



**DESERT HEALTHCARE DISTRICT  
BOARD AND STAFF COMMUNICATIONS AND POLICIES  
Board and Staff Communications and Policies Committee Meeting  
March 15, 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/85096964555?pwd=ODhRS1VVbnFva0RDalhYZ0Q0akp6Zz09>

**Webinar ID: 850 9696 4555**

**Password: 041614**

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: 850 9696 4555**

**Password: 041614**

<i>Page(s)</i>	<b>AGENDA</b>	<i>Item Type</i>
	<b>I. CALL TO ORDER</b> – President Leticia De Lara, Chairperson	
1	<b>II. APPROVAL OF AGENDA</b>	<b>Action</b>
	<b>III. MEETING MINUTES</b>	
2-6	1. February 10, 2022	<b>Action</b>
	<b>IV. OLD BUSINESS – EXISTING POLICY REVISIONS</b>	
7-14	1. Policy #BOD-02 Election, Appointment, and Duties of Officers	<b>Action</b>
15-35	2. District Bylaws – Separate the Vice-President and Secretary Officer Positions & Term Limits	<b>Action</b>
36-43	3. Policy #BOD-15 Conflict-of-Interest	<b>Action</b>
44-47	4. Policy #FIN-01 Financial Operations	<b>Action</b>
48-51	5. Policy #FIN-04 Budget Preparation Policy	<b>Action</b>
52-55	6. Policy #LPMP-01 Las Palmas Medical Plaza Policy for Leasing	<b>Action</b>
56-57	7. Policy #LPMP-02 Las Palmas Medical Plaza Lease Execution Policy	<b>Action</b>
	<b>V. FUTURE TOPICS &amp; ISSUES</b>	
	<b>VI. ADJOURNMENT</b>	



**BOARD AND STAFF COMMUNICATIONS & POLICIES COMMITTEE MEETING  
MEETING MINUTES  
February 10, 2022**

Directors Present	District Staff Present	Absent
President Leticia De Lara, Chair Vice-President/Secretary Evett PerezGil Director Les Zendle, MD	Conrado E. Bázquez, 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
<b>I. Call to Order</b>	The meeting was called to order at 3:00 p.m. by Chair De Lara.	
<b>II. Approval of Agenda</b>	Chair De Lara asked for a motion to approve the agenda.	<b>Moved and seconded by Director Zendle and Vice-President PerezGil to approve the agenda. Motion passed unanimously.</b>
<b>III. Meeting Minutes</b>	Chair De Lara asked for a motion to approve the September 14, 2021, meeting minutes.	<b>Moved and seconded by Director PerezGil and Director Zendle to approve the September 14, 2021, meeting minutes. Motion passed unanimously.</b>
<b>IV. Old Business –</b>  <b>1. Policy #OP-16 – Chief Executive Officer Discretionary Funds</b>	Conrado Bázquez, MD, CEO, described the prior discussion for revisions to the CEO Discretionary Funds policy regarding donations to organizations supported by the District/Foundation up to \$5k. The committee discussed the district’s strategic priorities for grants considering that the CEO has the discretion to make the determination for funding from the discretionary funds while also supporting the staff’s actions for funding various organizations. Dr. Bázquez further described the reason for the discretionary fund due to sponsorships as requested by	<b>Moved and seconded by Director Zendle and Director PerezGil to approve Policy #OP-16 – Chief Executive Officer Discretionary Funds and to forward to the Board for approval. Motion passed unanimously.</b>

