



**DESERT HEALTHCARE DISTRICT  
BOARD AND STAFF COMMUNICATIONS AND POLICIES  
Board and Staff Communications and Policies Committee Meeting  
November 13, 2023  
12:00 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/87653060208?pwd=UUdWQzZQV0V1SzBPRk5YcIZSYnlhQT09>

**Webinar ID: 876 5306 0208**

**Password: 560999**

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: 876 5306 0208**

**Password: 560999**

<i>Page(s)</i>	<b>AGENDA</b>	<i>Item Type</i>
	I. <b>CALL TO ODER</b> – Director Leticia De Lara, Chairperson	
1-2	II. <b>APPROVAL OF AGENDA</b>	<b>Action</b>
3-8	III. <b>MEETING MINUTES</b> 1. September 07, 2023	<b>Action</b>
	IV. <b>PUBLIC COMMENTS</b> 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.	
9-15 16-21	V. <b>OLD BUSINESS</b> 1. Reassess existing policies as discussed at the September 07 committee meeting: a. Policy #BOD-01 – Swearing in of Board Members b. Policy #BOD-13 – Memberships of Organizations, Training, Education and Conferences	<b>ACTIONS</b>
22-25	c. Policy #OP-14 – Expense Authorization	
26-31 32-35 36-56	VI. <b>NEW BUSINESS</b> 1. Existing Policy Revisions a. Policy #BOD-08 – Board Meetings b. Policy #BOD-11 – Board Actions and Decisions c. Policy #OP-05 – Grant & Mini Grant Policy	<b>ACTIONS</b>



**DESERT HEALTHCARE DISTRICT  
BOARD AND STAFF COMMUNICATIONS AND POLICIES  
Board and Staff Communications and Policies Committee Meeting  
November 13, 2023  
12:00 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/87653060208?pwd=UUdWQzZQV0V1SzBPRk5YcIZSYnltQT09>

**Webinar ID: 876 5306 0208**

**Password: 560999**

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: 876 5306 0208**

**Password: 560999**

**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](mailto: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  
September 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 Eric Taylor, Accounting Manager Andrea S. Hayles, Board Relations Officer	

AGENDA ITEMS	DISCUSSION	ACTION
<b>I. Call to Order</b>	The meeting was called to order at 5:12 p.m. by Director Zende, with Director De Lara joining the meeting after approval of the agenda.	
<b>II. Approval of Agenda</b>	Director Zende asked for a motion to approve the agenda.	<b>Moved and seconded by President PerezGil and Director De Lara to approve the agenda. Motion passed unanimously.</b>
<b>III. Meeting Minutes</b>	Chair De Lara asked for a motion to approve the March 07, 2023, meeting minutes.	<b>Moved and seconded by President PerezGil and Director Zende to approve the March 07, 2023, meeting minutes. Motion passed unanimously.</b>
<b>IV. Public Comment</b>	There were no public comments.	
<b>V. New Business</b>		
1. Addendum to Activate Inclusion Consulting Services Agreement – NTE \$51,500	Conrado E. Bárzaga, MD, CEO, described the continuation of the DEI Training with Activate Inclusion, assessing the needs of the Board and Staff to heighten cultural awareness, with the trainings well-received by the Board and Staff for building a culture of inclusion.  Sindri Anderson, Senior Consultant Managing Member Coach, Activate Inclusion, highlighted organizational culture and the internal and	<b>Moved and seconded by Director Zende and President PerezGil to approve the Addendum to Activate Inclusion Consulting Services Agreement – NTE \$51,500 with the removal of the white supremacy section and extending the sessions through July 2024 and forward to the Board for approval. Motion passed unanimously. Requests staff and consultant to redo the staff report and contract before presenting to the board</b>

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

	<p>external impact of supportive, candid conversations of advancement, including the next steps.</p> <p>The committee discussed the positive aspects and accomplishments of Board personal growth, inquiring about the ongoing needs of the staff, eliminating the white supremacy section, and the time constraints in the next six months with the possibility of extending the sessions to 9 or 12 months through the end of July 2024 with the first session before the end of 2023.</p> <p>Tres Jimenez, Senior Consultant Managing Member Coach, Activate Inclusion, provided an overview of the group sessions with the staff of openness and honesty.</p> <p>Dr. Bárzaga, CEO, suggests integrating Governance into the DEI training.</p>	
<p><b>VI. New Business – Existing Policy Revisions</b></p> <p>1. Policy #BOD-01 – Swearing in of Board Members</p>	<p>Chris Christensen, CAO, described the minor revisions to the dates with no other modifications.</p> <p>After discussion the committee determined they would table the matter until Legal Counsel reviews and considers the issues of disruptions with the committee meetings given the election calendar schedule of the</p>	<p><b>Moved and seconded by Director Zendle and President PerezGil to Table Policy #BOD-01 – Swearing in of Board Members. Motion passed unanimously.</b></p>

