



**DESERT HEALTHCARE DISTRICT
BOARD MEETING
Board of Directors
March 22, 2022
5:30 P.M.**

In accordance with new authorization signed by the Governor – Executive Order N-17-21 on September 16, 2021 - (AB 361 - Government Code 54953 effective until January 1, 2024), which extends the provisions of the Governor’s Executive Order N-29-20 of March 12, 2020, revised on March 18, 2020, and Board-approved Resolution #21-03 on September 26, 2021, teleconferencing will be used by the Board members and appropriate staff members during this meeting.

In lieu of attending the meeting in person, members of the public can participate by webinar by using the following link:

<https://us02web.zoom.us/j/88427343727?pwd=eTByYXRMcjh3MFpEZWxhMjJ6T2IKQT09>
Password: 799445

Participants will need to download the Zoom app on their 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 Board when called upon:
Webinar ID: 884 2734 3727
Password: 799445

You may also email ahayles@dhcd.org with your public comment no later than 4 p.m., Tuesday, 03/22

<i>Page(s)</i>	AGENDA <i>Any item on the agenda may result in Board Action</i>	<i>Item Type</i>
	A. CALL TO ORDER – President Borja Roll Call Director Zavala ___ Director De Lara ___ Director Zendle, MD ___ Director Rogers, RN ___ Director Shorr ___ Vice-President/Secretary PerezGil ___ President Borja	
	B. PLEDGE OF ALLEGIANCE	
1-3	C. APPROVAL OF AGENDA	Action
	D. PUBLIC COMMENT At this time, comments from the audience may be made on items <u>not</u> listed on the agenda that are of public interest and within the subject-matter jurisdiction of the District. The Board has a policy of limiting speakers to no more than three minutes. The Board cannot take action on items not listed on the agenda. Public input may be offered on agenda items when they come up for discussion and/or action.	
	E. CONSENT AGENDA All Consent Agenda item(s) listed below are considered routine by the Board of Directors and will be enacted by one motion. <u>There will be no separate discussion of items unless a Board member so requests, in which event the item(s) will be considered following approval of the Consent Agenda.</u>	Action



	1. BOARD MINUTES	
4-12	a. Board of Directors Meeting – February 22, 2022	
	2. FINANCIALS	
13-35	1. Approval of the February 2022 Financial Statements – F&A Approved March 08, 2022	
	3. LAS PALMAS MEDICAL PLAZA	
36-42	1. Las Palmas Medical Plaza Property Maintenance 1-Year Contract Extension – INPRO Construction	
	4. POLICIES	
43-50	1. Policy #BOD-02 Election, Appointment, and Duties of Officers	
51-71	2. District Bylaws – Separate the Vice-President and Secretary Officer Positions & Term Limits	
72-79	3. Policy #BOD-15 Conflict-of-Interest	
80-83	4. Policy #FIN-01 Financial Operations	
84-87	5. Policy #FIN-04 Budget Preparation Policy	
88-91	6. Policy #LPMP-01 Las Palmas Medical Plaza Policy for Leasing	
92-93	7. Policy #LPMP-02 Las Palmas Medical Plaza Lease Execution Policy	
	5. RESOLUTIONS	
94-96	1. Subsequent Emergency Resolution #22-06 Re-Ratifying the State of Emergency and Re-Authorizing Remote Teleconference Meetings	
	F. DESERT HEALTHCARE DISTRICT CEO REPORT	
	– Conrado E. Bárzaga, MD, Chief Executive Officer	
97-99	1. COVID-19 Coachella Valley Update	Information
100-109	2. Mobile Medical Unit Request for Proposals (RFP)	Information
	3. 12 th Annual Joslyn in Bloom Fashion Show – Honoree Merritt and Penny Joslyn Award – April 13, 2022	Information
	4. Volunteers in Medicine – 2022 VIMY Awards Honor – November 11, 2022	Information
110-112	5. CEO Community Engagements and District Media Visibility	Information
113-116	6. Development Director Position – Goal #1: Strategy 1.6	Information
117	7. Seismic Retrofit Compliance – Update	Information
	G. DESERT REGIONAL MEDICAL CENTER CEO REPORT	
	– Michele Finney, CEO	Information
	H. DESERT REGIONAL MEDICAL CENTER GOVERNING BOARD MEETING	
	– Les Zendle, MD and Carole Rogers, RN	Information



I. COMMITTEE MEETINGS

- | | | |
|--|--|----------------------------|
| 118-121 | <p>1. FINANCE, LEGAL, ADMINISTRATION & REAL ESTATE COMMITTEE – Chair/Director Arthur Shorr, President Karen Borja, and Director Les Zendle, MD</p> <p>1. Draft Meeting Minutes – March 08, 2022</p> | Information |
| 122-125
126 | <p>2. PROGRAM COMMITTEE – Chair/Vice-President/Secretary Evett PerezGil, President Karen Borja, and Director Carmina Zavala</p> <p>1. Draft Meeting Minutes – March 08, 2022</p> <p>2. Grant Payment Schedule</p> | Information
Information |
| 127-129 | <p>3. BOARD AND STAFF COMMUNICATIONS AND POLICIES COMMITTEE – Chair/Director Leticia De Lara, Vice-President/Secretary Evett PerezGil, and Director Les Zendle, MD</p> <p>1. Draft Meeting Minutes – March 15, 2022</p> | Information |
| J. LEGAL | | Information |
| K. IMMEDIATE ISSUES AND BOARD COMMENTS | | |
| L. ADJOURNMENT IN MEMORY OF RICHARD “DICK” GUNDRY | | |

If you have any disability which would require accommodation to enable you to participate in this meeting, please email Andrea S. Hayles, Special Assistant to the CEO and Board Relations Officer, at ahayles@dhcd.org or call (760) 567-0298 at least 24 hours prior to the meeting



**DESERT HEALTHCARE DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
MEETING MINUTES
February 22, 2022**

Directors Present – Video Conference	District Staff Present – Video Conference	Absent
President Karen Borja Director Arthur Shorr Acting Vice-President/Secretary Carole Rogers, RN Director Les Zendle, MD Director Leticia De Lara Director Carmina Zavala	Conrado E. Bázquez, MD, CEO Chris Christensen, CAO Donna Craig, Chief Program Officer Alejandro Espinoza, MPH, Chief of Community Engagement Jana Trew, Senior Program Officer Will Dean, Marketing and Communications Director Meghan Kane, MPH, Senior Program Officer, Public Health Andrea S. Hayles, Clerk of the Board <u>Legal Counsel</u> Jeff Scott	Vice-President/Secretary Evett PerezGil

AGENDA ITEMS	DISCUSSION	ACTION
A. Call to Order Roll Call	President Borja called the meeting to order at 5:31 p.m. The Clerk of the Board called the roll with all directors' present.	
B. Pledge of Allegiance	President Borja asked Director Shorr to lead the Pledge of Allegiance.	
C. Approval of Agenda	President Borja asked for a motion to approve the agenda.	#21-84 MOTION WAS MADE by Director Rogers and seconded by Director Zendle to approve the agenda. Motion passed unanimously. AYES – 6 President Borja, Director Shorr, Director Rogers, Director Zendle, Director De Lara, and Director Zavala NOES – 0 ABSENT – 1 Vice-President/Secretary PerezGil
D. Public Comment	Hank Goodrow, RN, Desert Regional Medical Center, described a letter and flyer for	

DESERT HEALTHCARE DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
MEETING MINUTES
February 22, 2022

	<p>distribution to the Board. Mr. Goodrow was encouraged by Jeff Scott, Legal Counsel, to provide the letter to Andrea Hayles, Board Relations Officer for distributing to the Board.</p>	
<p>E. Consent Agenda</p> <p>1. BOARD MINUTES</p> <p> a. Board of Directors Meeting – January 25, 2022</p> <p>2. FINANCIALS</p> <p> a. Approval of the January 2022 Financial Statements – F&A Approved February 08, 2022</p> <p> b. Transition and Letters of Engagement with Coachella Valley Accounting and Auditing (CV A&A) for the District, Foundation, and Retirement Protection Plan for FY2022-2023</p> <p>3. GRANT FUNDING</p> <p> a. Grant #1306 Olive Crest: General Support for Counseling and Mental Health Services to Vulnerable Children and Families in the Coachella Valley – \$123,451 – Strategic Plan Alignment - Goal #3: Proactively expand community access to behavioral/mental health services. Strategy #3.3 – Provide funding to CBOs enabling an increase in the number and the geographic dispersion of sites providing behavioral/mental health services (consider co-location with other health services)</p> <p>4. LEASES</p> <p> a. Las Palmas Medical Plaza – Lease Extension Addendum #3</p>	<p>President Borja asked for a motion to approve the consent agenda.</p>	<p>#21-85 MOTION WAS MADE by Director Zendle and seconded by Director De Lara to approve the consent agenda.</p> <p>Motion passed unanimously.</p> <p>AYES – 6 President Borja, Director Shorr, Director Rogers, Director Zendle, Director De Lara, and Director Zavala</p> <p>NOES – 0</p> <p>ABSENT – 1 Vice-President/Secretary PerezGil</p>

**DESERT HEALTHCARE DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
MEETING MINUTES
February 22, 2022**

<p align="center">– Eyecare Services Partners Management, LLP</p> <p>5. POLICIES</p> <ul style="list-style-type: none"> a. Policy #OP-16 – Chief Executive Officer Discretionary Funds b. Policy #PROC-01 Purpose of Board Policies c. Policy #BOD-01 Swearing in of Board Members d. Policy #BOD-04 Attendance at Meetings e. Policy #BOD-05 Basis of Authority f. Policy #BOD-08 Board Meetings g. Policy #BOD-11 Board Actions and Decisions h. Policy #BOD-17 Compensation & Performance Evaluation of the CEO i. Policy #OP-05 Grant & Mini Grant Policy <p>RESOLUTIONS</p> <ul style="list-style-type: none"> a. Subsequent Emergency Resolution #22-04 Re-Ratifying the State of Emergency and Re-Authorizing Remote Teleconference Meetings 		
<p>F. Desert Healthcare District CEO Report</p> <ul style="list-style-type: none"> 1. Association of California Healthcare Districts (ACHD) Trustee of the Year Award Presented to Director Carmina Zavala by Cathy Martin, Chief Executive Officer, ACHD 	<p>Conrado E. Bárzaga, MD, CEO, welcomed and introduced Cathy Martin, CEO, Association of California Healthcare Districts (ACHD). Ms. Martin, on behalf of ACHD, awarded Director Zavala with the Trustee of the Year Award, providing an overview of the lifelong Coachella Valley</p>	

**DESERT HEALTHCARE DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
MEETING MINUTES
February 22, 2022**

<p>2. COVID-19 in the Coachella Valley</p> <p>3. Mobile Unit Progress and Community Partnerships</p>	<p>resident, Director Zavala, dedicated to the community in addressing COVID, homelessness, and working to achieve equity for disadvantaged communities. Ms. Martin thanked Director Zavala for her service and dedication to the community.</p> <p>Director Zavala thanked ACHD, describing the honor and privilege of receiving the award.</p> <p>Dr. Bárzaga, CEO, provided details on the COVID response in the state while continuing to promote vaccines with 75% of the Coachella Valley population fully vaccinated, describing the potential for a third and fourth dose of the vaccine for effectiveness and the highest level of protection against COVID.</p> <p>Alejandro Espinoza, Chief of Community Engagement, discussed the next steps for utilizing the mobile unit and the Mobile Health Care Services Act related to licensing for the district or as a partnership option. Mr. Espinoza presented the budget for the annual operating expenses and his interaction with Borrego Health Foundation for guidance since the organization currently operates a mobile unit.</p>	
--	---	--

**DESERT HEALTHCARE DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
MEETING MINUTES
February 22, 2022**

<p>4. 2022 Palm Springs Black History Month Awards Gala Award Honoree</p>	<p>Dr. Bárzaga, CEO, provided an overview of the Palm Springs Black History Month Awards Gala Award and the district as this year’s honoree due to the initiative to address racial inequities in healthcare and health professions for Black communities in the Coachella Valley.</p>	
<p>5. 2022 City of Palm Springs Human Rights Commission Community Service Award</p>	<p>Dr. Bárzaga, CEO, described the district’s Community Service Award at this year’s Palm Springs Human Rights Commission virtual event.</p> <p>President Borja thanked the staff for their work and the recognition as a collective.</p>	
<p>6. CEO Community Engagements and District Media Visibility</p>	<p>Dr. Bárzaga, CEO, highlighted the staff’s invitation to present at the Grantmakers in Health annual meeting given the district’s COVID response and collaboration with Riverside County Public Health. UC Berkeley showcased the district in a documentary To Live for the Harvest emphasizing the district’s educational and testing awareness in the Agricultural communities of the Coachella Valley. Additionally, Dr. Bárzaga is invited to speak at the launch of National Public Health Week presented by the Public Health Association on the importance of public health.</p> <p>President Borja thanked the staff for their work as an</p>	



**DESERT HEALTHCARE DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
MEETING MINUTES
February 22, 2022**

	<p>acclamation to the recognitions, including the Board as change-makers throughout the Coachella Valley.</p>	
<p>G. Desert Regional Medical Center CEO Report</p>	<p>Michelle Finney, CEO, Desert Care Network (DCN), Desert Regional Medical Center (DRMC), provided an overview of the most recent developments with the COVID census level declining. DRMC has twenty (20) positive cases per day and JFK Memorial with seven (7) compared to last month with one hundred (100) at DRMC and JFK Memorial with triple digit numbers. Since September, there are twelve (12) diagnosed Flu A and three (3) Flu B cases with a high acuity level of in-house patients, while continuing to serve the community and accepting patient admissions.</p> <p>DCN is has progressed with the March 1st booster shot compliance date for eligible health workers in the state of California.</p> <p>Some key positions have been filled with additional resources to the quality department, a supplemental patient safety officer, and a new infection preventionist. RN recruitment fairs have been successful with new onboarding and its importance to care for patients at the facility.</p>	

**DESERT HEALTHCARE DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
MEETING MINUTES
February 22, 2022**

	<p>In celebrating Black History Month in collaboration with Catherine Finch Elementary School, DRMC is co-hosting a float with a theme of black health and wellness with additional messaging for encouraging careers in healthcare.</p> <p>DRMC is supporting the FIND Food Bank Circle of Giving on March 4 with fundraising and community education events of various partners.</p> <p>An assessment of the landscaping is underway with an arborises opinion of the palm tree removal and replacement for the row outside the Stergios building at the entry way to the facility and considering another opinion for alternatives of removal.</p> <p>Residence appreciation day is upcoming at the Stergois building for their work and efforts.</p>	
<p>H. Desert Regional Medical Center Governing Board</p>	<p>Director Rogers, RN, provided an overview of the most recent Governing Board meeting describing the Residence Appreciation Day, the Bariatric Service Program weight management team service of excellence award, and the obesity medicine qualification. The Board discussed issues with patient discharge to skilled nursing facilities and staffing and onboarding</p>	

**DESERT HEALTHCARE DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
MEETING MINUTES
February 22, 2022**

	shortages in the Coachella Valley.	
<p>I. Committee Meetings –</p> <p>I.1. Finance, Legal, Administration & Real Estate</p> <p>1. Draft Meeting Minutes – February 08, 2022</p> <p>I.2. Program Committee</p> <p>1. Draft Meeting Minutes – February 08, 2022</p> <p>2. Grant Payment Schedule</p> <p>3. Progress and Final Reports Update</p> <p>I.3. Board and Staff Communications and Policies Committee</p> <p>1. Draft Meeting Minutes – February 10, 2022</p>	<p>Director Shorr highlighted the F&A Committee meeting with Chris Christensen, CAO, providing an overview of the audit firm transition from Lund & Guttry to Coachella Valley Accounting and Auditing.</p> <p>President Borja provided a brief overview of the Program Committee meeting minutes.</p> <p>Director De Lara President Borja inquired with the Board concerning any questions of the Board and Staff Communications and Policies Committee February 10, meeting minutes.</p>	
J. Legal	Jeff Scott, Legal Counsel, did not provide a legal report but explained that a legislative report is forthcoming at the March meeting.	
K. Immediate Issues and Comments	Director Rogers, RN, described the Coachella Valley Association of Governments (CVAG) and Lift to Rise (LTR) developments on affordable housing and homelessness efforts. LTR received \$3.5M for the catalyst fund and construction for units with	



**DESERT HEALTHCARE DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
MEETING MINUTES
February 22, 2022**

	<p>projects initiating developments on permanent supportive housing funded through the catalyst fund. Riverside County submitted a grant to the state for Project Room Key and identified two hundred (200) chronically homeless in 2021, with seventy-five (75) placed in permanent supportive housing.</p> <p>Director Zendle expressed returning to in-person Board meetings possibly in April, with public access and staff recommendations to discuss next month. President Borja and Director De Lara favor Director Zendle’s recommendation.</p> <p>President Borja requested in April at each committee level for Dr. Bárzaga, CEO, and Chris Christensen, CAO, to provide a detailed overview of the financials to each committee for any questions on specific line items.</p>	
L. Adjournment	President Borja adjourned the meeting at 6:35 p.m.	Audio recording available on the website at http://dhcd.org/Agendas-and-Documents

ATTEST: _____
 Carole Rogers, RN, Acting Vice-President/Secretary
 Desert Healthcare District Board of Directors

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

DESERT HEALTHCARE DISTRICT
FEBRUARY 2022 FINANCIAL STATEMENTS
INDEX
Year to Date Variance Analysis
Cumulative Profit & Loss Budget vs Actual - Summary
Cumulative Profit & Loss Budget vs Actual - District Including LPMP
Cumulative Profit & Loss Budget vs Actual - LPMP
Balance Sheet - Condensed View
Balance Sheet - Expanded View
Accounts Receivable Aging
Deposit Detail - District
Property Tax Receipts - YTD
Deposit Detail - LPMP
Check Register - District
Credit Card Expenditures
Check Register - LPMP
Retirement Protection Plan Update
Grants Schedule

**DESERT HEALTHCARE DISTRICT
YEAR TO DATE VARIANCE ANALYSIS
ACTUAL VS BUDGET
EIGHT MONTHS ENDED FEBRUARY 28, 2022**

Scope: \$25,000 Variance per Statement of Operations Summary				
Account	YTD		Over(Under)	Explanation
	Actual	Budget	Budget	
	4000 - Income	\$ 3,909,354	\$ 3,856,802	
5000 - Direct Expenses	\$ 693,761	\$ 985,316	\$ (291,555)	Lower wage related expenses \$161k due to open positions; lower education expense \$53k; lower board expenses \$43k; lower health insurance expense \$22k; lower workers comp expense \$7k; lower retirement expense \$6k
6000-General & Admin Expense	\$ 317,352	\$ 382,896	\$ (65,544)	Lower depreciation expense \$41k; higher bank and investment fees expense \$26k; lower supplies expense \$10k; lower computer services expense \$10k; lower travel expense \$9k; lower personnel expense \$8k; lower staff mileage reimbursement expense \$5k; lower various \$9k
6500 - Professional Fees Expense	\$ 512,002	\$ 831,200	\$ (319,198)	Lower Professional Services expense \$168k; lower legal expense \$96k; lower PR/Communications expense \$55k
6600 - Mobile Medical Unit	\$ -	\$ 25,000	\$ (25,000)	Mobile Medical Unit delivery anticipated in July 2022
7000 - Grants Expense	\$ 16,193	\$ 2,706,664	\$ (2,690,471)	Budget of \$4 Million for fiscal year is amortized straight-line over 12-month fiscal year. As of February 28, 2022, there is \$4 million remaining in the fiscal year grant budget as well as \$1,209,758 from FY21.

