



**DESERT HEALTHCARE DISTRICT
BOARD AND STAFF COMMUNICATIONS AND POLICIES
Board and Staff Communications and Policies Committee Meeting
September 07, 2023
5:00 p.m.**

In lieu of attending the meeting in person, members of the public can participate by webinar using the following Zoom link:

<https://us02web.zoom.us/j/88490833298?pwd=cDEwczF2N3Y1cXNyM2FZbkx0ZFBDdz09>

Webinar ID: 884 9083 3298

Password: 171913

Members of the public may also participate by telephone, using the follow dial in information:

(669) 900-6833 or Toll Free (833) 548-0282

Webinar ID: 884 9083 3298

Password: 171913

<i>Page(s)</i>	AGENDA	<i>Item Type</i>
	I. CALL TO ODER – Director Leticia De Lara, Chairperson	
1-2	II. APPROVAL OF AGENDA	Action
3-8	III. MEETING MINUTES 1. March 3, 2023	Action
	IV. PUBLIC COMMENTS At this time, comments from the audience may be made on items <u>not</u> listed on the agenda that are of public interest and within the subject-matter jurisdiction of the District. The Committee has a policy of limiting speakers to not more than three minutes. The Committee cannot take action on items not listed on the agenda. Public input may be offered on an agenda item when it comes up for discussion and/or action.	
	V. OLD BUSINESS	
9-13	VI. NEW BUSINESS 1. Addendum to Activate Inclusion Consulting Services Agreement – NTE \$51,500	ACTIONS
14-20	2. EXISTING POLICY REVISIONS a. Policy #BOD-01 – Swearing in of Board Members	
21-22	b. Policy #BOD-04 – Attendance at Meetings	
23-24	c. Policy #BOD-05 – Basis of Authority	
25-28	d. Policy #BOD-07 – Board Meeting Agenda	
29-32	e. Policy #BOD-12 – Minutes of Board & Committee Meetings	



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- 33-38 f. Policy #BOD-13 – Memberships of Organizations, Training, Education and Conferences
- 39-40 g. Policy #BOD-14 – Ethics & Sexual Harassment Training
- 41-44 h. Policy #FIN-06 – Financial Reserve Policy
- 45-52 i. Policy #OP-11 – Professional Services
- 53-58 j. Policy #OP-12 – Compensation
- 59-60 k. Policy #OP-12.1 – Cost-of-Living Adjustment (COLA)
- 61-64 l. Policy #OP- 14 – Expense Authorization
- 65-68 m. Policy #PROC-01 – Purpose of Board Policies

VII. FUTURE TOPICS & ISSUES

VIII. ADJOURNMENT

The undersigned certifies that a copy of this agenda was posted in the front entrance to the Desert Healthcare District offices located at 1140 North Indian Canyon Drive, Palm Springs, California, and the front entrance of the Desert Healthcare District office located at the Regional Access Project Foundation, 41550 Eclectic Street, Suite G 100, Palm Desert, California at least 72 hours prior to the meeting.

If you have a disability or require a translator for accommodation to enable you to participate in this meeting, please email Andrea S. Hayles, Special Assistant to the CEO and Board Relations Officer, at ahayles@dhcd.org or call (760) 567-0298 at least 24 hours before the Meeting.

Andrea S. Hayles

Andrea S. Hayles, Board Relations Officer



**BOARD AND STAFF COMMUNICATIONS & POLICIES COMMITTEE MEETING
MEETING MINUTES
March 07, 2023**

Directors Present	District Staff Present	Absent
Chair/Director Leticia De Lara, Chair President Evett PerezGil Director Les Zendle, MD	Conrado E. Bárzaga, MD, CEO Chris Christensen, CAO Donna Craig, Chief Program Officer Alejandro Espinoza, Chief of Community Engagement Jana Trew, Senior Program Officer, Behavioral Health Eric Taylor, Accounting Manager Andrea S. Hayles, Board Relations Officer	

AGENDA ITEMS	DISCUSSION	ACTION
I. Call to Order	The meeting was called to order at 3:08 p.m. by Chair De Lara.	
II. Approval of Agenda	Chair De Lara asked for a motion to approve the agenda.	Moved and seconded by Director Zendle and President PerezGil to approve the agenda. Motion passed unanimously.
III. Meeting Minutes	Chair De Lara asked for a motion to approve the October 18, 2022, meeting minutes.	Moved and seconded by Director Zendle and President PerezGil to approve the October 18, 2022, meeting minutes. Motion passed unanimously.
IV. Public Comment	There were no public comments.	
V. Old Business	There was no Old Business to report.	
VI. New Business – Existing Policy Revisions		
1. Policy #BOD-03 – Appointment to Committees	Chris Christensen, CAO, described the addition of the Board and Staff Communications and Policies Committee in the appointment and to committees' policy, including other minor revisions.	Moved and seconded by President PerezGil and Director Zendle to approve Policy #BOD-03 – Appointment to Committees and forward to the Board for approval. Motion passed unanimously.
2. Policy #BOD-06 – Filling a Vacancy on the Board	Chris Christensen, CAO, described the minor change to the date of the policy.	Moved and seconded by Director Zendle and President PerezGil to approve Policy #BOD-06 – Filling a Vacancy on the Board and forward to the Board for approval. Motion passed unanimously.

**BOARD AND STAFF COMMUNICATIONS & POLICIES COMMITTEE MEETING
MEETING MINUTES
March 07, 2023**

<p>3. Policy #BOD-07 – Board & Committee Meeting Agenda</p>	<p>Chris Christensen, CAO, provided an overview of the policy changes with the addition of item #1 in the guidelines for placing a matter on the agenda, the Board President or any three Board Members may contact the Board President for the request.</p> <p>The committee recommended modifying from three to two Board Members requesting an item placed on the agenda.</p>	<p>Moved and seconded by Director Zendle and President PerezGil to approve Policy #BOD-07 – Board & Committee Meeting Agenda and modifying from three to two Board Members requesting an item placed on the agenda and forward to the Board for approval. Motion passed unanimously.</p>
<p>4. Policy #BOD-09 – Rules of Order for Board and Committee Meetings</p>	<p>Chris Christensen, CAO, described the minor change to the date of the policy.</p>	<p>Moved and seconded by Director Zendle and President PerezGil to approve Policy #BOD-09 – Rules of Order for Board and Committee Meetings and forward to the Board for approval. Motion passed unanimously.</p>
<p>5. Policy #BOD-10 – Board Meeting Conduct</p>	<p>Chris Christensen, CAO, described the minor change to the date of the policy.</p>	<p>Moved and seconded by President PerezGil and Director Zendle to approve Policy #BOD-10 – Board Meeting Conduct and forward to the Board for approval. Motion passed unanimously.</p>
<p>6. Policy #OP-5 – Grant & Mini Grant Policy</p>	<p>Chris Christensen, CAO, described the additional language and transparency for compliance with AB 2019, including the ACHD recertification.</p>	<p>Moved and seconded by President PerezGil and Director Zendle to approve Policy #OP-5 – Grant & Mini Grant Policy and forward to the Board for approval. Motion passed unanimously.</p>
<p>7. Policy #OP-06 – Delegating Minor Claims Settlement to the CEO</p>	<p>Chris Christensen, CAO, described the minor change to the date of the policy.</p>	<p>Moved and seconded by Director Zendle and President PerezGil to approve Policy #OP-06 – Delegating Minor Claims Settlement to the CEO and forward to the Board for approval. Motion passed unanimously.</p>

**BOARD AND STAFF COMMUNICATIONS & POLICIES COMMITTEE MEETING
MEETING MINUTES
March 07, 2023**

<p>8. Policy #OP-07 – Lease Compliance</p>	<p>Chris Christensen, CAO, described the minor change to the date of the policy.</p> <p>The committee discussed public comments during Board meetings related to Desert Regional Medical Center (DRMC) and oversight of hospital, possibly revising the policy concerning complaints, modifying the first paragraph, referring the public to the policy, and further directing matters to the DRMC compliance officer.</p> <p>The committee recommended tabling the matter until Legal Counsel and the CEO review and potentially modify the first paragraph of the policy and forward to the Board at the March meeting for approval or the next Policies Committee meeting.</p>	<p>Moved and seconded by Director Zendle and President PerezGil to table Policy #OP-07 – Lease Compliance for Legal and CEO review to discuss modifications in the first paragraph and forward to the Board for approval or at the next Policies Committee meeting. Motion passed unanimously.</p>
<p>9. Policy #OP-08 – Strategic Plan</p>	<p>Chris Christensen, CAO, described the minor modifications to the strategic plan policy and the inclusion of the mission statement. Staff will ensure that “optimal” is included in the mission statement.</p> <p>The committee discussed Director Shorr’s recommendation to review the strategic plan annually. The committee determined that it would assess and review the strategic plan at the quarterly strategic planning committee meetings with recommendations</p>	<p>Moved and seconded by Director Zendle and President PerezGil to approve Policy #OP-08 – Strategic Plan and forward to the Board for approval with the inclusion of “optimal” in the mission statement. Motion passed unanimously.</p>