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

<p>2. Policy #BOD-04 – Attendance at Meetings</p>	<p>appointed official taking office at noon on the first Friday in December following the general district election.</p> <p>Chris Christensen, CAO, described the revisions to the date with no comments or questions from the committee.</p>	<p><b>Moved and seconded by President PerezGil and Director Zendle to approve Policy #BOD-04 – Attendance at Meetings and forward to the Board for approval.</b> <b>Motion passed unanimously.</b></p>
<p>3. Policy #BOD-05 – Basis of Authority</p>	<p>Chris Christensen, CAO, described the revisions to the date with no comments or questions from the committee.</p>	<p><b>Moved and seconded by Director Zendle and President PerezGil to approve Policy #BOD-05 – Basis of Authority and forward to the Board for approval.</b> <b>Motion passed unanimously.</b></p>
<p>4. Policy #BOD-07 – Board Meeting Agenda</p>	<p>Chris Christensen, CAO, described the revisions to the order of sequencing for the new agenda formatting, with the committee recommending removal of all items before section 5 that include the outline of the agenda focus areas of A. – L.</p>	<p><b>Moved and seconded by Director Zendle and Director De Lara to approve Policy #BOD-07 – Board Meeting Agenda and forward to the Board for approval.</b> <b>Motion passed 2-1.</b> <b>Yes – Directors De Lara and Zendle</b> <b>No – President PerezGil</b></p>
<p>5. Policy #BOD-12 – Minutes of Board &amp; Committee Meetings</p>	<p>Chris Christensen, CAO, described the revisions minor to the Policy #BOD-12.</p>	<p><b>Moved and seconded by Director Zendle and President PerezGil to approve Policy #BOD-12 – Minutes of Board &amp; Committee Meeting and forward to the Board for approval.</b> <b>Motion passed unanimously.</b></p>
<p>6. Policy #BOD-13 – Memberships of Organizations, Training, Education and Conferences</p>	<p>Chris Christensen, CAO, described the revisions to the policy with additional language, such as expense authorization and itemized receipts.</p>	<p><b>Moved and seconded by President PerezGil and Director Zendle to approve Policy #BOD-13 – Memberships of Organizations, Training, Education and Conferences</b></p>

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

<p>7. Policy #BOD-14 – Ethics &amp; Sexual Harassment Training</p>	<p>Chris Christensen, CAO, described the minor revisions with the addition of language clarity.</p>	<p>and forward to the Board for approval. Motion passed unanimously.</p> <p><b>Moved and seconded by Director Zendle and President PerezGil to approve Policy #BOD-14 – Ethics &amp; Sexual Harassment Training and forward to the Board for approval. Motion passed unanimously.</b></p>
<p>8. Policy #FIN-06 – Financial Reserve Policy</p>	<p>Chris Christensen, CAO, described the minor revisions to the seismic retrofit and the property tax allocation.</p>	<p><b>Moved and seconded by Director Zendle and President PerezGil to approve Policy #FIN-06 – Financial Reserve Policy and forward to the Board for approval. Motion passed unanimously.</b></p>
<p>9. Policy #OP-11 – Professional Services</p>	<p>Chris Christensen, CAO, described the date revisions to Policy #OP-11.</p>	<p><b>Moved and seconded by President PerezGil and Director Zendle to approve Policy #OP-11 – Professional Services and forward to the Board for approval. Motion passed unanimously.</b></p>
<p>10. Policy #OP-12 – Compensation</p>	<p>Chris Christensen, CAO, described the revisions to section 3 of pay increases different from the merit increase and the Cost-of-Living adjustment, which includes a separate policy.</p>	<p><b>Moved and seconded by President PerezGil and Director Zendle to approve Policy #OP-12 – Compensation and forward to the Board for approval. Motion passed unanimously.</b></p>
<p>11. Policy #OP-12.1 – Cost-of-Living Adjustment (COLA)</p>	<p>Chris Christensen, CAO, described the new COLA policy derived from the Association of California Healthcare District’s (ACHD), modified to the District’s standards, and reviewed by HR</p>	<p><b>Moved and seconded by President PerezGil and Director Zendle to Table Policy #OP-12.1 – Cost-of-Living Adjustment (COLA) with review by the F&amp;A Committee and an overview</b></p>

