



DESERT HEALTHCARE DISTRICT
FINANCE, ADMINISTRATION, REAL ESTATE, AND LEGAL COMMITTEE
MEETING MINUTES
January 11, 2023

Directors Present	District Staff Present	Absent
Chair/Treasurer Arthur Shorr Vice-President Carmina Zavala, PsyD Director Leticia De Lara, MPA	Conrado E. Bárzaga, 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, Board Relations Officer	

AGENDA ITEMS	DISCUSSION	ACTION
I. Call to Order	Chair Shorr called the meeting to order at 5:01 p.m.	
II. Approval of Agenda	Chair Shorr asked for a motion to approve the agenda.	Moved and seconded by Director De Lara and Vice-President Zavala to approve the agenda. Motion passed unanimously.
III. Public Comment	There was no public comment.	
IV. Approval of Minutes 1. F&A Minutes – Meeting December 13, 2022	Chair Shorr motioned to approve the December 13, 2022, meeting minutes.	Moved and seconded by Director De Lara and Vice-President Zavala to approve the December 13, 2022, meeting minutes. Motion passed unanimously. (Director De Lara abstained)
V. CEO Report	Conrado Bárzaga, MD, CEO, described discussions with legal counsel and a proposal in the Foundation meeting for improving cash flow and income to benefit the organization.	
VI. Chief Administration Officer's Report	Chris Christensen, CAO, provided an overview of the meeting, which includes the Request for Proposals (RFP) for audit firms and increased security at Las Palmas Medical Plaza. The pickup truck the District is renting for \$2k per month for the Coachella Valley Equity	



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	<p>Collaborative is necessary on a long-term basis, and staff is determining options for a potential lease or purchase.</p> <p>Mr. Christensen provided an overview and background of the Park Imperial Condominium property. The committee-approved appraisal is proceeding for fair market value, as the condominium association has expressed the possibility of extending the lease. Staff is assessing the options and will provide a recommendation to consider at a future committee meeting.</p> <p>The Las Palmas Medical Plaza is 100% occupied, with a few leases expiring soon with renewal options.</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>Chair Shorr reviewed the December financials with the committee.</p> <p>Chris Christensen, CAO, highlighted and described the property tax receipts revenue, which is exceeding the budget and more significantly, as additional revenue is received due to prior assessments that COVID would affect the proceeds. Mr. Christensen also emphasized that the FY2022 \$2.6M carryover in grants funding has been used for grant awards in FY23, leaving</p>	<p>Moved and seconded by Director De Lara and Chair Shorr to approve the December 2022 financials – items 1-10 and to forward to the Board for approval. Motion passed unanimously.</p>



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	\$3.6M of the current year grant budget available for grant awards	
VIII. Other Matters		
1. LPMP Lease Renewal – Palm Tree Clinical, Suite 1E 201 – 5-year	Chris Christensen, CAO, described the lease renewal for Palm Tree Clinical at the Las Palmas Medical Plaza and the 5-year occupancy. The tenant received deferred rent from COVID relief with two remaining payments. The lease extension is 5-years at \$1.65/sq. ft., tenant improvements for \$10/sq. ft., and a net lease income of \$409k.	Moved and seconded by Director De Lara and Chair Shorr to approve the LPMP Lease Renewal – Palm Tree Clinical, Suite 1E 201 – 5-year and forward to the Board for approval. Motion passed unanimously.
2. LPMP Security Coverage – Possible Increase	Chris Christensen, CAO, described the recent break-in at the Las Palmas Medical Plaza on Christmas Day at Quest Diagnostics through the adjoining wall to gain access to the pharmacy, including previous security challenges. Staff is proposing weekend security coverage that would increase the tenant CAM charges by \$.11/sq. ft., with the possibility of installing cameras for enhanced coverage. The committee recommends, if necessary, security signage and additional lighting.	Moved and seconded by Director De Lara and Vice-President Zavala to approve the Las Palmas Medical Plaza Increase in Security Coverage and Collected Costs through the Tenant’s CAM Fees and forward to the Board for approval. Motion passed unanimously.
3. Request for Proposal – Audit Firms for 06/30/2023 annual audit	Chris Christensen, CAO, described the relationship with the current audit firm and discussions with the committee to change audit firms, further outlining the	Moved and seconded by Director De Lara and Vice-President Zavala to approve the Request for Proposal – Audit Firms for 06/30/2023 annual audit and forward to the Board for approval.



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	Request for Proposals list of auditing firms that also focus specifically on single audits.	Motion passed unanimously.
IX. Adjournment	Chair Shorr adjourned the meeting at 5:35 p.m.	Audio recording available on the website at http://dhcd.org/Agendas-and-Documents

DocuSigned by:

A handwritten signature in black ink that reads "Arthur Shorr". The signature is written over a horizontal line.

ATTEST: _____

Arthur Shorr, Chair/Treasurer, Board of Directors
 Finance & Administration Committee Member
 Desert Healthcare District Board of Directors

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