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	<p>the Board to provide the CEO with the discretion or responsibility for funding specific events related to health matters.</p>	
<p><b>V. New Business – Existing Policy Revisions</b></p> <ol style="list-style-type: none"> <li><b>1. District Bylaws – Set apart the Vice-President and Secretary Officer Positions &amp; Term Limits</b></li> <li><b>2. Policy #PROC-01 Purpose of Board Policies</b></li> <li><b>3. Policy #BOD-01 Swearing in of Board Members</b></li> <li><b>4. Policy #BOD-02 Election, Appointment, and Duties of Officers</b></li> </ol>	<p>Chris Christensen, CAO, provided an overview of the modified bylaws concerning the November Workshop discussions related to officer elections, term limits, and dividing the Vice-President and Secretary into to positions. After a lengthy discussion about separating the two positions, including its relations to BOD-02, and consistency with the treasurer position, the committee moved to table the matter.</p> <p>Chris Christensen, CAO, described the minor revisions to policy PROC-01 of the review date.</p> <p>Chris Christensen, CAO, described the minimal revisions to policy BOD-01 of the review date.</p> <p>Chris Christensen, CAO, described the modifications to policy BOD-02 related to the bylaws and separating the Vice-President and Secretary positions with two-year term limits. Each year the board will review and validate the second</p>	<p><b>Moved and seconded by Director Zendle and Director PerezGil to table the District Bylaws – Set apart the Vice-President and Secretary Officer Positions &amp; Term Limits. Motion passed unanimously.</b></p> <p><b>Moved and seconded by Director Zendle and Director PerezGil to approve Policy #PROC-01 Purpose of Board Policies and to forward to the Board for approval. Motion passed unanimously.</b></p> <p><b>Moved and seconded by Director Zendle and Director PerezGil to approve Policy #BOD-01 Swearing in of Board Members and to forward to the Board for approval. Motion passed unanimously.</b></p> <p><b>Moved and seconded by Director PerezGil and Director Zendle to table Policy #BOD-02 Election, Appointment, and Duties of Officers. Motion passed unanimously.</b></p>

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<p><b>5. Policy #BOD-04 Attendance at Meetings</b></p> <p><b>6. Policy #BOD-05 Basis of Authority</b></p> <p><b>7. Policy #BOD-08 Board Meetings</b></p> <p><b>8. Policy #BOD-11 Board Actions and Decisions</b></p>	<p>year for a rotation of positions, which is not mandatory.</p> <p>The Committee discussed the term limits of the President, Vice-President, and Secretary terms up to two years, the position requiring nominations of the board for the next term and reviewing verbiage modifications with legal counsel. Not reaching a consensus, Director Zendle motioned to table the matter until March or the next scheduled committee meeting, including the bylaws.</p> <p>Chris Christensen, CAO, described the minor modifications to the review dates of policy BOD-04.</p> <p>Chris Christensen, CAO, described the minimal changes to the review dates of policy BOD-05.</p> <p>Chris Christensen, CAO, described the minor verbiage and review date changes to policy BOD-08.</p> <p>Chris Christensen, CAO, described the minor verbiage revisions and review dates changes to policy BOD-11.</p>	<p><b>Moved and seconded by Director PerezGil and Director Zendle to approve Policy #BOD-04 Attendance at Meetings and to forward to the Board for approval. Motion passed unanimously.</b></p> <p><b>Moved and seconded by Director Zendle and Director PerezGil to approve Policy #BOD-05 Basis of Authority and to forward to the Board for approval. Motion passed unanimously.</b></p> <p><b>Moved and seconded by Director Zendle and Director PerezGil to approve Policy #BOD-08 Board Meetings and to forward to the Board for approval. Motion passed unanimously.</b></p> <p><b>Moved and seconded by Director Zendle and Director PerezGil to approve Policy #BOD-11 Board Actions and Decisions and to forward to the Board for approval.</b></p>
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**BOARD AND STAFF COMMUNICATIONS & POLICIES COMMITTEE MEETING  
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<p><b>9. Policy #BOD-15 Conflict-of-Interest</b></p>	<p>Chris Christensen, CAO, described the title change to Alejandro Espinoza’s position and other minor verbiage and review date modifications. The committee’s lengthy discussion of fiduciary duty conflicts in the best interest of the district, contacting legal counsel in certain circumstances, and suggesting the inclusion of legal counsel for consultation where applicable, the committee moved to table policy BOD-15 to March or the next scheduled meeting.</p>	<p><b>Motion passed unanimously.</b></p> <p><b>Moved and seconded by Director Zendle and Director PerezGil to table Policy #BOD-15 Conflict-of-Interest. Motion passed unanimously.</b></p>
<p><b>10. Policy #BOD-17 Compensation &amp; Performance Evaluation of the CEO</b></p>	<p>Chris Christensen, CAO, described the minor changes to the review date and language to remove President from CEO. The committee recommended modifying “March” to “annually” in policy BOD-17, Section 3.</p>	<p><b>Moved and seconded by Director Zendle and Director PerezGil to approve Policy #BOD-17 Compensation &amp; Performance Evaluation of the CEO and to forward to the Board for approval. Motion passed unanimously.</b></p>
<p><b>11. Policy #OP-05 Grant &amp; Mini Grant Policy</b></p>	<p>Chris Christensen, CAO, described the strategic plan related to policy OP-05 removing item 5 and guiding the process to the flowchart.</p>	<p><b>Moved and seconded by Director Zendle and Director PerezGil to approve Policy #OP-05 Grant &amp; Mini Grant Policy and to forward to the Board for approval. Motion passed unanimously.</b></p>
<p><b>VI. Future Topics &amp; Issues</b></p>	<p>There was no discussion for future topics and issues.</p>	
<p><b>VII. Adjournment</b></p>	<p>Chair De Lara adjourned the meeting at 5:50 p.m.</p>	<p><b>Audio recording available on the website at <a href="https://www.dhcd.org/Agendas-and-Documents">https://www.dhcd.org/Agendas-and-Documents</a></b></p>



