



DESERT HEALTHCARE FOUNDATION
Finance, Legal, Administration, & Real Estate Committee
November 15, 2023

The Finance, Legal, Administration, & Real Estate Committee of the Desert Healthcare District will be held at 6:00 PM, or immediately following the F&A Committee District meeting Wednesday, November 15, 2023 via Zoom using the following link:

<https://us02web.zoom.us/j/83743788340?pwd=VXljcEdUMWtLa3NvdHd3SGRXa0Mzd09>
Password: 108761

Members of the public can also participate by telephone, using the following dial in information:

Dial in #:(669) 900-6833 or (888) 788-0099
Webinar ID: 837 4378 8340
Password: 108761

AGENDA

I. CALL TO ORDER

II. APPROVAL OF AGENDA

III. PUBLIC COMMENT

At this time, comments from the audience may be made on items not 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.

IV. APPROVAL OF MINUTES

ACTION

- 1. F&A Meeting Minutes – October 11, 2023 – Pg. 2-3

V. CEO REPORT

Information

VI. FINANCIAL REPORT

ACTION

- 1. Financial Statements – Pg. 4-8
- 2. Deposits – Pg. 9
- 3. Check Register – Pg. 10
- 4. Credit Card Expenditures – Pg. 11
- 5. General Grants Schedule – Pg. 12-13

VII. OTHER MATTERS

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.

Andrea S. Hayles

Andrea S. Hayles, Board Relations Officer



DESERT HEALTHCARE FOUNDATION
FINANCE, ADMINISTRATION, REAL ESTATE, AND LEGAL COMMITTEE
October 11, 2023

Directors Present via Video Conference	District Staff Present via Video Conference	Absent
Vice-President Carmina Zavala, PsyD Director Leticia De Lara, MPA	Chris Christensen, Interim CEO Donna Craig, Chief Program Officer Alejandro Espinoza, Chief of Community Engagement Eric Taylor, Accounting Manager Andrea S. Hayles, Board Relations Officer	Chair/Treasurer Arthur Shorr

AGENDA ITEMS	DISCUSSION	ACTION
I. Call to Order	Director De Lara called the meeting to order at 5:49 p.m.	
II. Approval of Agenda	Director De Lara asked for a motion to approve the agenda.	Moved and seconded by Vice-President Zavala and Director De Lara to approve the agenda. Motion passed unanimously.
III. Public Comment	There was no public comment	
IV. Approval of Minutes 1. Minutes – Meeting September 13, 2023	Director De Lara asked for a motion to approve the minutes of the September 13, 2023, F&A Committee meeting.	Moved and seconded by Vice-President Zavala and Director De Lara to approve the September 13, 2023 Motion passed unanimously.
V. CEO Report	There was no CEO Report.	
VI. Financial Report 1. Financial Statements 2. Deposits 3. Check Register 4. Credit Card Expenditures 5. General Grants Schedule	Chris Christensen, CAO, reviewed the September financials with the committee. There were no questions or comments.	Moved and seconded by Vice-President Zavala and Director De Lara to approve the September 2023 financials and forward to the board for approval. Motion passed unanimously.
VII. Other Matters 1. Craig Hartzheim – Moss Levy & Hartzheim – FY 2023 Audit Report – Reports presented during the District F&A Committee Meeting	Chris Christensen, Interim CEO, described the review of the Foundation audit reports during the District meeting by Craig Hartzheim, Partner, Moss Levy & Hartzheim.	Moved and seconded by Vice-President Zavala and Director De Lara to approve the FY 2023 Audit Report and forward to the board for approval. Motion passed unanimously.
VIII. Adjournment	Director De Lara adjourned the meeting at 5:52 p.m.	Audio recording available on the website at http://dhcd.org/Agendas-and-Documents



DESERT HEALTHCARE FOUNDATION
FINANCE, ADMINISTRATION, REAL ESTATE, AND LEGAL COMMITTEE
October 11, 2023

ATTEST: _____

Leticia De Lara, Director, Board of Directors
Finance & Administration Committee Chair
Desert Healthcare Foundation Board of Directors