Desert Healthcare District
Profit & Loss Budget vs. Actual
July 2021 through February 2022

	MONTH			TOTAL		
	Feb 22	Budget	\$ Over Budget	Jul '21 - Feb 22	Budget	\$ Over Budget
Income						
4000 · Income	8,600	8,615	(15)	3,909,354	3,856,802	52,552
4500 · LPMP Income	106,430	106,370	60	845,374	850,960	(5,586)
4501 · Miscellaneous Income	750	750	0	6,000	6,000	0
Total Income	115,780	115,735	45	4,760,728	4,713,762	46,966
Expense						
5000 · Direct Expenses	91,116	118,477	(27,361)	693,761	985,316	(291,555)
6000 · General & Administrative Exp	42,268	47,862	(5,594)	317,352	382,896	(65,544)
6325 · CEO Discretionary Fund	0	2,083	(2,083)	2,000	16,664	(14,664)
6445 · LPMP Expenses	100,919	85,772	15,147	677,202	686,176	(8,974)
6500 · Professional Fees Expense	159,005	103,900	55,105	512,002	831,200	(319,198)
6600 · Mobile Medical Unit	0	3,125	(3,125)	0	25,000	(25,000)
6700 · Trust Expenses	7,958	8,792	(834)	79,258	70,336	8,922
Total Expense Before Grants	401,266	370,011	31,255	2,281,572	2,997,602	(716,030)
7000 · Grants Expense	913	338,333	(337,420)	16,193	2,706,664	(2,690,471)
Net Income	(286,399)	(592,609)	306,210	2,462,963	(990,504)	3,453,467

Desert Healthcare District
Profit & Loss Budget vs. Actual
July 2021 through February 2022

	MONTH			TOTAL		
	Feb 22	Budget	\$ Over Budget	Jul '21 - Feb 22	Budget	\$ Over Budget
Income						
4000 · Income						
4010 · Property Tax Revenues	180,240	0	180,240	4,500,066	3,788,134	711,932
4200 · Interest Income						
4220 · Interest Income (FRF)	31,359	80,907	(49,548)	558,750	647,256	(88,506)
9999-1 · Unrealized gain(loss) on invest	(205,912)	(79,167)	(126,745)	(1,189,565)	(633,336)	(556,229)
Total 4200 · Interest Income	(174,553)	1,740	(176,293)	(630,815)	13,920	(644,735)
4300 · DHC Recoveries	2,000	1,875	125	15,636	14,748	888
4400 · Grant Income	913	5,000	(4,087)	24,467	40,000	(15,533)
Total 4000 · Income	8,600	8,615	(15)	3,909,354	3,856,802	52,552
4500 · LPMP Income	106,430	106,370	60	845,374	850,960	(5,586)
4501 · Miscellaneous Income	750	750	0	6,000	6,000	0
Total Income	115,780	115,735	45	4,760,728	4,713,762	46,966
Expense						
5000 · Direct Expenses						
5100 · Administration Expense						
5110 · Wages Expense	93,493	113,108	(19,615)	689,140	942,364	(253,224)
5111 · Allocation to LPMP - Payroll	(5,470)	(5,470)	0	(43,760)	(43,760)	0
5112 · Vacation/Sick/Holiday Expense	6,094	10,833	(4,739)	119,933	86,664	33,269
5114 · Allocation to Foundation	(30,500)	(31,823)	1,323	(216,539)	(254,584)	38,045
5115 · Allocation to NEOPB	(913)	(7,413)	6,500	(23,131)	(59,304)	36,173
5119 · Allocation-FED FUNDS/CVHIP-DHCF	(8,821)	(21,134)	12,313	(168,016)	(169,072)	1,056
5120 · Payroll Tax Expense	7,937	9,252	(1,315)	57,854	74,016	(16,162)
5130 · Health Insurance Expense						
5131 · Premiums Expense	15,830	17,658	(1,828)	133,443	141,264	(7,821)
5135 · Reimb./Co-Payments Expense	1,244	3,000	(1,756)	9,645	24,000	(14,355)
Total 5130 · Health Insurance Expense	17,074	20,658	(3,584)	143,088	165,264	(22,176)
5140 · Workers Comp. Expense	385	1,270	(885)	3,435	10,160	(6,725)
5145 · Retirement Plan Expense	7,693	8,994	(1,301)	66,065	71,952	(5,887)
5160 · Education Expense	1,064	7,250	(6,186)	4,658	58,000	(53,342)
Total 5100 · Administration Expense	88,036	105,525	(17,489)	632,727	881,700	(248,973)
5200 · Board Expenses						
5210 · Healthcare Benefits Expense	1,100	5,834	(4,734)	33,951	46,672	(12,721)
5230 · Meeting Expense	160	1,667	(1,507)	6,946	13,336	(6,390)
5235 · Director Stipend Expense	1,470	4,410	(2,940)	16,275	35,280	(19,005)
5240 · Catering Expense	350	833	(483)	3,862	6,664	(2,802)
5250 · Mileage Reimbursement Expense	0	208	(208)	0	1,664	(1,664)
Total 5200 · Board Expenses	3,080	12,952	(9,872)	61,034	103,616	(42,582)
Total 5000 · Direct Expenses	91,116	118,477	(27,361)	693,761	985,316	(291,555)

Desert Healthcare District
Profit & Loss Budget vs. Actual
 July 2021 through February 2022

	MONTH			TOTAL		
	Feb 22	Budget	\$ Over Budget	Jul '21 - Feb 22	Budget	\$ Over Budget
6000 · General & Administrative Exp						
6110 · Payroll fees Expense	181	208	(27)	1,397	1,664	(267)
6120 · Bank and Investment Fees Exp	5,937	4,500	1,437	61,680	36,000	25,680
6125 · Depreciation Expense	1,033	6,167	(5,134)	8,110	49,336	(41,226)
6126 · Depreciation-Solar Parking lot	15,072	15,072	0	120,576	120,576	0
6130 · Dues and Membership Expense	9,953	3,737	6,216	30,259	29,896	363
6200 · Insurance Expense	2,855	2,667	188	23,140	21,336	1,804
6300 · Minor Equipment Expense	0	42	(42)	0	336	(336)
6305 · Auto Allowance & Mileage Exp	462	500	(38)	3,926	4,000	(74)
6306 · Staff- Auto Mileage reimb	0	625	(625)	247	5,000	(4,753)
6309 · Personnel Expense	0	1,167	(1,167)	1,524	9,336	(7,812)
6310 · Miscellaneous Expense	0	42	(42)	0	336	(336)
6311 · Cell Phone Expense	494	776	(282)	4,423	6,208	(1,785)
6312 · Wellness Park Expenses	0	83	(83)	0	664	(664)
6315 · Security Monitoring Expense	0	50	(50)	357	400	(43)
6340 · Postage Expense	100	417	(317)	1,264	3,336	(2,072)
6350 · Copier Rental/Fees Expense	377	500	(123)	3,152	4,000	(848)
6351 · Travel Expense	176	1,667	(1,491)	4,483	13,336	(8,853)
6352 · Meals & Entertainment Exp	595	875	(280)	5,256	7,000	(1,744)
6355 · Computer Services Expense	1,152	3,875	(2,723)	20,730	31,000	(10,270)
6360 · Supplies Expense	1,554	2,167	(613)	7,495	17,336	(9,841)
6380 · LAFCO Assessment Expense	182	208	(26)	1,456	1,664	(208)
6400 · East Valley Office	2,145	2,517	(372)	17,877	20,136	(2,259)
Total 6000 · General & Administrative Exp	42,268	47,862	(5,594)	317,352	382,896	(65,544)
6325 · CEO Discretionary Fund	0	2,083	(2,083)	2,000	16,664	(14,664)
6445 · LPMP Expenses	100,919	85,772	15,147	677,202	686,176	(8,974)
6500 · Professional Fees Expense						
6516 · Professional Services Expense	157,630	77,483	80,147	451,677	619,864	(168,187)
6520 · Annual Audit Fee Expense	1,375	1,375	0	11,000	11,000	0
6530 · PR/Communications/Website	0	8,042	(8,042)	9,061	64,336	(55,275)
6560 · Legal Expense	0	17,000	(17,000)	40,264	136,000	(95,736)
Total 6500 · Professional Fees Expense	159,005	103,900	55,105	512,002	831,200	(319,198)
6600 · Mobile Medical Unit	0	3,125	(3,125)	0	25,000	(25,000)
6700 · Trust Expenses						
6720 · Pension Plans Expense						
6721 · Legal Expense	0	167	(167)	2,075	1,336	739
6725 · RPP Pension Expense	7,500	7,500	0	60,000	60,000	0
6728 · Pension Audit Fee Expense	458	1,125	(667)	17,183	9,000	8,183
Total 6700 · Trust Expenses	7,958	8,792	(834)	79,258	70,336	8,922
Total Expense Before Grants	401,266	370,011	31,255	2,281,572	2,997,602	(716,030)
7000 · Grants Expense						
7010 · Major Grant Awards Expense	0	333,333	(333,333)	(8,274)	2,666,664	(2,674,938)
7027 · Grant Exp - CalFresh	913	5,000	(4,087)	24,467	40,000	(15,533)
Total 7000 · Grants Expense	913	338,333	(337,420)	16,193	2,706,664	(2,690,471)
Net Income	(286,399)	(592,609)	306,210	2,462,963	(990,504)	3,453,467

Las Palmas Medical Plaza
Profit & Loss Budget vs. Actual
July 2021 through February 2022

	MONTH			TOTAL		
	Feb 22	Budget	\$ Over Budget	Jul '21 - Feb 22	Budget	\$ Over Budget
Income						
4500 · LPMP Income						
4505 · Rental Income	75,855	75,162	693	599,674	601,296	(1,622)
4510 · CAM Income	30,575	31,125	(550)	245,700	249,000	(3,300)
4513 · Misc. Income	0	83	(83)	0	664	(664)
Total 4500 · LPMP Income	106,430	106,370	60	845,374	850,960	(5,586)
Expense						
6445 · LPMP Expenses						
6420 · Insurance Expense	3,114	2,917	197	24,912	23,336	1,576
6425 · Building - Depreciation Expense	19,986	21,462	(1,476)	163,158	171,696	(8,538)
6426 · Tenant Improvements -Dep Exp	17,033	16,667	366	136,264	133,336	2,928
6427 · HVAC Maintenance Expense	0	1,333	(1,333)	6,684	10,664	(3,980)
6428 · Roof Repairs Expense	0	208	(208)	0	1,664	(1,664)
6431 · Building -Interior Expense	0	833	(833)	0	6,664	(6,664)
6432 · Plumbing -Interior Expense	660	542	118	21,581	4,336	17,245
6433 · Plumbing -Exterior Expense	0	208	(208)	0	1,664	(1,664)
6434 · Allocation Internal Prop. Mgmt	5,470	5,470	0	43,760	43,760	0
6435 · Bank Charges	28	417	(389)	220	3,336	(3,116)
6437 · Utilities -Vacant Units Expense	72	183	(111)	4,259	1,464	2,795
6439 · Deferred Maintenance Repairs Ex	0	1,250	(1,250)	0	10,000	(10,000)
6440 · Professional Fees Expense	21,650	10,825	10,825	86,600	86,600	0
6441 · Legal Expense	0	83	(83)	0	664	(664)
6458 · Elevators - R & M Expense	3,614	1,000	2,614	9,544	8,000	1,544
6460 · Exterminating Service Expense	275	333	(58)	1,900	2,664	(764)
6463 · Landscaping Expense	0	1,000	(1,000)	7,294	8,000	(706)
6467 · Lighting Expense	0	500	(500)	0	4,000	(4,000)
6468 · General Maintenance Expense	0	83	(83)	0	664	(664)
6471 · Marketing-Advertising	8,345	1,000	7,345	15,740	8,000	7,740
6475 · Property Taxes Expense	6,250	6,250	0	50,000	50,000	0
6476 · Signage Expense	0	125	(125)	216	1,000	(784)
6480 · Rubbish Removal Medical Waste E	1,429	1,583	(154)	12,228	12,664	(436)
6481 · Rubbish Removal Expense	3,058	2,250	808	16,756	18,000	(1,244)
6482 · Utilities/Electricity/Exterior	542	625	(83)	4,813	5,000	(187)
6484 · Utilities - Water (Exterior)	671	625	46	7,211	5,000	2,211
6485 · Security Expenses	8,500	7,833	667	63,374	62,664	710
6490 · Miscellaneous Expense	222	167	55	688	1,336	(648)
6445 · LPMP Expenses	100,919	85,772	15,147	677,202	686,176	(8,974)
Net Income	5,511	20,598	(15,087)	168,172	164,784	3,388

Desert Healthcare District
Balance Sheet Previous Year Comparison
As of February 28, 2022

			Feb 28, 22	Feb 28, 21
ASSETS				
Current Assets				
Checking/Savings				
		1000 · CHECKING CASH ACCOUNTS	1,805,791	1,041,706
		1100 · INVESTMENT ACCOUNTS	63,706,777	62,601,377
		Total Checking/Savings	65,512,568	63,643,083
		Total Accounts Receivable	29,819	19,078
Other Current Assets				
		1204.1 · Rent Receivable-Deferred COVID	116,540	176,451
		1270 · Prepaid Insurance -Ongoing	27,501	23,495
		1279 · Pre-Paid Fees	17,044	16,609
		1281 · CalFresh Receivable	16,337	17,097
		1295 · Property Tax Receivable	0	9,138
		Total Other Current Assets	177,422	242,790
		Total Current Assets	65,719,809	63,904,951
Fixed Assets				
		1300 · FIXED ASSETS	4,925,729	4,913,164
		1335-00 · ACC DEPR	(2,296,891)	(2,166,140)
		1400 · LPMP Assets	7,185,101	6,783,873
		Total Fixed Assets	9,813,939	9,530,897
Other Assets				
		1700 · OTHER ASSETS	3,935,220	2,909,152
TOTAL ASSETS			79,468,968	76,345,000

Desert Healthcare District
Balance Sheet Previous Year Comparison
As of February 28, 2022

				Feb 28, 22	Feb 28, 21
LIABILITIES & EQUITY					
Liabilities					
Current Liabilities					
Accounts Payable					
2000 - Accounts Payable				159,282	34,295
2001 - LPMP Accounts Payable				15,051	41,963
Total Accounts Payable				174,333	76,258
Other Current Liabilities					
2002 - LPMP Property Taxes				12,616	(23,950)
2003 - Prepaid Rents				11,048	0
2131 - Grant Awards Payable				3,427,400	2,357,110
2133 - Accrued Accounts Payable				139,550	222,886
2141 - Accrued Vacation Time				74,515	77,636
2188 - Current Portion - LTD				4,934	4,934
2190 - Investment Fees Payable				9,625	22,500
Total Other Current Liabilities				3,679,688	2,661,116
Total Current Liabilities				3,854,021	2,737,374
Long Term Liabilities					
2170 - RPP - Pension Liability				0	4,664,254
2171 - RPP-Deferred Inflows-Resources				675,732	370,700
2280 - Long-Term Disability				16,281	28,809
2281 - Grants Payable - Long-term				4,990,000	6,660,000
2286 - Retirement BOD Medical Liabilit				0	49,451
2290 - LPMP Security Deposits				61,028	57,514
Total Long Term Liabilities				5,743,041	11,830,728
Total Liabilities				9,597,062	14,568,102
Equity					
3900 - *Retained Earnings				67,408,928	59,913,158
Net Income				2,462,963	1,863,739
Total Equity				69,871,891	61,776,897
TOTAL LIABILITIES & EQUITY				79,468,968	76,345,000

