



DESERT HEALTHCARE DISTRICT
FINANCE, ADMINISTRATION, REAL ESTATE, AND LEGAL COMMITTEE
MEETING MINUTES
March 15, 2023

7 **District Staff Present** **Absent**
Directors Present

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	
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AGENDA ITEMS	DISCUSSION	ACTION
I. Call to Order	Chair Shorr called the meeting to order at 4:00 p.m. Director De Lara joined the meeting at 4:11 p.m. due to technical difficulties.	
II. Approval of Agenda	Chair Shorr asked for a motion to approve the agenda.	Moved and seconded by Director Shorr 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 February 15, 2023	Chair Shorr motioned to approve the February 15, 2023, meeting minutes.	Moved and seconded by Director Shorr³⁸ and Vice-President Zavala to approve the February 15, 2023, meeting minutes. Motion passed unanimously.
V. CEO Report 1. Activate Inclusion – Diversity, Equity, Inclusion (DEI) consulting/training, leadership development, and coaching services – \$14,940	Conrado Bárzaga, MD, CEO, described the organizational development activity for the Board and Staff on Diversity, Equity, and Inclusion (DEI), detailing the diversity for more cultural awareness, further describing Activate Inclusion for facilitating the trainings.	Moved and seconded by Vice-President Zavala and Director De Lara and to approve Activate Inclusion – Diversity, Equity, Inclusion (DEI) consulting/training, leadership development, and coaching services – \$14,940. Motion passed unanimously.
VI. Chief Administration Officer's Report	Chris Christensen, CAO, provided an update on the financial auditor's Request for	



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	<p>Proposals (RFP), receiving four proposals and eight solicited, with a recommendation for approval in Other Matters of the meeting.</p> <p>The Las Palmas Medical Plaza has 93% capacity with prospective interest in occupying the three vacant suites available for lease. The ongoing fire sprinkler installations are in the final phase of the inspections.</p> <p>Mr. Christensen provided details on the added security with 24-hour services, including weekends. Staff is researching additional cost-effective measures, but there have been no break-ins since the holiday season.</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 February financials with the committee describing the \$3.5M overbudget with minimal expenses.</p> <p>Chris Christensen, CAO, answered various questions from the committee concerning reimbursements and the check register expenditures.</p>	<p>Moved and seconded by Director De Lara and Vice-President Zavala to approve the February 2023 financials – items 1-10 and forward to the Board for approval. Motion passed unanimously.</p>
<p>VIII. Other Matters</p>		



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<p>1. Audit Firm Selection for the FY23 Annual Audit</p>	<p>Chris Christensen, CAO, described the four proposals received and the corresponding fees, selecting Moss, Levy, Hartzheim – a prior auditor with less fees than the prior auditors.</p>	<p>Moved and seconded by Director De Lara and Vice-President Zavala to approve auditing firm Moss, Levy, Hartzheim and forward to the Board for approval. Motion passed unanimously.</p>
<p>2. California Consulting - Consulting Services Agreement - Addendum #1 – Time Extension to March 31, 2024</p>	<p>Chris Christensen, CAO, described California Consulting’s assistance with securing \$1.3M in grants, their current work in obtaining seismic grant funding, and the services agreement addendum extension through March 2024.</p>	<p>Moved and seconded by Director De Lara and Vice-President Zavala to approve California Consulting - Consulting Services Agreement - Addendum #1 – Time Extension to March 31, 2024, and forward to the Board for approval. Motion passed unanimously.</p>
<p>3. INPRO Construction – Las Palmas Medical Plaza Maintenance Service Agreement – 1 Year Extension to April 30, 2024, and Increase to \$11,485 per month</p>	<p>Chris Christensen, CAO, described INPRO Construction’s scope of work and maintenance services at the Las Palmas Medical Plaza and the 3% increase to extend their agreement for an additional year to April 2024.</p>	<p>Moved and seconded by Director De Lara and Vice-President Zavala to approve INPRO Construction – Las Palmas Medical Plaza Maintenance Service Agreement – 1 Year Extension to April 30, 2024, and Increase to \$11,485 per month and forward to the Board for approval. Motion passed unanimously.</p>
<p>4. FOUNDANT – Grant Application Software Agreement</p>	<p>Dr. Bárzaga, CEO, described the current Blackbaud software and the more user-friendly software with FOUNDANT, including the added cost savings.</p>	<p>Moved and seconded by Director De Lara and Director Shorr to approve FOUNDANT – Grant Application Software Agreement and forward to the Board for approval. Motion passed unanimously.</p>
<p>5. Desert Regional Medical Center - Seismic Assessment Update Report</p>	<p>Chris Christensen, CAO, described the background on the seismic retrofit assessment at Desert Regional Medical Center, the</p>	



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<p>6. Valuation Engagement Agreement – VMG Health – Additional Valuation Requirements for DRMC</p>	<p>engagement with Simpson Gumpertz & Heger (SGH), and the additional costs for phase 1 of \$222M, with the committee recommending costs up to \$222M.</p> <p>Chris Christensen, CAO, described the background on the engagement of VMG Health to guide the Board with the lease outcomes. An added scope of work and fees totaling \$20k is necessary since prior Board-approval to move forward with the valuation reports.</p>	
<p>IX. Adjournment</p>	<p>Chair Shorr adjourned the meeting at 4:38 p.m.</p>	<p>Audio recording available on the website at http://dhcd.org/Agendas-and-Documents</p>

DocuSigned by:

 ATTEST: _____
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 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