notice required 3.1, above. An emergency situation means a crippling disaster that severely impairs public health, safety, or both, as determined by the Chief Executive Officer, Board President or Vice-President in the President's absence.

4.1 Any organizations or individuals that have requested notice of special meetings in accordance with the Ralph M. Brown Act (California Government



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Code §54950 through §54926) shall be notified by telephone or email at least one hour prior to the emergency special meeting. In the event that telephone or email services are not functioning, the notice requirement of one hour is waived, but the Chief Executive Officer, or their/his/her designee, shall notify such organizations or individuals of the fact of the holding of the emergency special meeting, and of any action taken by the Board, as soon after the meeting as possible.

4.2 No closed session may be held during an emergency special meeting, and all other rules governing special meetings shall be observed with the exception of the twenty-four (24)-hour notice. The minutes of the emergency special meeting, a list of persons the Chief Executive Officer or designee notified or attempted to notify, a copy of the roll call vote(s), and any actions taken at such meeting shall be posted for a minimum of ten (10) days in the District office as soon after the meeting as possible.

5. Quorum. A majority of the members of the Board shall constitute a quorum for the transaction of business. The act of a majority of the Board members present at the meeting at which a quorum is present shall be the act of the Board.

6. Adjournment. The Board may adjourn any regular, adjourned regular, special, or adjourned special meeting to a time and place specified in the order of adjournment. A copy of the order or notice of adjournment shall be conspicuously posted on or near the door of the place where the meeting was held within twenty-four (24) hours after the time of adjournment.

AUTHORITIES

Desert Healthcare District Bylaws Article V

DOCUMENT HISTORY

<u>Revised</u>	<u>02-22-2022</u>
Revised	03-24-2020
Revised	07-23-2019
Approved	03-23-2016



POLICY TITLE: BOARD ACTIONS AND DECISIONS

POLICY NUMBER: BOD-11

COMMITTEE APPROVAL: [02-10-2022](#)~~06-17-2020~~

BOARD APPROVAL: [02-22-2022](#)~~06-23-2020~~

POLICY #BOD-11: It is the policy of the Desert Healthcare District (“District”) Board of Directors to conduct business in an orderly and comprehensive manner.

GUIDELINES:

1. Actions by the Board of Directors may include, but are not limited to, the following:
 - 1.1 Adoption or rejection of regulations or policies;
 - 1.2 Adoption or rejection of a resolution;
 - 1.3 Approval or rejection of any contract or expenditure;
 - 1.4 Approval or rejection of any proposal that commits District funds or facilities, and,
 - 1.5 Approval or disapproval of matters that require or may require the District or its employees, under the direction of the CEO, to take action and/or provide services.
2. In accordance with Health & Safety Code 32106, all sessions of the board of directors, whether regular or special, shall be open to the public, and a majority of the members of the board (four (4) Directors) shall constitute a quorum for the transaction of business. Actions taken at a meeting where a quorum of up to five (5) members are present, require three (3) votes to be effective (unless a 3/4 vote is required by policy or law). Actions taken where six (6) or seven (7) members are present, require a vote of the majority of the members present to be effective (unless a 3/4 vote is required by policy or law).
 - 2.1 In accordance with California law, a member abstaining from a vote is considered as an affirmative vote for the action or a vote in favor of a majority of the



quorum. When a Director is present at a meeting and desires to oppose an action, the Director must vote against the action and a refusal to vote is consent that the majority of the quorum may act for the body.

2.1.1 Example. If four (4) of seven (7) Directors are present at a meeting, a quorum exists, and business can be conducted. If two (2) Directors vote “aye,” one (1) Director votes no, and one Director abstains on an action, in accordance with California law, the Director is regarded as having voted affirmatively for the proposition or to have voted with the majority of the quorum.

2.1.2 Example. If an action requires a two-thirds vote of the “members” of the Board, and three (3) Directors abstain, the proposed action is not approved because at least five (5) of the seven (7) Directors would have to vote in favor of the action.

2.1.3 Example. If a vacancy exists on the Board and a vote is taken to appoint an individual to fill the vacancy, if three (3) Directors vote in favor of the appointment, two (2) against the appointment, and one (1) abstains, the appointment is approved.