Desert Healthcare District
Balance Sheet Previous Year Comparison
As of February 28, 2022

			Feb 28, 22	Feb 28, 21
ASSETS				
Current Assets				
Checking/Savings				
1000 · CHECKING CASH ACCOUNTS				
		1010 · Union Bank - Checking	1,097,466	907,854
		1012 · Union Bank Operating - 9356	638,099	0
		1046 · Las Palmas Medical Plaza	69,726	133,352
		1047 · Petty Cash	500	500
		Total 1000 · CHECKING CASH ACCOUNTS	1,805,791	1,041,706
1100 · INVESTMENT ACCOUNTS				
		1130 · Facility Replacement Fund	64,156,354	59,665,206
		1135 · Unrealized Gain(Loss) FRF	(449,577)	2,936,171
		Total 1100 · INVESTMENT ACCOUNTS	63,706,777	62,601,377
		Total Checking/Savings	65,512,568	63,643,083
Accounts Receivable				
1201 · Accounts Receivable				
		1204 · LPMP Accounts Receivable	(9,892)	(11,946)
		1205 · Misc. Accounts Receivable	528	0
		1211 · A-R Foundation - Exp Allocation	39,183	31,024
		Total Accounts Receivable	29,819	19,078
Other Current Assets				
		1204.1 · Rent Receivable-Deferred COVID	116,540	176,451
		1270 · Prepaid Insurance -Ongoing	27,501	23,495
		1279 · Pre-Paid Fees	17,044	16,609
		1281 · CalFresh Receivable	16,337	17,097
		1295 · Property Tax Receivable	0	9,138
		Total Other Current Assets	177,422	242,790
		Total Current Assets	65,719,809	63,904,951
Fixed Assets				
1300 · FIXED ASSETS				
		1310 · Computer Equipment	91,275	94,034
		1315 · Computer Software	0	68,770
		1320 · Furniture and Fixtures	33,254	33,254
		1321 · Autos	59,500	0
		1322 · Tenant Improvement - RAP #G100	24,594	0
		1325 · Offsite Improvements	300,849	300,849
		1331 · DRMC - Parking lot	4,416,257	4,416,257

Desert Healthcare District
Balance Sheet Previous Year Comparison
As of February 28, 2022

		Feb 28, 22	Feb 28, 21
	Total 1300 · FIXED ASSETS	4,925,729	4,913,164
	1335-00 · ACC DEPR		
	1335 · Accumulated Depreciation	(215,373)	(219,266)
	1336 · Acc. Software Depreciation	0	(68,770)
	1337 · Accum Deprec- Solar Parking Lot	(1,899,243)	(1,718,379)
	1338 · Accum Deprec - LPMP Parking Lot	(182,275)	(159,725)
	Total 1335-00 · ACC DEPR	(2,296,891)	(2,166,140)
	1400 · LPMP Assets		
	1401 · Building	8,705,680	8,705,680
	1402 · Land	2,165,300	2,165,300
	1403 · Tenant Improvements -New	2,250,926	2,187,796
	1404 · Tenant Improvements - CIP	129,550	129,550
	1406 · Building Improvements		
	1406.1 · LPMP-Replace Parking Lot	676,484	676,484
	1406.2 · Building Improvements-CIP	877,933	192,404
	1406 · Building Improvements - Other	1,582,543	1,559,534
	Total 1406 · Building Improvements	3,136,960	2,428,422
	1407 · Building Equipment Improvements	423,000	375,185
	1409 · Accumulated Depreciation		
	1410 · Accum. Depreciation	(7,792,047)	(7,566,053)
	1412 · T I Accumulated Dep.-New	(1,834,268)	(1,642,007)
	Total 1409 · Accumulated Depreciation	(9,626,315)	(9,208,060)
	Total 1400 · LPMP Assets	7,185,101	6,783,873
	Total Fixed Assets	9,813,939	9,530,897
	Other Assets		
	1700 · OTHER ASSETS		
	1731 · Wellness Park	1,693,800	1,693,800
	1740 · RPP-Deferred Outflows-Resources	494,388	1,204,238
	1741 · OPEB-Deferrred Outflows-Resourc	0	11,114
	1742 · RPP - Net Pension Asset	1,747,032	0
	Total Other Assets	3,935,220	2,909,152
	TOTAL ASSETS	79,468,968	76,345,000

Desert Healthcare District
Balance Sheet Previous Year Comparison
As of February 28, 2022

			Feb 28, 22	Feb 28, 21
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
		2000 - Accounts Payable	159,282	34,295
		2001 - LPMP Accounts Payable	15,051	41,963
		Total Accounts Payable	174,333	76,258
Other Current Liabilities				
		2002 - LPMP Property Taxes	12,616	(23,950)
		2003 - Prepaid Rents	11,048	0
		2131 - Grant Awards Payable	3,427,400	2,357,110
		2133 - Accrued Accounts Payable	139,550	222,886
		2141 - Accrued Vacation Time	74,515	77,636
		2188 - Current Portion - LTD	4,934	4,934
		2190 - Investment Fees Payable	9,625	22,500
		Total Other Current Liabilities	3,679,688	2,661,116
		Total Current Liabilities	3,854,021	2,737,374
Long Term Liabilities				
		2170 - RPP - Pension Liability	0	4,664,254
		2171 - RPP-Deferred Inflows-Resources	675,732	370,700
		2280 - Long-Term Disability	16,281	28,809
		2281 - Grants Payable - Long-term	4,990,000	6,660,000
		2286 - Retirement BOD Medical Liabilit	0	49,451
		2290 - LPMP Security Deposits	61,028	57,514
		Total Long Term Liabilities	5,743,041	11,830,728
		Total Liabilities	9,597,062	14,568,102
Equity				
		3900 - *Retained Earnings	67,408,928	59,913,158
		Net Income	2,462,963	1,863,739
		Total Equity	69,871,891	61,776,897
TOTAL LIABILITIES & EQUITY			79,468,968	76,345,000

Desert Healthcare District
A/R Aging Summary
As of February 28, 2022

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL	COMMENT
Calif. State University, San Bernardino-	0	0	0	528	0	528	
Desert Healthcare Foundation-	39,183	0	0	0	0	39,183	Due from Foundation
Hassan Bencheqroun, M.D.	0	2,771	0	0	0	2,771	Slow pay
Laboratory Corporation of America	0	0	(1,933)	0	0	(1,933)	Prepaid
Quest Diagnostics Incorporated	0	(4,067)	(357)	0	0	(4,424)	Prepaid
Ramy Awad, M.D.	0	71	0	0	0	71	Slow pay
Sovereign	0	(750)	0	0	0	(750)	Prepaid
Steven Gundry, M.D.	(5,625)	0	0	0	0	(5,625)	Prepaid
TOTAL	33,558	(1,975)	(2,290)	528	0	29,821	

Desert Healthcare District
Deposit Detail
February 2022

Type	Date	Name	Amount
Deposit	02/02/2022		2,000
		T-Mobile	(2,000)
TOTAL			(2,000)
Deposit	02/09/2022		750
Payment	02/09/2022	Sovereign	(750)
TOTAL			(750)
Deposit	02/09/2022		73,639
		Riverside County Treasurer - Property Tax	(6)
		Riverside County Treasurer - Property Tax	(73,634)
TOTAL			(73,640)
Deposit	02/17/2022		51,456
		Riverside County Treasurer - Property Tax	(50,717)
		Riverside County Treasurer - Property Tax	(739)
TOTAL			(51,456)
Deposit	02/23/2022		206,224
Payment	02/23/2022	Desert Healthcare Foundation-	(206,224)
TOTAL			(206,224)
Deposit	02/28/2022		55,294
		California Chamber of Commerce	(149)
		Riverside County Treasurer - Property Tax	(55,144)
TOTAL			(55,293)
		TOTAL	389,363

DESERT HEALTHCARE DISTRICT										
PROPERTY TAX RECEIPTS FY 2021 - 2022										
RECEIPTS - EIGHT MONTHS ENDED FEBRUARY 28, 2022										
	FY 2020-2021 Projected/Actual					FY 2021-2022 Projected/Actual				
	Budget %	Budget \$	Act %	Actual Receipts	Variance	Receipts %	Receipts \$	Act %	Actual Receipts	Variance
July	2.5%	\$ 154,934	0.0%	\$ -	\$ (154,934)	2.5%	\$ 182,825	2.2%	\$ 162,345	\$ (20,480)
Aug	1.6%	\$ 99,158	1.9%	\$ 149,547	\$ 50,390	1.6%	\$ 117,008	0.2%	\$ 11,529	\$ (105,479)
Sep	2.6%	\$ 161,131	0.0%	\$ -	\$ (161,131)	0.0%	\$ -	0.0%	\$ -	\$ -
Oct	0.0%	\$ -	2.1%	\$ 162,968	\$ 162,968	2.6%	\$ 190,138	0.0%	\$ 130	\$ (190,008)
Nov	0.4%	\$ 24,789	0.0%	\$ -	\$ (24,789)	0.4%	\$ 29,252	2.5%	\$ 181,286	\$ 152,034
Dec	16.9%	\$ 1,047,354	16.4%	\$ 1,279,429	\$ 232,075	16.9%	\$ 1,235,897	18.3%	\$ 1,337,681	\$ 101,784
Jan	31.9%	\$ 1,976,959	33.4%	\$ 2,596,795	\$ 619,836	31.9%	\$ 2,332,847	37.8%	\$ 2,763,324	\$ 430,477
Feb	0.0%	\$ -	1.2%	\$ 94,294	\$ 94,294	0.0%	\$ -	2.5%	\$ 180,240	\$ 180,240
Mar	0.3%	\$ 18,592	0.2%	\$ 18,789	\$ 196	0.3%	\$ 21,939	0.0%		
Apr	5.5%	\$ 340,855	5.4%	\$ 422,690	\$ 81,835	5.5%	\$ 402,215	0.0%		
May	19.9%	\$ 1,233,275	18.1%	\$ 1,411,155	\$ 177,880	19.9%	\$ 1,455,287	0.0%		
June	18.4%	\$ 1,140,315	21.2%	\$ 1,647,263	\$ 506,948	18.4%	\$ 1,345,592	0.0%		
Total	100%	\$ 6,197,363	100.0%	\$ 7,782,929	\$ 1,585,566	100.00%	\$ 7,313,000	63.4%	\$ 4,636,534	\$ 548,567

**Las Palmas Medical Plaza
Deposit Detail - LPMP
February 2022**

Type	Date	Name	Amount
Deposit	02/02/2022		11,265
		Arthritis & Rheumatic Care Clinic, Inc	(1,927)
		Arthritis & Rheumatic Care Clinic, Inc	(1,927)
Payment	02/02/2022	EyeCare Services Partners Management LLC	(7,410)
TOTAL			(11,264)
Deposit	02/07/2022		14,645
Payment	02/04/2022	Cure Cardiovascular Consultants	(3,205)
Payment	02/04/2022	Aijaz Hashmi, M.D., Inc.	(3,037)
Payment	02/04/2022	Brad A. Wolfson, M.D.	(3,701)
Payment	02/04/2022	Cohen Musch Thomas Medical Group	(4,703)
TOTAL			(14,646)
Deposit	02/09/2022		9,231
Payment	02/09/2022	Peter Jamieson, M.D.	(3,338)
Payment	02/09/2022	Ramy Awad, M.D.	(3,423)
Payment	02/09/2022	Pathway Pharmaceuticals, Inc.	(2,471)
TOTAL			(9,232)
Deposit	02/10/2022		6,277
Payment	02/10/2022	Derakhsh Fozouni, M.D.	(6,277)
TOTAL			(6,277)
Deposit	02/11/2022		3,835
Payment	02/11/2022	Desert Family Medical Center	(3,835)
TOTAL			(3,835)
Deposit	02/14/2022		7,051
Payment	02/14/2022	Palmtree Clinical Research	(7,051)
TOTAL			(7,051)

**Las Palmas Medical Plaza
Deposit Detail - LPMP
February 2022**

Type	Date	Name	Amount
Deposit	02/15/2022		45,741
Payment	02/15/2022	Tenet HealthSystem Desert, Inc.	(33,683)
Payment	02/15/2022	Tenet HealthSystem Desert, Inc	(6,369)
Payment	02/15/2022	Desert Regional Medical Center	(5,690)
TOTAL			(45,742)
Deposit	02/24/2022		4,067
Payment	02/24/2022	Quest Diagnostics Incorporated	(4,067)
TOTAL			(4,067)
Deposit	02/28/2022		5,625
Payment	02/28/2022	Steven Gundry, M.D.	(5,625)
TOTAL			(5,625)
		TOTAL	107,737

Desert Healthcare District
Check Register
As of February 28, 2022

Type	Date	Num	Name	Amount
1000 - CHECKING CASH ACCOUNTS				
1010 - Union Bank - Checking				
Liability Check	02/04/2022		QuickBooks Payroll Service	(49,315)
Check	02/07/2022	Auto Pay	Calif. Public Employees' Retirement System	(13,156)
Liability Check	02/18/2022		QuickBooks Payroll Service	(49,533)
Check	02/25/2022		Bank Service Charge	(942)
Total 1010 - Union Bank - Checking				(112,946)
1012 - Union Bank Operating - 9356				
Bill Pmt -Check	02/02/2022	1000	Erica Huskey - Medical Premium Reimbursement	(12,792)
Bill Pmt -Check	02/02/2022	1001	Evelt PerezGil - Medical Premium Reimbursement & Stipend	(4,497)
Bill Pmt -Check	02/02/2022	1002	Image Source	(81)
Bill Pmt -Check	02/02/2022	1003	So.Cal Computer Shop	(1,655)
Bill Pmt -Check	02/02/2022	1004	The Desert Sun	(966)
Bill Pmt -Check	02/07/2022	1005	First Bankcard (Union Bank)	(2,275)
Bill Pmt -Check	02/07/2022	1006	Lund & Guttry LLP	(750)
Bill Pmt -Check	02/07/2022	1007	Rogers, Carole - Stipend	(525)
Bill Pmt -Check	02/07/2022	1008	Staples Credit Plan	(1,284)
Bill Pmt -Check	02/07/2022	1009	First Bankcard (Union Bank)	(1,856)
Bill Pmt -Check	02/09/2022	1011	State Compensation Insurance Fund	(385)
Bill Pmt -Check	02/09/2022	1012	Xerox Financial Services	(377)
Bill Pmt -Check	02/09/2022	1013	Mangus Accountancy Group, A.P.C.	(500)
Bill Pmt -Check	02/09/2022	1014	Time Warner Cable	(250)
Bill Pmt -Check	02/15/2022	1015	Grantmakers In Health	(3,250)
Bill Pmt -Check	02/15/2022	1016	Principal Life Insurance Co.	(1,964)
Bill Pmt -Check	02/15/2022	1017	Purchase Power	(100)
Bill Pmt -Check	02/15/2022	1018	Regional Access Project Foundation	(145)
Bill Pmt -Check	02/15/2022	1019	Vision To Learn - Grant Payment	(22,500)
Bill Pmt -Check	02/22/2022	1020	Calif. State University, San Bernardino - Grant Payment	(24,325)
Bill Pmt -Check	02/22/2022	1021	CoPower Employers' Benefits Alliance	(1,809)
Bill Pmt -Check	02/22/2022	1022	PolicyMap, Inc.	(5,006)
Bill Pmt -Check	02/22/2022	1023	Regents of the University of CA, Riverside - Grant Payment	(51,081)
Bill Pmt -Check	02/22/2022	1024	Regional Access Project Foundation	(2,000)
Total 1012 - Union Bank Operating - 9356				(140,373)
TOTAL				(253,319)

Desert Healthcare District
Details for Credit Card Expenditures

Credit card purchases - January 2022 - Paid February 2022

Number of credit cards held by District personnel -2									
Credit Card Limit - \$25,000 - Conrado, \$20,000 - Chris									
Credit Card Holders:									
Conrado Bárzaga - Chief Executive Officer									
Chris Christensen - Chief Administration Officer									
Routine types of charges:									
Office Supplies, Dues for membership, Computer Supplies, Meals, Travel including airlines and Hotels, Catering, Supplies for BOD meetings, CEO Discretionary for small grant & gift items									
Statement									
Year	Month	Total Charges	Expense Type	Amount	Purpose	Description	Participants		
		\$ 4,131.33							
Chris' Statement:									
2022	January	\$ 1,856.33	District						
			GL	Dollar	Description				
			6360	\$ 561.71	Checks and Envelopes for District Account				
			6309	\$ 216.00	Advertising for Open Positions				
			6360	\$ 120.17	1099 Kits for 2021				
			6352	\$ 35.16	CJ's Diner meeting - Chris Christensen, Alejandro Espinoza, & Sergio Rodriguez				
			6355	\$ 61.27	Additional Dropbox License				
			6360	\$ 146.26	Zoom Videoconference/Webinar Expense				
			6355	\$ 139.64	Additional Adobe License				
			6355	\$ 179.88	Adobe Pro Annual Subscription				
			6360	\$ 396.24	Nespresso replacement coffee maker for District Office				
				\$ 1,856.33					
Conrado's Statement:									
2022	January	\$ 2,275.00	District						
			GL	Dollar	Description				
			6325	\$ 1,000.00	Donation to Planned Parenthood				
			6325	\$ 1,000.00	Donation to Martha's Village & Kitchen				
			5240	\$ 25.00	Uber Eats - 01/25/22 Board Meeting Food				
			5240	\$ 250.00	Grubhub - 01/25/22 Board Meeting Food				
				\$ 2,275.00					