BOARD AND STAFF COMMUNICATIONS & POLICIES COMMITTEE MEETING
MEETING MINUTES
March 07, 2023

<p>10. Policy #OP-10 – Policies and Procedures - Bidding Regulations Governing Purchases of Supplies and Equipment, and Bidding for Public Works Contracts</p>	<p>to the Board with no additional modifications to the policy.</p> <p>Chris Christensen, CAO, described the minor change to the date of the policy.</p>	<p>Moved and seconded by President PerezGil and Director Zendle to approve Policy #OP-10 – Policies and Procedures - Bidding Regulations Governing Purchases of Supplies and Equipment, and Bidding for Public Works Contracts and forward to the Board for approval. Motion passed unanimously.</p>
<p>11. Policy #OP-13 – Sustainability Program</p>	<p>Chris Christensen, CAO, described the edits to the policy with the inclusion of additional sustainability guidelines.</p> <p>The committee recommended the inclusion of virtual meetings when appropriate under the guidelines of the Brown Act pending legal review to item #4.</p>	<p>Moved and seconded by Director Zendle and President PerezGil to approve Policy #OP-13 – Sustainability Program and forward to the Board for approval the inclusion of virtual meetings when appropriate under the guidelines of the Brown Act pending legal review to item #4. Motion passed unanimously.</p>
<p>12. Policy #OP-16 – CEO Discretionary Fund & Sponsorships</p>	<p>Director Zendle recapped his position that does not relate to concerns of the financial increase but ensuring that the funds are not for bypassing grants or mini-grants, including inappropriate use for partiality and concerns about board members inquiring with the CEO for sponsorships, which places the CEO and Directors in an uncomfortable position.</p> <p>The committee discussed Board members' sponsorship requests, matters that should be presented to the Board, sponsoring events for grantees, advocating as Board members for the CEO's discretion, and</p>	<p>Moved and seconded by Director Zendle and President PerezGil to approve Policy #OP-16 – CEO Discretionary Fund & Sponsorships and forward to the Board for approval. Motion passed unanimously.</p>

**BOARD AND STAFF COMMUNICATIONS & POLICIES COMMITTEE MEETING
MEETING MINUTES
March 07, 2023**

	<p>determining when to use mini-grants for some matters.</p> <p>The committee approved the CEO Discretionary Fund policy as-is, and the CEO will report monthly expenses at the Board meeting in the CEO Report agenda line item. Additionally, the action of the CEO Discretionary fund is listed on the Board meeting agenda in the Policies Committee report.</p>	
<p>VI. Future Topics & Issues</p>	<p>Director Zendle described relations between the directors, staff, code of conduct issues, communications, and interactions, including directors not providing justifications to nay votes. Director Zendle also suggested calendaring special meetings and workshops for the remainder of the year, an annual half-day retreat, and an in-person AB 1234 ethics training.</p> <p>President PerezGil suggested a code of conduct meeting concerning respecting everyone’s opinion.</p> <p>Dr. Bárzaga described an upcoming Diversity, Equity, and Inclusion (DEI) training and identifying a consultant for governance and development workshops.</p> <p>The committee directed staff to reserve the third Tuesday of every month as a placeholder for any special meetings.</p>	
<p>VII. Adjournment</p>	<p>Chair De Lara adjourned the meeting at 4:23 p.m.</p>	<p><i>Audio recording available on the website at</i></p>



**BOARD AND STAFF COMMUNICATIONS & POLICIES COMMITTEE MEETING
MEETING MINUTES
March 07, 2023**

		https://www.dhcd.org/Agendas-and-Documents
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ATTEST: _____

Leticia De Lara, Chair/Director
Board and Staff Communications & Policies Committee

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



DESERT HEALTHCARE
DISTRICT & FOUNDATION

Date: September 07, 2023
To: Board and Staff Communications and Policies Committee
Subject: Addendum #1 to the Consulting Services Agreement with Activate Inclusion for continued Diversity, Equity, and Inclusion (DEI) training – NTE \$51,500

Staff Recommendation:

Consideration to approve a contract amendment in the amount of \$51,500 with Activate Inclusion to continue Board and Staff Development activities related to Diversity, Equity, and Inclusion (DEI) and assisting the District in its quest to building an Inclusive Culture.

Background:

- It is seemingly imperative to heighten our collective cultural awareness, learn about cultural interaction, and uncover hidden biases to build an inclusive culture in the District.
- Staff explored opportunities to bring DEI training to the District to address specific needs through a tailored program.
- In March 2023 the Board approved a contract with Activate Inclusion for DEI training for Board and Staff.
- The activities developed by Activate Inclusion were well received and deemed useful by Board and Staff.
- Therefore, staff requests Activate Inclusion to develop a proposal to further advance the work that was launched in April and May of 2023 by investigating opportunities for greater diversity equity, and inclusion within the culture of the team, the board, and the greater community.
- The proposed additional work will introduce an assessment instrument from the Intercultural Development Inventory (**IDI**) organization, which will provide us with data on individuals, the team, and the leader. It will also introduce a framework for identifying opportunities within the culture under the title of **Activate Inclusive Culture**. **IDI** is a widely used and effective cross-culturally valid assessment for building cultural competence.
- Initially presented at the July 19, 2023, F&A Committee, the Committee recommended, and the Board-approved, that the additional Activate Inclusion proposal be reviewed by the Board and Staff Communications and Policies Committee.
- Activate Inclusion's proposal will also incorporate individual coaching with IDI and a Leader 360 assessment for the CEO. The length of the contract is approximately six (6) months.

Fiscal Impact:

NTE \$51,500 to assist DHCD in its quest to building an Inclusive Culture.

**CONSULTING SERVICES AGREEMENT
ADDENDUM #1**

This Professional Services Agreement (“Agreement”) was entered into on March 29, 2023 by and between Desert Healthcare District (“District”), a public agency organized and operating pursuant to California Health and Safety Code section 32000 et seq., and Activate Inclusion, (“Consultant”) as follows:

R-E-C-I-T-A-L-S

1. Incorporates Exhibit B to include an assessment instrument from the Intercultural Development Inventory organization with an added cost not to exceed \$51,500.
2. This Addendum extends and revises the termination date in Section 3.1 to December 31, 2023.
3. All other terms and conditions of the original service agreement remain unchanged.

“District”:

Desert Healthcare District

By: _____
Conrado Barzaga, CEO

Date: _____

“Consultant”:

Activate Inclusion

By: _____
Sindri Anderson, Executive
Consultant

Date: _____

**Desert Healthcare District & Foundation
Activate Inclusive Culture Proposal
Q3 2023**

About: Activate Inclusion

[Activate Inclusion](#) is a certified women-owned (WBENC) and member-managed consulting firm that partners with organizations across sectors and industries. We apply a strategic, data-based approach to our work, bring an organizational development lens to all our engagements, and focus on creating sustainable changes in skills and culture. We draw the “red thread” of DEI through all our work, particularly when working with leadership teams. Our seasoned, diverse team members have all been leaders themselves and are attuned to the complexity of leading in large organizations. For this project, we are proposing Sindri Anderson and Tres Jimenez.

Context: Activate Inclusive Culture

For Desert Healthcare District & Foundation, we propose a continuation of our work that was launched in April and May of 2023 by investigating opportunities for greater diversity equity, and inclusion within the culture of the team, the board, and the greater community. We want to introduce an assessment instrument from the Intercultural Development Inventory organization, which will provide us with data on individuals, the team, and the leader. We will also introduce a framework for identifying opportunities within the culture under the title of Activate Inclusive Culture which will utilize the work of Tema Okun and the Characteristics of White Supremacy Culture.

We suggest 5 monthly facilitated meetings @ 2-3 hours each, to be conducted virtually and/or in person. We recommend focusing on new Governance processes and the Goal Review/Alignment/Setting process during these sessions. We would also conduct a 1:1 meeting with each member of the group to debrief the IDI Assessment instrument.

Below is the proposed arc of meetings, but please note we always apply “dynamic steering,” adapting agendas as required to achieve the desired outcomes.

