



DESERT HEALTHCARE DISTRICT
FINANCE, ADMINISTRATION, REAL ESTATE, LEGAL, AND COMMITTEE
MEETING MINUTES
April 12, 2022

Directors 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	Director Zendle called the meeting to order at 3:34 p.m.	
II. Approval of Agenda	Director Zendle asked for a motion to approve the agenda.	Moved and seconded by President Borja and Director Zendle agenda. Motion passed unanimously.
III. Public Comment	There was no public comment.	
IV. Approval of Minutes 1. F&A Minutes – Meeting March 08, 2022	Director Zendle motioned to approve the March 08, 2022, minutes. Chair Shorr joined the meeting at 3:36 p.m.	Moved and seconded by President Borja and Director Zendle to approve the March 08, 2022, meeting minutes. Motion passed unanimously.
V. Chief Administration Officer's Report	Chris Christensen, CAO, described the 97.4% occupancy rate at the Las Palmas Medical Plaza and an upcoming lease agreement for approval. The fire sprinkler installation is 95% complete on the east side of the Plaza, and the west side is 75% complete with a May estimated completion for the remainder of the units. The FY22-23 draft budget will be presented to the Committee at the May meeting.	
VI. CEO Report	Conrado Bárzaga, MD, CEO, described the transition to an online employee performance appraisal platform. Dr. Bárzaga, CEO, provided an	



DESERT HEALTHCARE DISTRICT
FINANCE, ADMINISTRATION, REAL ESTATE, LEGAL, AND COMMITTEE
MEETING MINUTES
April 12, 2022

	overview of the \$83k contract from Inland Empire Health Plan (IEHP) ConnectIE related to the Coachella Valley Health Information Place (CVHIP).	
VII. Financial Reports 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>Chris Christensen, CAO, reviewed the financials, with the committee inquiring about the \$1.3M under budget on the investment income. Mr. Christensen explained that the bonds are earning interest at \$600k a year, and to date a loss on the life of the bond.</p> <p>Mr. Christensen provided an overview of the tenant improvement allowance for Desert Oasis as illustrated on the Las Palmas check register. The retirement protection plan decreased by two (2) participants in February and March, and an explanation was provided of the open balance on the grant payment schedule, with a description of the roll forward balance for the new fiscal year.</p>	<p>Moved and seconded by President Borja and Director Zendle approve the March 2022 financials – items 1-10 and to forward to the Board for approval.</p> <p>Motion passed unanimously.</p>
VIII. Other Matters 1. Consulting Services Agreement – California Consulting – District/Foundation grant writing services	<p>Chris Christensen, CAO, described strategic plan goal 1.3 to expand capabilities and activities for obtaining new grant funding by hiring a grant writer, including grant funding, further explaining the challenges with obtaining an in-house grant writer. California Consulting has written grants</p>	<p>Moved and seconded by Director Zendle and President Borja to approve the Consulting Services Agreement – California Consulting – District/Foundation grant writing services and forward to the Board for approval.</p> <p>Motion passed unanimously.</p>



**DESERT HEALTHCARE DISTRICT
FINANCE, ADMINISTRATION, REAL ESTATE, LEGAL, AND COMMITTEE
MEETING MINUTES
April 12, 2022**

<p>2. Las Palmas Medical Plaza – New Lease – Suite 1W 204 – Coachella Valley Volunteers in Medicine</p>	<p>for other special districts, county, and state organizations and is highly recommended. The committee discussed the recommendations for applying and identifying state and federal grants, which will be determined by the staff, including the amount of funding provided at the end of the year as a measurement of success.</p> <p>Chris Christensen, CAO, described the lease agreement with Coachella Valley Volunteers in Medicine (CVVIM) with an early-out clause of 180-day written notice to the landlord, no tenant improvements except landlord painting and cleaning the suite, and the \$6k broker commission. The CVVIM would create 100% occupancy of the Plaza.</p> <p>Public Comments: Linda Evans, Chief Strategy Officer, Desert Regional Medical Center, explained the benefits of having CVVIM on the west side for primary health, using DRMC physicians in the medical residency program as a duplication and expansion effort of CVVIM services in the east, and follow-up care to DRMC emergency room patients will be a good opportunity for medical care services.</p>	<p>Moved and seconded by President Borja and Director Zendle to approve the Las Palmas Medical Plaza – New Lease – Suite 1W 204 – Coachella Valley Volunteers in Medicine and forward to the Board for approval. Motion passed unanimously.</p>
--	---	--



DESERT HEALTHCARE DISTRICT
FINANCE, ADMINISTRATION, REAL ESTATE, LEGAL, AND COMMITTEE
MEETING MINUTES
April 12, 2022

<p>3. Las Palmas Medical Plaza – 2021 Common Area Maintenance (CAM) Reconciliation</p>	<p>Chris Christensen, CAO, described the Common Area Maintenance (CAM), Insurance, and Property Taxes the District expends at the Las Palmas Medical Plaza, with tenants allocated a monthly amount of \$.69/sq ft. The actual CAM fees were in excess of an additional \$34k at \$.73/sq. ft. and will be allocated to the tenants based on their portion of the square footage. The current rate will remain in place at \$.69/sq. ft. for the remainder of the year with excess costs billed to the tenants in 2023.</p>	
<p>IV. Adjournment</p>	<p>Director Shorr adjourned the meeting at 4:10 p.m.</p>	<p>Audio recording available on the website at http://dhcd.org/Agendas-and-Documents</p>

DocuSigned by:

 ATTEST: _____
 41E2F19BE6494CB
 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 the Board