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

<p>12. Policy #OP-14 – Expense Authorization</p> <p>13. Policy #PROC-01 – Purpose of Board Policies</p>	<p>Consultant, Maggie Martinez, and Legal Counsel.</p> <p>The committee discussed, tabled Policy #OP-12.1, and requested the F&amp;A Committee’s review of the policy, yearly anticipated increases, when to initiate the COLA, and other government, nonprofits, and special district policies, such as a survey with real-life examples.</p> <p>Chris Christensen, CAO, described the additional language with more details on meals and lodging with itemized credit card receipts. The committee inquired about a determined amount in the policy for per diem expenditures during travel and conferences, further tabling Policy #OP-14 and returning to the F&amp;A and Polices Committees.</p> <p>Chris Christensen, CAO, described the date revisions to Policy #PROC-01.</p>	<p><b>of other government, nonprofits, and special district COLA policies.</b> <b>Motion passed unanimously.</b></p> <p><b>Moved and seconded by President PerezGil and Director Zendle to table Policy #OP-14 – Expense Authorization Policy for review by the F&amp;A Committee and return to the Policies Committee.</b> <b>Motion passed unanimously.</b></p> <p><b>Moved and seconded by President PerezGil and Director Zendle to approve Policy #PROC-01 – Purpose of Board Policies and forward to the Board for approval.</b> <b>Motion passed unanimously.</b></p>
<p><b>VI. Future Topics &amp; Issues</b></p>	<p>Director Zendle emphasized legal counsels review and suggestions of Policy #BOD-01 – Swearing in of Board Members associated with end and beginning of terms, election of officers, and appointment of committees.</p>	

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

<b>VII. Adjournment</b>	Chair De Lara adjourned the meeting at 6:37 p.m.	<b>Audio recording available on the website at <a href="https://www.dhcd.org/Agendas-and-Documents">https://www.dhcd.org/Agendas-and-Documents</a></b>
-------------------------	--	--

ATTEST: \_\_\_\_\_  
 Leticia De Lara, Chair/Director  
 Board and Staff Communications & Policies Committee  
*Minutes respectfully submitted by Andrea S. Hayles, Board Relations Officer*

DRAFT





**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 revised policies.

**Background:**

At the September 07, 2023, meeting, the committee tabled the following policies for modifications and discussion:

- Policy #BOD-01 – Swearing in of Board Members
- Policy #BOD-13 – Memberships of Organizations, Training, Education and Conferences
- Policy #OP-14 – Expense Authorization

The below existing policies require review and/or revisions:

- Policy #BOD-08 – Board Meetings
- Policy #BOD-11 – Board Actions and Decisions
- Policy #OP-05 – Grant & Mini Grant Policy

**Fiscal Impact:**

None



**POLICY TITLE:** SWEARING IN OF BOARD MEMBERS

**POLICY NUMBER:** BOD-01

**COMMITTEE APPROVAL:** 11-13-2023

Deleted: 02-10-2022

**BOARD APPROVAL:** 11-28-2023

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.

**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 special or regular Board meeting following that date. Appointed Board members are sworn in by or at the first special or 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.

Deleted: 1.

**2.** Newly elected sworn-in Board members will assume the committee assignments of their predecessor.

Deleted: Regular

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.28" + Indent at: 0.58"

**3.** 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.

Deleted: 2

**4.** The Clerk of the Board or Legal Counsel will obtain required signatures.

Deleted: 3



**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>11-28-2023</u>
Reviewed	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:** 11-13-2023

**BOARD APPROVAL:** 11-28-2023

---

**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 special or regular Board meeting following that date. Appointed Board members are sworn in by or at the first special or 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. Newly elected sworn-in Board members will assume the committee assignments of their predecessor.
3. 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.
4. 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	11-28-2023
Reviewed	02-22-2022
Revised	06-23-2020
Approved	01-26-2016

DRAFT



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

**POLICY NUMBER:** BOD-13

**COMMITTEE APPROVAL:** [11-13-2023](#)

Deleted: 09-14-2021

**BOARD APPROVAL:** [11-28-2023](#)

Deleted: 09-28-2021

**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 is, an occasion that is health care related and constitutes the performance of official duties and which all Directors are invited to attend.

Deleted: as

Deleted: entitled

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.

Deleted: R

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).

Deleted:

Deleted: ¶

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 with approval. 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.



**DESERT HEALTHCARE**  
DISTRICT & FOUNDATION

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

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	<a href="#">11-28-2023</a>
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:** 11-13-2023

**BOARD APPROVAL:** 11-28-2023

---

**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 is an occasion that is health care related and constitutes the performance of official duties and which all Directors are invited to attend.