Facilitated Sessions (proposed draft)

Prep before meetings begin: Individual Coaching with IDI Assessment

Meeting 1: Context setting Kickoff (Sept-October)

- **Pre-work:** IDI assessment including a leader 360 for Conrado. Each person will receive 1:1 IDI Assessment coaching debriefs from either Tres or Sindri. Each person will also receive a follow up coaching session some months later, so that we can support sustainability of each person's goals and action plans•
- Check-in – SWOT discussion about how things have been since our last time together
- Introduce Activate Inclusive Culture framework and the characteristics, with the invitation to rank these characteristics as a group (Ranking can be done as anonymous pre-work)
- Identify top 2-3 focus areas for the team from the exercise above
- Draft action plans for these 2-3 focus areas to begin investigating and working on in pairs

- Closing activity: Share one area of opportunity that you are most looking forward to, and most concerned about

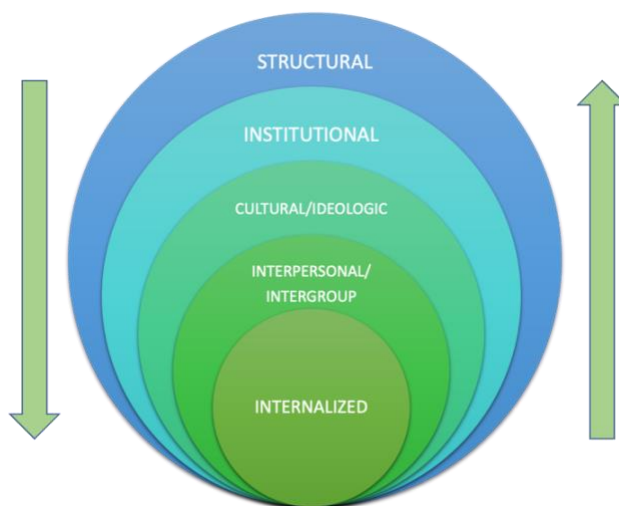
Meetings 2, 3 and 4 – Monthly 2-3 hour Facilitated Virtual Working Sessions) Oct-Dec)

- Checkpoints on Inclusive Culture Action Planning progress
- Focus on change management of new Governance Processes
- Collaborate on Goal creating/alignment/finalizing in collaborative process with the Board
- What's working/not with examples
- Course-correction or pivots and lessons learned

Meeting 5: Close Out and Sustainability Planning

- Overview from each Activate Inclusive Culture action-planning teams
- Where are we in the process, what still needs to be done and how will we get there?
- Closing activity: Feedback exercise to share appreciation and requests of each other as community members

We ground all our work with organizations in the systemic model of oppression/marginalization below. We recognize that all of us are shaped by and shape the system. True progress towards inclusion and belonging means enacting change at all levels.



The framework that I mentioned for next-steps would be our version of the [Characteristics of White Supremacy](#) which offers a list of 13 typical behaviors/norms that exist within cultures, institutions and structures. This work begins to tackle some of the more difficult work of changing the systems, roles, decision making, power structures. Please use the hyperlinks at the end of this document to learn more about the history of this framework.

Our suggestion is to combine this with asking each member of the staff to participate in the [Intercultural Development Inventory or IDI self assessment](#) which helps individuals and groups understand where they are on the inclusive scale, as well as a group profile report and a group administrator (360 report) for you as the leader. In this work, we will choose through a democratic process of anonymous voting to

identify characteristics that are the highest priority to address, adjust or dismantle and create antidotes that become action plans for change.

Fee Table/Investment Estimate

Service Type	Units	Cost	Net Cost
Consulting Hours* meetings, calls and prep	12 hours	\$400	\$4,800
Facilitated Sessions: Design *	20	\$400	\$8,000
Facilitation: Five 2 to 3-hour team meetings	10-15	\$1000	\$10,000-\$15000
IDI Assessment: Assessment and 1:1 Debrief for each staff and board member plus one additional follow up coaching session during Q3/4	17 ppl x2	\$550	\$18,700
Project Management	1	10%	\$3,000
Travel fee <i>per trip</i> <i>estimated at 2 in-person sessions</i>	2	\$1,000	\$2,000
Total Investment <i>(does not include travel expenses or materials)</i>	\$46,500 - \$51,500		

NOTE:

*Hours are based on current scope estimate. Activate will inform DCHD at midpoint if scope changes significantly
 Travel fee will be charged at \$1000 flat rate for each trip
 Printed materials and all travel expenses to be billed directly at cost



DESERT HEALTHCARE
DISTRICT & FOUNDATION

Date: September 07, 2023
To: Board & Staff Communications and Policies Committee
Subject: Consideration to Approve Policies

Staff Recommendation: Consideration to approve updated policies

Background:

The policies listed below require review and/or revisions:

- Policy #BOD-01 – Review only
- Policy #BOD-04 – Review only
- Policy #BOD-05 – Review only
- Policy #BOD-07 – Revisions to include revised Board meeting agenda
- Policy #BOD-12 – Minor revisions
- Policy #BOD-13 – Revisions
- Policy #BOD-14 – Minor Revision
- Policy #FIN-06 – Minor Revisions
- Policy #OP-11 – Review only
- Policy #OP-12 – Revisions
- Policy #OP-12.1 – New COLA policy
- Policy #OP-14 – Revisions
- Policy #PROC-01 – Review only

Fiscal Impact:

None



POLICY TITLE: SWEARING IN OF BOARD MEMBERS

POLICY NUMBER: BOD-01

COMMITTEE APPROVAL: 09-07-2023

BOARD APPROVAL: 09-26-2023

POLICY #BOD-01: It is the policy of the Desert Healthcare District (“District”) to perform a swearing-in ceremony for newly elected or appointed Board of Directors (“Board”) members.

GUIDELINES:

1. Newly elected Board Members assume office at noon on the first Friday of December following the general election. They shall be sworn in by or at the first Board meeting following that date. Appointed Board members are sworn in by or at the first Regular Board Meeting after the Board approves the appointment. Newly elected or appointed Board members must be sworn in prior to performing any official duties.
2. Using the standard form (see attached), the Board President shall appoint the Clerk of the Board or Legal Counsel to have the newly elected Board Members repeat after them the words of the oath.
3. The Clerk of the Board or Legal Counsel will obtain required signatures.



DESERT HEALTHCARE
DISTRICT & FOUNDATION
STATE OF CALIFORNIA

City of _____ County of _____

**OATH OR AFFIRMATION OF ALLEGIANCE FOR PUBLIC OFFICERS AND
EMPLOYEES**

The Execution of this Oath is Required by Article XX, Section 3, of the Constitution of the State of California.

I, _____, do

solemnly swear that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

SUBSCRIBED AND SWORN TO BEFORE ME THIS _____ DAY OF _____ 20____

SIGNATURE OF OFFICER ADMINISTERING OATH TITLE

SIGNATURE OF PERSON TAKING OATH



DESERT HEALTHCARE
DISTRICT & FOUNDATION

AUTHORITIES

Desert Healthcare District Bylaws Article IV, section 4.3

DOCUMENT HISTORY

Reviewed	09-26-2023
Revised	02-22-2022
Revised	06-23-2020
Approved	01-26-2016

DRAFT



POLICY TITLE: SWEARING IN OF BOARD MEMBERS

POLICY NUMBER: BOD-01

COMMITTEE APPROVAL: 09-07-2023

Deleted: 02-10-2022

BOARD APPROVAL: 09-26-2023

Deleted: 02-22-2022

POLICY #BOD-01: It is the policy of the Desert Healthcare District ("District") to perform a swearing-in ceremony for newly elected or appointed Board of Directors ("Board") members.

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1. Newly elected Board Members assume office at noon on the first Friday of December following the general election. They shall be sworn in by or at the first Board meeting following that date. Appointed Board members are sworn in by or at the first Regular Board Meeting after the Board approves the appointment. Newly elected or appointed Board members must be sworn in prior to performing any official duties.
2. Using the standard form (see attached), the Board President shall appoint the Clerk of the Board or Legal Counsel to have the newly elected Board Members repeat after them the words of the oath.
3. The Clerk of the Board or Legal Counsel will obtain required signatures.



DESERT HEALTHCARE
DISTRICT & FOUNDATION
STATE OF CALIFORNIA

City of _____ County of _____

**OATH OR AFFIRMATION OF ALLEGIANCE FOR PUBLIC OFFICERS AND
EMPLOYEES**

The Execution of this Oath is Required by Article XX, Section 3, of the Constitution of the State of California.

I, _____, do

solemnly swear that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

SUBSCRIBED AND SWORN TO BEFORE ME THIS _____ DAY OF _____, 20____

SIGNATURE OF OFFICER ADMINISTERING OATH TITLE

SIGNATURE OF PERSON TAKING OATH



AUTHORITIES

Desert Healthcare District Bylaws Article IV, section 4.3

DOCUMENT HISTORY

<u>Reviewed</u>	<u>09-26-2023</u>
Revised	02-22-2022
Revised	06-23-2020
Approved	01-26-2016

DRAFT



POLICY TITLE: ATTENDANCE AT MEETINGS

POLICY NUMBER: BOD-04

COMMITTEE APPROVAL: 09-07-2023

BOARD APPROVAL: 09-26-2023

POLICY #BOD-04: It is the policy of the Desert Healthcare District (“District”) Board of Directors that members of the Board of Directors shall attend all regular and special meetings of the Board unless there is good cause for absence.

GUIDELINES:

1. For all absences, the Board member shall notify the Chief Executive Officer (CEO) prior to the Board or Board Committee meeting in which they will be absent with the reason for the absence. The CEO will subsequently notify the President and/or Committee Chair of the absence and the reason.
2. A vacancy shall occur if any member ceases to discharge the duty of their office for the period of three consecutive regular meetings of the Board, or from three of any five consecutive meetings of the Board, except as authorized by the Board of Directors (Ref. H&S Code Section 32100.2).

AUTHORITIES

Desert Healthcare District Bylaws Article IV, section 4.5

DOCUMENT HISTORY

Reviewed	09-26-2023
Revised	02-22-2022
Revised	06-23-2020
Approved	02-24-2016



POLICY TITLE: ATTENDANCE AT MEETINGS

POLICY NUMBER: BOD-04

COMMITTEE APPROVAL: [09-07-2023](#)

Deleted: 02-10-2022

BOARD APPROVAL: [09-26-2023](#)

Deleted: 02-22-2022

POLICY #BOD-04: It is the policy of the Desert Healthcare District ("District") Board of Directors that members of the Board of Directors shall attend all regular and special meetings of the Board unless there is good cause for absence.