**Las Palmas Medical Plaza
Check Register - LPMP
As of February 28, 2022**

Type	Date	Num	Name	Amount
1000 - CHECKING CASH ACCOUNTS				
1046 - Las Palmas Medical Plaza				
Bill Pmt -Check	02/02/2022	10495	Imperial Security	(2,125)
Bill Pmt -Check	02/02/2022	10496	Stericycle, Inc.	(1,296)
Bill Pmt -Check	02/02/2022	10497	INPRO-EMS Construction	(62,415)
Bill Pmt -Check	02/07/2022	10498	Coldwell Banker Commercial Lyle & Assoc.	(475)
Bill Pmt -Check	02/07/2022	10499	Frazier Pest Control, Inc.	(275)
Bill Pmt -Check	02/07/2022	10500	INPRO-EMS Construction	(10,825)
Bill Pmt -Check	02/09/2022	10501	Palm Springs Disposal Services Inc	(3,058)
Bill Pmt -Check	02/09/2022	10502	Imperial Security	(4,250)
Bill Pmt -Check	02/09/2022	10503	Southern California Edison	(617)
Check	02/14/2022		Bank Service Charge	(429)
Bill Pmt -Check	02/15/2022	10504	Amtech Elevator Services	(3,381)
Bill Pmt -Check	02/15/2022	10505	Frontier Communications	(233)
Bill Pmt -Check	02/15/2022	10506	Locks Around The Clock	(222)
Bill Pmt -Check	02/22/2022	10507	Coldwell Banker Commercial Lyle & Assoc.	(475)
Bill Pmt -Check	02/22/2022	10508	Global Premier Fertility LLC	(660)
Bill Pmt -Check	02/22/2022	10509	Imperial Security	(2,125)
Bill Pmt -Check	02/22/2022	10510	Coldwell Banker Commercial Lyle & Assoc.	(1,877)
Bill Pmt -Check	02/22/2022	10511	Coldwell Banker Commercial Lyle & Assoc.	(5,518)
TOTAL				(100,256)



MEMORANDUM

DATE: March 08, 2022

TO: F&A Committee

RE: Retirement Protection Plan (RPP)

Current number of participants in Plan:

	<u>January</u>	<u>February</u>
Active – still employed by hospital	87	87
Vested – no longer employed by hospital	55	54
Former employees receiving annuity	<u>7</u>	<u>7</u>
Total	<u>149</u>	<u>148</u>

The outstanding liability for the RPP is approximately **\$3.5M** (Actives - \$2.2M and Vested - \$1.3M). US Bank investment account balance \$5.3M. Per the June 30, 2021, Actuarial Valuation, the RPP has an Overfunded Pension Asset of approximately **\$1.8M**.

The payouts, excluding monthly annuity payments, made from the Plan for the eight (8) months ended February 28, 2022, totaled **\$148K**. Monthly annuity payments (7 participants) total **\$1.0K** per month.

DESERT HEALTHCARE DISTRICT								
OUTSTANDING GRANTS AND GRANT PAYMENT SCHEDULE								
February 28, 2022								
TWELVE MONTHS ENDING JUNE 30, 2022								
Grant ID Nos.	Name	Approved Grants - Prior Yrs	6/30/2021 Bal Fwd	Current Yr 2021-2022	Total Paid Prior Yrs July-June	Total Paid Current Yr July-June	Open BALANCE	
2014-MOU-BOD-11/21/13	Memo of Understanding CVAG CV Link Support	\$ 10,000,000	\$ 6,660,000		\$ -		\$ 6,660,000	
2019-994-BOD-05-28-19	One Future Coachella Valley - Mental Health College & Career Pathway Development - 2 Yr	\$ 700,000	\$ 148,750		\$ 148,750		\$ -	
2020-1085-BOD-05-26-20	Olive Crest Treatment Center - General Support for Mental Health Services - 1 Yr	\$ 50,000	\$ 5,000		\$ 5,000		\$ -	
2020-1057-BOD-05-26-20	Desert Cancer Foundation - Patient Assistance Program - 1 Yr	\$ 150,000	\$ 15,000		\$ 15,000		\$ -	
2020-1139-BOD-09-22-20	CSU San Bernardino Palm Desert Campus Street Medicine Program - 1 Yr	\$ 50,000	\$ 5,000		\$ (528)		\$ 5,528	
	Unexpended funds Grant #1139						\$ (5,528)	
2020-1135-BOD-11-24-20	Hope Through Housing Foundation - Family Resilience - 1 Yr	\$ 20,000	\$ 2,000		\$ -		\$ 2,000	
2020-1149-BOD-12-15-20	Voices for Children - Court Appointed Special Advocate Program - 1 Yr	\$ 40,000	\$ 22,000		\$ 22,000		\$ -	
2021-1136-BOD-01-26-21	Ronald McDonald House Charities - Temporary Housing & Family Support Services - 1 Yr	\$ 119,432	\$ 65,688		\$ 53,744		\$ 11,944	
2021-1147-BOD-01-26-21	Alzheimer's Association - Critical Program Support - 1 Yr	\$ 33,264	\$ 18,295		\$ 14,969		\$ 3,326	
2021-1162-BOD-01-26-21	Joslyn Center - Wellness Center Program Support - 1 Yr	\$ 109,130	\$ 60,022		\$ 49,108		\$ 10,914	
2021-1170-BOD-02-23-21	Jewish Family Services - Mental Health Counseling for Underserved Residents - 1 yr	\$ 80,000	\$ 44,000		\$ 36,000		\$ 8,000	
2021-1141-BOD-03-23-21	Martha's Village & Kitchen - Homeless Housing With Wrap Around Services - 1 Yr	\$ 210,905	\$ 115,998		\$ 94,907		\$ 21,091	
2021-1171-BOD-03-23-21	Blood Bank of San Bernardino/Riverside Counties - Bloodmobiles for Coachella Valley - 18 Months	\$ 150,000	\$ 82,500		\$ 67,500		\$ 15,000	
2021-1174-BOD-03-23-21	Mizell Center - Geriatric Case Management Program	\$ 100,000	\$ 55,000		\$ 45,000		\$ 10,000	
2021-1266-BOD-04-27-21	Galilee Center - Our Lady of Guadalupe Shelter - 1 yr	\$ 150,000	\$ 82,500		\$ 67,500		\$ 15,000	
2021-1277-BOD-04-27-21	Lift To Rise - United Lift Rental Assistance 2021 - 8 Months	\$ 300,000	\$ 210,000		\$ 180,000		\$ 30,000	
2021-1280-BOD-05-25-21	Desert AIDS Project - DAP Health Expands Access to Healthcare - 1yr	\$ 100,000	\$ 55,000		\$ 45,000		\$ 10,000	
2021-21-02-BOD-06-22-21	Carry over of remaining Fiscal Year 2020/2021 Funds*	\$ 1,854,873	\$ 1,854,873		\$ 645,115		\$ 1,209,758	
2021-1296-BOD-11-23-21	Coachella Valley Volunteers In Medicine - Improving Access to Healthcare Services - 1 Yr			\$ 154,094		\$ 69,342	\$ 84,752	
2021-1289-BOD-12-21-21	Desert Cancer Foundation - Patient Assistance Program - 1 Yr			\$ 150,000		\$ 67,500	\$ 82,500	
2022-1301-BOD-01-25-22	UCR Regents - Community Based Interventions to Mitigate Psychological Trauma - 1 Yr			\$ 113,514		\$ 51,081	\$ 62,433	
2022-1302-BOD-01-25-22	Vision To Learn - Palm Springs, Desert Sands, and Coachella Valley School Districts 1 Yr			\$ 50,000		\$ 22,500	\$ 27,500	
2022-1303-BOD-01-25-22	CSU San Bernardino Palm Desert Campus Street Medicine Program - 1 Yr			\$ 54,056		\$ 24,325	\$ 29,731	
2022-1306-BOD-02-22-22	Olive Crest Treatment Center - General Support for Mental Health Services - 1 Yr			\$ 123,451		\$ -	\$ 123,451	
							\$ -	
TOTAL GRANTS		\$ 14,217,604	\$ 9,501,626	\$ 645,115	\$ 1,489,065	\$ 234,748	\$ 8,417,400	
Amts available/remaining for Grant/Programs - FY 2021-22:								
Amount budgeted 2021-2022			\$ 4,000,000				G/L Balance:	2/28/2022
Amount granted through February 28, 2022:			\$ (645,115)				2131	\$ 3,427,400
Mini Grants:	1293; 1294		\$ (10,000)				2281	\$ 4,990,000
Financial Audits of Non-Profits			\$ -					
Net adj - Grants not used:	FY20-21 Funds, 1124, 1139		\$ 1,873,147				Total	\$ 8,417,400
Matching external grant contributions			\$ -					\$ (0)
Balance available for Grants/Programs			\$ 5,218,032					

* Value listed in Total Paid column reflects funds granted from carryover funds. Actual grant payments will be reflected under the respective grant.



Chief Administration Officer's Report

March 08, 2022

LPMP – Fire Sprinkler Installation – fire sprinkler installation is progressing. The East side of the plaza is 80% complete. The West side is approximately 65% with estimated completion by end of March, assuming successful coordination with the tenants.

Las Palmas Medical Plaza - Property Management:

Occupancy:

See attached unit rental status report.

97.4% currently occupied –

Total annual rent including CAM fees is **\$1,383,081**.

Leasing Activity:

A LOI is expected soon on the remaining 1,280 sf suite. This will achieve 100% occupancy.

5 tenants will be negotiating lease extensions/renewals within the next few months.

Las Palmas Medical Plaza

Unit Rental Status

As of March 1, 2022

Unit	Tenant Name	Deposit	Lease Dates		Term	Unit Sq Feet	Percent of Total	Monthly Rent	Annual Rent	Rent Per Sq Foot	Monthly CAM	Total Monthly Rent Inclg CAM	Total Annual Rent Inclg CAM
			From	To									
											\$ 0.69		
1W, 204	Vacant					1,280	2.59%						
Total - Vacancies						1,280	2.59%						
Total Suites - 31 - 30 Suites Occupied		\$ 61,027.74				49,356	97.4%	\$ 82,225.05	\$ 986,700.60	\$ 1.71	\$ 33,031.68	\$ 115,256.73	\$ 1,383,080.76
Summary - All Units													
			Occupied	48,076	97.4%								
			Vacant	1,280	2.6%								
			Pending	0	0%								
			Total	49,356	100%								



DESERT HEALTHCARE
DISTRICT & FOUNDATION

Date: March 22, 2022
To: Board of Directors
Subject: Consideration to approve a Property Management/Maintenance Agreement with INPRO-EMS Construction for property maintenance services for Las Palmas Medical Plaza – \$11,150 per month

Staff recommendation: Consideration to approve a Property Management - Maintenance Agreement with INPRO-EMS Construction for property maintenance services for Las Palmas Medical Plaza - \$11,150 per month

Background:

- INPRO-EMS Construction (INPRO) has been the onsite property maintenance company for the Las Palmas Medical Plaza (LPMP) since 2017.
- INPRO continues to maintain a positive working relationship with the LPMP tenants and District staff.
- INPRO frequently responds to maintenance issues outside of the scope of work, often times at no extra cost.
- Staff recommends a 3% increase to \$11,150 per month.
- Staff recommends approval of the draft management/maintenance agreement for the period May 1, 2022 – April 30, 2023.
- At the March 8, 2022, Finance & Administration Committee meeting, the Committee recommended forwarding the agreement for consideration of approval by the full Board.
- Draft management/maintenance agreement is attached for your review.

Fiscal Impact:

\$11,150 per month. The Las Palmas Medical Plaza FY22-23 annual budget will be adjusted to accommodate the increase.

NOTE: The property maintenance fees are passed on to the LPMP tenants through the CAM charges.

**LAS PALMAS MEDICAL PLAZA
PROPERTY MANAGEMENT/MAINTENANCE
AGREEMENT**

This Property Management/Maintenance Agreement (“Agreement”) is entered into by and between the Desert Healthcare District (“District”), a public agency organized and operating pursuant to California Health & Safety Code sections 32000 et seq., and INPRO-EMS Construction (“Manager”), as follows:

RECITALS

A. District is the owner of the Las Palmas Medical Plaza, located at 555 Tachevah, Palm Springs, California (“Las Palmas”).

B. Manager is in the business of providing professional property management and maintenance services for a variety of clients in the Palm Springs, California, area.

C. District would like to retain Manager to provide property management and maintenance services for Las Palmas in accordance with the Exhibit “A” Scope of Services and pursuant to the terms and conditions of this Agreement.

COVENANTS

1. Term of Agreement

This Agreement shall be for a period of one (1) year commencing on May 1, 2022, and ending April 30, 2023 (“Term”). At the expiration of the Term, this Agreement, if not renewed in writing for an additional fixed period and if not terminated in writing by either party as provided in Section 2, shall remain in effect on a month-to-month basis not to exceed three (3) months (“Extended Term”).

2. Termination of Agreement

Either party may terminate this Agreement upon thirty (30) calendar days’ written notice to the other party. If the Agreement is terminated prior to the last day of the month, District will prorate the monthly compensation fee as described in Section 6, Compensation.

3. Personnel

Manager will employ daily on-site maintenance personnel in order to maintain the Scope of Services as described in Exhibit “A.” All such on-site maintenance personnel shall be employees of Manager and will be paid prevailing wages.

4. Licenses

Manager shall perform the services pursuant to this Agreement in a skillful and competent manner, consistent with the standards generally recognized as being employed by professionals in the same discipline in the State of California and consistent with all applicable laws. Manager represents that it, its employees and subcontractors have all licenses, permits, qualifications, and approvals of whatever nature that are legally required to perform the Scope of Services to comply

with public works projects, including the payment of prevailing wages and any required business licenses, and that such licenses and approvals shall be maintained throughout the term of this Agreement.

5. Insurance Requirements

Manager shall provide proof of commercial general liability insurance to the District in amounts and with policies, endorsements, and conditions required by the District for the Scope of Services. If Manager is an employer or otherwise hires one or more employees during the term of this Agreement, Manager shall also provide proof of workers' compensation coverage for such employees which meets all requirements of state law.

6. Compensation

Invoices shall be submitted to the District monthly in the amount of \$11,150.00. District shall review and pay such invoices in a timely manner. Manager shall not be reimbursed for any expenses unless authorized in writing by District.

At any time during the term of this Agreement, District may request that Manager perform Extra Work. As used herein, "Extra Work" means any work that is determined by District to be necessary, but for which the parties did not reasonably anticipate would be necessary at the execution of this Agreement. Manager shall not perform, nor be compensated for, Extra Work without written authorization from District.

7. Financial Responsibilities to Vendors

Manager will review, attach approved purchase order, if applicable, and approve each invoice and forward to District for direct payment. District shall review and pay such invoices in a timely manner.

8. Records Management

Manager shall maintain its standard comprehensive system of office records, books, accounts, and contracts, which shall belong to District. District and others designated by District shall have access to such records at all times.

9. Monthly Reports

On or before the last day of each month during the Term of this Agreement and any Extended Term, Manager shall deliver to District a monthly report including inspection reports, correspondence sent and/or received on behalf of the District, photos of extraordinary maintenance issues, and recommendations. If requested, Manager shall also provide proof of certified payroll records submitted to the Labor Commissioner in the Department of Industrial Relations in the State of California, pursuant to California Labor Code section 1720.

10. Waiver and Indemnification

Manager shall defend, indemnify and hold District, its officials, directors, officers, employees, agents, and volunteers free and harmless from any and all claims, demands, causes of action, expenses, liabilities, losses, damages, and injuries to property or persons, including

wrongful death, in any manner arising out of or incident to any alleged negligent acts, omissions or willful misconduct of Manager, its officials, officers, employees, agents, consultants, and contractors arising out of or in connection with the performance of the Services or this Agreement, including, without limitation, the payment of all consequential damages, attorneys fees, and other related costs and expenses.

11. Assignment or Transfer

Manager shall not assign, hypothecate, or transfer, either directly or by operation of law, this Agreement or any interest herein without the prior written consent of the District. Any attempt to do so shall be null and void, and any assignees, hypothecates or transferees shall acquire no right or interest by reason of such attempted assignment, hypothecation or transfer.

12. Independent Contractor

District has retained Manager to provide management and maintenance services and Manager shall perform, such services as an independent contractor maintaining exclusive direction and control over its employees; and, no personnel utilized by Manager to perform such services are employees of the District.

