



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

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

<b>AGENDA ITEMS</b>	<b>DISCUSSION</b>	<b>ACTION</b>
<b>I. Call to Order</b>	The meeting was called to order at 3:34 p.m. by Chair De Lara.	
<b>II. Approval of Agenda</b>	Chair De Lara asked for a motion to approve the agenda.	<b>Moved and seconded by Director Zendle and Director De Lara to approve the agenda. Motion passed unanimously.</b>
<b>III. Meeting Minutes</b>	Chair De Lara asked for a motion to approve the February 10, 2022, meeting minutes.	<b>Moved and seconded by Director Zendle and Director De Lara to approve the February 10, 2022, meeting minutes. Motion passed unanimously.</b>
<b>IV. Old Business –</b>		
<b>1. Policy #BOD-02 Election, Appointment, and Duties of Officers</b>	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.	<b>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.</b>
<b>2. District Bylaws – Separate the Vice-President and Secretary</b>	Chris Christensen, CAO, described the District Bylaws revisions, referencing the changes in Policy BOD-02, which	<b>Moved and seconded by Director Zendle and Director De Lara to approve District Bylaws – Separate</b>



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<b>Officer Positions &amp; Term Limits</b>	separates the Vice-President and Secretary positions.	<b>the Vice-President and Secretary Officer Positions &amp; Term Limits and to forward to the Board for approval. Motion passed unanimously.</b>
<b>3. Policy #BOD-15 Conflict-of-Interest</b>	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.	<b>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.</b>
<b>4. Policy #FIN-01 Financial Operations</b>	Chris Christensen, CAO, described the minor updates to the approval date in Policy FIN-01.	<b>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.</b>
<b>5. Policy #FIN-04 Budget Preparation Policy</b>	Chris Christensen, CAO, described the minor updates to the approval date in Policy FIN-04.	<b>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.</b>
<b>6. Policy #LPMP-01 Las Palmas Medical Plaza Policy for Leasing</b>	Chris Christensen, CAO, described the minor modifications to Policy LPMP-01.	<b>Moved and seconded by Director Zendle and Director De Lara to approve Policy #LPMP-01 Las Palmas Medical Plaza Policy for Leasing and</b>
<b>7. Policy #LPMP-02 Las Palmas Medical Plaza Lease Execution Policy</b>	Chris Christensen, CAO, described the minor modifications to Policy LPMP-02.	<b>Policy #LPMP-02 Las Palmas Medical Plaza Lease Execution Policy to forward to the Board for approval. Motion passed unanimously.</b>
<b>VI. Future Topics &amp; Issues</b>	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	



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

DocuSigned by:  
  
 ATTEST: \_\_\_\_\_  
 Leticia De Lara, Chair/Director, Board of Directors

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