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 with approval. 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.



**DESERT HEALTHCARE**  
DISTRICT & FOUNDATION

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

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	11-28-2023
Revised	09-28-2021
Approved	02-24-2016



**POLICY TITLE:** EXPENSE AUTHORIZATION

Deleted: STAFF

**POLICY NUMBER:** OP-14

**COMMITTEE APPROVAL:** 11-13-2023

Deleted: 09-14-2021

**BOARD APPROVAL:** 11-28-2023

Deleted: 09-28-2021

**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 the names of individuals entertained if the meal was for more than the employee or director seeking reimbursement. Meal expenses are to be reasonable and to not be fancy dining. 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. CEO travel outside of the state shall require approval by the Board of Directors.
- 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.



**DESERT HEALTHCARE**  
DISTRICT & FOUNDATION

Unless noted for a specific project, staff expenses will be applied to the District.

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. Disallowed purchases and purchases which do not have an itemized receipt will require reimbursement to the District and/or Foundation.

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.

Deleted:  
Deleted:

**AUTHORITIES**

Desert Healthcare District Bylaws Article V, section 5.6

**DOCUMENT HISTORY**

<u>Revised</u>	<u>11-28-2023</u>
Revised	09-28-2021
Approved	03-24-2020



**POLICY TITLE:** EXPENSE AUTHORIZATION

**POLICY NUMBER:** OP-14

**COMMITTEE APPROVAL:** 11-13-2023

**BOARD APPROVAL:** 11-28-2023

---

**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 the names of individuals entertained if the meal was for more than the employee or director seeking reimbursement. Meal expenses are to be reasonable and to not be fancy dining. 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. CEO travel outside of the state shall require approval by the Board of Directors.
- 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.

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. Disallowed purchases and purchases which do not have an itemized receipt will require reimbursement to the District and/or Foundation.

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	11-28-2023
Revised	09-28-2021
Approved	03-24-2020



**POLICY TITLE:** BOARD MEETINGS

**POLICY NUMBER:** BOD-08

**COMMITTEE APPROVAL:** [11-13-2023](#)

Deleted: 02-10-2022

**BOARD APPROVAL:** [11-28-2023](#)

Deleted: 02-22-2022

---

**POLICY #BOD-08:** It is the policy of the Desert Healthcare District (“District”) Board of Directors to hold Regular meetings and Special meetings when necessary, of the Board of Directors. All District Board meetings will be held in accordance with the Brown Act (Government Code Section 54950 et seq.), Health and Safety Code Section 32106, and Health and Safety Code Section 32155.

**GUIDELINES:**

1. Regular meetings are held on the fourth Tuesday of each calendar month, except August, at 5:30 p.m. in the Regional Access Project (RAP) Foundation Building, 41550 Eclectic Street, Palm Desert, California, 92260, unless otherwise designated in the meeting Agenda. If that date falls upon a legal holiday, where a quorum of the Board of Directors is known to be unavailable for a regular meeting date, the meeting shall be held at the same time on the next business day as an adjourned meeting. In accordance with California Govt. code 54955 and the methods described therein, an adjourned regular meeting is a regular meeting for all purposes.

The location of a regular meeting may be changed at times, must be held within the District service boundaries, and properly noticed. It is the policy of the Board of Directors that if the regular meeting location is changed, a notification will be made on the District website.

2. Organizational Meeting. At the regular Board meeting in December, the Board shall organize by the election of one of its members as President, one as Vice-President, one as Secretary, and one as Treasurer.

3. Special meetings (non-emergency) of the Board of Directors may be called by the Board President, or by four (4) Board members by delivering written notice to each Board member and to each local newspaper of general circulation, radio or television



stations requesting such notice in writing, personally or by mail. Such notice must be delivered personally or by mail at least twenty-four (24) hours before the time of such meeting as specified in the notice. The call and notice shall specify the time and place of the special meeting and the business to be transacted. No other business shall be considered at special meetings. Such written notice may be dispensed with as to any Board member who, at or prior to the time the meeting convenes, files with the Secretary a written waiver of notice. Such waiver may be given by email. Such written notice may also be dispensed with as to any member who is actually present at the meeting at the time it convenes.

**3.1** All Directors, the Chief Executive Officer, and District Counsel shall be notified of the special Board meeting and the purpose or purposes for which it is called. Said notification shall be in writing, delivered to them at least twenty-four (24) hours prior to the meeting.

**3.2** Any organization or individual who have requested notice of special meetings in accordance with the Ralph M. Brown Act (California Government Code §54950 through §54926) shall be notified, including business to be transacted, will be given by email during business hours as soon after the meeting is scheduled as practicable.