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

DRAFT

DESERT HEALTHCARE FOUNDATION					
OCTOBER 2023 FINANCIAL STATEMENTS					
INDEX					
Statement of Operations					
Balance sheet					
Allocation of Restricted Funds					
Deposit Detail					
Check Register					
Credit Card Expenditures					
Schedule of Grants					

Desert Healthcare Foundation
Profit & Loss Budget vs. Actual
July through October 2023

	MONTH			TOTAL		
	Oct 23	Budget	\$ Over Budget	Jul - Oct 23	Budget	\$ Over Budget
Income						
4000 · Gifts and Contributions	1,677	10,833	(9,156)	29,899	43,332	(13,433)
4003 · Grants	83,533	185,333	(101,800)	1,217,378	741,332	476,046
4116 · Bequests - Frederick Lowe	4,809	5,000	(191)	19,971	20,000	(29)
4130 · Misc. Income	0	83	(83)	0	332	(332)
8015 · Investment Interest Income	8,026	12,500	(4,474)	37,818	50,000	(12,182)
8040 · Restr. Unrealized Gain/(Loss)	(80,236)	(8,333)	(71,903)	(229,007)	(33,332)	(195,675)
Total Income	17,809	205,416	(187,607)	1,076,059	821,664	254,395
Expense						
5001 · Accounting Services Expense	1,159	1,167	(8)	4,636	4,668	(32)
5035 · Dues & Memberships Expense	0	42	(42)	27	168	(141)
5057 · Investment Fees Expense	3,763	4,167	(404)	15,379	16,668	(1,289)
5065 · Legal Costs Ongoing Expense	0	83	(83)	0	332	(332)
5101 · DHCD-Exp Alloc Wages& benefits	33,148	33,148	0	132,592	132,592	0
5101.1 · DHCD Labor Allocation to Grants	(14,349)	(14,349)	0	(57,396)	(57,396)	0
5102 · DHCD-Expenses - CVEC	28,726	36,237	(7,511)	103,705	144,948	(41,243)
5106 · Marketing & Communications	226	2,917	(2,691)	5,450	11,668	(6,218)
5110 · Other Expenses	675	417	258	1,797	1,668	129
5115 · Postage & Shipping Expense	0	8	(8)	0	32	(32)
5120 · Professional Fees Expense	0	83	(83)	0	332	(332)
8051 · Major grant expense	61,401	222,833	(161,432)	200,305	891,332	(691,027)
8052 · Grant Expense - Collective/Mini	0	2,500	(2,500)	0	10,000	(10,000)
Total Expense Before Social Services	114,749	289,253	(174,504)	406,495	1,157,012	(750,517)
5054 · Social Services Fund	0	10,000	(10,000)	6,000	40,000	(34,000)
Net Income	(96,940)	(93,837)	(3,103)	663,564	(375,348)	1,038,912

Desert Healthcare Foundation
Balance Sheet Previous Year Comparison
As of October 31, 2023

				Oct 31, 23	Oct 31, 22
ASSETS					
Current Assets					
Checking/Savings					
100 - CASH					
150 - Petty Cash				207	200
151 - Checking - Union Bank 7611				0	1,820,831
152 - Checking - Union Bank 8570				0	115,929
153 - Checking - US Bank - 7094				802,705	0
154 - Checking - US Bank - 4946				270,824	0
Total Checking/Savings				1,073,736	1,936,960
Total Accounts Receivable				199,919	48,765
Other Current Assets					
476-486 - INVESTMENTS					
477 - Morgan Stanley-Investments					
477.2 - Unrealized Gain/(Loss)				(313,976)	(297,273)
477 - Morgan Stanley-Investments - Other				2,077,583	2,057,352
Total 477 - Morgan Stanley-Investments				1,763,607	1,760,079
486 - Merrill Lynch					
486.1 - Merrill Lynch Unrealized Gain				403,247	531,589
486 - Merrill Lynch - Other				2,188,768	2,030,862
Total 486 - Merrill Lynch				2,592,015	2,562,451
Total 476-486 - INVESTMENTS				4,355,622	4,322,530
500 - CONTRIBUTIONS -RCVB -CRTS					
515 - Contrib RCVB-Pressler CRT				70,118	62,367
530 - Contrib RCVB-Guerts CRT				126,022	126,022
Total 500 - CONTRIBUTIONS -RCVB -CRTS				196,140	188,389
601 - Prepaid Payables				8,502	6,530
Total Other Current Assets				4,560,264	4,517,449
TOTAL ASSETS				5,833,919	6,503,174