GUIDELINES:

1. For all absences, the Board member shall notify the Chief Executive Officer (CEO) prior to the Board or Board Committee meeting in which they will be absent with the reason for the absence. The CEO will subsequently notify the President and/or Committee Chair of the absence and the reason.
2. A vacancy shall occur if any member ceases to discharge the duty of their office for the period of three consecutive regular meetings of the Board, or from three of any five consecutive meetings of the Board, except as authorized by the Board of Directors (Ref. H&S Code Section 32100.2).

AUTHORITIES

Desert Healthcare District Bylaws Article IV, section 4.5

DOCUMENT HISTORY

<u>Reviewed</u>	09-26-2023
Revised	02-22-2022
Revised	06-23-2020
Approved	02-24-2016



POLICY TITLE:	BASIS OF AUTHORITY
POLICY NUMBER:	BOD-05
COMMITTEE APPROVAL:	09-07-2023
BOARD APPROVAL:	09-26-2023

POLICY #BOD-05: It is the policy of the Desert Healthcare District (“District”) Board of Directors to serve as the unit of authority within the District.

GUIDELINES:

1. The Board of Directors is the unit of authority within the District. Apart from their normal function as a part of this unit, Directors have no individual authority. As individuals, Directors may not commit the District to any policy, act or expenditure.
2. While Directors are elected from a particular geographical area or Zone, they represent and act for the community as a whole.

AUTHORITY

Desert Healthcare District Bylaws Article IV, section 4.1

DOCUMENT HISTORY

Reviewed	09-26-2023
Reviewed	02-22-2022
Revised	06-23-2020
Approved	01-26-2016



POLICY TITLE: BASIS OF AUTHORITY

POLICY NUMBER: BOD-05

COMMITTEE APPROVAL: 09-07-2023

Deleted: 02-10-2022

BOARD APPROVAL: 09-26-2023

Deleted: 02-22-2022

POLICY #BOD-05: It is the policy of the Desert Healthcare District ("District") Board of Directors to serve as the unit of authority within the District.

GUIDELINES:

1. The Board of Directors is the unit of authority within the District. Apart from their normal function as a part of this unit, Directors have no individual authority. As individuals, Directors may not commit the District to any policy, act or expenditure.
2. While Directors are elected from a particular geographical area or Zone, they represent and act for the community as a whole.

AUTHORITY

Desert Healthcare District Bylaws Article IV, section 4.1

DOCUMENT HISTORY

<u>Reviewed</u>	<u>09-26-2023</u>
Reviewed	02-22-2022
Revised	06-23-2020
Approved	01-26-2016



POLICY TITLE: BOARD & COMMITTEE MEETING AGENDA
POLICY NUMBER: BOD-07
COMMITTEE APPROVAL: 09-07-2023
BOARD APPROVAL: 09-26-2023

POLICY #BOD-07: It is the policy of the Desert Healthcare District (“District”) to prepare an agenda for each regular and special meeting of the Board of Directors.

GUIDELINES:

1. The Chief Executive Officer or designee shall prepare an agenda for each regular and special meeting of the Board of Directors. For items to be placed on the agenda, the Board President, or any two Board Members may call the Board President and request the item(s) no later than 5:00 p.m. five (5) business days prior to a regular meeting date.
2. In accordance with Government Code Section 54956(a), the Board President, or a majority of the members of the Board (4) may call a special meeting by delivering written notice to each member of the Board. The Chief Executive Officer or designee shall then develop an agenda forecast with the Board President.
3. This policy does not prevent the Board from taking testimony at regular and special meetings of the Board on matters which are not on the agenda that a member of the public may wish to bring before the Board. However, the Board shall not discuss or take action on such matters at that meeting. The Board may ask clarifying questions of public testimony.
4. At least 72 hours prior to all regular meetings and 24 hours for all special meetings, an agenda which includes but is not limited to all matters on which there may be discussion and/or action by the Board, shall be posted conspicuously for public review within the District offices, in accordance with the Ralph M. Brown Act (California Government Code §54950 through §54926), and on the District’s website at www.dhcd.org.



DESERT HEALTHCARE
DISTRICT & FOUNDATION

The following outlines the agenda , but is not all inclusive:

- A. Call to Order
 - B. Pledge of Allegiance
 - C. Approval of Agenda
 - D. Public Comment and/or Presentations (non-agendized)
 - E. Consent Agenda
 - F. Strategic Funding
 - G. Training and Development
 - H. Reports
 - I. Committee Meetings
 - J. Old Business
 - K. Board Member Comments
 - L. Adjournment
5. On occasion, as needed, a closed session of the Board is required, properly announced and conducted for only those purposes allowed in the Ralph M. Brown Act (California Government Code §54950 through §54926) and are generally held (but not limited to) following the regular or special meeting agenda.
6. For Committee meetings, the Chief Executive Officer or designee shall prepare an agenda for each committee meeting. For items to be placed on the agenda, the Committee Chairperson may contact the Chief Executive Officer and request the item(s) no later than 5:00 p.m. five (5) business days prior to a committee meeting date.

AUTHORITIES

Desert Healthcare District Bylaws Article V

DOCUMENT HISTORY

Revised	09-26-2023
Revised	03-28-2023
Revised	10-25-2022
Revised	11-24-2020
Revised	07-23-2016
Approved	03-23-2016

POLICY #BOD-07

Page 2 of 2



POLICY TITLE: BOARD & COMMITTEE MEETING AGENDA

POLICY NUMBER: BOD-07

COMMITTEE APPROVAL: 09-07-2023

Deleted: 03-07-2023

BOARD APPROVAL: 09-26-2023

Deleted: 03-28-2023

POLICY #BOD-07: It is the policy of the Desert Healthcare District ("District") to prepare an agenda for each regular and special meeting of the Board of Directors.

GUIDELINES:

1. The Chief Executive Officer or designee shall prepare an agenda for each regular and special meeting of the Board of Directors. For items to be placed on the agenda, the Board President, or any two Board Members may call the Board President and request the item(s) no later than 5:00 p.m. five (5) business days prior to a regular meeting date.
2. In accordance with Government Code Section 54956(a), the Board President, or a majority of the members of the Board (4) may call a special meeting by delivering written notice to each member of the Board. The Chief Executive Officer or designee shall then develop an agenda forecast with the Board President.
3. This policy does not prevent the Board from taking testimony at regular and special meetings of the Board on matters which are not on the agenda that a member of the public may wish to bring before the Board. However, the Board shall not discuss or take action on such matters at that meeting. The Board may ask clarifying questions of public testimony.
4. At least 72 hours prior to all regular meetings and 24 hours for all special meetings, an agenda which includes but is not limited to all matters on which there may be discussion and/or action by the Board, shall be posted conspicuously for public review within the District offices, in accordance with the Ralph M. Brown Act (California Government Code §54950 through §54926), and on the District's website at www.dhcd.org.

POLICY #BOD-07

Page 1 of 2



DESERT HEALTHCARE
DISTRICT & FOUNDATION

The following outlines the agenda, but is not all inclusive:

Deleted: of both type meetings

- A. Call to Order
- B. Pledge of Allegiance
- C. Approval of Agenda
- D. Public Comment and/or Presentations (non-agendized)
- E. Consent Agenda
- F. Strategic Funding
- G. Training and Development
- H. Reports
- J. Committee Meetings
- J. Old Business
- K. Board Member Comments
- L. Adjournment

- Deleted:** C
- Deleted:** D
- Deleted:** Calendar
- Deleted:** E
- Deleted:** CEO Report¶
F. DRMC Governing Board of Directors Report
- Deleted:** G
- Deleted:** Reports
- Deleted:** H
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- Deleted:** I. New Business
- Deleted:** J
- Deleted:** Directors
- Deleted:** and Reports¶
- Deleted:** K. Informational Items

- 5. On occasion, as needed, a closed session of the Board is required, properly announced and conducted for only those purposes allowed in the Ralph M. Brown Act (California Government Code §54950 through §54926) and are generally held (but not limited to) following the regular or special meeting agenda.
- 6. For Committee meetings, the Chief Executive Officer or designee shall prepare an agenda for each committee meeting. For items to be placed on the agenda, the Committee Chairperson may contact the Chief Executive Officer and request the item(s) no later than 5:00 p.m. five (5) business days prior to a committee meeting date.

AUTHORITIES

Desert Healthcare District Bylaws Article V

DOCUMENT HISTORY

<u>Revised</u>	<u>09-26-2023</u>
Revised	03-28-2023
Revised	10-25-2022
Revised	11-24-2020
Revised	07-23-2016
Approved	03-23-2016

POLICY #BOD-07

Page 2 of 2



POLICY TITLE: **MINUTES OF BOARD AND COMMITTEE MEETINGS**

POLICY NUMBER BOD-12

COMMITTEE APPROVAL: 09-07-2023

BOARD APPROVAL: 09-26-2023

POLICY #BOD-12 - It is the policy of the Desert Healthcare District (“District”) Board of Directors (“Board”) to keep minutes of all regular, special, and committee meetings of the Board.