**3.3** An agenda shall be prepared as specified for regular Board meetings in POLICY #BOD-07 and shall be delivered with the notice of the special meeting to those specified above.

**3.4** Only those items of business called for in the special meeting shall be considered by the Board at any special meeting.

**4.. Emergency Meetings.** In the event of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board of Directors may hold an emergency special meeting without complying with the 24-hour notice required in 3.1, above. An emergency situation means a crippling disaster that severely impairs public health, safety, or both, as determined by the Chief Executive Officer, Board President or Vice-President in the President's absence.

**4.1** Any organizations or individuals that have requested notice of special meetings in accordance with the Ralph M. Brown Act (California Government



Code §54950 through §54926) shall be notified by telephone or email at least one hour prior to the emergency special meeting. In the event that telephone or email services are not functioning, the notice requirement of one hour is waived, but the Chief Executive Officer, or their designee, shall notify such organizations or individuals of the fact of the holding of the emergency special meeting, and of any action taken by the Board, as soon after the meeting as possible.

**4.2** No closed session may be held during an emergency special meeting, and all other rules governing special meetings shall be observed with the exception of the twenty-four (24) hour notice. The minutes of the emergency special meeting, a list of persons the Chief Executive Officer or designee notified or attempted to notify, a copy of the roll call vote(s), and any actions taken at such meeting shall be posted for a minimum of ten (10) days in the District office as soon after the meeting as possible.

**5. Quorum.** A majority of the members of the Board shall constitute a quorum for the transaction of business. The act of a majority of the Board members present at the meeting at which a quorum is present shall be the act of the Board.

**6. Adjournment.** The Board may adjourn any regular, adjourned regular, special, or adjourned special meeting to a time and place specified in the order of adjournment. A copy of the order or notice of adjournment shall be conspicuously posted on or near the door of the place where the meeting was held within twenty-four (24) hours after the time of adjournment.

**AUTHORITIES**

Desert Healthcare District Bylaws Article V

**DOCUMENT HISTORY**

<u>Revised</u>	<u>11-28-2023</u>
Revised	02-22-2022
Revised	03-24-2020
Revised	07-23-2019
Approved	03-23-2016



**POLICY TITLE:** BOARD MEETINGS

**POLICY NUMBER:** BOD-08

**COMMITTEE APPROVAL:** 11-13-2023

**BOARD APPROVAL:** 11-28-2023

---

**POLICY #BOD-08:** It is the policy of the Desert Healthcare District (“District”) Board of Directors to hold Regular meetings and Special meetings when necessary, of the Board of Directors. All District Board meetings will be held in accordance with the Brown Act (Government Code Section 54950 et seq.), Health and Safety Code Section 32106, and Health and Safety Code Section 32155.

**GUIDELINES:**

1. Regular meetings are held on the fourth Tuesday of each calendar month, except August, at 5:30 p.m. in the Regional Access Project (RAP) Foundation Building, 41550 Eclectic Street, Palm Desert, California, 92260, unless otherwise designated in the meeting Agenda. If that date falls upon a legal holiday, where a quorum of the Board of Directors is known to be unavailable for a regular meeting date, the meeting shall be held at the same time on the next business day as an adjourned meeting. In accordance with California Govt. code 54955 and the methods described therein, an adjourned regular meeting is a regular meeting for all purposes.

The location of a regular meeting may be changed at times, must be held within the District service boundaries, and properly noticed. It is the policy of the Board of Directors that if the regular meeting location is changed, a notification will be made on the District website.

2. Organizational Meeting. At the regular Board meeting in December, the Board shall organize by the election of one of its members as President, one as Vice-President, one as Secretary, and one as Treasurer.

3. Special meetings (non-emergency) of the Board of Directors may be called by the Board President, or by four (4) Board members by delivering written notice to each Board member and to each local newspaper of general circulation, radio or television



stations requesting such notice in writing, personally or by mail. Such notice must be delivered personally or by mail at least twenty-four (24) hours before the time of such meeting as specified in the notice. The call and notice shall specify the time and place of the special meeting and the business to be transacted. No other business shall be considered at special meetings. Such written notice may be dispensed with as to any Board member who, at or prior to the time the meeting convenes, files with the Secretary a written waiver of notice. Such waiver may be given by email. Such written notice may also be dispensed with as to any member who is actually present at the meeting at the time it convenes.

**3.1** All Directors, the Chief Executive Officer, and District Counsel shall be notified of the special Board meeting and the purpose or purposes for which it is called. Said notification shall be in writing, delivered to them at least twenty-four (24) hours prior to the meeting.