AUTHORITY

Desert Healthcare District Bylaws Articles IV & V

DOCUMENT HISTORY

<u>Revised</u>	<u>02-22-2022</u>
Revised	06-23-2020
Approved	03-23-2016



POLICY TITLE: CONFLICT-OF-INTEREST CODE

POLICY NUMBER: BOD-15

REVISED DATE/COMMITTEE APPROVAL: 02-10-2022~~08-25-2020~~

BOARD APPROVAL: 02-22-2022~~08-25-2020~~

POLICY #BOD-15: It is the policy of the Desert Healthcare District (“District”) to ensure complete transparency and follow The Political Reform Act which requires all public agencies to adopt and maintain a ~~conflict-of-interest~~conflict-of-interest code establishing the rules for disclosure of personal assets and the disqualification from making or participating in the making of any decisions that may affect any personal asset. The California Fair Political Practices Commission has adopted a regulation (2 California Code of Regulations Section 18730, hereinafter “Regulation”) which contains the terms of a standard Conflict-of-Interest Code which can be incorporated by reference and may be amended by the Fair Political Practices Commission (“FPPC”) after public notice and hearings to conform to amendments in the Political Reform Act. The Regulation further provides that incorporation of its terms by reference along with the designation of employees and the formulation of disclosure categories by the District shall constitute the adoption and promulgation of a ~~conflict-of-interest~~ code within the meaning of Government Code Section 87300 or the amendment of a ~~conflict-of-interest~~ code within the meaning of Government Code Section 87307. Therefore, the terms of the Regulation and any amendments to it, duly adopted by the Fair Political Practices Commission, are hereby incorporated by reference, as augmented herein, as the ~~Conflict-of-Interest~~ Code of the District.

A public official at any level of state or local government has a prohibited ~~conflict-of-interest~~ and may not make, participate in making, or in any way use or attempt to use ~~their~~his or her official position to influence a governmental decision when ~~they~~he or she knows or ~~has~~has reason to know ~~they~~he or she ~~has~~has a disqualifying financial interest. A financial interest can exist when the decision impacts the official’s personal financial interests or the financial interests of a source of income to the official. A financial interest can also exist when the decision impacts an asset or investment of the public official’s, or a business entity in which the public official is associated by ownership, officer status, or employment. It is the responsibility of each Board member and officer of the District to identify any conflicts of interest, actual or potential, that they may have in a decision to be made or an action to be taken by the District. If a Board member or officer becomes aware

POLICY #BOD-15 Page 1 of 4



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of an actual or potential conflict-of-interest, ~~they~~ ~~he or she~~ shall promptly disclose the conflict or potential conflict to the Board President, the District CEO, or legal counsel. The Board member shall not participate in the subject matter of the conflict, or shall have the matter assessed by legal counsel, or shall seek the advice of the FPPC.

GUIDELINES:

1. The Board of Directors are mandated to file the California Fair Political Practices Commission Form 700 disclosure statements (Form 700) under Government Code Section 87200 et seq. (Regulations 18730(b)(3).
2. The following designated staff positions and committee members are governed by the Conflict-of-Interest Code (Resolutions #20-04) and must file the Form 700 designated categories as listed for each position:

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Chief Executive Officer	1, 2
Chief Administration Officer	1, 2
Chief Program Officer	1, 2
Senior Program Officer	4, 5
Senior Development Officer	4, 5
<u>Chief of Community Engagement</u> 4, 5	<u>Program Officer & Outreach Director</u>
General Counsel	1, 2
Members of Board Committees & Consultants	
Program Committee & Finance Committee	5
Consultants and New Positions	See *

*Individuals providing services as a Consultant defined in Regulation 18701 or in a new position created since this Code was last approved that makes or participates in making decisions shall disclose pursuant to the broadest disclosure category in this Code subject to the following limitation:

The Chief Executive Officer may determine that, due to the range of duties or contractual obligations, it is more appropriate to assign a limited disclosure requirement. A clear explanation of the duties and a statement of the extent of the disclosure requirements must be in a written document. (Gov. Code Sec. 82019;



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FPPC Regulations 18219 and 18734.) The Chief Executive Officer's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict-of-Interest Code. (Gov. Code Sec. 81008.)

2.1 The disclosure categories listed below identify the types of economic interests that the designated position must disclose for each disclosure category to which ~~they~~ he or she ~~are~~ is assigned.³ Such economic interests are reportable if they are either located in or doing business in the jurisdiction, are planning to do business in the jurisdiction, or have done business during the previous two (2) years in the jurisdiction of the District.