GUIDELINES:

1. The Secretary of the Board of Directors shall keep minutes of all regular and special meetings of the Board. The Secretary of the Board of Directors shall be appointed by the Board as described in POLICY #BOD-02.

1.1 Copies of a meeting’s minutes shall be distributed to Directors as a part of the information packet for the next regular meeting of the Board, at which time the Board will consider approving the minutes as presented or with modifications. Once approved by the Board, the official minutes shall be kept and available for public review.

1.2 Unless directed otherwise, an electronic recording of regular and special meetings of the Board of Directors will be made. In accordance with POLICY #OP-03, “Records Retention”. Members of the public may inspect recordings of Board meetings without charge on a playback machine that will be made available by the District or on the District website. Electronic versions of regular Board meetings shall be available online on the District’s website.

1.3 Motions, resolutions or ordinances shall be recorded in the minutes as having passed or failed, and individual votes or abstentions will be recorded for all actions. All resolutions adopted by the Board shall be numbered consecutively. In addition to other information that the Board may deem to be of importance, the following information (if relevant) shall be included in each meeting’s minutes:



- Date, place and type of each meeting;
- Directors present and absent by name, with notation of late arrivals and early departures;
- District staff present by name;
- List of agenda items per POLICY #BOD-07;
- If applicable, a summary of discussion will be notated for each agenda item;
- Time the meeting was Called to Order;
- Approval of Agenda;
- Notation of public comments regarding matters not on the agenda, including names of commentators if provided;
- Approval of the minutes or modified minutes of preceding meetings;
- Approval of financial reports;
- Resolutions described as to their substantive content and sequential numbering;
- Record of all contracts and agreements, and their amendment, approved by the Board;
- Approval of the annual budget;
- Approval of all polices;
- Approval of all dispositions of District assets;
- Approval of all purchases of District; and,
- Time of meeting adjournment.

1.4 The functions of Board Secretary may be delegated to a District Staff member and not a member of the Board of Directors in accordance with POLICY #BOD-02.

AUTHORITIES

Desert Healthcare District Bylaws Article V, section 5.6

DOCUMENT HISTORY

Revised	09-26-2023
Revised	09-28-2021
Approved	03-23-2016



POLICY TITLE: MINUTES OF BOARD AND COMMITTEE
MEETINGS

POLICY NUMBER BOD-12

COMMITTEE APPROVAL: 09-07-2023

Deleted: 09-14-2021

BOARD APPROVAL: 09-26-2023

Deleted: 09-28-2021

POLICY #BOD-12 - It is the policy of the Desert Healthcare District ("District") Board of Directors ("Board") to keep minutes of all regular, special, and committee meetings of the Board.

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- Date, place and type of each meeting;
- Directors present and absent by name, with notation of late arrivals and early departures;
- District staff present by name;
- List of agenda items per POLICY #BOD-07;
- If applicable, a summary of discussion will be notated for each agenda item;
- Time the meeting was Called to Order;
- Approval of Agenda;
- Notation of public comments regarding matters not on the agenda, including names of commentators if provided;
- Approval of the minutes or modified minutes of preceding meetings;
- Approval of financial reports;
- Resolutions described as to their substantive content and sequential numbering;
- Record of all contracts and agreements, and their amendment, approved by the Board;
- Approval of the annual budget;
- Approval of all polices;
- Approval of all dispositions of District assets;
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AUTHORITIES

Desert Healthcare District Bylaws Article V, section 5.6

DOCUMENT HISTORY

<u>Revised</u>	<u>09-26-2023</u>
Revised	09-28-2021
Approved	03-23-2016

POLICY #BOD-12

Page 2 of 2



POLICY TITLE: DHCD MEMBERSHIPS IN ORGANIZATIONS, TRAINING, EDUCATION, CONFERENCES, AND REIMBURSEMENT PROCEDURE

POLICY NUMBER: BOD-13

COMMITTEE APPROVAL: 09-07-2023

BOARD APPROVAL: 09-26-2023

POLICY #BOD-13: It is the policy of the Desert Healthcare District (“District”) Board of Directors (“Board”) to encourage members of the Board and Staff to attend educational conferences, professional meetings, trainings, and community events when the purpose of such activities is to support and improve District operations. Directors shall be mindful that public funds are being spent and that only a reasonable and necessary level of expense is warranted.

Participation of its elected officials in community events will expand the District's visibility in the community and increase the access of District residents to their elected officials. In turn, this will lead to a broader understanding of the District's mission and to improve community ties.

GUIDELINES:

1. The Desert Healthcare District Board of Directors determined that it will serve the best interests of the District to maintain membership in affiliated national, state and local organizations. Further, expenses incurred in attending meetings and conferences of the following organizations and functions are hereby designated as reimbursable or acceptable to be paid by the District:
 - 1.1 Meetings of organizations in which the District is a member (e.g. Association of California Health Care Districts, California Special Districts Association).
 - 1.2 Meetings directly related to the conduct of District business. Included in this category are groundbreaking and special events sponsored by healthcare organizations, both governmental and non-profit, receiving financial support from the District.
 - 1.3 Meetings of non-political community groups that extend a specific invitation to attend and at which the Board member actively participates in the program.



DESERT HEALTHCARE
DISTRICT & FOUNDATION

1.4 Attendance at symposia and conventions, the primary purpose of which is to discuss or demonstrate health care issues or matters relating to special districts.

1.5 Attendance at educational conference workshops which include curricula concerning district hospitals, special districts, or board administration.

1.6 Attendance at other meetings which the Board specifically approves at a regular or special meeting of the Board, and which the Board determines as an occasion that constitutes the performance of official duties.

1.7 Personally owned vehicles used in the conduct of District business must be insured for property and liability damage in an amount not less than the minimum limits required by the California Financial Responsibility Act.

1.8 Attendance and expense authorization shall be subject to the approval guidelines noted in Policy #OP-14.

2. Each Director shall be entitled to payment and/or reimbursement for all actual and necessary expenses incurred in the performance of official duties including expenses incurred relating to travel, meals, lodging, and other actual and necessary expenses incurred for attendance at meetings and conferences of organizations listed. Lodging expenses may not exceed the maximum group rate published by the conference or activity sponsor. Requests for reimbursement must be submitted on a District approved Expense Form and shall include itemized receipts documenting each expense. Director's expenses shall be reported at a minimum on a quarterly basis.

2.1 All receipts shall include the itemized detail of the expense (i.e. itemized restaurant slips shall accompany credit card receipts, itemized room service receipts should accompany any charges posted to a hotel receipt).

2.2 The purpose of the meeting and individuals entertained shall be included on the receipts.

2.3 The District does not reimburse for alcohol.

2.4 Mileage reimbursement with use of personal vehicle. Staff – the District office is considered the starting point for reimbursement. In some cases, the employee's home may be considered. Directors – will typically use their District home or other reasonable starting point.

Example: Director resides in Indio but employed in Palm Desert. A meeting is in Palm Springs at the District office. The Director's office in Palm Desert would be the starting point for mileage.

2.5 Rideshare is an acceptable transportation expense.

2.6 POLICY #BOD-18 – Ticket Distribution Policy should be referred to for reimbursable events.



DESERT HEALTHCARE
DISTRICT & FOUNDATION

3. Upon returning from seminars, workshops, conferences, etc., where expenses are reimbursed by the District, Directors and Staff will either prepare a written report for distribution to the Board or make a verbal report during the next regular meeting of the Board. Such report(s) shall be specified as an agenda item for that board meeting. The report shall detail what was learned at the session(s) that will be of benefit to the District. Materials from the session(s) may be delivered to the District office for the future use of other Directors and staff.

AUTHORITIES

Desert Healthcare District Bylaws Article V, section 5.6
Desert Healthcare District Resolution No. 11-01

DOCUMENT HISTORY

Revised	09-26-2023
Revised	09-28-2021
Approved	02-24-2016



POLICY TITLE: DHCD MEMBERSHIPS IN ORGANIZATIONS, TRAINING, EDUCATION, CONFERENCES, AND REIMBURSEMENT PROCEDURE

POLICY NUMBER: BOD-13

COMMITTEE APPROVAL: [09-07-2023](#)

Deleted: 09-14-2021

BOARD APPROVAL: [09-26-2023](#)

Deleted: 09-28-2021

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1. The Desert Healthcare District Board of Directors determined that it will serve the best interests of the District to maintain membership in affiliated national, state and local organizations. Further, expenses incurred in attending meetings and conferences of the following organizations and functions are hereby designated as reimbursable or acceptable to be paid by the District:

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1.2 Meetings directly related to the conduct of District business. Included in this category are groundbreaking and special events sponsored by healthcare organizations, both governmental and non-profit, receiving financial support from the District.

1.3 Meetings of non-political community groups that extend a specific invitation to attend and at which the Board member actively participates in the program.



DESERT HEALTHCARE
DISTRICT & FOUNDATION

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3. Upon returning from seminars, workshops, conferences, etc., where expenses are reimbursed by the District, Directors and Staff will either prepare a written report for distribution to the Board or make a verbal report during the next regular meeting of the Board. Such report(s) shall be specified as an agenda item for that board meeting. The report shall detail what was learned at the session(s) that will be of benefit to the District. Materials from the session(s) may be delivered to the District office for the future use of other Directors and staff.

