



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. Bázquez, 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.



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<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>



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<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>



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<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>



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	<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>



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		https://www.dhcd.org/Agendas-and-Documents
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Leticia De Lara

ATTEST: _____

Leticia De Lara, Chair/Director

Board and Staff Communications & Policies Committee

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