Desert Healthcare Foundation
Balance Sheet Previous Year Comparison
As of October 31, 2023

				Oct 31, 23	Oct 31, 22
LIABILITIES & EQUITY					
Liabilities					
Current Liabilities					
Accounts Payable					
			1000 · Accounts Payable	2,000	35,569
			1052 · Account payable-DHCD Exp Alloc	48,959	87,015
			Total Accounts Payable	50,959	122,584
Other Current Liabilities					
			2183 · Grants Payable-COVID-CARES PHI	125,033	26,837
			2190 · Current - Grants payable	1,447,905	93,369
			Total Other Current Liabilities	1,572,938	120,206
			Total Current Liabilities	1,623,897	242,790
Long Term Liabilities					
			2186 · Grants payable	0	200,000
			Total Liabilities	1,623,897	442,790
Equity					
			3900 · Retained Earnings	3,546,460	6,098,389
			Net Income	663,564	(38,003)
			Total Equity	4,210,024	6,060,386
TOTAL LIABILITIES & EQUITY				5,833,919	6,503,174

DESERT HEALTHCARE FOUNDATION					
BALANCE SHEET 10/31/23					
ALLOCATION OF MAJOR CATEGORIES/LIABILITIES					
		T/B	GENERAL Fund	Restricted Funds	Trusts
ASSETS					
	150 - Petty Cash	207	207	-	-
	153 - Checking - US Bank 7094*	802,705	751,746	50,959	-
	154 - Checking - US Bank 4946*	270,824	100,000	170,824	-
	Total 100 - CASH - UNRESTRICTED	1,073,736	851,953	221,783	-
Accounts Receivable					
	321 - Accounts Receivable - Other	199,919	-	199,919	-
	Total Accounts Receivable	199,919	-	199,919	-
477 - Invt-Morgan Stanley					
	477.2 - Unrealized Gain	(313,976)	-	(313,976)	-
	477 - Invt-Morgan Stanley	2,077,583	1,995,569	82,014	-
	Total 477 - Invt-Morgan Stanley	1,763,607	1,995,569	(231,962)	-
6441	486.1 - Merrill Lynch Unrealized Gain	403,247	-	403,247	-
	486 - Merrill Lynch	2,188,768	-	2,188,768	-
	Total 486 - Merrill Lynch	2,592,015	-	2,592,015	-
	515 - Contrib RCVB-Pressler CRT	70,118	-	-	70,118
	530 - Contrib RCVB-Guerts CRT	126,022	-	-	126,022
	601 - Prepaid payables	8,502	8,502	-	-
	Total Current Assets	5,833,919	2,856,024	2,781,755	196,140
	TOTAL ASSETS	5,833,919	2,856,024	2,781,755	196,140
LIABILITIES & EQUITY					
Liabilities					
Current Liabilities					
Accounts Payable					
	1000 - Accounts Payable	2,000	-	2,000	-
	1052 - Account Payable - DHCD - Alloc Expenses	48,959	-	48,959	-
	2183 - Grants Payable-COVID-CARES PHI	125,033	-	125,033	-
	2190 - Grants Payable - Current Portion	1,447,905	-	1,447,905	-
	Total Current Liabilities	1,623,897	-	1,623,897	-
	2186 - Grant Payable - Long Term	-	-	-	-
	Total Liabilities	1,623,897	-	1,623,897	-
Equity					
	3900 - Retained Earnings	3,546,460	2,192,462	1,157,858	196,140
	Net Income	663,564	663,564	-	-
	Total Equity	4,210,024	2,856,026	1,157,858	196,140
	TOTAL LIABILITIES & EQUITY	5,833,919	2,856,024	2,781,755	196,140
* Restricted funds include Accounts Payable & advance of USAging grant funds					

