



**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. Bárzaga, 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>

DocuSigned by:

 ATTEST: _____
A3EE2885578D458...
 Evett PerezGil, Chair/Vice-President/Secretary
 Program Committee

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