**BOARD AND STAFF COMMUNICATIONS & POLICIES COMMITTEE MEETING  
MEETING MINUTES  
February 10, 2022**

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

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

DRAFT



**DESERT HEALTHCARE**  
DISTRICT & FOUNDATION

Date: March 15, 2022  
To: Board & Staff Communications and Policies Committee  
Subject: Consideration to Approve Policies

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**Staff Recommendation:** Consideration to approve updated policies

**Background:**

- The policies listed below have been determined to need review and/or revision.
- Policy #BOD-02 – includes proposed revised language from February meeting
- District Bylaws – coincides with Policy #BOD-02 above related to Board officers
- Policy #BOD-15 – Minor revisions – includes proposed language in Paragraph 3 from February meeting
- Policy #FIN-01 – Review only
- Policy #FIN-04 – Review only
- Policy #LPMP-01 – Minor revisions
- Policy #LPMP-02 – Review only

**Fiscal Impact:**

None



**POLICY TITLE:** ELECTION & APPOINTMENT AND DUTIES OF BOARD OFFICERS

**POLICY NUMBER:** BOD-02

**COMMITTEE APPROVAL:** 03-15-2022

**BOARD APPROVAL:** 03-22-2022

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**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 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; however, the Board shall customarily retain the President for two (2) consecutive one (1) year terms (if eligible). After the first term, the Board shall vote on the matter of whether the President shall serve a second term. The President shall be limited to two (2) consecutive terms. The Vice Presidency will provide an opportunity to train the Director to possibly ascend to the Presidency when that position becomes vacant. The Vice-President, Secretary and Treasurer will be elected for one (1) year terms, and there shall be no term limits. The Board shall retain the authority to remove and replace any board officer at any time and for any reason.

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 of Vice-President, the office of Secretary, and the office Treasurer.

2. Board President





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 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 position.

**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.

**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**

The Board shall elect one of its members as Vice President at the first regular meeting in December of each year.

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

**3.2** The Vice President 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.

**4. Board Secretary**

The Board shall elect a Secretary at the first regular meeting in December of each year.

**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.

**4. Board Treasurer**

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

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

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

**4.3** The Secretary may delegate Board Treasurer duties to a District Staff member not a member of the Board of Directors.

**AUTHORITIES**

Desert Healthcare District Bylaws Article VII

**DOCUMENT HISTORY**

Revised	03-22-2022
Revised	06-23-2020
Approved	12-15-2015



**POLICY TITLE:** ELECTION & APPOINTMENT AND DUTIES OF BOARD OFFICERS

**POLICY NUMBER:** BOD-02

**COMMITTEE APPROVAL:** 03-15-2022

**BOARD APPROVAL:** 03-22-2022

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**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; however, the Board shall customarily retain the President for two (2) consecutive one (1) year terms (if eligible). After the first term, the Board shall vote on the matter of whether the President shall serve a second term. The President shall be limited to two (2) consecutive terms. The Vice Presidency will provide an opportunity to train the Director to possibly ascend to the Presidency when that position becomes vacant. The Vice-President, Secretary and Treasurer will be elected for one (1) year terms, and there shall be no term limits. The Board shall retain the authority to remove and replace any board officer at any time and for any reason. ~~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 ~~calls~~ 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 ~~continues~~ 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 Treasurer. ~~The~~



~~term of the officers are for one (1) year, but officers may be re-elected in subsequent years.~~

## 2. Board President

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 position.