Desert Healthcare Foundation
Deposit Detail
October 2023

Type	Date	Name	Account	Amount
Deposit	10/04/2023		154 · Checking - US Bank - 4946	10,814
Payment	10/04/2023	Riverside County - Public Health - RODA Grant	1499 · Undeposited Funds	(10,814)
TOTAL				(10,814)
Deposit	10/06/2023		153 · Checking - US Bank - 7094	4,256
Payment	10/06/2023	Inland Empire Health Plan - Connect IE Agreement	1499 · Undeposited Funds	(4,256)
TOTAL				(4,256)
Deposit	10/19/2023		153 · Checking - US Bank - 7094	4,809
		American Society of Composers	4116 · Bequests - Frederick Lowe	(4,809)
TOTAL				(4,809)
Deposit	10/30/2023		154 · Checking - US Bank - 4946	170,824
Payment	10/30/2023	USAging - Covid-19 and Influenza Initiative Grant	1499 · Undeposited Funds	(170,824)
TOTAL				(170,824)
Deposit	10/31/2023		153 · Checking - US Bank - 7094	10
		Misc.	4000 · Gifts and Contributions	(10)
TOTAL				(10)
			TOTAL	190,713

Desert Healthcare Foundation
Check Register
As of October 31, 2023

Type	Date	Num	Name	Amount
100 - CASH				
153 - Checking - US Bank - 7094				
Bill Pmt -Check	10/03/2023	5496	Verizon Wireless	(150)
Bill Pmt -Check	10/10/2023	5497	City of Palm Springs	(27)
Bill Pmt -Check	10/10/2023	5498	Martha's Village & Kitchen - Grant Payment	(22,467)
Bill Pmt -Check	10/10/2023	5499	Sergio Rodriguez - Expense Reimbursement	(233)
Bill Pmt -Check	10/10/2023	5500	Alejandro Espinoza Santacruz - Expense Reimbursement	(1,178)
Bill Pmt -Check	10/17/2023	5501	U.S. Bank	(11,266)
Bill Pmt -Check	10/26/2023	5502	TOP Shop	(453)
Bill Pmt -Check	10/26/2023	5503	Transgender Health and Wellness Center - Grant Payment	(29,198)
Bill Pmt -Check	10/31/2023	5504	Alianza Coachella Valley - Grant Payment	(9,000)
Bill Pmt -Check	10/31/2023	5505	Verizon Wireless	(150)
Total 153 - Checking - US Bank - 7094				(74,122)
154 - Checking - US Bank - 4946				
Bill Pmt -Check	10/10/2023	1119	ABC Recovery Center - Grant Payment	(2,997)
Bill Pmt -Check	10/10/2023	1120	Alianza Coachella Valley - Grant Payment	(7,832)
Bill Pmt -Check	10/10/2023	1121	Galilee Center - Grant Payment	(8,675)
Bill Pmt -Check	10/10/2023	1122	Todec Legal Center Perris - Grant Payment	(5,158)
Bill Pmt -Check	10/10/2023	1123	Vision Y Compromiso - Grant Payment	(41,595)
Total 154 - Checking - US Bank - 4946				(66,257)
TOTAL				(140,379)

