



DESERT HEALTHCARE DISTRICT
FINANCE, ADMINISTRATION, REAL ESTATE, AND LEGAL COMMITTEE
MEETING MINUTES
February 15, 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 5:00 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 January 11, 2023	Chair Shorr motioned to approve the January 11, 2023, meeting minutes.	Moved and seconded by Director De Lara and Vice-President Zavala to approve the January 11, 2023, meeting minutes. Motion passed unanimously.
V. Investment Portfolio 1. Q4 – 12/31/2022 – Investment Portfolio Statements Overview, Keith Stribling, CFA, Vice President, Senior Portfolio Manager, High Mark Capital Management	Keith Stribling, CFA, Vice President, Senior Portfolio Manager, High Mark Capital Management, commenced his presentation with the retirement plan describing the challenges and the performance report, including an overview of the District asset allocation summary and performance report, answering questions from the committee members.	
VI. CEO Report	There was no CEO Report.	
VII. Chief Administration Officer’s Report	Chris Christensen, CAO, provided an update on the	



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	<p>auditing firm's Request for Proposals (RFP) detailing the two proposals received. One proposal is a solicitation from a CPA firm in Florida aligned with a proposed higher rate. The prior auditing firm Moss Levy & Hartzheim submitted a proposal for consideration.</p> <p>The Las Palmas Medical Plaza is 100% occupied but has upcoming vacancies with two leases expiring and leaving the medical plaza. A tenant on a one-year lease, a laboratory, is contending with other competitors in the complex, requesting to vacate early with five months remaining. Staff will present the recommended options for the committee's consideration.</p> <p>Lease expirations for renewal are forthcoming.</p>	
<p>VIII. 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 the property tax revenue at 9-10% higher than last year.</p> <p>The committee discussed the sponsorships listed on the CEO Discretionary Fund, the criteria and discretion for the CEO to disburse funds.</p>	<p>Moved and seconded by Director De Lara and Vice-President Zavala to approve the January 2023 financials – items 1-10 and to forward to the Board for approval. Motion passed unanimously.</p>



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<p>IX. Other Matters</p> <p>1. CEO Discretionary Fund Increase from \$25,000 to \$50,000</p> <p>2. Development Director</p>	<p>Conrado Bárzaga, MD, CEO, described the consideration to increase the CEO Discretionary Fund by \$25k, with a significant improvement in opportunities and requests at events for visibility of the District.</p> <p>The committee discussed the upcoming budgeting cycle, the current overbudget of the property tax increases, and incorporating the \$50k into the next fiscal year.</p> <p>Dr. Bárzaga, CEO, described that in 2019, the board requested a senior development officer position and job description before the approval of the strategic plan in 2021. An out of state candidate was identified, COVID restrictions stalled the search process, and staff has pursued further recruitment, to no avail. The board determined when approving the strategic plan, the low priority of the position, with staff concentrating its efforts on high priority matters. In the meantime, the board approved California Consulting Group to identify grants and to date has secured \$1.3M from county funding opportunities. Staff has secured \$5M for distribution to support the</p>	<p>Moved and seconded by Director De Lara and Vice-President Zavala to approve the CEO Discretionary Fund Increase from \$25,000 to \$50,000 effective immediately with inclusion in next year’s budget and forward to the Board for approval.</p> <p>Motion passed 2-0.</p> <p>(Chair Shorr voted present)</p>
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	<p>Coachella Valley Equity Collaborative.</p> <p>The committee discussed the challenges of hiring for the position and contacting recruiters to fill the position, including the anticipated purpose and role of the position.</p> <p>Chair Shorr described his intent at the board meeting for a motion to modify the strategic plan low priority of the senior development officer for financial support.</p>	
X. Adjournment	Chair Shorr adjourned the meeting at 6:05 p.m.	<p>Audio recording available on the website at http://dhcd.org/Agendas-and-Documents</p>

DocuSigned by:

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