**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.

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.

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.

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.

### 4. Board Treasurer

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

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

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



4.3 The Secretary may delegate Board Treasurer duties to a District Staff member not a member o the Board of Directors.

**AUTHORITIES**

Desert Healthcare District Bylaws Article VII

**DOCUMENT HISTORY**

Revised	03-22-2022
Revised	06-23-2020
Approved	12-15-2015

**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” means the vice president of the Board.
- 1.8 “Secretary” means the secretary of the Board.
- 1.9 “Treasurer” means the treasurer of the Board.

**ARTICLE II. ORGANIZATION, POWERS, AND MISSION STATEMENT**

Updated March 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.



### 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 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.

## 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.

- 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.
- 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.
- 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 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 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.
- 7.2 VICE PRESIDENT. The Board shall elect one of its members as Vice President in accordance with Board Policy #BOD-02. In the absence of the President, the Vice President 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 Secretary shall provide for keeping of the minutes of all meetings of the Board. The Secretary shall give or cause to be given appropriate notices in 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.

7.4 TREASURER. The Board shall elect a Treasurer who shall serve at the pleasure of the Board. The Treasurer shall be charged with the safekeeping and disbursement 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.



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~~March 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.

### 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 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.

## 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~~ 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 television 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.

- 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.
- 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.

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 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.
- 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,~~

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

~~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 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~~elect a Treasurer who shall serve at the pleasure of the Board. The Treasurer shall be charged with the safekeeping and disbursement 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.

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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.

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<b>POLICY TITLE:</b>	<b>CONFLICT-OF-INTEREST CODE</b>
<b>POLICY NUMBER:</b>	BOD-15
<b>COMMITTEE APPROVAL:</b>	03-15-2022
<b>BOARD APPROVAL:</b>	03-22-2022

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**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 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 official position to influence a governmental decision when they know or have reason to know they have 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

POLICY #BOD-15 Page 1 of 4



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action to be taken by the District. If a Board member or officer becomes aware of an actual or potential conflict-of-interest, they shall promptly disclose the conflict or potential conflict to the Board President and/or the District CEO, and seek legal counsel's advice if a perceived conflict may be present. 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
Chief of Community Engagement	4, 5
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



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disclosure requirements must be in a written document. (Gov. Code Sec. 82019; 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 are assigned. 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 organization 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



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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 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**

Revised	03-22-2022
Revised	08-25-2020
Revised	01-23-2018
Approved	03-28-2017



**POLICY TITLE:** CONFLICT-OF-INTEREST CODE

**POLICY NUMBER:** BOD-15

**REVISED DATE/COMMITTEE APPROVAL:** ~~03-15-2022~~~~08-25-2020~~

**BOARD APPROVAL:** ~~03-22-2022~~~~08-25-2020~~

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**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 ~~have~~~~s~~ reason to know ~~they~~~~he or she~~ ~~have~~~~s~~ 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  
POLICY #BOD-15 Page 1 of 4





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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 of an actual or potential conflict ~~of interest~~, ~~they~~~~he~~~~or~~~~she~~ shall promptly disclose the conflict or potential conflict to the Board President and/or, the District CEO, ~~or~~ and seek legal counsel's advice if a perceived conflict may be present. 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
<del>Chief of Community Engagement Program Officer &amp; Outreach Director</del>	<del>4, 5</del>
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:



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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; 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.<sup>3</sup> 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 organization<sup>4</sup> 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 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>03-22-2022</u>
Revised	08-25-2020
Revised	01-23-2018
Approved	03-28-2017



**POLICY TITLE:** FINANCIAL OPERATIONS

**POLICY NUMBER:** FIN-01

**COMMITTEE APPROVAL:** 03-15-2022

**BOARD APPROVAL:** 03-22-2022

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**POLICY #FIN-01:** It is the policy of the Desert Healthcare District (“District”) to comply fully with the financial statutes of the State of California as they relate to Healthcare Districts.