Category 1: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that are located in, that do business in or own real property within the jurisdiction of the District.

Category 2: All interests in real property which is located in whole or in part within, or not more than two (2) miles outside, the jurisdiction of the District.

Category 3: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that provide services, products, materials, machinery, vehicles, or equipment of a type purchased or leased by the District.

Category 4: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that provide services, products, materials, machinery, vehicles, or equipment of a type purchased or leased by the designated position's department, unit or division.

Category 5: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, or income from a nonprofit organization⁴ if the source is of the type to receive grants or other monies from or through the District.

2.2 The Conflict-of-Interest Code does not require the reporting of gifts from outside the agency's jurisdiction if the source does not have some connection with or bearing upon the functions or duties of the position.

3. All officials and designated positions required to submit a statement of economic interests shall file their statements with the Special Assistant to the CEO/Board Relations Officer as the District's Filing Officer. The Special Assistant to the CEO/Board Relations



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Officer shall make and retain a copy of all statements filed by members of the Board of Directors and the Chief Executive Officer and forward the originals of such statements to the Clerk of the Board of Supervisors of the County of Riverside. The Special Assistant to the CEO/Board Relations Officer shall retain the originals of the statements filed by all other officials and designated positions and make all statements available for public inspection and reproduction during regular business hours.

4. The Conflict-of-Interest Code will be amended when necessitated by changed circumstances which include the need to designate new positions or revise disclosure categories.

AUTHORITIES

Desert Healthcare District Bylaws Article V, section 5.6
Desert Healthcare District Resolution No. 20-04

DOCUMENT HISTORY

<u>Revised</u>	<u>02-22-2022</u>
Revised	08-25-2020
Revised	01-23-2018
Approved	03-28-2017



POLICY TITLE: **COMPENSATION & PERFORMANCE
EVALUATION OF THE CHIEF EXECUTIVE
OFFICER**

POLICY NUMBER: BOD-17

COMMITTEE APPROVAL: 02-10-2022~~03-10-2020~~

BOARD APPROVAL: 02-22-2022~~03-24-2020~~

POLICY #BOD-17: It is the policy of the Desert Healthcare District (“District”) to establish the compensation, as well as the methodology and schedule for evaluating the job performance of the ~~President &~~ Chief Executive Officer (“CEO”).

1. The CEO of the District is retained and serves at the will of the District’s Board of Directors (“Board”). The CEO has general authority over administration, operations, and personnel matters of the District.
2. The Board has a responsibility to provide the CEO with frequent and constructive feedback. In addition to on-going monitoring, the Board will provide a specific opportunity for the ~~CEO~~ Chief Executive to present a written self-evaluation, and a response to the Board’s evaluation of their performance. Board members shall organize their evaluation of the CEO’s performance and have it presented in a face-to-face debriefing with the CEO.
3. The Board shall review the performance of the CEO after the initial six (6) months of active service following appointment to the position and every March thereafter. The annual executive evaluation process will begin on a date that will ensure that the evaluation process is completed by March of each calendar year.
4. Performance will be gauged using a tool that allows Board members to provide a fair and comprehensive evaluation of the CEO. The performance measure tool will be designed to provide for discussion and inform feedback in the development of business goals, operational objectives and requirements of the District’s Strategic Plan.



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5. The Board retains the right to periodically evaluate the methodology used to evaluate the CEO's performance, and to prospectively establish a new methodology that reflects the business needs of the District and the Board.
6. The Board shall prepare input on the CEO Board Input and Evaluation Form (see Board President's Guide) prior to the Board of Directors' meeting. Regardless of the methodology used to measure performance, the Board retains the right to seek input on the CEO's performance from external and internal stakeholders. The Board President has lead responsibility for accomplishing the CEO's annual evaluation. In some cases, an organizational consultant or District Legal Counsel may be used to assist the Board and the CEO through the evaluation process.
7. The Board shall meet as a group in closed session with the CEO to verbally discuss performance outcomes for each of the components of the performance evaluation.
8. The District's Legal Counsel, or organizational consultant may attend the closed-session meeting to present the evaluation findings at the request of the Board and/or the CEO. At the conclusion of the formal evaluation meeting to evaluate the previous year's evaluation, the Board and CEO shall jointly develop mutually agreed upon written goals and objectives, and general performance goals in alignment with the District's Strategic Plan for the year ahead.
9. A copy of the formal assessment shall be provided to the CEO, and a copy shall be kept in the CEO's personnel file. The performance evaluation shall be kept confidential.
10. The CEO's compensation is negotiated between the CEO and the Board and is memorialized in the CEO's Employment Agreement. In addition to a salary, the CEO is entitled to all the benefits (insurance and retirement plans) offered to District Employees.
11. The CEO's compensation package will be reviewed following the performance evaluation process. The Board, or a committee of the Board, will review compensation using appropriate salary comparison data. Any decision on a change in compensation shall be made at a public meeting following the closed session evaluation meeting.