DESERT HEALTHCARE DISTRICT:

INPRO:

Approved by:

Reviewed and Accepted by Management:

Conrado Barzaga
CEO

Signature

Name

Date

Title

Date

**Las Palmas Medical Plaza
Maintenance Checklist**

Daily

Inspect:

- Wrought Iron railings
- Gates, trash enclosures, entry
- Walkways
- Pavers
- Planter Boxes & Archways
- Ornamental water fountains (2)
- Drainage grates
- Windows
- Bird netting
- Lighting systems
- Common area restrooms
- Storage room/onsite office in 3 East building
- Elevators & elevator mechanical room
- Utility Rooms
- Corridors & parking lot - Hanging light fixtures, lamp posts, lights
- Lighting in planter boxes

Other Daily Tasks:

- Inspect & replace missing buttons in parking lot
- Inspect and broom clean parking lot & trash enclosures
- General landscaping trimming
- Cleanup of common areas
- Minor irrigation maintenance
- Small plant replacement
- Irrigation control clocks maintenance
- Restroom cleaning
- Common area trash cleaning

**Las Palmas Medical Plaza
Maintenance Checklist**

Weekly

Inspect:

- Stucco
- Doors
- Windows
- Other surfaces

Other Weekly Tasks:

- Maintenance of healing garden at Wellness Park

Monthly

Tasks:

- Repair worn/damaged stucco
- Inspect roof tiles
- Remove debris from all parapets
- Clean out roof drains
- Inspect condensation lines for leaks

Quarterly

Tasks:

- Clean all 37 storm drains
- Wash & Clean all exterior windows (both floors)
- Pressure wash corridors, walkways, and stairwells
- Clean & refurbish/repair missing/damaged ornamental light fixtures in corridors. Ensure fixtures are properly connected
- Pressure jetting of common area restrooms (4)
- Pressure jetting main plumbing lines

**Las Palmas Medical Plaza
Maintenance Checklist**

Semi-Annually

Tasks:

- Pressure wash or sweep entire parking lot

Annually

Paint all exterior wood work, such as:

- Doors
 Windows
 Balconies
 Railings
 Beams
 Posts

Tasks:

- Paint parking lot lamp posts
 Pressure jet roof drains

As Needed

Repair:

- Wrought Iron railings
 Walkways - loose or cracked areas
 Pavers - loose or cracked areas
 Planter Boxes & Archways - repair loose or cracked bricks
 Ornamental water fountains (2) - loose or broken tiles
 Drainage grates
 Windows - repair broken or cracked glass
 Bird netting
 Storm drains

Other Tasks:

- Repair/replace broken/loose roof tiles
 Repaint curbs and all parking striping marks
 Plant replacements at healing garden at Wellness Park



DESERT HEALTHCARE
DISTRICT & FOUNDATION

Date: March 22, 2022
To: Board of Directors
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 #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
- The Board & Communications and Policies Committee reviewed the policies at its March 15, 2022 committee meeting and recommended forwarding to the full Board for consideration of approval.

Fiscal Impact:

None



DESERT HEALTHCARE
DISTRICT & FOUNDATION

POLICY TITLE: ELECTION & APPOINTMENT AND DUTIES OF BOARD OFFICERS

POLICY NUMBER: BOD-02

COMMITTEE APPROVAL: 03-15-2022

BOARD APPROVAL: 03-22-2022

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 of Treasurer.



DESERT HEALTHCARE
DISTRICT & FOUNDATION

~~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 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



DESERT HEALTHCARE
DISTRICT & FOUNDATION

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 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 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.~~

~~**4.32** The Secretary may delegate Board Secretary duties to a District Staff member and not a member of the Board of Directors.~~

~~**4.5. Board Treasurer**~~



DESERT HEALTHCARE
DISTRICT & FOUNDATION

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

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 Secretary Treasurer may delegate Board Treasurer duties to a District Staff member and 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

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 of Treasurer.



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 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 in accordance with Section 1 above.

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

4. Board Secretary

The Board shall elect a Secretary 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 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.

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

5. Board Treasurer

The Board shall elect a Treasurer in accordance with Section 1 above.

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

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

5.3 The Treasurer may delegate Board Treasurer duties to a District Staff member and 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

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~~ 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 ~~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.

|

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.

DRAFT

**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 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: 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~~

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
POLICY #BOD-15 Page 1 of 4



DESERT HEALTHCARE
DISTRICT & FOUNDATION

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
Chief of Community Engagement Program Officer & Outreach Director	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:



DESERT HEALTHCARE
DISTRICT & FOUNDATION

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.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 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:	CONFLICT-OF-INTEREST CODE
POLICY NUMBER:	BOD-15
COMMITTEE APPROVAL:	03-15-2022
BOARD APPROVAL:	03-22-2022

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



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



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



DESERT HEALTHCARE
DISTRICT & FOUNDATION

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: FINANCIAL OPERATIONS

POLICY NUMBER: FIN-01

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

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

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>
Revised	06-23-2020
Approved	06-28-2016

DRAFT



POLICY TITLE: FINANCIAL OPERATIONS

POLICY NUMBER: FIN-01

COMMITTEE APPROVAL: 03-15-2022

BOARD APPROVAL: 03-22-2022

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: BUDGET PREPARATION

POLICY NUMBER: FIN-04

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

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

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

DRAFT



POLICY TITLE: BUDGET PREPARATION

POLICY NUMBER: FIN-04

COMMITTEE APPROVAL: 03-15-2022

BOARD APPROVAL: 03-22-2022

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

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

DRAFT



DESERT HEALTHCARE
DISTRICT & FOUNDATION

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~~

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>
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

BOARD APPROVAL DATE: 03-22-2022

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



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>
Revised	11-24-2020
Revised	05-24-2016
Approved	06-23-2015



POLICY TITLE: LAS PALMAS MEDICAL PLAZA LEASE EXECUTION POLICY

POLICY NUMBER: LPMP-02

COMMITTEE APPROVAL: 03-15-2022

BOARD APPROVAL: 03-22-2022

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
Revised	05-24-2016
Approved	06-23-2015

RESOLUTION NO. 22-06

**RESOLUTION OF THE BOARD OF DIRECTORS OF
DESERT HEALTHCARE DISTRICT RE-RATIFYING
THE STATE OF EMERGENCY AND RE-AUTHORIZING
REMOTE TELECONFERENCE MEETINGS**

WHEREAS, Desert Healthcare District (“District”) is committed to preserving and fostering access and participation in meetings of its Board of Directors; and

WHEREAS, Government Code section 54953(e) makes provisions for remote teleconferencing participation in meetings by members of a legislative body without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain emergency conditions; and

WHEREAS, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

WHEREAS, a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the District’s boundaries, caused by natural, technological, or human-caused disasters; and

WHEREAS, it is further required that state or local officials have imposed or recommended measures to promote vaccines, masking, and social distancing, and that meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, the Board of Directors previously adopted Resolution No. 22-01 on September 28, 2021, finding that the requisite conditions exist for the Board of Directors of the District to conduct remote teleconference meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953; and

WHEREAS, as a condition of extending the use of the provisions found in Government Code section 54953(e), the Board of Directors must reconsider the circumstances of the state of emergency that exists in the District, and the Board of Directors has done so; and

WHEREAS, emergency conditions persist in the District and vaccine compliance, masking, and social distancing measures are required to be followed for the continued health and safety of the District Board, staff, and the public; and

WHEREAS, as a consequence of the local emergency persisting, the Board of Directors does hereby find that the District shall conduct its meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by Government Code section 54953(e), and that such meetings shall comply with the requirements to provide the public with access to the meetings as prescribed in Government Code section 54953(e);

THEREFORE, BE IT RESOLVED by the Desert Healthcare District Board of Directors as follows:

Section 1: Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2: Affirmation that a Local Emergency Persists. The Board of Directors hereby considers the conditions of the state of emergency in the District and proclaims that a local emergency persists throughout the District.

Section 3: Re-Ratification of the Governor’s Proclamation of a State of Emergency. The Board hereby ratifies the Governor’s Proclamation of a State of Emergency.

Section 4. Remote Teleconference Meetings. The District’s Chief Executive Officer is hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this resolution, including conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Ralph M. Brown Act.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of Desert Healthcare District held on March 22, 2022, by the following roll call vote:

AYES: Directors _____

NOES: Directors _____

ABSTAIN: Directors _____

ABSENT: Directors _____

Karen Borja, President
Board of Directors

ATTEST:

Evett PerezGil, Vice-President/Secretary
Board of Directors

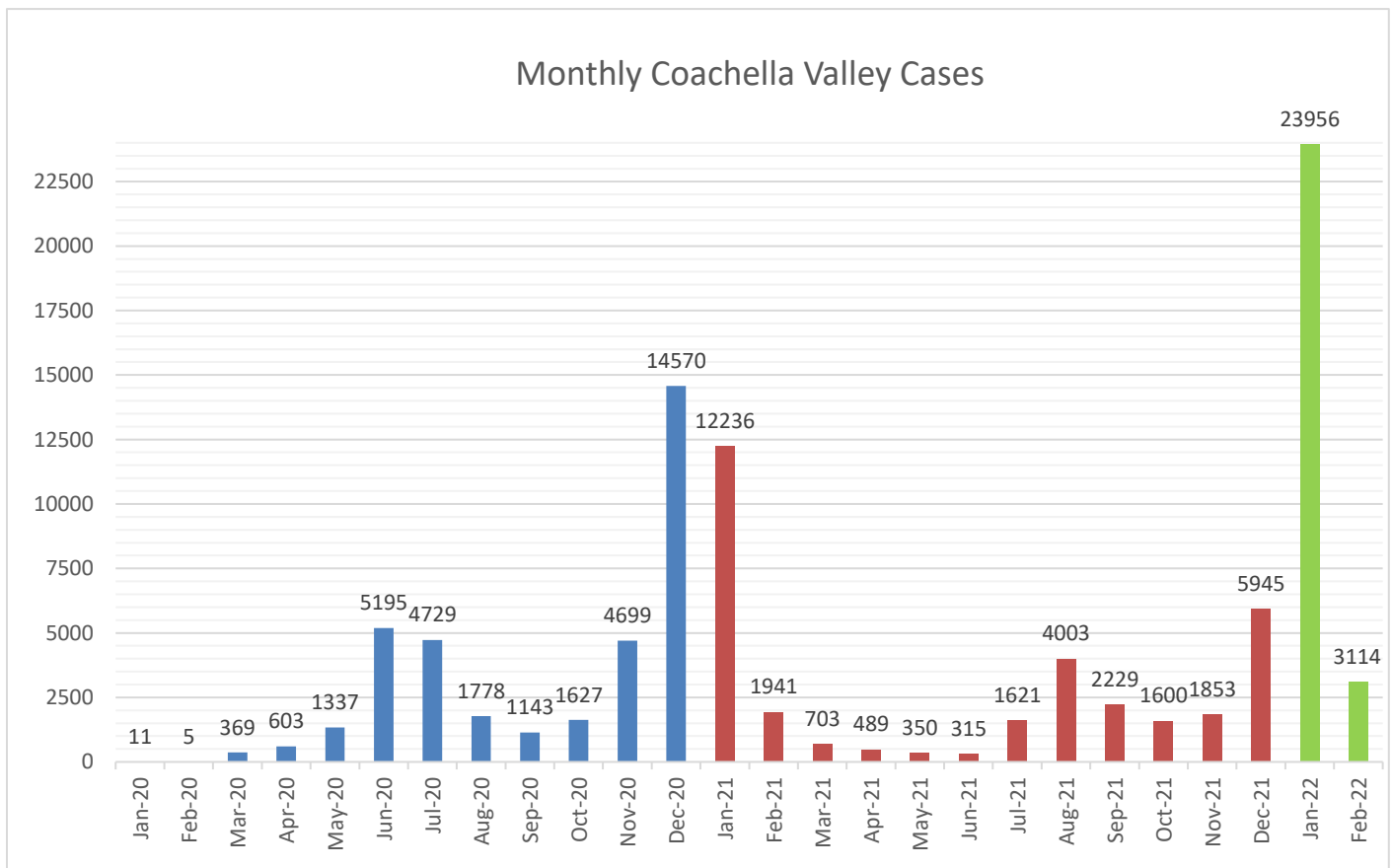


DESERT HEALTHCARE
DISTRICT & FOUNDATION

Date: March 22, 2022
To: Board of Directors
Subject: COVID-19 Vaccination Efforts in the Coachella Valley - UPDATE

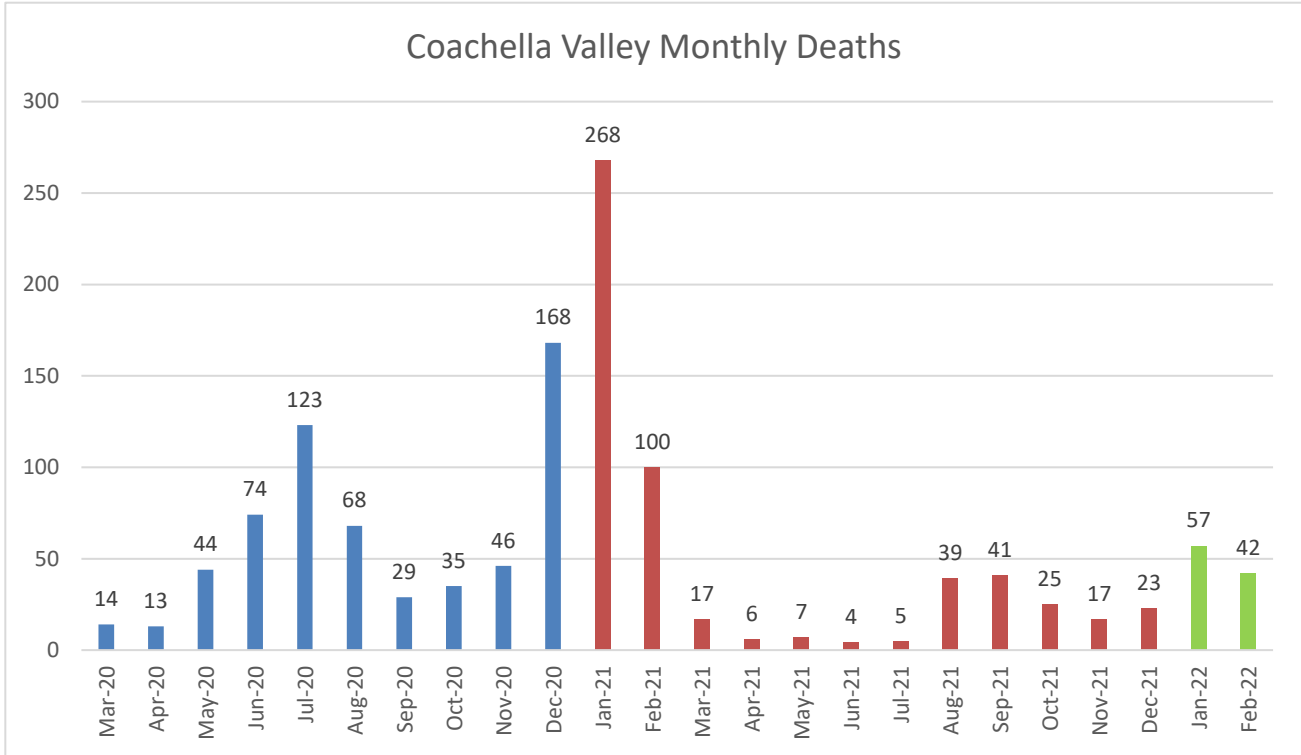
Information:

- COVID-19 continues to be the focus of public health interventions across the nation. Recent increases in COVID-19 cases continue to create great concerns and have reinforced the importance of vaccines as the most effective prevention measure.
- After a peak in the number of COVID-19 cases in August, we begin to see a reverse in cases trend, with cases declining from a 4,000-case peak in August to about 1,600 in October (-60%). However, cases significantly increased in January to nearly 24,000 monthly cases (+1,380%). Since another peak in January, Coachella Valley is seeing an overall decrease in positive cases into February (-87%).



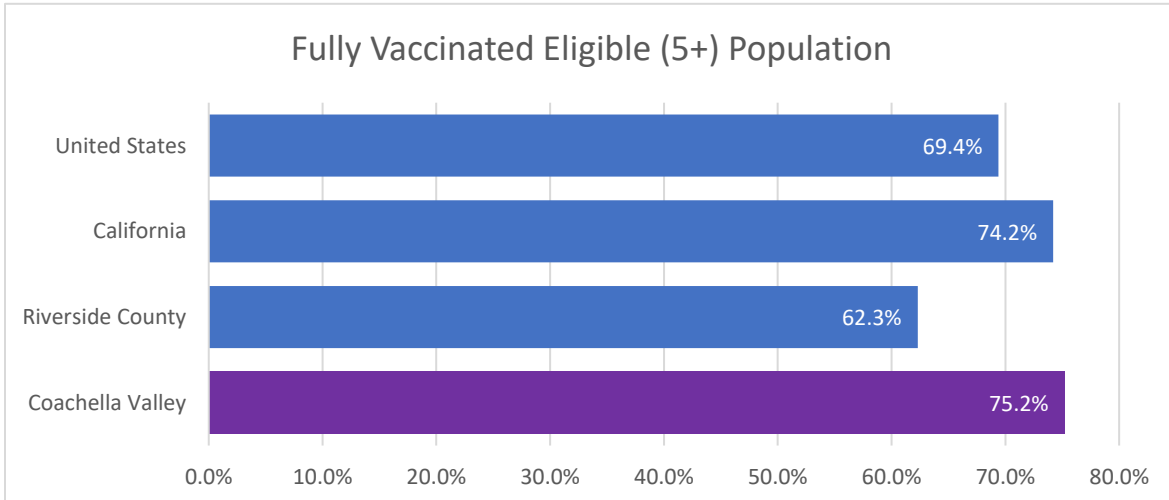
Data Source: Riverside University Health Systems – Public Health. Due to data backlogs and updates information should be interpreted with caution. Data as of March 14, 2022.

- With a increase in monthly deaths followed by a decrease, the number of deaths increased +148% from December 2021 to January 2022 (23 to 57) and decreased by - 26% January 2022 to February 2022 (57 to 42).