**GUIDELINES:**

1. The ultimate responsibility for the District’s financial position and direction rests with the Board of Directors of the Desert Healthcare District (“Board”). Issues such as strategic planning, investment guidelines, funding of projects, major purchases or expenditures and operating budget are to be authorized at the Board level.
2. The Board has established a Finance, Legal, Administration, & Real Estate Committee to provide advice and insight to the Board of Directors, Board Treasurer and District staff. The Treasurer chairs the Committee. The Committee is comprised of two (2) additional Board members.
3. The Chief Executive Officer is given the authority and responsibility for conducting the District’s business within the framework of the Board’s policies and governance. The Chief Executive Officer shall be held accountable to the Board for the financial performance of the District.



**DESERT HEALTHCARE**  
DISTRICT & FOUNDATION

**AUTHORITY**

Desert Healthcare District Bylaws Article IV, section 4.1

**DOCUMENT HISTORY**

Revised	03-22-2022
Revised	06-23-2020
Approved	06-28-2016

DRAFT



**POLICY TITLE:** FINANCIAL OPERATIONS

**POLICY NUMBER:** FIN-01

**COMMITTEE APPROVAL:** 03-15-2022~~06-17-2020~~

**BOARD APPROVAL:** 03-22-2022~~06-23-2020~~

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**POLICY #FIN-01:** It is the policy of the Desert Healthcare District (“District”) to comply fully with the financial statutes of the State of California as they relate to Healthcare Districts.

**GUIDELINES:**

1. The ultimate responsibility for the District’s financial position and direction rests with the Board of Directors of the Desert Healthcare District (“Board”). Issues such as strategic planning, investment guidelines, funding of projects, major purchases or expenditures and operating budget are to be authorized at the Board level.
2. The Board has established a Finance, Legal, Administration, & Real Estate Committee to provide advice and insight to the Board of Directors, Board Treasurer and District staff. The Treasurer chairs the Committee. The Committee is comprised of two (2) additional Board members.
3. The Chief Executive Officer is given the authority and responsibility for conducting the District’s business within the framework of the Board’s policies and governance. The Chief Executive Officer shall be held accountable to the Board for the financial performance of the District.



**DESERT HEALTHCARE**  
DISTRICT & FOUNDATION

**AUTHORITY**

Desert Healthcare District Bylaws Article IV, section 4.12-3

**DOCUMENT HISTORY**

<u>Revised</u>	<u>03-22-2022</u>
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**POLICY TITLE:** BUDGET PREPARATION

**POLICY NUMBER:** FIN-04

**COMMITTEE APPROVAL:** 03-15-2022

**BOARD APPROVAL:** 03-22-2022

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**POLICY# FIN-04:** It is the policy of the Desert Healthcare District (“District”) Board of Directors (“Board”) to maintain Board-level oversight of District expenditures through budgetary controls.

**GUIDELINES:**

1. An annual budget proposal shall be prepared with the process directed and coordinated by the Chief Administration Officer and the Chief Executive Officer. Monthly controls and financial reporting are to be put in place for each line-item budget.

2. Prior to review by the Board of Directors, the Board's Finance, Legal, Administration, and Real Estate Committee will review and discuss the annual budget proposal, in a meeting open to the public, subject to the Brown Act.

3. The proposed annual budget as recommended by the Finance, Legal, Administration, and Real Estate Committee shall be reviewed by the Board at one of its meetings during the last quarter of every year prior to the Fiscal year commencing July 1st, unless otherwise scheduled by the Board, also in a meeting open to the public, subject to the Brown Act.

4. The proposed annual budget, as amended by the Board during its review, shall be adopted by the Board during the last quarter of every year prior to the Fiscal year commencing July 1st, unless otherwise scheduled by the Board, in a meeting open to the public, subject to the Brown Act.