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AUTHORITIES

Desert Healthcare District Bylaws Article V, section 5.6

DOCUMENT HISTORY

<u>Revised</u>	<u>02-22-2022</u>
Revised	03-24-2020
Revised	07-23-2019
Approved	02-24-2016

DRAFT



POLICY TITLE: GRANT & MINI GRANT POLICY

POLICY NUMBER: OP-05

COMMITTEE APPROVAL: ~~02-10-2022~~~~02-09-2021~~

BOARD APPROVAL: ~~02-22-2022~~~~02-23-2021~~

POLICY #OP-05: In accordance with Desert Healthcare District’s mission and strategic plan it is the policy of the Desert Healthcare District to provide guidelines for Grants & Mini Grants to provide health and wellness programs/projects for the benefit of the District residents and in alignment with the California Health and Safety Code requirements. Each year the Board of Directors will allocate a budget for both grants and mini grants.

The District Board may amend this policy as needed to be consistent with any state legislation regarding healthcare district grant programs.

GUIDELINES:

1. The District will administer the grant funds to assure transparent and responsible distribution of monies and to maximize the benefit to community members and fairness to grant recipients.
 - 1.a. All grants must align with the Desert Healthcare District’s strategic plan. The strategic plan is available on our website, www.dhcd.org
 - 1.b. The Board will adopt a grant budget allocation each fiscal year during the annual budget process. (July – June).
 - 1.c. Grant recipients should not assume there exists an entitlement to continued funding nor that similar funding will be available in future years.
 - 1.d. Grant recipients must accept the District’s standard grant/contract terms and conditions as a stipulation of any grant award. Grantee who



is not in compliance as identified in the Grant Contract may become ineligible to apply for future grants for a period of up to two (2) years.

1.e. The District will place a priority on collaboration with community agencies applying for grants, to maximize use of funds and impact while avoiding the fostering of competing programs that may make each such competing programs to become less effective.

Applicants who choose not to collaborate must demonstrate a distinction between their proposed services and those that may already be in place.

1.1 Grant requestors utilizing a fiscal agent may be considered; the application shall include a copy of a resolution adopted by the fiscal agent organization's board of directors approving of the action to act as an agent on behalf of the requestor.

1.2 Per AB 2019 and revised California Health and Safety Code Section 32139(c)(5), individual meetings regarding grants between an applicant and a District Board member, officer, or staff outside of the established grant process is prohibited. Staff may provide technical assistance, upon request, from potential and current Grantees.

2. **Mini Grants** allow the Desert Healthcare District community to access support for small health initiatives that possibly do not have the capacity for a large program or project. The mini grant application is processed by the administration of DHCD. Consideration is contingent upon the availability of funds, community health priorities, and the ability of the applicant to effectively administer the project programmatically and financially. The mini grant provides up to \$5,000 per one request in a fiscal year. The request must align with the DHCD strategic goals and objectives.

3. Grant Application Process



a. **Program Committee**

The Program Committee shall be responsible for oversight and for making recommendations to the Board, where appropriate, on District matters related to grant-making and related programs.

b. **Eligibility/Criteria**

3.b.1 The District awards grants only to organizations exempt from federal taxation under Section 501(c) (3) of the Internal Revenue Code or equivalent exemption; such as a public/governmental agency, program or institution. Except for mini grant recipients, all organizations must have current audited financial statements.

3.b.2 Some small organizations (annual revenue of \$500,000 or less) may be financially unable to provide audited financial statements. Under certain circumstances defined by the ability of the organization and if the organization is able to provide a service to meet the mission of the District, the District may consider providing grant funds to complete a financial audit. The District may also consider providing grant funds to develop capacity building.