**3.2** Any organization or individual who have requested notice of special meetings in accordance with the Ralph M. Brown Act (California Government Code §54950 through §54926) shall be notified, including business to be transacted, will be given by email during business hours as soon after the meeting is scheduled as practicable.

**3.3** An agenda shall be prepared as specified for regular Board meetings in POLICY #BOD-07 and shall be delivered with the notice of the special meeting to those specified above.

**3.4** Only those items of business called for in the special meeting shall be considered by the Board at any special meeting.

**4.. Emergency Meetings.** In the event of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board of Directors may hold an emergency special meeting without complying with the 24-hour notice required in 3.1, above. An emergency situation means a crippling disaster that severely impairs public health, safety, or both, as determined by the Chief Executive Officer, Board President or Vice-President in the President's absence.

**4.1** Any organizations or individuals that have requested notice of special meetings in accordance with the Ralph M. Brown Act (California Government



**DESERT HEALTHCARE**  
DISTRICT & FOUNDATION

Code §54950 through §54926) shall be notified by telephone or email at least one hour prior to the emergency special meeting. In the event that telephone or email services are not functioning, the notice requirement of one hour is waived, but the Chief Executive Officer, or their designee, shall notify such organizations or individuals of the fact of the holding of the emergency special meeting, and of any action taken by the Board, as soon after the meeting as possible.

**4.2** No closed session may be held during an emergency special meeting, and all other rules governing special meetings shall be observed with the exception of the twenty-four (24) hour notice. The minutes of the emergency special meeting, a list of persons the Chief Executive Officer or designee notified or attempted to notify, a copy of the roll call vote(s), and any actions taken at such meeting shall be posted for a minimum of ten (10) days in the District office as soon after the meeting as possible.

**5. Quorum.** A majority of the members of the Board shall constitute a quorum for the transaction of business. The act of a majority of the Board members present at the meeting at which a quorum is present shall be the act of the Board.

**6. Adjournment.** The Board may adjourn any regular, adjourned regular, special, or adjourned special meeting to a time and place specified in the order of adjournment. A copy of the order or notice of adjournment shall be conspicuously posted on or near the door of the place where the meeting was held within twenty-four (24) hours after the time of adjournment.

**AUTHORITIES**

Desert Healthcare District Bylaws Article V

**DOCUMENT HISTORY**

Revised	11-28-2023
Revised	02-22-2022
Revised	03-24-2020
Revised	07-23-2019
Approved	03-23-2016



**POLICY TITLE:** BOARD ACTIONS AND DECISIONS

**POLICY NUMBER:** BOD-11

**COMMITTEE APPROVAL:** [11-13-2023](#)

Deleted: 02-10-2022

**BOARD APPROVAL:** [11-28-2023](#)

Deleted: 02-22-2022

---

**POLICY #BOD-11:** It is the policy of the Desert Healthcare District ("District") Board of Directors to conduct business in an orderly and comprehensive manner.

**GUIDELINES:**

1. Actions by the Board of Directors may include, but are not limited to, the following:
  - 1.1 Adoption or rejection of regulations or policies;
  - 1.2 Adoption or rejection of a resolution;
  - 1.3 Approval or rejection of any contract or expenditure;
  - 1.4 Approval or rejection of any proposal that commits District funds or facilities, and,
  - 1.5 Approval or disapproval of matters that require or may require the District or its employees, under the direction of the [Chief Executive Officer \("CEO"\)](#), to take action and/or provide services.
2. In accordance with Health & Safety Code 32106, all sessions of the board of directors, whether regular or special, shall be open to the public, and a majority of the members of the board (four (4) Directors) shall constitute a quorum for the transaction of business. Actions taken at a meeting where a quorum of up to five (5) members are present, require three (3) votes to be effective (unless a 3/4 vote is required by policy or law). Actions taken where six (6) or seven (7) members are present, require a vote of the majority of the members present to be effective (unless a 3/4 vote is required by policy or law).

Deleted: ,





**2.1** In accordance with California law, a member abstaining from a vote is considered as an affirmative vote for the action or a vote in favor of a majority of the quorum. When a Director is present at a meeting and desires to oppose an action, the Director must vote against the action and a refusal to vote is consent that the majority of the quorum may act for the body.

**2.1.1** Example. If four (4) of seven (7) Directors are present at a meeting, a quorum exists, and business can be conducted. If two (2) Directors vote “aye,” one (1) Director votes no, and one Director abstains on an action, in accordance with California law, the Director is regarded as having voted affirmatively for the proposition or to have voted with the majority of the quorum.