**DESERT HEALTHCARE**  
DISTRICT & FOUNDATION

**AUTHORITY**

Desert Healthcare District Bylaws Article IV, section 4.1

**DOCUMENT HISTORY**

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Approved	06-28-2016

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**POLICY TITLE:** BUDGET PREPARATION

**POLICY NUMBER:** FIN-04

**COMMITTEE APPROVAL:** 03-15-2022~~06-17-2020~~

**BOARD APPROVAL:** 03-22-2022~~06-23-2020~~

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**POLICY# FIN-04:** It is the policy of the Desert Healthcare District (“District”) Board of Directors (“Board”) to maintain Board-level oversight of District expenditures through budgetary controls.

**GUIDELINES:**

1. An annual budget proposal shall be prepared with the process directed and coordinated by the Chief Administration Officer and the Chief Executive Officer. Monthly controls and financial reporting are to be put in place for each line-item budget.

2. Prior to review by the Board of Directors, the Board's Finance, Legal, Administration, and Real Estate Committee will review and discuss the annual budget proposal, in a meeting open to the public, subject to the Brown Act.

3. The proposed annual budget as recommended by the Finance, Legal, Administration, and Real Estate Committee shall be reviewed by the Board at one of its meetings during the last quarter of every year prior to the Fiscal year commencing July 1st, unless otherwise scheduled by the Board, also in a meeting open to the public, subject to the Brown Act.

4. The proposed annual budget, as amended by the Board during its review, shall be adopted by the Board during the last quarter of every year prior to the Fiscal year commencing July 1st, unless otherwise scheduled by the Board, in a meeting open to the public, subject to the Brown Act.



**DESERT HEALTHCARE**  
DISTRICT & FOUNDATION

**AUTHORITY**

Desert Healthcare District Bylaws Article IV, section 4.1

**DOCUMENT HISTORY**

<u>Reviewed</u>	<u>03-22-2022</u>
Revised	06-23-2020
Approved	06-28-2016

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**POLICY TITLE:** LAS PALMAS MEDICAL PLAZA POLICY FOR LEASING

**POLICY NUMBER:** LPMP-01

**COMMITTEE APPROVAL:** 03-15-2022

**BOARD APPROVAL DATE:** 03-22-2022

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**POLICY #LPMP-01:** It is the policy of the Desert Healthcare District (“District”) Board of Directors to provide a leasing policy for the Las Palmas Medical Plaza.

1. When the Desert Healthcare District (District) receives notification of availability of a suite, the District will notify the Desert Regional Medical Center (DRMC) team of the vacancy, unless communications from DRMC have been made to the District within the prior three months that indicate they are not interested in additional suites or that any of their existing suites are available for reassignment to a prospective tenant.

a. Following the delivery of the notice of vacancy to DRMC, DRMC will be provided 15 days to notify the District in writing of DRMC’s desire to lease the vacant space.

b. In the event DRMC provides such notification, the District will enter into negotiations with DRMC regarding the terms of the lease of the vacant space.

c. If DRMC and the District are unable to agree upon the terms of a lease within 30 days following the District’s receipt of the notification of interest by DRMC, the District may, at its election, continue to negotiate the terms of a lease with DRMC and/or seek other replacement tenants for the vacant space.

d. If following the 15-day notice of vacancy period DRMC has not notified the District of DRMC’s desire to lease the vacant space, the District will actively seek replacement tenants, showing the suite to generate interest, and acquiring information to ensure the prospective tenants meet the leasing requirements.

2. Prospective tenants will be required to be a medical office or provide related services. Prospective tenants will provide a completed application and financial



**DESERT HEALTHCARE**  
DISTRICT & FOUNDATION

statements for a background check. The District will seek Board approval to execute a lease with qualified tenants per POLICY #LPMP-02.

**AUTHORITY**

Desert Healthcare District Bylaws Article V, section 5.6

**DOCUMENT HISTORY**

Revised	03-22-2022
Revised	11-24-2020
Revised	05-24-2016
Approved	06-23-2015

DRAFT



**POLICY TITLE:** LAS PALMAS MEDICAL PLAZA POLICY FOR LEASING

**POLICY NUMBER:** LPMP-01

**COMMITTEE APPROVAL:** 03-15-2022~~11-09-2020~~

**BOARD APPROVAL DATE:** 03-22-2022~~11-24-2020~~

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**POLICY #LPMP-01:** It is the policy of the Desert Healthcare District (“District”) Board of Directors to provide a leasing policy for the Las Palmas Medical Plaza.