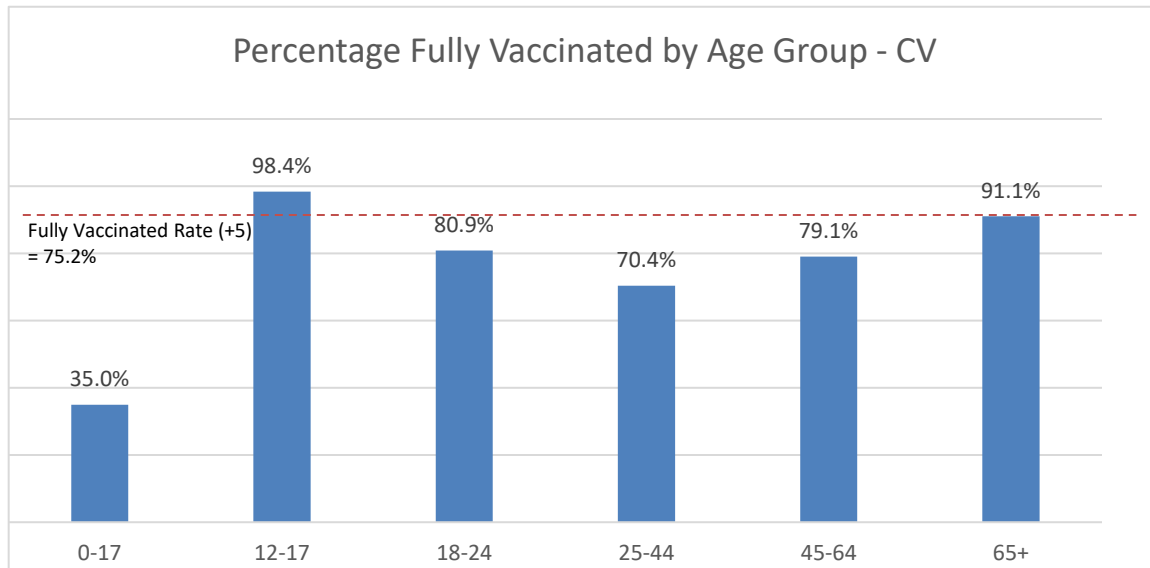
Data Source: Riverside University Health Systems – Public Health. Due to data backlogs and updates data should be interpreted with caution. Data as of March 14, 2022.

- Due to data issues with the State, vaccine data has been limited in the last month. However, vaccination rates have continued to increase in the Valley. As of March 8th, the District’s population (5+) is 75.2% fully vaccinated and total population is 71.6%. The latter number is expected to increase as children (ages 5 – 11) continue to become fully vaccinated. Specifically, the Coachella Valley is showing 11,087 children ages 5-11 as either partially or fully vaccinated.



Data Source: Riverside University Health Systems – Public Health. Due to data backlogs and updates, data should be interpreted with caution. Data as of March 8, 2022 and Centers for Disease Control and Prevention data as of March 14, 2022.

- Additionally, we have seen an increase in fully vaccinated individuals across the region. From our previous report, the 0-17 age group saw an increase from 33% to 35% and the 12-17 age group saw an increase from 94% to 98%. The other age groups saw an increase of 1-2% from the last report.



Data Source: Riverside University Health Systems – Public Health. Due to data backlogs and updates, data should be interpreted with caution. Data as of March 8, 2022.

- Our efforts in Coachella Valley continue to be reflected in our vaccination rates.
- However, significant gaps remain, especially between communities with highest vs. lowest vaccination rates, as we have been highlighting for months now. The city of Rancho Mirage has a vaccination rate of 84%, while the city of Desert Hot Springs has only 62.5% of its population fully vaccinated.
- The COVID-19 case rate is much lower in Rancho Mirage (13.5%) compared to Desert Hot Springs which has a case rate over 2X higher (27%).



DESERT HEALTHCARE
DISTRICT & FOUNDATION

Date: March 22, 2022

To: Board of Directors

Subject: Medical Mobile Unit Update

Staff Recommendation: Informational item only

Background: The Coachella Valley Equity Collaborative efforts to mitigate the impact of the current COVID-19 epidemic has increased the participation of underserved community residents in COVID-19 testing and vaccinations. By addressing and reducing barriers to access like transportation and increasing the proximity of health and wellness programs and/or services to where community residents live, work, and pray have demonstrated a need to continue this strategy and service delivery model.

On May 25, 2021, the DHCD Board of Directors approved \$336,500 for the acquisition of a medical mobile unit. The addition of a mobile unit to the DHCD would increase the District's visibility throughout the Coachella Valley. Staff solicited quotes from multiple manufacturers and selected the quote from Magnum Mobile Specialty Vehicles of \$170,000 for a 26ft. medical mobile unit, which includes two examinations rooms, along with a full restroom. The remaining approved funds will be utilized for ongoing operational and maintenance costs.

Due to global disruptions in the supply chain, manufacturing of the mobile unit has been delayed and the project delivery date is currently estimated to be July 2022.

Update:

DHCD Staff and Legal Counsel have met to discuss the mobile healthcare provisions under the California Health and Safety Code sections 1765.101-1765.75, which states that a mobile unit may operate as one of the following:

- (a) As an adjunct to a licensed health facility or to a licensed clinic.
- (b) As an independent-freestanding clinic
- (c) As an "other" type of approved mobile unit.

Staff recommends partnering with a licensed healthcare agency to operate and staff the mobile clinic. Therefore, staff developed a RFP, with input from the Programs Committee, to identify interested applicants to license, manage and operate the District's mobile clinic and provide the desired healthcare services to historically underserved populations in the Coachella Valley. A copy of the RFP is included below.

Fiscal Impact:

\$336,500 of which \$175,000 will come from The Coachella Valley Resource Conservation District (CVRCD) grant.



DESERT HEALTHCARE
DISTRICT & FOUNDATION

Request for Proposals

Date: April 1, 2022

Request for Proposal #: 2022-001

Project: Medical Mobile Unit

Projected Start Date: July 1, 2022

SECTION I – SUMMARY..... 1

SECTION II – BACKGROUND..... 2

SECTION III – GENERAL DESCRIPTION OF SERVICES.....3

SECTION IV – SUBMISSION REQUIREMENTS4

SECTION V – SUBMISSION CONTENTS6

SECTION VI – PROPOSAL EVALUATION 8

SECTION VII – TIMELINE 8

SECTION I – SUMMARY

The Desert Healthcare District and Foundation (“District”) accepted and matched a grant award from the Coachella Valley Resource Conservation District to purchase and operate a 26ft. medical mobile unit, that includes two examinations rooms, along with a full restroom to make mobile healthcare and health education programs and services available to residents in underserved and rural areas of the Coachella Valley. The addition of a mobile unit will continue to build upon the remarkable progress accomplished by the Coachella Valley Equity Collaborative’s COVID-19 response by collaborating with community-based organizations, faith-based organizations, governmental agencies, business owners, and medical providers to address health equity by reducing barriers to access like transportation, days and hours of the provision of services, and the proximity of services.

The District is seeking vendor(s) to operate a medical mobile unit in the Coachella Valley. The selected vendor will be responsible for:

- License, manage, and operate the medical mobile unit.
- Provide ongoing medical and health education programs and services in medically underserved areas and rural communities of the Coachella Valley.
- Establish partnerships with other healthcare providers to increase the utilization and reach of the medical mobile unit.

The medical mobile unit will be equipped to provide health screenings, preventive medical services, basic medical services, health education, medical consultations, and telemedicine that is lacking in medically underserved areas of the Coachella Valley, where limited or no health services are available. Addressing and reducing barriers to access like transportation, day/hours of operations, and increasing the proximity of health and wellness services to where community residents live, work, and pray, have demonstrated increased participation within community residents, who typically didn't have access.

The District may select one or more qualified organizations to provide the services sought in this Request for Proposals (“RFP”) to support ongoing efforts to improve access to health and wellness programs and services in the Coachella Valley.

To respond to this RFP, an interested organization should submit one (1) electronic copy (in Adobe Acrobat PDF file format) of its proposal to:

Alejandro Espinoza, Chief of Community Engagement
Desert Healthcare District and Foundation
41-550 Eclectic Way., Palm Desert, CA 92260
aespinoza@dhcd.org

Requests for Proposals must be submitted and received by
5:00 p.m. on Friday, April 29, 2022 (“deadline”).
Late submissions will not be considered.

The Request for Proposal must address all information requested in this document. A proposal may add information not requested in this RFP, but the information should be in addition to, not instead of, the requested information and format. **Any questions regarding this RFP should be submitted through email to Alejandro Espinoza, Chief of Community Engagement aespinoza@dhcd.org**

SECTION II – BACKGROUND

A. Overview

The Desert Healthcare District (“District”) is a California Special District formed in 1948 with the mission to build a hospital to meet the growing healthcare needs of the residents in Palm Springs and the surrounding areas in the Western Coachella Valley. The Desert Healthcare Foundation (“Foundation”) founded in 1967 as a subsidiary of the District. Over the years, the Foundation has provided and funded a number of important healthcare services in the communities served by the District. In 1997, after a lengthy public process, the District Board voted unanimously to enter into a lease of its 385-bed, acute-care hospital, to Tenet Health Systems (“Tenet”) for 30 years. Because of the success of the District and Foundation in addressing the healthcare needs of the Western Coachella Valley, special legislation was passed and in 2018 the voters of the Eastern Coachella Valley voted to annex into the District and greatly expand the District boundaries to include the residents of the entire Coachella Valley.

Today the District is governed by a seven-member board elected by the residents in zones representing all of the communities within its boundaries. The District has an annual operating budget of over \$7.2 million, as it pursues its mission to promote good health for its residents through community health initiatives, providing grants of over \$3 million annually, and serving as good stewards in protecting and enhancing the District’s assets.

SECTION III – GENERAL DESCRIPTION OF SERVICES

A. Statement of Need

The selected vendor(s) will have the experience, capacity, and resources to provide the following services to support the District's ongoing efforts to increase equitable access to health and wellness programs and services in the Coachella Valley.

1. Licensing
 - a. Contractor(s) shall license, manage, and operate the medical mobile unit in compliance with the State of California and Federal regulations.
2. Logistical Support and Medical Waste Management
 - a. Contractor(s) shall provide and oversee on-site support, medical equipment, medical staff, medical waste management, logistical support to operate the medical mobile clinic.
 - i. Tables, chairs, tents, computers, and other logistical support to make the hosting location functional for operations.
 - ii. Ensure appropriate information technology (IT) support is available as needed.
 - iii. Develop a policy and procedures manual for the mobile health unit.
 - iv. Have a written emergency medical protocol with policies, procedures, and standing orders, as well as appropriate equipment and medications.
 - v. Storage and disposal of medical waste *
 - b. The contractor(s) shall provide adequate storage of the medical mobile unit.

**Contractor(s) are responsible for complying with regulated medical waste management requirements, including those for packaging, transportation, storage, treatment, and disposal in compliance with existing state regulations.*

3. Field Operations
 - a. Upon receipt of Notice to Proceed, the Contractor(s) shall mobilize and deploy all approved personnel to provide medical and health education services.
 - b. Contractor(s) shall provide medical and health education services in medically underserved and rural communities within the Desert Healthcare District geographic boundaries.
 - c. The Contractor(s) shall be prepared to provide extended hours of operation, including evenings, weekends, and holidays.
 - d. The Contractor(s) shall establish partnerships with other agencies to increase utilization of medical mobile unit (e.g. Coachella Valley Volunteers in Medicine, CSUSB Street Medicine program).
 - e. The Contractor(s) shall ensure the medical mobile unit is operational at least four (4) days per week.

-
- f. The Contractor(s) must ensure the medical mobile unit is ADA accessible.
4. Reporting
 - a. Contractor(s) shall provide a monthly report on activities performed by the medical mobile unit.
 5. Data Collection
 - a. Contractor(s) will ensure that all personal and private medical records and information are collected and stored in compliance with HIPPA standards.
 6. Other Requirements
 - a. The Contractor(s) shall have the necessary staffing to meet operational requirements at the site performed by the Contractor.
 - b. The Contractor(s) shall provide liability insurance covering all operational aspects of the medical mobile unit.
 - c. The Contractor(s) shall have the necessary PPE for all Contractor(s) staff and volunteers.

Desired Qualifications:

1. Licensed medical provider
2. Must be located and operate within the Coachella Valley
3. Demonstrated current experience working with organizations and community members to implement initiatives and/or policies intended to improve access to medical services and health education.
4. Capacity, staffing, and resources to operate a medical mobile unit

SECTION IV – SUBMISSION REQUIREMENTS

A. General

1. All proposals must be made in accordance with the conditions of this RFP. Failure to address any of the requirements is grounds for the rejection of this submission.
2. All information should be complete, specific, and as concise as possible.
3. Proposals should include any additional information that the respondent deems pertinent to the understanding and evaluation of the bid.
4. The District may modify the RFP or issue supplementary information or guidelines during the submission preparation period before the deadline. If changes are made, you will be notified via email.
5. The District reserves the right to reject any and all submissions.
6. All questions must be in written form and submitted via email no later than **4:00 p.m. on Monday, April 25, 2022**. Organizations will not be able to submit questions after this time. All questions will be answered in writing via email by **12:00 p.m. on Wednesday, April 27, 2022**.
7. The cost for developing the proposal is the responsibility of the responding organization and shall not be billable to the District.

B. Submittal of Proposals

All statements of qualifications must be submitted according to the specifications set forth in Section V (A) – Contents of Proposals and this section. Failure to adhere to these specifications may be cause for the rejection of the submission.

1. **Deadline** – All proposals are due no later than **4:00 p.m. on Friday, April 29, 2022**, and should be submitted via email to:

Alejandro Espinoza, Chief of Community Engagement
Desert Healthcare District and Foundation
41-550 Eclectic Way., Palm Desert, CA 92260
aespinoza@dhcd.org

2. **Uploading large documents** may take significant time, depending on the size of the file(s) and Internet connection speed. Bidders should plan sufficient time before the deadline to finalize their submissions and to complete the uploading process. Bidders will not be able to submit documents after the deadline. Proposals received after the deadline will not be considered.
3. **Signature** – All proposals should be signed by an authorized representative of the responding organization.
4. **Submittal** – Submit one (1) electronic copy (in Adobe Acrobat PDF file format). Electronic submissions submitted will be acknowledged with a confirmation email receipt. Late proposals will not be accepted. Any correction or re-submission of proposals will not extend the submittal deadline.
5. **Grounds for Rejection** – A proposal may be immediately rejected at any time if it arrives after the deadline, is not in the prescribed format, or is not signed by an individual authorized to represent the organization.
6. **Disposition of the Submissions** – All responses to this RFP become the property of the District and will be kept confidential until a recommendation for the award of a contract has been announced. Thereafter, submittals are subject to public inspection and disclosure under the California Public Records Act. If a respondent believes that any portion of its submittal is exempt from public disclosure, it may mark that portion “confidential.” The District will use reasonable means to ensure that such confidential information is safeguarded, but will not be held liable for inadvertent disclosure of the information.

By submitting a proposal with portions marked “confidential,” a respondent represents it has a good faith belief that such portions are exempt from disclosure under the California Public Records Act and agrees to reimburse the District for, and to indemnify, defend, and hold harmless the District, its officers, employees, and agents, from and against any and all claims, damages, losses, liabilities, suits, judgments, fines, penalties, costs, and expenses, including without limitation, attorneys’ fees, expenses, and court costs of any nature whatsoever, arising from or relating to the District’s non-disclosure of any such designated portions of a proposal.
7. **Modification** – Once submitted, proposals may be altered up until the deadline. Proposals may not be modified after the deadline.

SECTION V – SUBMISSION CONTENTS

A. Contents of Proposal

Submitted proposals should follow the format outlined below and include all requested information. Please number your responses exactly as the items are presented here, except work samples, which should be included in a separate appendix.

1. Experience, Structure, Personnel

a. Contact Information – Provide the following information about the organization:

- Address and telephone number of the organization
- Name of organization’s representative designated as the contact and email address
- Name of project manager, if different from the individual designated as the contact

b. Organization History – Provide a brief history of your organization, include any experience working with organizations that strongly support diversity and equitable practices, policies, and procedures. Describe the technical capabilities of the organization in all areas relevant to the services sought through this RFP.

c. Assigned Personnel – List all key personnel who would be assigned to the District projects by position and duties. Provide descriptions of education and training, along with a summary of experience in providing services similar to those sought through this RFP.

d. Subcontractors – List any subcontractors that will be used and the work to be performed by them.

e. Conflict of Interest – Address possible conflicts of interest or appearance of impropriety regarding other clients of the firm that could be created by providing services to the District. Describe procedures to be followed to detect and resolve any conflict of interest or appearance of impropriety. The District reserves the right to consider the nature and extent of such work in evaluating the proposal.

f. Additional Information – Provide any other information that the organization wishes the District to consider in evaluating the submission.

2. Budget

Budget must be submitted using the [budget template](#) from the Desert Healthcare District and Foundation. Program/project budgets must include each line item for which support is being requested. Be sure to complete all three worksheets of the budget template.

A detailed narrative of project expenses must be included; a section of the spreadsheet was created for the budget narrative. For each line item in the budget, please provide a detailed description of how the requested funds will be used.

