



DESERT HEALTHCARE DISTRICT
FINANCE, ADMINISTRATION, REAL ESTATE, LEGAL, AND COMMITTEE
MEETING MINUTES
May 10, 2022

Directors Present	District Staff Present	Absent
Chair/Treasurer Arthur Shorr President Karen Borja Director Les Zendle, MD	Conrado E. Bázquez, 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 3:00 p.m.	
II. Approval of Agenda	Chair Shorr asked for a motion to approve the agenda with a request by Director Zendle to move item 3. in other matters, the Consulting Services Agreement for NPO Centric following the CEO Report.	Moved and seconded by Director Zendle and President Borja to approve the agenda with the change. Motion passed unanimously.
III. Public Comment	There was no public comment.	
IV. Approval of Minutes 1. F&A Minutes – Meeting April 12, 2022	Chair Shorr motioned to approve the April 12, 2022, minutes.	Moved and seconded by Director Zendle and President Borja to approve the April 12, 2022, meeting minutes. Motion passed unanimously.
V. CEO Report	Conrado Bázquez, MD, CEO, explained that the agreement with Riverside County Health Systems (RUHS) in the amount of \$750k for the COVID-19 Collaborative is signed. A contract with an organization experienced in Board development will be introduced at the June Board meeting.	
VI. Investment Reports 1. District & RPP Investment Reports 1Q22 – Keith Stribling, Vice President,	Keith Stribling, Vice President, Senior Portfolio Manager, Highmark Capital, provided an	



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<p>Senior Portfolio Manager, Highmark Capital</p>	<p>overview of the asset allocation summary, the performance report, retirement plan, and other aspects of the portfolio, highlighting the consequences of the economy on the investments.</p>	
<p>VII. Chief Administration Officer's Report</p>	<p>Chris Christensen, CAO, explained that the annual budget preparations are underway for approval and recommendation to the board. The interim audit will commence in May, and the Las Palmas Medical Plaza is 97% occupied with \$1.3M annual rent CAM Fees.</p>	
<p>VIII. 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>Chris Christensen, CAO, reviewed the financials with the committee highlighting the loss in investments in April due to the economy and the war in Ukraine's effect on the market.</p>	<p>Moved and seconded by President Borja and Director Zendle approve the April 2022 financials – items 1-10 and to forward to the Board for approval. Motion passed unanimously.</p>
<p>IX. Other Matters</p> <ol style="list-style-type: none"> 1. Consulting Services Agreement – Prest/Vuksic/Greenwood (Chris Mills) – Architectural/Engineering Services for Clinical 	<p>Chris Christensen, CAO, summarized the strategies for enhancing the Coachella Valley Healthcare Infrastructure associated with strategic plan goal #2 to proactively expand community</p>	



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<p>Projects – Hourly NTE \$5,000</p>	<p>access to primary and specialty care services. Additionally, the CEO has been exploring opportunities to assist with targeted services in particular areas. Prest/Vuksic/Greenwood has worked with the district in the past and will assist with the district’s goals. The item is informational with funds covered by the Professional Services budget - NTE \$5k.</p>	
<p>2. LPMP Suite 1W 104 - Dr. Bencheqroun – Early Lease Termination</p>	<p>Chris Christensen, CAO, described the challenges for a pulmonary clinic with a 2-year lease due to staff shortages and turnover from the pandemic while still conducting patient visits via telehealth, which has hindered reopening the office. The terms of the lease end November 30, 2022. Dr. Bencheqroun has requested an early termination effective May 31, 2022. As a first-floor suite with direct access to Desert Regional Medical Center, staff anticipates a short vacancy.</p>	<p>Moved and seconded by Director Zendle and Director Shorr to approve the LPMP Suite 1W 104 - Dr. Bencheqroun – Early Lease Termination and forward to the Board for approval. Motion passed unanimously.</p>
<p>3. Consulting Services Agreement for NPO Centric – Education and Training for Results Based Accountability (RBA) and Clear Impact Platforms – NTE \$48,000</p>	<p>Donna Craig, Chief Program Officer, described the consulting services agreement and scope of work from NPO Centric, Stephanie Minor, trained consultant’s role with Clear Impact, and the Board’s approval of evaluating the platform for tracking and reporting the strategic plan</p>	<p>Moved and seconded by Director Zendle and President Borja to approve the Consulting Services Agreement for NPO Centric – Education and Training for Results Based Accountability (RBA) and Clear Impact Platforms – NTE \$48,000 and forward to the Board for approval. Motion passed unanimously.</p>



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<p>4. FY2022-2023 Annual Budget (Draft) Review</p>	<p>components of results-based accountability platform.</p> <p>Stephanie Minor, Director, NPO Centric, described the platform, creating the scorecard with results-based accountability (RBA) to train the staff and the board on understanding RBA. Ms. Minor explained her certification, as one of the few in the nation, answering questions of the committee, such as the possibility of additional fees throughout the process.</p> <p>Chris Christensen, CAO, provided an overview of the FY2022-2023 annual budget highlighting the salaries cost-of-living increase broken into increments of a 5% increase on July 1, 2022, an additional 5% on January 1, 2023, and a 2.5% reduction to the annual merit increase effective November 1, 2022. Mr. Christensen provided a brief overview of the Riverside County Consumer Price Index. The committee discussed the option of an increase to the healthcare cap from \$10k to \$10,600, given the increase in the Medicare Part B plan. The increase in the healthcare cap will require an update to the board's compensation policy.</p> <p>President Borja requested an additional page to the budget illustrating a summary of the budget.</p>	<p>Moved and seconded by Director Zendle and President Borja to approve the FY2022-2023 Annual Budget (Draft) Review and forward to the Board for approval with a modification that includes a healthcare increase from a \$10,000 per year cap to \$10,600. Motion passed unanimously.</p>
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X. Adjournment	Director Shorr adjourned the meeting at 4:40 p.m.	Audio recording available on the website at http://dhcd.org/Agendas-and-Documents
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Arthur Shorr

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 the Board