AUTHORITIES

Desert Healthcare District Bylaws Article V, section 5.6
Desert Healthcare District Resolution No. 11-01

DOCUMENT HISTORY

Revised	09-26-2023
Revised	09-28-2021
Approved	02-24-2016

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POLICY TITLE: ETHICS TRAINING AND EDUCATION TRAINING
RELATING TO WORKPLACE HARASSMENT

POLICY NUMBER: BOD-14

COMMITTEE APPROVAL: 09-07-2023

BOARD APPROVAL: 09-26-2023

POLICY #BOD-14: It is the policy of the Desert Healthcare District (“District”) to ensure that District Board of Directors’ (“Board”) members and District staff receive training in ethics pursuant to California Government Code sections 53234, *et seq.* (AB 1234) and training/education regarding sexual harassment in the workplace.

GUIDELINES:

1. Each District Board member and designated staff are required to complete a minimum of two hours ethics training sufficient to meet the legal requirements of AB1234. The training is encouraged annually but required every two years.
2. All District Board members and District staff are required to complete at least two hours of training and education relating to workplace harassment every two years.
3. This policy shall be incorporated into the District Employee Handbook and Board Policy Manual.

AUTHORITIES

Desert Healthcare District Bylaws Article V, section 5.6
Desert Healthcare District Resolution No. 11-02

DOCUMENT HISTORY

Revised 09-26-2023
Reviewed 09-28-2021
Approved 03-22-2016



POLICY TITLE: ETHICS TRAINING AND EDUCATION TRAINING RELATING TO WORKPLACE HARASSMENT

POLICY NUMBER: BOD-14

COMMITTEE APPROVAL: [09-07-2023](#)

Deleted: 09-14-2021

BOARD APPROVAL: [09-26-2023](#)

Deleted: 09-28-2021

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2. All District Board members and District staff are required to complete at least two hours of training and education relating to workplace harassment every two years.
3. This policy shall be incorporated into the District Employee Handbook and Board Policy Manual.

AUTHORITIES

Desert Healthcare District Bylaws Article V, section 5.6
Desert Healthcare District Resolution No. 11-02

DOCUMENT HISTORY

<u>Revised</u>	09-26-2023
Reviewed	09-28-2021
Approved	03-22-2016



POLICY TITLE: FINANCIAL RESERVE

POLICY NUMBER: FIN-06

COMMITTEE APPROVAL: 09-07-2023

BOARD APPROVAL: 09-26-2023

POLICY #FIN-06:

1.1 Purpose: The Desert Healthcare District (“District”) shall maintain reserve funds in accordance with the District’s Reserve Policy. This policy establishes the procedure and level of reserve funding to achieve the following specific goals:

- a) Fund the operating capital of Desert Regional Medical Center (“DRMC”) for two (2) months in the event of early termination of the lease of DRMC by Tenet or the District; or
- b) Fund major repairs of DRMC, including partial seismic retrofit costs; or
- c) Fund grants and overhead costs of operation of the District.

1.2 Policy: Use of District Reserves is limited to the reserve fund established with MUFG Union Bank. Special use of the funds will be designated by formal action of the Board of Directors. The purposes of the reserve fund are listed below.

a) DRMC Operating Capital:

The District is in a 30-year lease to operate DRMC with Tenet Health Systems which expires on May 29, 2027. In the event of termination of the lease agreement, the District would be responsible for operating the hospital during the transition without interruption and would require upfront operating capital for two (2) months of approximately \$125M.

b) Major repairs of DRMC, including seismic retrofit costs:

DRMC falls under the seismic retrofit guidelines of SB 1953, which requires the hospital to be seismically compliant by the year 2030. Should the District be required to complete the seismic retrofit, it is estimated \$222M will be required to bring DRMC into compliance. It is presently unknown if the Lessee (Tenet) or the District will pay for the seismic retrofit.

c) Grant funding and District operating expenses:

The District receives an estimated \$9M annually from county property tax allocation. The operations of the District, including grant funding, are mostly funded by the annual tax allocation. The Reserve Fund is increased as tax payments are received or decreased as grant and operational costs are expended.



DESERT HEALTHCARE
DISTRICT & FOUNDATION

1.3 Using Reserve Funds:

a) DRMC Operating Capital:

Reserve funds will be used exclusively for operating DRMC during a transition period should the hospital lease be terminated.

b) Major repairs of DRMC, including seismic retrofit costs:

Reserve funds will be used exclusively for major repairs, including seismic retrofit costs, of DRMC should the District be responsible for these costs.

c) Grant funding and District operating expenses:

Reserve funds will be used as necessary for grant funding and District operating expenses.

1.4 Monitoring Reserve Levels & Records: The Chief Executive Officer, in collaboration with the Chief Administration Officer, shall maintain accurate accounting records of the reserve fund and provide transparency to the Board of Directors.

a) The District's Reserve Fund shall be maintained at approximately \$60M.

AUTHORITIES

Desert Healthcare District Bylaws Article V, section 5.6

DOCUMENT HISTORY

Revised	09-26-2023
Revised	10-26-2021
Approved	07-23-2019



POLICY TITLE: FINANCIAL RESERVE

POLICY NUMBER: FIN-06

COMMITTEE APPROVAL: [09-07-2023](#)

Deleted: 10-14-2021

BOARD APPROVAL: [09-26-2023](#)

Deleted: 10-26-2021

POLICY #FIN-06:

1.1 Purpose: The Desert Healthcare District ("District") shall maintain reserve funds in accordance with the District's Reserve Policy. This policy establishes the procedure and level of reserve funding to achieve the following specific goals:

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DESERT HEALTHCARE
DISTRICT & FOUNDATION

1.3 Using Reserve Funds:

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b) Major repairs of DRMC, including seismic retrofit costs:

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AUTHORITIES

Desert Healthcare District Bylaws Article V, section 5.6

DOCUMENT HISTORY

<u>Revised</u>	<u>09-26-2023</u>
Revised	10-26-2021
Approved	07-23-2019



POLICY TITLE: **PROCUREMENT OF PURCHASE CONTRACTS AND PROFESSIONAL SERVICES**

POLICY NUMBER: OP-11

COMMITTEE APPROVAL: 09-07-2023

BOARD APPROVAL: 09-26-2023

POLICY #OP-11: Government Code section 4525 et seq. requires the Desert Healthcare District (“District”) to select firms to provide certain professional services on the basis of demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required.

All purchase contracts, service agreements and extensions beyond the original agreement, above the Chief Executive Officer (“CEO”) authorized limit in section 3 below, shall require review by Legal Counsel and approval by the Board of Directors (“Board”) prior to beginning of work.

GUIDELINES:

I. REQUIREMENTS FOR PROCURING PROFESSIONAL SERVICES

Contracts for professional services (per Gov. Code § 4525 et seq. and Gov. Code § 53060 et seq.), as described in more detail below, shall be awarded by the Board or designee through the purchasing procedures specified herein:

1. Professional Services

Contracts for professional services, as defined in Government Code section 4525, which specifically includes, professional architectural, landscape architectural, engineering, environmental, land surveying, construction project management and any other services specified in Government Code section 4526, as it may be amended from time to time, shall be awarded by following the purchasing procedures specified in this Policy.

Additionally, other professional service contracts as set forth in Government Code



section 53060, limited to special services and advice in financial, economic, accounting, legal or administrative professional services may be procured through this Policy.

In no event shall a contract for professional services be awarded based solely upon the lowest cost to the District. The policy requires that contracts for professional services exceeding a certain dollar value and some offering certain services as described below be bid.

The procurement of professional services exceeding \$50,000.00 will be bid per the guidance below:

The specific services for Legal, Audit and Investment Advice will be reviewed and potentially bid on the following schedule regardless of proposed contract amount. Legal services, audit services, and investment services shall each be reviewed and potentially bid every five (5) years.

2. Bid Procedures – Professional Services Contracts of \$50,000.00 or more.

A. Preparation of Request for Qualifications and Proposals (RFQ & RFP).

The key criteria for selecting a firm to provide professional services will be their ability to provide the needed services at the highest and best value to the District. Before entering into any contract with a value of Fifty Thousand Dollars (\$50,000.00) or more pursuant to this Policy, the Board or designee shall prepare or cause to be prepared a written request for qualifications and/or proposals (“RFQ/P”). Unless exempted by the Board or designee pursuant to Section “II” (Flexibility and Waiver of Policy Requirements) below, the RFQ/P shall include at least the following information: (1) the specific nature or scope of the services being sought; (2) the type and scope of project contemplated; (3) the estimated term of the contract; (4) the specific experience expected of the firm; (5) the time, date and place for submission of the RFQ/P; (6) a contact person who can answer questions of the firms; (7) a contract form; and (8) the evaluation criteria to be utilized in the selection of the firm.



DESERT HEALTHCARE
DISTRICT & FOUNDATION

The Board or designee shall endeavor to include all required information in the RFQ/P. To the extent that the Board of Directors or their designee determines, pursuant to Section "II" (Flexibility and Waiver of Policy Requirements) below, that any required information cannot be incorporated into the RFQ/P, its terms shall be negotiated with the successful consultant or supplier prior to the award of the contract.

