



DESERT HEALTHCARE DISTRICT
FINANCE, ADMINISTRATION, REAL ESTATE, LEGAL, AND COMMITTEE
MEETING MINUTES
March 08, 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 3:59 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.	



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<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 inquiries 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>
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	<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>



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		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