Please note: Line items may not be added or changed without a grant amendment and prior authorization is required for transferring funds (<10%) between existing line items.

a. Operational Costs

- *Total Staffing Costs:* All employees' salaries and professional services/consultants allocated to the program/project.
- *Equipment:* Include all equipment purchases. Itemize each item purchased and its cost. (Capital expenses are on hold.)
- *Supplies:* Include the cost of all supplies, including office supplies, related to the program/project.
- *Printing/Duplication:* Include such items as printing, copying, and publication services.
- *Mailing/Postage:* Any mailing and postage expenses, related to the program/project.
- *Travel/Mileage:* Include any travel expenses associated with the grant. The mileage rate is based on the current IRS mileage rate.
- *Education/Training:* Specific to the program/project and workforce development to increase the capacity of the organization.
- *Office/Rent/Mortgage:* Include line items for facility costs incurred by the program/project.
- *Telephone/Facsimile/Internet:* Include phone, fax, and electronic communications, incurred by the program.
- *Utilities:* Include line items for the cost of utilities incurred by the facility(ies) used by the program/project.
- *Insurance:* List any insurance needs for the implementation of the program/project.
- *Other facility costs:* Account for any other facility costs not already listed.
- *Other program costs:* Account for any other program costs not already listed.

b. Labor Costs

- *Employee Position/Title:* Identify each employee position/title, annual salary, percentage of time allocated to the program/project (i.e., 1.0 FTE, 0.5 FTE), and actual salary. **(Please describe in detail the scope of work and duties for each employee in the budget narrative)**
- *Employee Benefits:* Include a total percentage and amount of all related benefits for ALL previously listed employees. **(Please describe in detail the employee benefits including the percentage and salary used for calculation in the budget narrative)**
- *Professional Services/ Consultants:* Provide the company and staff title, along with the hourly, hours/week worked, and/or monthly fees for any professional service or consultants. **(Please describe in detail the scope of work for each professional service/consultant in the budget narrative.)**

SECTION VI – PROPOSALS EVALUATION

In evaluating proposals submitted pursuant to this RFP, the District places high value on the following factors, not necessarily in order of importance:

- Approaches in methodology with respect to the anticipated scope of services
- Experience of the organization and employees to be assigned to District project in general.
- Experience of the organization working with organizations and community members that strongly support diversity and equitable practices, policies, and procedures.
- Demonstrated knowledge and expertise in improving access to health and wellness programs and services.
- Innovative or outstanding work by the organization that demonstrates the organization’s unique, creative qualifications to provide medical services through the medical mobile unit.
- Selected organization’s staff ability, availability, and facility for working with District directors, officers, and staff.
- Conformity with applicable District policies as noted in the RFP.
- Proposed fee structure relating to services the organization would provide.

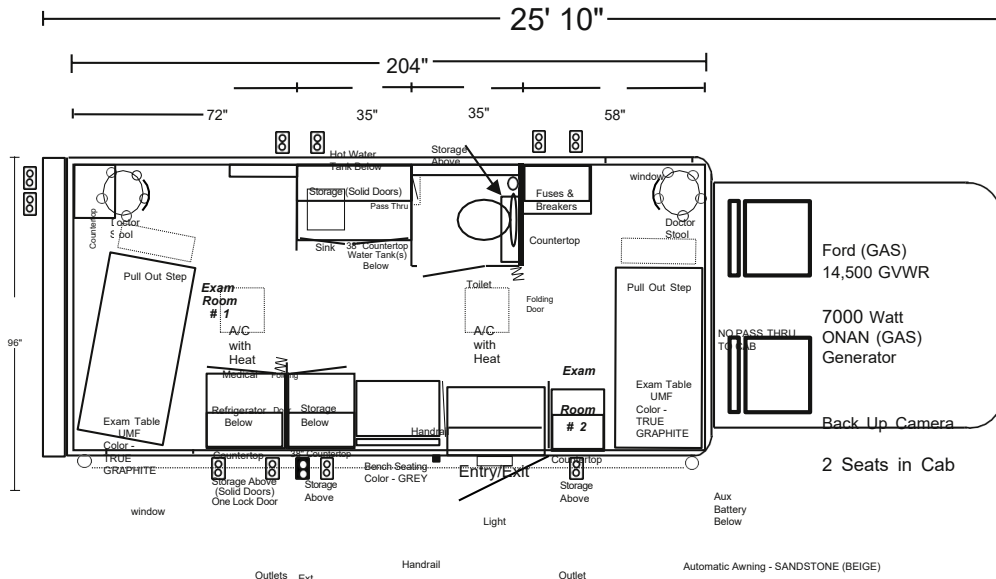
The District reserves the right to reject any and all statements of qualifications submitted and/or request additional information.

SECTION VII – TIMELINE

Date	Activity
April 1, 2022	Request for Proposals Released
April 29, 2022	Proposal packages due to the Desert Healthcare District via electronic submission to aespinoza@dhcd.org by 5:00pm.
May 2022	Strategic Planning Committee reviews staff recommendations.
May 2022	Board of Directors approves applicant at the May Board Meeting.
July 1, 2022	Contract period begins.

26 Ft Medical Mobile Clinic

with Two Private Exam Rooms, Center waiting area with sink & Bathroom
 Desert Healthcare District & Foundation - Mr. Alejandro Espinoza



Includes:

- Commercial Black Flooring
- Counter Top Color (White Faux Marble)
- Cabinet & Interior Wall Color (Grey/White)
- Center Entry/Exit with 30" Swing Door
- Video Camera for Backing Up
- ONAN EFI Gasoline Generator 7K
- AGM Battery and Charger
- Bench Seat (Color - GREY)
- Two A/C Units with Heat - T-Stat Controlled
- One Locking Upper Cabinet
- Exam Tables (Color - TRUE GRAPHITE)

Options:

- Dr. Stools (Color - BLACK)
- Includes all Standard Features

30" Swing Door with a window and an automatic

- 2nd Exam Table (UMF - Front Pullout Step)
- Medical Fridge Replacing our Standard Fridge Stat System
- Automatic Awning - Color - SANDSTONE (BEIGE)
- Hot Water Tank
- Exterior Outlet on Passenger Side
- Solar Panel System - 170 Watt
- Wi-Fi Cradle Point & Antenna Install
- Spare Tire with Holder Under Vehicle
- Delivery

Rep. Suzanne
 "Your Mobile Workplace"



MAGNUM MOBILE
 SPECIALTY VEHICLES
 MagnumMobileSV.com



Date: March 22, 2022
To: Board of Directors
Subject: Community Engagement and Presentations

Background:

- Continuing with the key professional responsibilities of the District’s CEO in maintaining and developing the organization’s external relations by communicating the organization’s mission and achievements effectively to stakeholders and to create links with community constituents so the highest degree of impact can be achieved through the most effective use of resources.
- The following is brief information regarding some of the current, past, current, and upcoming presentations and community engagements involving the CEO.

Information:

- Meeting with OneFuture Coachella Valley Scholarships to Black/African-American Students – February 22, 2022
- Meeting with Greg Rodriguez, Office of Riverside County Supervisor V. Manuel Perez – February 22, 2022
- Meeting with Coachella Valley Unified School District – February 23, 2022
- Gave welcoming speech at OneFuture Coachella Valley’s Black and African American Healthcare Scholarships Award Ceremony and congratulated award recipients – February 23, 2022
- Participated in roundtable discussion after the premier of documentary “To Live for the Harvest” – February 24, 2022. The documentary showcases the work of the Desert Healthcare District and Foundation to prioritize and deliver COVID-19 vaccines to farm workers in the Coachella Valley. It includes interview with District staff (Alejandro Espinoza, and Conrado Bárzaga.

- Attended unveiling of local mural “Honoring Community Health” at Mecca Community Park – February 26, 2022
- District Strategic Plan and Grantmaking Webinar – February 28, 2022.
<https://www.youtube.com/watch?v=z18IpZPjxBY&t=15s>
- ACHD Behavioral Health AdHoc Committee Meeting – March 2, 2022
- Meeting with Coachella Valley Unified School District and Clinicas de Salud del Pueblo – March 4, 2022
- Riverside County Vaccine Equity Taskforce Meeting – March 4, 2022
- Meeting with DHG stakeholder Danny Singh – March 10, 2022
- UCR Center for Health Disparities Research External Advisory Board Meeting – March 10, 2022
- Meeting with City of DHS Healthcare Consultant John Sun – March 11, 2022
- Meeting with Coachella Valley Unified School District facilities staff – March 11, 2022
- California Natural Resources Agency’s meeting with Secretary Wade Crowfoot, CNRA leadership and community partners to discuss statewide and regional investments in Coachella Valley and Imperial Valley toward improving outdoor access in California – March 16, 2022
- Meeting with M. Finney, DRMC – March 17, 2022

Upcoming Events:

- National Public Health Week (NPHW). April 4 – 10, 2022 “Public Health is Where You Are”. The District’s CEO was invited by George Benjamin, MD, Executive Director of the American Public Health Association to speak at the launching event, a public health forum on “Public Health is Where You Are”. The forum will take place on April 4, 2022 at 10:00am PST.
- 2022 Grantmakers in Health Annual Conference – June 28, 2022. Conrado, Alejandro, and Kim Saruwatari, RUHS Public Health Director, will provide a presentation about our CV Equity Collaborative: “Advancing a Health Equity Framework through Pandemic Response: Foundations’ Leadership Role Past, Present, and Future”.

District recent media coverage:

Director Zendle participated in a community conversation titled “COVID: What’s Next?”, co-presented by The Palm Springs Post: <https://thepalmspringspost.com/daily-briefing-covid-expert-speaks-in-city-new-sponsor-for-the-chase-and-more/?fbclid=IwAR28NsnjWs7Nvl53lpXvItv72MQNCboHg5E9A35p4q0fkYFKi0vB1rYoZqo>

CEO spoke with The Desert Sun about lagging booster rates: <https://www.desertsun.com/story/news/health/2022/03/10/riverside-county-covid-vaccination-booster-rates-lag-large-margin/9431272002/>



Date: March 22, 2022
To: Board of Directors
Subject: Development Position

Background:

- Desert Healthcare District and Foundation Board of Directors approved a Strategic Plan to guide our collective work for the next five years. Through this work Goals and Strategies were identified and ranked as “high”, “moderate”, and “low” priorities to give the organization direction on efforts and resource allocations.
- ***Goal #1*** of the Strategic Plan is to ***“Proactively increase the financial resources DHCD/F can apply to support community health needs”***
- ***Goal # 1 Strategy 1.6*** is to ***“evaluate the potential to conduct community-based fundraising (Foundations, individuals, corporations)”***. This strategy was ranked “low priority”.

Information:

- Before the outbreak of COVID-19 staff had recommended and DHCD Board approved a position for a Senior Development Officer. This position, although advertised on various media, remains unfilled.
- Staff is exploring outsourcing some of the position’s functions with a grant-writing consultant.
- In the current economic and political environment, a grant-writing tactic to attract external funding to the Coachella Valley, may offer a better return on investment to the District.
- Below, please find a copy of the existing job description as approved by the Board.



Senior Development Officer

POSITION SUMMARY

The Senior Development Officer is responsible for developing and executing a comprehensive donor development strategy. Working collaboratively with a diverse and wide array of internal and external stakeholders, this position manages a robust fund development portfolio of current and potential donors, grants, and other resources, in support of the District's mission.

FLSA Status

This position is exempt under the Fair Labor Standards Act.

Reporting Relationship

Reports to the Chief Executive Officer (CEO).

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Ability to clearly and compellingly articulate the mission and importance of the Desert Healthcare District & Foundation's goals. Ability to speak to the District and Foundation's program priorities with clarity and confidence.
- Create, plan, implement and staff events and/or special projects in support of fundraising priorities and leadership engagement; adapts engagement plans as needed.
- Keep accurate records of calls, relationship information, development strategies and goals.
- Work in partnership with colleagues to build and maintain current donor profiles.
- Establish and maintain strong professional relationships through cultivation, solicitation, and stewardship; works with executive leadership to identify, solicit, and secure donors and prospects.
- Solicit gifts directly, and develop other senior colleagues to support solicitation efforts.
- funding opportunities and grants.
- Partner in the organization's strategic planning and programmatic evaluation processes.

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

Supervisory Responsibilities

None

MINIMUM QUALIFICATIONS

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

Education

A Bachelor's degree from an accredited institution, or the equivalent; a degree in Business Administration or a similar area of study is preferred.

Professional Experience

- Five (5) years of related professional experience at a senior level.
- Demonstrated knowledge of the principles, tools and strategies used in stakeholder engagement, assessment, planning and evaluation, and strategic planning.

Language Skills

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

Mathematical Skills

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

Reasoning Ability

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

Computer Skills

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

Other Skills & Qualifications

- Ability to manage and prioritize multiple tasks and projects according to established organization criteria and protocols.

- Ability to effectively communicate in a clear and compelling manner with stakeholders of every level.
- Demonstrated results in securing funding from the private and public sector, including foundations and other philanthropic organizations.
- Demonstrated ability to develop, foster and sustain professional relationships with donors
- Excellent verbal and written communication skills.
- Strong organizational skills and time management skills.
- Ability to work collaboratively as part of a small staff team.
- Strong interpersonal skills and the ability to work in a diverse work environment.
- Ability to produce quality work in a flexible and fast-paced environment.
-

Certificates, Licenses, and Registrations

None.

Travel Requirements

This position requires travel locally, regionally, and statewide up to 50% of the time.

Physical Demands

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

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

Work Environment

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

The noise level in the work environment is usually quiet.

This position requires the flexibility to work weekends and evenings as needed.



Date: March 22, 2022
To: Board of Directors
Subject: DRMC Seismic Compliance

Background:

- Existing law, the Alfred E. Alquist Hospital Facilities Seismic Safety Act of 1983 (Alquist Act), establishes, under the jurisdiction of the OSHPD, now HCAI, a program of seismic safety building standards for certain hospitals constructed on and after March 7, 1973. Senate Bill 1953 (SB 1953) was introduced and signed into law in 1994. The bill was an amendment to and furtherance of (Alquist Act). The regulations developed because of this statute are deemed to be emergency regulations and became effective upon approval by the California Building Standards Commission and filing with the Secretary of State on March 18, 1998.
- The primary purpose of these regulations is to evaluate the potential earthquake performance of a building or building components and to place the building into specified seismic performance categories.
- In article 3.2 of the hospital lease agreement, titled “Compliance with laws, covenants, condition and restrictions”, lessee agrees to use the leased premises in material compliance with all laws.

Information:

- DHCD Management met with Tenet to discuss seismic compliance issues and Tenet informed us that they are fully aware of the 2024 compliance milestone to complete nonstructural evaluation up to NPC 4 and NPC 5 for each building at DRMC and submit the reports to California Department of Health Care Access and Information (HCAI). Tenet indicated that they understand that it is their legal responsibility under the terms of the hospital lease and they would update and keep the District Board and public informed of the work that will be done.



DESERT HEALTHCARE DISTRICT
FINANCE, ADMINISTRATION, REAL ESTATE, LEGAL, AND COMMITTEE
MEETING MINUTES
March 08, 2022

nmnDirectors Present	District Staff Present	Absent
Chair/Treasurer Arthur Shorr President Karen Borja Director Les Zendle, MD	Conrado E. Bárzaga, MD, Chief Executive Officer Chris Christensen, Chief Administration Officer Eric Taylor, Accounting Manager Donna Craig, Chief Program Officer Alejandro Espinoza, Chief of Community Engagement Andrea S. Hayles, Clerk to the Board	

AGENDA ITEMS	DISCUSSION	ACTION
I. Call to Order	Chair Shorr called the meeting to order at 3:59 p.m.	
II. Approval of Agenda	Chair Shorr asked for a motion to approve the agenda.	Moved and seconded by Director Zendle and President Borja agenda. Motion passed unanimously.
III. Public Comment	There was no public comment.	
IV. Approval of Minutes 1. F&A Minutes – Meeting February 08, 2022	Chair Shorr motioned to approve the February 08, 2022, minutes.	Moved and seconded by Director Zendle and President Borja to approve the February 08, 2022, meeting minutes. Motion passed unanimously.
V. Chief Administration Officer’s Report	Chris Christensen, CAO, provided an update on the fire sprinkler installation project at the Las Palmas Medical Plaza, describing the challenges of coordinating the work with the tenants since the Plaza is nearly fully occupied. The east side of the complex is 80% complete, and the west side is 65% complete. There is one remaining 1,280 sq. ft. unoccupied suite with a prospective interested party’s letter of intent submission in the coming months.	
VI. CEO Report	There was no CEO report.	