B. Circulation of Request for Qualifications/Proposals.

The District shall attempt to obtain and consider completed RFQ/P's from at least three (3) qualified sources.

C. Procedures - Professional Services Contracts of less than \$50,000.00.

1. Request for Qualifications, Selection and Award

Before entering into any contract with a value of less than Fifty Thousand Dollars (\$50,000.00), the Board or designee shall transmit written or oral Request for Qualifications (RFQ) to qualified firms. The District shall attempt to transmit RFQ to at least three (3) qualified sources, and the District shall endeavor to obtain at least three (3) completed proposals. After the Board or designee has selected the most qualified consultant or supplier, the actual fee for service and other agreement terms will be negotiated. If an agreement cannot be reached, negotiations shall begin with the next most qualified consultant or supplier.

3. Professional Services – CEO Authorized Services up to \$25,000

Periodically, a service may be necessary to move forward with a task or project included in the Strategic Plan, Annual Budget, or normal course of business. The Board authorizes the Chief Executive Officer to execute a service agreement for such services up to a value of \$25,000. The Service Agreement shall be approved in consultation with Board President and District's Legal Counsel and presented to the Board as an informational item at the next Board of Director's meeting.

When the Board or designee awards any contract pursuant to this Policy, the



contract award shall be based on the proposal, which is in the best interests of the District. In addition, unless exempted pursuant to Government Code section 4529, contracts for professional architectural, landscape architectural, professional engineering, environmental, land surveying, construction project management and any other services specified in Government Code section 4526, as it may be amended from time to time, shall be awarded on the basis of demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required. In no event shall a contract for such professional services be awarded on the basis of cost alone. (Gov.Code § 4525 et seq.).

II. FLEXIBILITY AND WAIVER OF POLICY REQUIREMENTS

In recognition of the fact that the contracting and procurement needs of the District may from time to time render certain procedures or requirements herein impracticable, the Board or designee is authorized to permit or waive deviations from this Policy, to the extent permitted by law, upon making a written finding that such deviations are in the District's best interests in consultation with Board President and District's Legal Counsel as to legal issues involved. This written finding will be included with the Staff Report when item is presented to the Finance and Administration Committee and Board of Directors at the next regularly scheduled meeting.

AUTHORITIES

California Gov. Code § 4525 et seq.

California Gov. Code § 53060 et seq.

Desert Healthcare District Bylaws Article V, section 5.6

DOCUMENT HISTORY

Reviewed	09-26-2023
Revised	09-28-2021
Revised	11-24-2020
Approved	12-15-2015



POLICY TITLE: **PROCUREMENT OF PURCHASE CONTRACTS AND PROFESSIONAL SERVICES**

POLICY NUMBER: OP-11

COMMITTEE APPROVAL: [09-07-2023](#)

Deleted: 09-14-2021

BOARD APPROVAL: [09-26-2023](#)

Deleted: 09-28-2021

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DESERT HEALTHCARE
DISTRICT & FOUNDATION

section 53060, limited to special services and advice in financial, economic, accounting, legal or administrative professional services may be procured through this Policy.

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The key criteria for selecting a firm to provide professional services will be their ability to provide the needed services at the highest and best value to the District. Before entering into any contract with a value of Fifty Thousand Dollars (\$50,000.00) or more pursuant to this Policy, the Board or designee shall prepare or cause to be prepared a written request for qualifications and/or proposals (“RFQ/P”). Unless exempted by the Board or designee pursuant to Section “II” (Flexibility and Waiver of Policy Requirements) below, the RFQ/P shall include at least the following information: (1) the specific nature or scope of the services being sought; (2) the type and scope of project contemplated; (3) the estimated term of the contract; (4) the specific experience expected of the firm; (5) the time, date and place for submission of the RFQ/P; (6) a contact person who can answer questions of the firms; (7) a contract form; and (8) the evaluation criteria to be utilized in the selection of the firm.



DESERT HEALTHCARE
DISTRICT & FOUNDATION

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3. Professional Services – CEO Authorized Services up to \$25,000

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When the Board or designee awards any contract pursuant to this Policy, the



DESERT HEALTHCARE
DISTRICT & FOUNDATION

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AUTHORITIES

California Gov. Code § 4525 et seq.
California Gov. Code § 53060 et seq.
Desert Healthcare District Bylaws Article V, section 5.6

DOCUMENT HISTORY

Reviewed	09-26-2023
Revised	09-28-2021
Revised	11-24-2020
Approved	12-15-2015



POLICY TITLE: COMPENSATION

POLICY NUMBER: OP-12

COMMITTEE APPROVAL: 09-07-2023

BOARD APPROVAL: 09-26-2023

POLICY #OP-12: This policy shall apply to Desert Healthcare District (“District”) employees, excluding the Chief Executive Officer (“CEO”), and Foundation employees, if applicable.

1. **Compensation at Hiring of New Employees:**

All newly appointed employees shall be compensated at a rate within the salary range for the position/job title as periodically approved by the Board of Directors.

2. **Merit Advancement within Salary Range:**

A Performance Evaluation is required for an employee to receive a merit advancement.

2.1 The Chief Executive Officer or other responsible managing employee shall authorize a merit advancement within the salary range only after evaluating the employee's performance and determining that it is satisfactory. This determination shall be noted on a performance evaluation form to be placed in the employee's file, with a copy given to the employee. Performance evaluations are completed annually on October 31 with a merit increase effective date of November 1.

2.2 Period of Employment Required for Merit Advancement. Unless otherwise specified herein, each employee shall, in addition to receiving a satisfactory performance evaluation, complete the following required time of employment to be eligible to receive a merit increase:

2.2.1. New Employees. A person hired as a new employee shall have a merit advancement date as follows:



DESERT HEALTHCARE
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- 2.2.1. a. Appointment date between November 1 and April 30 eligible for merit advancement October 31.
- 2.2.1. b. Appointment date between May 1 and October 31 eligible for merit advancement October 31 one year later.
- 2.2.2. Promotion or Demotion. An employee who is promoted or demoted shall have their next merit advancement date which shall follow the advancement dates outlined in 2.2.1.
- 2.2.3. Change-in-Range Allocation. If the salary range for an employee's position is changed, the employee's merit advancement date shall not change.
- 2.2.4. Position Reclassification. An employee whose position is reclassified to a new position shall have no change in merit advancement date.

3. Pay Increase within Salary Range

Pay increases outside of the annual merit increase and evaluation process are not common.

3.1 Pay increases for promotions would be authorized by the CEO and other managing employee within the salary range approved by the Board.

3.2 The introduction of any new positions will require approval by the Board of Directors.

3.3 Cost-of-Living Adjustments (COLA) to pay rates may be considered at the discretion of the Board per guidelines established in Policy#OP-12.1 – Cost-of-Living Adjustment (COLA).

AUTHORITIES

Desert Healthcare District Bylaws Article V, section 5.6



DESERT HEALTHCARE
DISTRICT & FOUNDATION

DOCUMENT HISTORY

Revised	09-26-2023
Revised	09-28-2021
Approved	07-23-2019

DRAFT



POLICY TITLE: COMPENSATION

POLICY NUMBER: OP-12

COMMITTEE APPROVAL: [09-07-2023](#)

Deleted: 09-14-2021

BOARD APPROVAL: [09-26-2023](#)

Deleted: 09-28-2021

POLICY #OP-12: This policy shall apply to Desert Healthcare District (“District”) employees, excluding the Chief Executive Officer (“CEO”), [and Foundation employees, if applicable.](#)

1. Compensation at Hiring of New Employees;

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All newly appointed employees shall be compensated at a rate within the salary range for the position/job title as periodically approved by the Board of Directors.

2. Merit Advancement within Salary Range;

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[A Performance Evaluation is required for an employee to receive a merit advancement.](#)

2.1 The Chief Executive Officer or other responsible managing employee shall authorize a merit advancement within the salary range only after evaluating the employee's performance and determining that it is satisfactory. This determination shall be noted on a performance evaluation form to be placed in the employee's file, with a copy given to the employee. Performance evaluations are completed annually on October 31 with a merit increase effective date of November 1.

Deleted: 2.1 Performance Evaluation Required.

2.2 Period of Employment Required for Merit Advancement. Unless otherwise specified herein, each employee shall, in addition to receiving a satisfactory performance evaluation, complete the following required time of employment to be eligible to receive a merit increase:

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2.2.1. New Employees. A person hired as a new employee shall have a merit advancement date as follows:



DESERT HEALTHCARE
DISTRICT & FOUNDATION

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- 2.2.1. b. Appointment date between May 1 and October 31 eligible for merit advancement October 31 one year later.
- 2.2.2. Promotion or Demotion. An employee who is promoted or demoted shall have ~~their next~~ merit advancement date which shall follow the advancement dates outlined in 2.2.1.
- 2.2.3. Change-in-Range Allocation. If the salary range for an employee's position is changed, the employee's merit advancement date shall not change.
- 2.2.4. Position Reclassification. An employee whose position is reclassified to a new position shall have no change in merit advancement date.