3.b.3 Organizations must directly serve residents of the Desert Healthcare District. Agencies physically located outside District boundaries be eligible for funds upon demonstration that the residents of the District will be proportionately served.

3.b.4 Grants are available to organizations whose activities improve residents' health within one ~~or more focus~~priority areas of the District's strategic plan. Through investment of its grant dollars, the District supports programs, organizations and community collaborations with potential for achieving measurable results. Through the use of a grant scoring structure, consideration is given to projects or organizations that:



- Have proven records of success and capacity
- Have potential to impact the greatest numbers of District residents in alignment with strategic goals
- Can demonstrate the greatest potential to positively change health-related behaviors
- Are based on research and/or best practices that demonstrate effectiveness
- Have data available to measure progress, outcomes and relevance
- Have strong fiscal and operational governance

4. **Funding Restrictions**

4.1 The District's grants will NOT support the following:

- Individuals
- Endowment campaigns
- Retirement of debt
- Annual campaigns, fundraising events, or expenses related to fundraising
- Programs that proselytize or promote any religion or sect, or deny services to potential beneficiaries based upon religious beliefs
- Expenses related to lobbying public officials
- Political campaigns or other partisan political activities
- Unfunded government mandates
- Replacement funds to allow funding to be shifted to other programs or budget areas



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- Any organization who discriminates against others based on, including, but not limited to race, color, creed, gender, gender identity sexual orientation or national origin.

5. Online Strategic Plan Application Process

Please refer to attached Strategic Plan Application Process flowchart

- ~~STEP 1:~~ Staff receives online Stage 1 Letter of Interest (LOI) and supporting documents from applicant.
- ~~STEP 2:~~ Staff Review and preliminary due diligence is performed on all LOIs and if applicable, conduct site visits and/or interviews. Grantees, via email, receive authorization to move to Stage 2 – the grant application.
- ~~STEP 3:~~ Staff reviews full grant applications, performs full due diligence and brings forward to the Program Committee a staff recommendation for consideration.
- ~~STEP 4:~~ Program Committee brings forward recommendations for review and consideration of approval by the Board of Directors.
- ~~Note:~~ Grant requests may be declined at any stage of the application process.

~~Staff may consider various options for grantmaking during the application process that include refining a grant applicant's plans, reframing the goals of the project; proposing a new scope; funding a project, along with capacity building support; identifying partners to help solving complex problems that may require the involvement of multiple parties working on solutions from a variety of angles. Other options may be explored.~~

6. No-Cost Grant Extension



6.1 Under a No-Cost Extension, grantees may extend a grant's project period one time for up to 12 months. A No-Cost Extension may be requested when the following conditions are met:

6.1.1 No term of award specifically prohibits the extension

6.1.2 Project's originally approved scope will not change

6.1.3 The end of the project/grant period is approaching

6.1.4 There is a programmatic need to continue

6.1.5 There are sufficient funds remaining to cover the extended effort

6.2 The Desert Healthcare District always retains the right to decline the request. Examples of reasons to decline might include:

a. An extension may not be granted solely because there is money left over. Programmatic benefit must be justified.

b. Deliverables as outlined in Exhibit B (Payment Schedule, Requirements & Deliverables) have been met.

6.3 Process:

Grantee must submit a written request to the DHCD at least 30 days before the end of the current project period. The request should be sent to the Grant Department and include the following information:

1. The amount of funds remaining, and an explanation for why they have not been spent

2. Rationale for continuing the project

3. An explanation of why the project has not been completed

4. Inclusion of a detailed work plan and how all unfinished activities will be completed by the proposed end date



AUTHORITIES

Desert Healthcare District Bylaws Article V, section 5.6

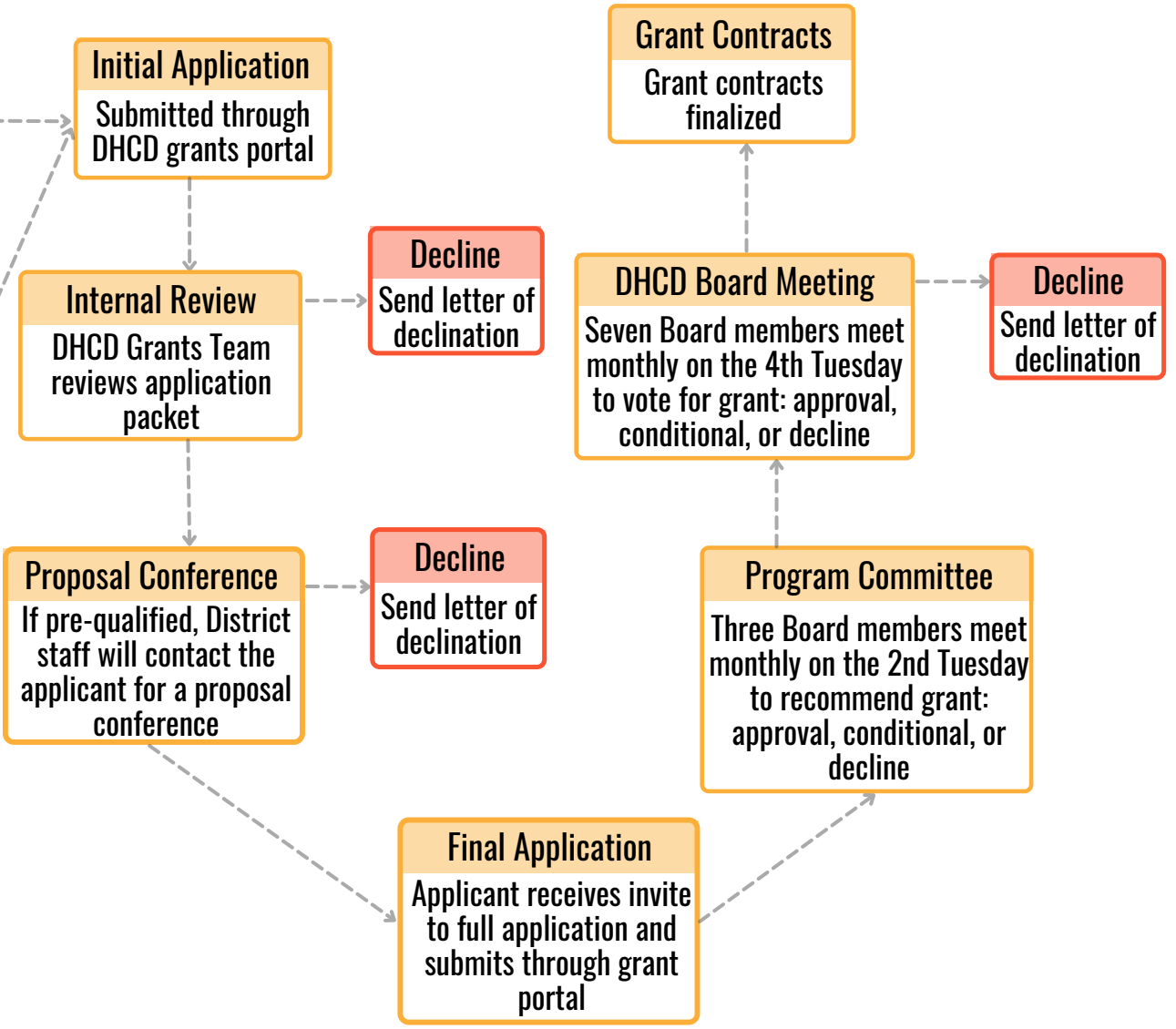
DOCUMENT HISTORY

<u>Revised</u>	<u>02-22-2022</u>
Revised	02-23-2021
Revised	03-24-2020
Revised	05-28-2019
Revised	05-24-2016
Approved	02-20-2012

2021-26 Desert Healthcare District Strategic Plan Process

- High Priority Goals**
1. Proactively increase the financial resources DHCD/F can apply to support community health needs
 2. Proactively expand community access to primary and specialty care services
 3. Proactively expand community access to behavioral/mental health services

- Moderate Priority Goals**
4. Proactively measure and evaluate the impact of DHCD/F-funded programs and services on the health of community residents
 5. Be responsive to and supportive of selected community initiatives that enhance the economic stability of the District residents
 6. Be responsive to and supportive of selected community initiatives that enhance the environment in the District's service area
 7. Be responsive to and supportive of selected community initiatives that enhance the general education of the District's residents



*The Desert Healthcare District reserves the right to change this process at any point in time