**Desert Healthcare Foundation
Details for Credit Card Expenditures**

Credit card purchases - September 2023 - Paid October 2023

Number of credit cards held by Foundation personnel - 3								
Credit Card Limit - \$25,000								
Credit Card Holders:								
Conrado Bárzaga - Chief Executive Officer								
Chris Christensen - Chief Administration Officer								
Alejandro Espinoza Santacruz - Chief of Community Engagement								
Routine types of charges:								
Office Supplies, Dues for membership, Supplies for Projects, Programs, etc.								
Statement								
Year	Month Charged	Total Charges	Expense Type	Amount	Purpose	Description		
		\$ 11,266.01						
Monthly Statement:								
2023	September	\$ 11,266.01	Foundation					
Chris Christensen:								
		5102 \$ (18.24)	Enterprise - rental truck for CVEC					
		5110 \$ 19.99	Delta - Airfare rebooking to ACHD Conference - Olympic Valley, CA - September 12-15, 2023 - Vice-President Zavala (to be transferred to District)					
		5110 \$ 192.92	Panera - food for 09/06/23 staff meeting (to be transferred to District)					
		5110 \$ 655.75	UCR Facilities rental for 09/18/23 BOD meeting (to be transferred to District)					
		5110 \$ 123.95	Fast Filings - Electronic Statement of Information submission - Foundation					
		5110 \$ 259.20	Delta - Airfare rebooking to ACHD Conference - Olympic Valley, CA - September 12-15, 2023 - Vice-President Zavala (to be transferred to District)					
		5110 \$ 52.31	American Airlines - Airfare rebooking for ACHD Conference - Olympic Valley, CA - September 12-15, 2023 - Vice-President Zavala (to be transferred to District)					
		5110 \$ 1,071.40	American Airlines - Airfare rebooking for ACHD Conference - Olympic Valley, CA - September 12-15, 2023 - Vice-President Zavala (to be transferred to District)					
		5110 \$ 467.96	Southwest - Airfare for ACHD Conference - Olympic Valley, CA - September 12-15, 2023 - Director Barraza (to be transferred to District)					
		5110 \$ 254.94	Zoom Videoconference/Webinar Expense (to be transferred to District)					
		\$ 3,080.18						
Conrado Bárzaga:								
		\$ -						
Alejandro Espinoza Santacruz:								
		5102 \$ 112.04	G&M Oil - fuel for rental truck					
		5102 \$ 72.30	Canva subscription for CVEC					
		5102 \$ 94.34	G&M Oil - fuel for rental truck					
		5102 \$ 1,980.00	Kroger - gift cards for CVEC vaccine events					
		5102 \$ 3,682.28	FedEx Office - copies for CVEC flyers					
		5102 \$ 2,000.00	Target - Gift cards for USAging vaccine events					
		5102 \$ 128.89	G&M Oil - fuel for rental truck					
		5102 \$ 115.98	G&M Oil - fuel for rental truck					
		\$ 8,185.83						

