



DESERT HEALTHCARE DISTRICT
FINANCE, ADMINISTRATION, REAL ESTATE, LEGAL, AND COMMITTEE
MEETING MINUTES
September 13, 2022

Directors Present	District Staff Present	Absent
President Karen Borja Director Les Zendle, MD Director Leticia De Lara	Chris Christensen, Chief Administration Officer Eric Taylor, Accounting Manager Donna Craig, Chief Program Officer Alejandro Espinoza, Chief of Community Engagement Andrea S. Hayles, Board Relations Officer	Chair/Treasurer Arthur Shorr Conrado E. Bárzaga, MD, Chief Executive Officer

AGENDA ITEMS	DISCUSSION	ACTION
I. Call to Order	President Borja called the meeting to order at 3:33 p.m. in chair Shorr's absence. Director De Lara attended the meeting in chair Shorr's absence.	
II. Approval of Agenda	President Borja asked for a motion to approve the agenda.	Moved and seconded by Director De Lara and Director Zendle to approve the agenda. Motion passed unanimously.
III. Public Comment	There was no public comment.	
IV. Approval of Minutes 1. F&A Minutes – Meeting July 12, 2022	President Borja motioned to approve the July 12, 2022, meeting minutes.	Moved and seconded by Director De Lara (Abstain) and Director Zendle to approve the July 12, 2022, meeting minutes. Motion passed unanimously.
V. CEO Report	There was no CEO Report.	
VI. Chief Administration Officer's Report	Chris Christensen, CAO, provided an update on the FY 2022 annual audit for the District, Foundation, the single-audit Foundation, and the Retirement Protection Plan, which will be presented to the committee in October for submission to and approval of the Board.	



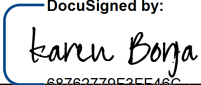
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	<p>The Foundation received a \$10k bequest from the Elynor and David Falk Trust – among 30 other organizations listed as beneficiaries.</p> <p>The committee discussed and requested that Staff consider ways of using the funds to honor the donor’s memory for presenting to the Program Committee.</p> <p>The Las Palmas Medical Plaza is at 100% capacity with 5 anticipated renewals in FY2023.</p>	
<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>Chris Christensen, CAO, reviewed the financials with the committee highlighting the first two months of the fiscal year with limited variance activity, describing the \$2.3M of the grant carryover funds, and an overview of the A/R aging summary. There are two fewer participants in the Retirement Protection Plan, and \$6.3M is available for grant awards as illustrated in the grant payment schedule.</p>	<p>Moved and seconded by Director Zendle and Director De Lara to approve the July and August 2022 Preliminary financials – items 1-10 and to forward to the Board for approval.</p> <p>Motion passed unanimously.</p>
<p>VIII. Other Matters</p> <ol style="list-style-type: none"> 1. Amendment #4 to the Kaufman Hall Associates July 18, 2019, Engagement Letter – Effective September through December 2022 – \$75,000 per month, plus expenses 	<p>Chris Christensen, CAO, described the work with Kaufman Hall on the lease renewal and the seismic retrofit. Amendment #3 terminated in July with no charge in August since the</p>	<p>Moved and seconded by Director Zendle and Director De Lara to approve Amendment #4 to the Kaufman Hall Associates July 18, 2019, Engagement Letter – Effective September through December 2022 – \$75,000 per</p>



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	<p>District is dark, requesting approval of an extension for September – December 2022, which is included in the FY2023 annual budget.</p> <p>Mr. Christensen explained that staff is working with the IT consultant, Harry Slack, to develop internal control processes for data sharing with the county to strengthen the processes and security for approximately \$9k – presenting at the October committee meeting for approval.</p>	<p>month, plus expenses and forward to the Board for approval. Motion passed unanimously.</p>
<p>IX. Adjournment</p>	<p>President Borja adjourned the meeting at 4:04 p.m.</p>	<p>Audio recording available on the website at http://dhcd.org/Agendas-and-Documents</p>

DocuSigned by:

 ATTEST: _____
 Karen Borja, President, Board of Directors
 Finance & Administration Committee Member
 Desert Healthcare District Board of Directors

Minutes respectfully submitted by Andrea S. Hayles, Board Relations Officer