1. When the Desert Healthcare District (District) receives notification of availability of a suite, the District will notify the Desert Regional Medical Center (DRMC) team of the vacancy, unless communications from DRMC have been made to the District within the prior three months that indicate they are not interested in additional suites or that any of their existing suites are available for reassignment to a prospective tenant.

a. Following the delivery of the notice of vacancy to DRMC, DRMC will be provided 15 days to notify the District in writing of DRMC’s desire to lease the vacant space.

b. In the event DRMC provides such notification, the District will enter into negotiations with DRMC regarding the terms of the lease of the vacant space.

c. If DRMC and the District are unable to agree upon the terms of a lease within 30 days following the District’s receipt of the notification of interest by DRMC, the District may, at its election, continue to negotiate the terms of a lease with DRMC and/or seek other replacement tenants for the vacant space.

d. If following the 15--day notice of vacancy period DRMC has not notified the District of DRMC’s desire to lease the vacant space, the District will actively seek replacement tenants, showing the suite to generate interest, and acquiring information to ensure the prospective tenants meet the leasing requirements.

2. Prospective tenants will be required to be a medical office or provide related services. Prospective tenants will provide a completed application and financial



**DESERT HEALTHCARE**  
DISTRICT & FOUNDATION

statements for a background check. The District will seek Board approval to execute a lease with qualified tenants per POLICY #LPMP-02.

**AUTHORITY**

Desert Healthcare District Bylaws Article V, section 5.6

**DOCUMENT HISTORY**

<u>Revised</u>	<u>03-22-2022</u>
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Revised	05-24-2016
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**POLICY TITLE:** LAS PALMAS MEDICAL PLAZA LEASE EXECUTION POLICY

**POLICY NUMBER:** LPMP-02

**COMMITTEE APPROVAL:** 03-15-2022

**BOARD APPROVAL:** 03-22-2022

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**POLICY #LPMP-02:** It is the policy of the Desert Healthcare District (“District”) Board of Directors to provide a lease execution policy for the Las Palmas Medical Plaza.

1. The standard lease and lease terms, including lease and Common Area Maintenance (“CAM”) rates, are to be reviewed annually.
  - a. Adjustments, if any, are made to the standard lease.
2. When a lease agreement or lease extension is prepared with a prospective tenant, the lease agreement/extension is presented to the Finance & Administration Committee for approval.
3. The lease agreement/extension is then forwarded to the Board of Directors for approval under the Consent Agenda.
4. Once approved, the lease agreement/extension is signed by the tenant and executed by the District’s Chief Executive Officer.

**AUTHORITY**

Desert Healthcare District Bylaws Article V, section 5.6

**DOCUMENT HISTORY**

Reviewed	03-22-2022
Revised	11-24-2020
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**DESERT HEALTHCARE**  
DISTRICT & FOUNDATION

**POLICY TITLE:** LAS PALMAS MEDICAL PLAZA LEASE EXECUTION POLICY

**POLICY NUMBER:** LPMP-02

**COMMITTEE APPROVAL:** 03-15-2022~~11-09-2020~~

**BOARD APPROVAL:** 03-22-2022~~11-24-2020~~

**POLICY #LPMP-02:** It is the policy of the Desert Healthcare District (“District”) Board of Directors to provide a lease execution policy for the Las Palmas Medical Plaza.

1. The standard lease and lease terms, including lease and Common Area Maintenance (“CAM”) rates, are to be reviewed annually.
  - a. Adjustments, if any, are made to the standard lease.
2. When a lease agreement or lease extension is prepared with a prospective tenant, the lease agreement/extension is presented to the Finance & Administration Committee for approval.
3. The lease agreement/extension is then forwarded to the Board of Directors for approval under the Consent Agenda.
4. Once approved, the lease agreement/extension is signed by the tenant and executed by the District’s Chief Executive Officer.

**AUTHORITY**

Desert Healthcare District Bylaws Article V, section 5.6

**DOCUMENT HISTORY**

<u>Reviewed</u>	<u>03-22-2022</u>
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