DESERT HEALTHCARE FOUNDATION							
OUTSTANDING GRANTS AND GRANT PAYMENT SCHEDULE							
October 31, 2023							
TWELVE MONTHS ENDING JUNE 30, 2024							
A/C 2190 and A/C 2186-Long term			6/30/23	New Grants	Total Paid	10/31/23	
Grant ID Nos.		Name	Open	Current Yr	July-June	Open	
			BALANCE	2022-2023		BALANCE	
Health Portal		Remaining Collective Funds-Mayor's Race & DHCF	\$ 1,496		\$ 1,496	\$ -	HP-cvHIP
BOD - 04/24/18 & 06/28/22		Behavioral Health Initiative Collective Fund + Expansion	\$ 1,932,903		\$ 110,469	\$ 1,822,434	Behavioral Health
BOD - 06/26/18 BOD		Avery Trust Funds-Committed to Pulmonary services	\$ 532,243		\$ 33,960	\$ 498,283	Avery Trust
BOD - 6/25/19 BOD (#1006)		DHCD - Homelessness Initiative Collective Fund	\$ 71,557		\$ -	\$ 71,557	Homelessness
BOD - 07/27/21 BOD (#1288)		Borrogo Community - Improving Access to Healthcare - 3 yrs	\$ 423,971		\$ 14,301	\$ 409,670	
F&A - 6/11/19, 6/09/20, 6/22/21 Res. NO. 21-02, 22-17		Prior Year Commitments & Carry-Over Funds	\$ 1,544,156		\$ -	\$ 1,544,156	
TOTAL GRANTS			\$ 4,506,326	\$ -	\$ 160,226	\$ 4,346,100	
Summary: As of 10/31/2023			Uncommitted & Available				
Health Portal (CVHIP):	\$ -	\$ -					
Behavioral Health Initiative Collective Fund	\$ 1,822,434	\$ 622,104					
Avery Trust - Pulmonary Services	\$ 498,283	\$ 485,283					
West Valley Homelessness Initiative	\$ 71,557	\$ 71,557					
Healthcare Needs of Black Communities	\$ 409,670	\$ -					
Prior Year Commitments & Carry-Over Funds	\$ 1,544,156	\$ 1,544,156					
Total	\$ 4,346,100	\$ 2,723,100					
Amts available/remaining for Grant/Programs - FY 2023-24:			FY24 Grant Budget		Social Services Fund #5054		
Amount budgeted 2023-2024		\$ 30,000	\$ 30,000		Budget	\$ 120,000	
Amount granted year to date		\$ -	\$ -		DRMC Auxiliary	\$ 6,000	Spent YTD
Mini Grants:					Eisenhower		
Net adj - Grants not used:	1046	\$ 40			Balance Available	\$ 114,000	
Contributions / Additional Funding							
Prior Year Commitments & Carry-Over Funds		FY19-20 \$284,156; FY20-21 \$730,000; FY21-22 \$530,000	\$ 1,544,156				
Balance available for Grants/Programs			\$ 1,574,196				

**DESERT HEALTHCARE FOUNDATION
OUTSTANDING PASS-THROUGH GRANTS AND GRANT PAYMENT SCHEDULE**

October 31, 2023

FISCAL YEAR ENDING JUNE 30, 2024

			TOTAL Grant	6/30/2023 Open BALANCE	Current Yr 2023-2024	Total Paid July-June	10/31/2023 Payable BALANCE	Remaining Funds BALANCE
Grant ID Nos.	Name							
BOD - 11/22/22 - Resolution 22-28 Approval*	Covid Disparities RFP							
Contract #22-323B*	Total CBOs		\$ 822,096	\$ 657,769	\$ -	\$ 194,227	\$ 125,033	\$ 469,475
	Total DHCF		\$ 443,871	\$ 301,323	\$ -	\$ 77,507	\$ 55,219	\$ 216,404
	TOTAL		\$ 1,265,967	\$ 959,092	\$ -	\$ 271,734	\$ 180,252	\$ 685,878
BOD - 02/28/23 - Riverside Overdose Data to Action (RODA) Community Harm Reduction Education Plan								
Contract #23-108*	Grant #1379 - ABC Recovery		\$ 25,000	\$ 22,857	\$ -	\$ 14,194	\$ -	\$ 10,806
	Total DHCF		\$ 24,000	\$ 15,807	\$ -	\$ 19,482	\$ -	\$ 4,518
TOTAL GRANTS	TOTAL		\$ 49,000	\$ 38,664	\$ -	\$ 33,676	\$ -	\$ 15,324
						Account 2183	\$ 125,033	
Amts available/remaining for Grant/Programs - FY 2023-24:								
Pass-Through Organizations billed to date		\$ 200,345					\$ -	Grant Funds
Foundation Administration Costs		\$ 96,208						RFP
Contributions / Additional Funding	Reimbursements received and pending	\$ (296,554)			Total Grant		\$ 1,314,967	
Balance available for Grants/Programs		\$ -			Received to Date		\$ 433,513	
*Contracts are on a reimbursement basis and will reflect expenses as they are invoiced and receivable from County of Riverside.						Balance Remaining	\$ 881,454	