**2.1.2** Example. If an action requires a two-thirds vote of the “members” of the Board, and three (3) Directors abstain, the proposed action is not approved because at least five (5) of the seven (7) Directors would have to vote in favor of the action.

**2.1.3** Example. If a vacancy exists on the Board and a vote is taken to appoint an individual to fill the vacancy if three (3) Directors vote in favor of the appointment, two (2) against the appointment, and one (1) abstains, the appointment is approved.

**AUTHORITY**

Desert Healthcare District Bylaws Articles IV & V

**DOCUMENT HISTORY**

<u>Revised</u>	<u>11-28-2023</u>
Revised	02-22-2022
Revised	06-23-2020
Approved	03-23-2016



**POLICY TITLE:** BOARD ACTIONS AND DECISIONS

**POLICY NUMBER:** BOD-11

**COMMITTEE APPROVAL:** 11-13-2023

**BOARD APPROVAL:** 11-28-2023

---

**POLICY #BOD-11:** It is the policy of the Desert Healthcare District (“District”) Board of Directors to conduct business in an orderly and comprehensive manner.

**GUIDELINES:**

1. Actions by the Board of Directors may include, but are not limited to, the following:
  - 1.1 Adoption or rejection of regulations or policies;
  - 1.2 Adoption or rejection of a resolution;
  - 1.3 Approval or rejection of any contract or expenditure;
  - 1.4 Approval or rejection of any proposal that commits District funds or facilities, and,
  - 1.5 Approval or disapproval of matters that require or may require the District or its employees, under the direction of the Chief Executive Officer (“CEO”), to take action and/or provide services.
2. In accordance with Health & Safety Code 32106, all sessions of the board of directors, whether regular or special, shall be open to the public, and a majority of the members of the board (four (4) Directors) shall constitute a quorum for the transaction of business. Actions taken at a meeting where a quorum of up to five (5) members are present, require three (3) votes to be effective (unless a 3/4 vote is required by policy or law). Actions taken where six (6) or seven (7) members are present require a vote of the majority of the members present to be effective (unless a 3/4 vote is required by policy or law).



**2.1** In accordance with California law, a member abstaining from a vote is considered as an affirmative vote for the action or a vote in favor of a majority of the quorum. When a Director is present at a meeting and desires to oppose an action, the Director must vote against the action and a refusal to vote is consent that the majority of the quorum may act for the body.

**2.1.1** Example. If four (4) of seven (7) Directors are present at a meeting, a quorum exists, and business can be conducted. If two (2) Directors vote “aye,” one (1) Director votes no, and one Director abstains on an action, in accordance with California law, the Director is regarded as having voted affirmatively for the proposition or to have voted with the majority of the quorum.

**2.1.2** Example. If an action requires a two-thirds vote of the “members” of the Board, and three (3) Directors abstain, the proposed action is not approved because at least five (5) of the seven (7) Directors would have to vote in favor of the action.

**2.1.3** Example. If a vacancy exists on the Board and a vote is taken to appoint an individual to fill the vacancy if three (3) Directors vote in favor of the appointment, two (2) against the appointment, and one (1) abstains, the appointment is approved.

## **AUTHORITY**

Desert Healthcare District Bylaws Articles IV & V

## **DOCUMENT HISTORY**

Revised	11-28-2023
Revised	02-22-2022
Revised	06-23-2020
Approved	03-23-2016



**POLICY TITLE:** GRANT & MINI GRANT POLICY  
**POLICY NUMBER:** OP-05  
**COMMITTEE APPROVAL:** 03-07-2023  
**BOARD APPROVAL:** 03-28-2023

---

**POLICY #OP-05:** In accordance with Desert Healthcare District’s mission and strategic plan it is the policy of the Desert Healthcare District (“District” or “DHCD”) to establish guidelines for Grants & Mini Grants to provide health and wellness programs/projects for the benefit of the District residents and in alignment with the California Health and Safety Code requirements. Each fiscal year the Board of Directors will allocate a budget for both grants and mini grants awards.

The District Board may amend this policy as needed to be consistent with any state legislation regarding healthcare district grant programs.

**GUIDELINES:**

1. The District will administer the grant funds to assure transparent and responsible distribution of monies and to maximize the benefit to community members and fairness to grant recipients.
  - 1.a. All grants must align with the Desert Healthcare District & Foundation’s (“DHCD/F”) strategic plan. The strategic plan is available on our website, [www.dhcd.org](http://www.dhcd.org)
  - 1.b. The Board will adopt a grant budget allocation each fiscal year during the annual budget process covering the period of July 1-June 30.
  - 1.c. Grant recipients should not assume there exists an entitlement to continued funding nor that similar funding will be available in future



**DESERT HEALTHCARE**  
DISTRICT & FOUNDATION

years. However, this does not preclude a grant recipient from submitting additional grant applications.