**DESERT HEALTHCARE DISTRICT
FINANCE, ADMINISTRATION, REAL ESTATE, LEGAL, AND COMMITTEE
MEETING MINUTES
March 08, 2022**

<p>VII. Financial Reports</p> <ol style="list-style-type: none"> 1. District and LPMP Financial Statements 2. Accounts Receivable Aging Summary 3. District – Deposits 4. District – Property Tax Receipts 5. LPMP Deposits 6. District – Check Register 7. Credit Card – Detail of Expenditures 8. LPMP – Check Register 9. Retirement Protection Plan Update 10. Grant Payment Schedule 	<p>Chair Shorr reviewed the February 2022 financial reports with the committee.</p> <p>Chris Christensen, CAO, explained the inquires related to the direct expense underbudget variances, such as salaries and wages for unfilled vacancies, education expenses since COVID continues to restrict some in-person opportunities, and board expenses for stipends and healthcare benefits. Mr. Christensen described the year-to-date annual analysis spreadsheet, which provides an operational summary of the variances with detailed explanations for items over \$25k. Also highlighting the mobile medical unit budgeted item with no current expenses until the unit is operational, including an overview of the professional fee.</p> <p>Mr. Christensen provided an overview of the balance sheet specifically the deferred rent receivable’s payments due to COVID with all tenants in the program current with the monthly payments. The investments are robust at \$65M from the facilities investment “replacement” fund to assist with seismic if necessary, or if the operator</p>	<p>Moved and seconded by President Borja and Director Zendle approve the February 2022 financials – items 1-10 and to forward to the Board for approval.</p> <p>Motion passed unanimously.</p>
--	--	--

**DESERT HEALTHCARE DISTRICT
FINANCE, ADMINISTRATION, REAL ESTATE, LEGAL, AND COMMITTEE
MEETING MINUTES
March 08, 2022**

	<p>revoked on the lease agreement.</p> <p>Mr. Christensen reminded and reviewed with the committee the pension liability retirement protection plan evaluation, and the actuarial firm reassessing the annuities based on the lump sum payout payment modified from debt assets to a net asset.</p> <p>The committee reviewed the credit card expenditures and discussed providing additional details for transparency from the CEO Discretionary Fund, separating the expenses from the other descriptions, or using the description column to describe the expenditures. The CEO and CAO will discuss the matter for further review and provide an update at the next committee meeting.</p>	
<p>VIII. Other Matters</p> <p>1. LPMP Property Maintenance- 1-Year Contract Extension – INPRO Construction</p>	<p>Chris Christensen, CAO, described the background of INPRO Construction as the onsite property maintenance company since 2017 for the Las Palmas Medical Plaza. The district continues to have a good relationship with INRPO, including as the overseer of the fire sprinkler installation project. The one-year contract extension is a 3% increase through 2023.</p>	<p>Moved and seconded by Director Zendle and President Borja to approve the LPMP Property Maintenance- 1-Year Contract Extension – INPRO Construction and forward to the Board for approval.</p> <p>Motion passed unanimously.</p>
<p>IV. Adjournment</p>	<p>Director Shorr adjourned the meeting at 4:41 p.m.</p>	<p>Audio recording available on the website at</p>



DESERT HEALTHCARE DISTRICT
FINANCE, ADMINISTRATION, REAL ESTATE, LEGAL, AND COMMITTEE
MEETING MINUTES
March 08, 2022

		http://dhcd.org/Agendas-and-Documents
--	--	---

ATTEST: _____
Arthur Shorr, Treasurer/Chair, Board of Directors
Finance & Administration Committee Member
Desert Healthcare District Board of Directors

Minutes respectfully submitted by Andrea S. Hayles, Clerk of

DRAFT



**DESERT HEALTHCARE DISTRICT
PROGRAM COMMITTEE MEETING
MEETING MINUTES
March 08, 2022**

Directors Present via Video Conference	District & Legal Counsel Staff Present via Video Conference	Absent
Chair/Vice-President/Secretary Evett PerezGil President Karen Borja Director Carmina Zavala	Conrado E. Bázquez, MD, Chief Executive Officer Chris Christensen, CAO Donna Craig, Chief Program Officer Alejandro Espinoza, Chief of Community Engagement Jana Trew, Senior Program Officer, Behavioral Health Meghan Kane, Senior Program Officer, Public Health Andrea S. Hayles, Clerk of the Board Jeff Scott, Legal Counsel	

AGENDA ITEMS	DISCUSSION	ACTION
I. Call to Order	The meeting was called to order at 5:00 p.m. by Chair PerezGil.	
II. Approval of Agenda	Chair PerezGil asked for a motion to approve the agenda.	Moved and seconded by President Borja and Director Zavala to approve the agenda. Motion passed unanimously.
III. Meeting Minutes 1. February 08, 2022	Chair PerezGil asked for a motion to approve the February 08, 2022, meeting minutes.	Moved and seconded by Director Zavala and President Borja to approve the February 08, 2022, meeting minutes. Motion passed unanimously.
IV. Public Comment	There were no public comments.	
V. Old Business 1. Grant Payment Schedule	Chair PerezGil inquired with the committee concerning any questions related to the grant payment schedule for the current fiscal year.	
VI. Program Updates 1. Progress and Final Reports Update	Chair PerezGil inquired with the committee concerning any	

**DESERT HEALTHCARE DISTRICT
PROGRAM COMMITTEE MEETING
MEETING MINUTES
March 08, 2022**

	<p>questions related to the progress and final reports.</p> <p>Donna Craig, Chief Program Officer, described the pending progress reports from Jewish Family Services of the Desert, The Joslyn Center, and the Alzheimer’s Association that will be presented in next month’s packet.</p> <p>Ms. Craig described last week’s webinar with approximately forty-seven (47) participants to relaunch the grant-making program associated with the strategic plan goals, including a Constant Contact eblast announcing that the new grant application is live and available for grantees to begin an application. There is also a posting on Facebook that links the video webinar to the YouTube channel. Alejandro Espinoza, Chief of Community Engagement, explained that there are currently five (5) grant applications in progress and one (1) mini-grant for consideration.</p>	
<p>VII. New Business</p> <p>1. RFQ/RFP Process and Timeline for a Mobile Clinic Operator</p>	<p>Alejandro Espinoza, Chief of Community Engagement, provided an overview of the Request for Proposal (RFP) for the mobile medical unit clinic operator explaining Desert Regional Medical Center’s interest in managing the mobile unit. Mr. Espinoza also provided a thorough overview of the entire RFP.</p>	

**DESERT HEALTHCARE DISTRICT
PROGRAM COMMITTEE MEETING
MEETING MINUTES
March 08, 2022**

	<p>President Borja explained the Las Palmas Medical Plaza Tenant Improvement Allowance, inquiring if the mobile unit operator could make the same modifications. Mr. Espinoza described the components of the unit, such as two (2) exam rooms, two (2) standard examination tables explaining that the operator will provide their own supplies and equipment. Jeff Scott, Legal Counsel, suggested including a diagram of the mobile unit in the RFP with the committee also recommending extending the deadline to mid-April.</p> <p>President Borja inquired at the next committee meeting if staff could provide insight once the mobile unit is prepared for operations to consider a ribbon-cutting ceremony and tours of the unit for agencies submitting a proposal response. Additionally, although there will be a rear lift for wheelchairs, President Borja inquired on compliance standards with the Americans with Disability Act (ADA) and verbiage in the proposal, including sight and hearing impairments. In section A. Statement of Need, the committee requested specific language for medically underserved and rural areas, such as the North Shore, unincorporated areas without access to medical services, mid-Valley, and throughout the</p>	
--	--	--

**DESERT HEALTHCARE DISTRICT
PROGRAM COMMITTEE MEETING
MEETING MINUTES
March 08, 2022**

	<p>Coachella Valley. Budget inquiries were also discussed, such as operations and maintenance, which will be the responsibility of the operator in partnership with the District. Jeff Scott, Legal Counsel, described third-party legal responsibilities and code of conduct related to the operator, including subleasing liabilities and obligations through the licensing process of the operating organization.</p> <p>The committee requested the inclusion of HIPPA guidelines for monthly reporting and the inclusion of additional language associated with any sensitive health information.</p>	
<p>VIII. Committee Members Comments</p>	<p>There were no committee member comments</p>	
<p>IX. Adjournment</p>	<p>Chair PerezGil adjourned the meeting at 5:41 p.m.</p>	<p>Audio recording available on the website at http://dhcd.org/Agendas-and-Documents</p>

ATTEST: _____
 Evett PerezGil, Chair/Vice-President/Secretary
 Program Committee

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

DESERT HEALTHCARE DISTRICT								
OUTSTANDING GRANTS AND GRANT PAYMENT SCHEDULE								
February 28, 2022								
TWELVE MONTHS ENDING JUNE 30, 2022								
Grant ID Nos.	Name	Approved Grants - Prior Yrs	6/30/2021 Bal Fwd	Current Yr 2021-2022	Total Paid Prior Yrs July-June	Total Paid Current Yr July-June	Open BALANCE	
2014-MOU-BOD-11/21/13	Memo of Understanding CVAG CV Link Support	\$ 10,000,000	\$ 6,660,000		\$ -		\$ 6,660,000	
2019-994-BOD-05-28-19	One Future Coachella Valley - Mental Health College & Career Pathway Development - 2 Yr	\$ 700,000	\$ 148,750		\$ 148,750		\$ -	
2020-1085-BOD-05-26-20	Olive Crest Treatment Center - General Support for Mental Health Services - 1 Yr	\$ 50,000	\$ 5,000		\$ 5,000		\$ -	
2020-1057-BOD-05-26-20	Desert Cancer Foundation - Patient Assistance Program - 1 Yr	\$ 150,000	\$ 15,000		\$ 15,000		\$ -	
2020-1139-BOD-09-22-20	CSU San Bernardino Palm Desert Campus Street Medicine Program - 1 Yr	\$ 50,000	\$ 5,000		\$ (528)		\$ 5,528	
	Unexpended funds Grant #1139						\$ (5,528)	
2020-1135-BOD-11-24-20	Hope Through Housing Foundation - Family Resilience - 1 Yr	\$ 20,000	\$ 2,000		\$ -		\$ 2,000	
2020-1149-BOD-12-15-20	Voices for Children - Court Appointed Special Advocate Program - 1 Yr	\$ 40,000	\$ 22,000		\$ 22,000		\$ -	
2021-1136-BOD-01-26-21	Ronald McDonald House Charities - Temporary Housing & Family Support Services - 1 Yr	\$ 119,432	\$ 65,688		\$ 53,744		\$ 11,944	
2021-1147-BOD-01-26-21	Alzheimer's Association - Critical Program Support - 1 Yr	\$ 33,264	\$ 18,295		\$ 14,969		\$ 3,326	
2021-1162-BOD-01-26-21	Joslyn Center - Wellness Center Program Support - 1 Yr	\$ 109,130	\$ 60,022		\$ 49,108		\$ 10,914	
2021-1170-BOD-02-23-21	Jewish Family Services - Mental Health Counseling for Underserved Residents - 1 yr	\$ 80,000	\$ 44,000		\$ 36,000		\$ 8,000	
2021-1141-BOD-03-23-21	Martha's Village & Kitchen - Homeless Housing With Wrap Around Services - 1 Yr	\$ 210,905	\$ 115,998		\$ 94,907		\$ 21,091	
2021-1171-BOD-03-23-21	Blood Bank of San Bernardino/Riverside Counties - Bloodmobiles for Coachella Valley - 18 Months	\$ 150,000	\$ 82,500		\$ 67,500		\$ 15,000	
2021-1174-BOD-03-23-21	Mizell Center - Geriatric Case Management Program	\$ 100,000	\$ 55,000		\$ 45,000		\$ 10,000	
2021-1266-BOD-04-27-21	Galilee Center - Our Lady of Guadalupe Shelter - 1 yr	\$ 150,000	\$ 82,500		\$ 67,500		\$ 15,000	
2021-1277-BOD-04-27-21	Lift To Rise - United Lift Rental Assistance 2021 - 8 Months	\$ 300,000	\$ 210,000		\$ 180,000		\$ 30,000	
2021-1280-BOD-05-25-21	Desert AIDS Project - DAP Health Expands Access to Healthcare - 1yr	\$ 100,000	\$ 55,000		\$ 45,000		\$ 10,000	
2021-21-02-BOD-06-22-21	Carry over of remaining Fiscal Year 2020/2021 Funds*	\$ 1,854,873	\$ 1,854,873		\$ 645,115		\$ 1,209,758	
2021-1296-BOD-11-23-21	Coachella Valley Volunteers In Medicine - Improving Access to Healthcare Services - 1 Yr			\$ 154,094		\$ 69,342	\$ 84,752	
2021-1289-BOD-12-21-21	Desert Cancer Foundation - Patient Assistance Program - 1 Yr			\$ 150,000		\$ 67,500	\$ 82,500	
2022-1301-BOD-01-25-22	UCR Regents - Community Based Interventions to Mitigate Psychological Trauma - 1 Yr			\$ 113,514		\$ 51,081	\$ 62,433	
2022-1302-BOD-01-25-22	Vision To Learn - Palm Springs, Desert Sands, and Coachella Valley School Districts 1 Yr			\$ 50,000		\$ 22,500	\$ 27,500	
2022-1303-BOD-01-25-22	CSU San Bernardino Palm Desert Campus Street Medicine Program - 1 Yr			\$ 54,056		\$ 24,325	\$ 29,731	
2022-1306-BOD-02-22-22	Olive Crest Treatment Center - General Support for Mental Health Services - 1 Yr			\$ 123,451		\$ -	\$ 123,451	
							\$ -	
TOTAL GRANTS		\$ 14,217,604	\$ 9,501,626	\$ 645,115	\$ 1,489,065	\$ 234,748	\$ 8,417,400	
Amts available/remaining for Grant/Programs - FY 2021-22:								
Amount budgeted 2021-2022			\$ 4,000,000				G/L Balance:	2/28/2022
Amount granted through February 28, 2022:			\$ (645,115)				2131	\$ 3,427,400
Mini Grants:	1293; 1294		\$ (10,000)				2281	\$ 4,990,000
Financial Audits of Non-Profits			\$ -					
Net adj - Grants not used:	FY20-21 Funds, 1124, 1139		\$ 1,873,147				Total	\$ 8,417,400
Matching external grant contributions			\$ -					\$ (0)
Balance available for Grants/Programs			\$ 5,218,032					

* Value listed in Total Paid column reflects funds granted from carryover funds. Actual grant payments will be reflected under the respective grant.



**BOARD AND STAFF COMMUNICATIONS & POLICIES COMMITTEE MEETING
MEETING MINUTES
March 15, 2022**

Directors Present	District Staff Present	Absent
Director Leticia De Lara, Chair Director Les Zendle, MD	Conrado E. Bárzaga, MD, CEO Chris Christensen, CAO Eric Taylor, Accounting Manager Andrea S. Hayles, Clerk of the Board	Vice- President/Secretary Evelt PerezGil

AGENDA ITEMS	DISCUSSION	ACTION
I. Call to Order	The meeting was called to order at 3:34 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 De Lara to approve the agenda. Motion passed unanimously.
III. Meeting Minutes	Chair De Lara asked for a motion to approve the February 10, 2022, meeting minutes.	Moved and seconded by Director Zendle and Director De Lara to approve the February 10, 2022, meeting minutes. Motion passed unanimously.
IV. Old Business –		
1. Policy #BOD-02 Election, Appointment, and Duties of Officers	Chris Christensen, CAO, described the revisions to Policy BOD-02 from the February meeting in the first paragraph of section 1. The additional revisions include section 2 in the first sentence as redlined, as well as section 3, which references back to section 1. The committee requested to move section 3.2 from the Vice-President to Secretary – section 4. Mr. Christensen described the revisions to section 5.3 from Treasurer designation to Secretary.	Moved and seconded by Director Zendle and Director De Lara to approve Policy #BOD-02 Election, Appointment, and Duties of Officers and to forward to the Board for approval. Motion passed unanimously.
2. District Bylaws – Separate the Vice-President and Secretary	Chris Christensen, CAO, described the District Bylaws revisions, referencing the changes in Policy BOD-02, which	Moved and seconded by Director Zendle and Director De Lara to approve District Bylaws – Separate

**BOARD AND STAFF COMMUNICATIONS & POLICIES COMMITTEE MEETING
MEETING MINUTES
March 15, 2022**

<p>Officer Positions & Term Limits</p>	<p>separates the Vice-President and Secretary positions.</p>	<p>the Vice-President and Secretary Officer Positions & Term Limits and to forward to the Board for approval. Motion passed unanimously.</p>
<p>3. Policy #BOD-15 Conflict-of-Interest</p>	<p>Chris Christensen, CAO, explained the requested changes to Policy BOD-15 Conflict of Interest from the February meeting to paragraph three (3) – “seek” legal counsel.</p>	<p>Moved and seconded by Director Zendle and Director De Lara to approve Policy #BOD-15 Conflict-of-Interest and to forward to the Board for approval. Motion passed unanimously.</p>
<p>4. Policy #FIN-01 Financial Operations</p>	<p>Chris Christensen, CAO, described the minor updates to the approval date in Policy FIN-01.</p>	<p>Moved and seconded by Director Zendle and Director De Lara to approve Policy #FIN-01 Financial Operations and to forward to the Board for approval. Motion passed unanimously.</p>
<p>5. Policy #FIN-04 Budget Preparation Policy</p>	<p>Chris Christensen, CAO, described the minor updates to the approval date in Policy FIN-04.</p>	<p>Moved and seconded by Director Zendle and Director De Lara to approve Policy #FIN-04 Budget Preparation Policy and to forward to the Board for approval. Motion passed unanimously.</p>
<p>6. Policy #LPMP-01 Las Palmas Medical Plaza Policy for Leasing</p>	<p>Chris Christensen, CAO, described the minor modifications to Policy LPMP-01.</p>	<p>Moved and seconded by Director Zendle and Director De Lara to approve Policy #LPMP-01 Las Palmas Medical Plaza Policy for Leasing and</p>
<p>7. Policy #LPMP-02 Las Palmas Medical Plaza Lease Execution Policy</p>	<p>Chris Christensen, CAO, described the minor modifications to Policy LPMP-02.</p>	<p>Policy #LPMP-02 Las Palmas Medical Plaza Lease Execution Policy to forward to the Board for approval. Motion passed unanimously.</p>
<p>VI. Future Topics & Issues</p>	<p>The committee discussed the grants program process chart presented at the February meeting concerning the declined applications reviewed by the Program Committee, requesting further clarity for declined</p>	



**BOARD AND STAFF COMMUNICATIONS & POLICIES COMMITTEE MEETING
MEETING MINUTES
March 15, 2022**

	applications on the process chart without changing the process, such as a footnote.	
VII. Adjournment	Chair De Lara adjourned the meeting at 3:50 p.m.	Audio recording available on the website at https://www.dhcd.org/Agendas-and-Documents

ATTEST: _____
Leticia De Lara, Chair/Director
Board and Staff Communications & Policies Committee

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

DRAFT