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Pay increases outside of the annual merit increase and evaluation process are not common.

3.1 Pay increases for promotions would be authorized by the CEO and other managing employee within the salary range approved by the Board.

3.2 The introduction of any new positions will require approval by the Board of Directors.

3.3 ~~Cost-of-Living Adjustments (COLA) to pay rates may be considered at the discretion of the Board per guidelines established in Policy#OP-12.1 – Cost-of-Living Adjustment (COLA).~~

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AUTHORITIES

Desert Healthcare District Bylaws Article V, section 5.6



DOCUMENT HISTORY

<u>Revised</u>	<u>09-26-2023</u>
Revised	09-28-2021
Approved	07-23-2019

DRAFT



POLICY TITLE: COST-OF-LIVING ADJUSTMENT (COLA)
POLICY NUMBER: OP-12.1
COMMITTEE APPROVAL: 09-07-2023
BOARD APPROVAL: 09-26-2023

POLICY #OP-12: This policy shall apply to Desert Healthcare District (“District”) employees, including the Chief Executive Officer (CEO).

The District may provide for an annual cost-of-living adjustment for employees based upon Board approved amounts.

A cost-of-living adjustment makes up for inflation. When the cost of living goes up by a certain percentage, employee wages may be increased by the same percentage, or up to the Board approved percentage. For example, if the cost-of-living increases by 4%, the District may increase employee wages by 4%, or as approved by the Board.

Eligible employees will have been employed for twelve months and their most recent performance evaluation shall have been rated as satisfactory. Employees on a performance improvement plan may not be eligible for cost-of-living adjustment until after their performance plan has been successfully completed.

If an annual cost-of-living adjustment is approved by the Board, eligible District employees shall receive their annual cost-of-living adjustment at the same time. All employees will receive the same percentage increase.

The annual cost-of-living salary adjustment will be based upon standardized inflation numbers as documented on the Consumer Price Index. The index measures the price change of certain items over time. The Consumer Price Index shows national trends, and several geographic areas.

A recommended cost-of-living adjustment will be based upon the Consumer Price Index as of December 31 and will be included in the proposed annual budget submitted to the Finance & Administration Committee for their review.



DESERT HEALTHCARE
DISTRICT & FOUNDATION

The Finance & Administration Committee will review the budget and provide guidance to the Board regarding a cost-of-living adjustment when the Committee submits their review and recommendations of the budget to the Board.

If approved by the Board, employees shall receive the approved cost-of-living adjustment effective with the first pay period of the newly adopted budget. No cost-of-living adjustment will be granted without Board authorization.

AUTHORITIES

Desert Healthcare District Bylaws Article V, section 5.6

DOCUMENT HISTORY

Approved 09-26-2023

DRAFT



POLICY TITLE: EXPENSE AUTHORIZATION
POLICY NUMBER: OP-14
COMMITTEE APPROVAL: 09-07-2023
BOARD APPROVAL: 09-26-2023

POLICY #OP-14: Employees of the Desert Healthcare District (“District”) are entitled to reimbursement for actual and necessary expenses incurred in the performance of official business for the District and/or Desert Healthcare Foundation (“Foundation”), including expenses relating to driving on business (mileage), travel, meals, lodging and other actual and necessary expenses incurred on behalf of the District and/or Foundation. Mileage shall be reimbursed in accordance with IRS regulations and lodging expenses shall not exceed the maximum group rate published by the conference or activity sponsor of the governmental rate, if available.

- a) Requests for reimbursement for travel expenses or meals must be submitted to the Chief Executive Officer (“CEO”) or employee’s supervisor for approval on a District approved Expense Statement form. Receipts must be attached to the Expense Statement form. Receipts for meals must be itemized, including meals which are charged to lodging, and shall include detail if the meal was for more than the employee or director seeking reimbursement. The District does not reimburse for alcoholic beverages.
- b) Mileage must be submitted to the CEO or employee’s supervisor for approval on a District approved Mileage Reimbursement form. Mileage will be reimbursed at the currently approved Internal Revenue Service rates.
- c) All travel by District staff on official business outside of the County of Riverside shall require approval in advance from the CEO or employee’s supervisor. The District will arrange and pay direct for airfare, lodging and conferences where practical.
- d) Rental of automobiles for District and/or Foundation business must be approved in advance by the CEO or employee’s supervisor.
- e) Any expenses directly related to the Foundation must be listed on a separate form. The frequency of these expenses will likely be limited and project specific. Unless noted for a specific project, staff expenses will be applied to the District.



DESERT HEALTHCARE
DISTRICT & FOUNDATION

Attendees of events that are at the expense of the District may be required to provide brief reports on the events attended at the next regular meeting that the attendee is a member of or at the next Board of Directors meeting.

District & Foundation Credit Cards are used and/or authorized by the CEO, Chief Administration Officer (“CAO”), and Chief of Community Engagement (“CCE”). Credit card statements and reports are provided for review to the Finance & Administration Committee. All credit card receipts shall be itemized, include the purpose of the charge, and include detail of any additional parties who may have been entertained. Receipts shall be provided in a timely manner and provided no later than the end of each month.

Expense reimbursements and credit card charges must have a good faith basis and in conformance with the approved District and/or Foundation budget. Expenses and charges without such a basis shall subject the requestor to appropriate sanctions, up to and including termination of employment.

AUTHORITIES

Desert Healthcare District Bylaws Article V, section 5.6

DOCUMENT HISTORY

Revised	09-26-2023
Revised	09-28-2021
Approved	03-24-2020



POLICY TITLE: EXPENSE AUTHORIZATION

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POLICY NUMBER: OP-14

COMMITTEE APPROVAL: 09-07-2023

Deleted: 09-14-2021

BOARD APPROVAL: 09-26-2023

Deleted: 09-28-2021

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DESERT HEALTHCARE
DISTRICT & FOUNDATION

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AUTHORITIES

Desert Healthcare District Bylaws Article V, section 5.6

DOCUMENT HISTORY

<u>Revised</u>	<u>09-26-2023</u>
Revised	09-28-2021
Approved	03-24-2020



POLICY TITLE: PURPOSE OF BOARD POLICIES & ADOPTION/AMENDMENT OF POLICIES

POLICY NUMBER: PROC-01

COMMITTEE APPROVAL: 09-07-2023

BOARD APPROVAL DATE: 09-26-2023

POLICY #PROC-01: It is the intent of the Desert Healthcare District (“District”) Board of Directors (“Board”) to maintain a Policy Manual.

GUIDELINES:

1. The manual will be a comprehensive listing of the Board's current policies, being the rules and regulations approved by the Board, reviewed every two years or as needed. The Board of Directors may update any policy at any time at their discretion. The Policy Manual will serve as a resource for the Board, staff and members of the public in determining the manner in which matters of District business are to be conducted.
2. Policies are clear, simple statements of how the District intends to conduct its services, actions or business. They provide a set of guiding principles to help with decision making.
3. If any policy or portion of a policy contained within the Policy Manual is in conflict with rules, regulations or legislation having authority over the District, those rules, regulations or legislation shall prevail. Where this occurs, the Board of Directors will clarify either the rules or policy to assure that they are compatible.
4. Consideration by the Board of Directors to adopt a new policy or to amend an existing policy may be initiated by the Board President, two Board Members or by Staff. The proposed adoption or amendment is initiated by requesting that the item be included for consideration on the agenda of the Board & Staff Communications and Policies Committee.
5. The Board & Staff Communications and Policies Committee shall review all policies and make recommendations for approval to the Board of Directors. If there



DESERT HEALTHCARE
DISTRICT & FOUNDATION

is no consensus at the Board & Staff Communications and Policies Committee, the policy may be referred for action to the full Board of Directors without a recommendation.

6. Policies will be reviewed by legal counsel as applicable.
7. Adoption of a new policy or revision of an existing policy shall be accomplished at a regular meeting of the Board of Directors and shall require a majority vote of all Board Members present.
8. Before considering adopting or revising any policy, Board Members and the public shall have the opportunity to review the proposed adoption or revision prior to the meeting at which consideration for adoption or revision is to be given. Copies of the proposed policy adoption or revision shall be included in the agenda information packet for any meeting of consideration. The agenda information packets with said copies shall be made available to each Board Member for review at least three (3) days prior to any meeting at which the policies are to be considered.

AUTHORITIES

Desert Healthcare District Bylaws Article VI, section 6.2(e)

DOCUMENT HISTORY

Reviewed	09-26-2023
Revised	02-22-2022
Revised	06-23-2020
Approved	01-26-2016



POLICY TITLE: PURPOSE OF BOARD POLICIES & ADOPTION/AMENDMENT OF POLICIES

POLICY NUMBER: PROC-01

COMMITTEE APPROVAL: [09-07-2023](#)

Deleted: 02-10-2022

BOARD APPROVAL DATE: [09-26-2023](#)

Deleted: 02-22-2022

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DESERT HEALTHCARE
DISTRICT & FOUNDATION

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AUTHORITIES

Desert Healthcare District Bylaws Article VI, section 6.2(e)

DOCUMENT HISTORY

<u>Reviewed</u>	<u>09-26-2023</u>
Revised	02-22-2022
Revised	06-23-2020
Approved	01-26-2016