1.d. Grant recipients must accept and adhere to the District's standard grant/contract terms and conditions as a stipulation of any grant award. This includes timely submission of required reports to allow District to monitor the fiscal and programmatic requirements of the grant. A Grantee who is not in compliance as identified in the Grant Contract may become ineligible to apply for future grants for a period of up to two (2) years.

1.e. The District will place a priority on collaboration with community agencies applying for grants, to maximize use of funds and impact while avoiding the fostering of competing programs that may make each such competing programs to become less effective.

Applicants who choose not to collaborate must demonstrate a distinction between their proposed services and those that may already be in place.

1.1 Grant requestors utilizing a fiscal agent may be considered; the application shall include a copy of a resolution adopted by the fiscal agent organization's board of directors approving of the action to act as an agent on behalf of the requestor.

1.2 Per AB 2019 and revised California Health and Safety Code Section 32139(c)(5), individual meetings regarding grants between an applicant and a District Board member, officer, or staff outside of the established grant process is prohibited. Staff may provide technical assistance, upon request, from potential and current Grantees.

2. **Mini Grants** allow the Desert Healthcare District community to access support for small health initiatives that possibly do not have the capacity for a large program or



**DESERT HEALTHCARE**  
DISTRICT & FOUNDATION

project. The mini grant application is processed by the administration of DHCD. Consideration is contingent upon the availability of funds, community health priorities, and the ability of the applicant to effectively administer the project programmatically and financially. The mini grant provides up to \$10,000 per one request in a fiscal year. The request must align with the DHCD strategic goals and objectives.

**3. Grant Application Process** – The grant application is available on the District’s website at [www.dhcd.org](http://www.dhcd.org). The online application details the information necessary to submit an application such as required documents, detail of strategic plan focus areas, and other information based on specific grant application needs. The visual representation of the process of a submitted application is noted in the attached application process flowchart.

**a. Program Committee**

The Program Committee shall be responsible for oversight and for making recommendations to the Board, where appropriate, on District matters related to grant-making and related programs.

**b. Eligibility/Criteria**

3.b.1 The District awards grants only to organizations exempt from federal taxation under Section 501(c) (3) of the Internal Revenue Code or equivalent exemption; such as a public/governmental agency, program or institution. Except for mini grant recipients, all organizations must have current audited financial statements.

3.b.2 Some small organizations (annual revenue of \$500,000 or less) may be financially unable to provide audited financial statements. Under certain circumstances defined by the ability of the organization and if the organization is able to provide a service to meet the mission of the District, the District may consider providing grant funds to



complete a financial audit. The District may also consider providing grant funds to develop capacity building.

3.b.3 Organizations must directly serve residents of the Desert Healthcare District. Agencies physically located outside District boundaries would be eligible for funds upon demonstration that the residents of the District will be proportionately served.

3.b.4 Grants are available to organizations whose activities improve residents' health within at least one priority area of the District's strategic plan. Through investment of its grant dollars, the District supports programs, organizations and community collaborations with potential for achieving measurable results to underserved individuals and communities. Through the use of a grant scoring structure, consideration is given to projects or organizations that:

- Have proven records of success and capacity
- Have potential to impact the greatest numbers of District residents in alignment with strategic goals
- Can demonstrate the greatest potential to positively change health-related behaviors
- Are based on research and/or best practices that demonstrate effectiveness
- Have data available to measure progress, outcomes and relevance
- Have strong fiscal and operational governance

#### 4. **Funding Restrictions**

4.1 The District's grants will NOT support the following:

- Individuals
- Endowment campaigns



- Retirement of debt
- Annual campaigns, fundraising events, or expenses related to fundraising
- Programs that proselytize or promote any religion or sect, or deny services to potential beneficiaries based upon religious beliefs
- Expenses related to lobbying public officials
- Political campaigns or other partisan political activities
- Unfunded government mandates
- Replacement funds to allow funding to be shifted to other programs or budget areas
- Any organization who discriminates against others based on, including, but not limited to race, color, creed, gender, gender identity, sexual orientation or national origin.

## 5. Internal Application Process

Please refer to attached Internal Application Process flowchart

### 5.1 Grant Declination Appeals Process

Any applicant who wishes to appeal their grant declination must follow the guidelines below:

1. Submit in writing the request for appeal and the specific focus point/criteria the DHCD/F is being asked to consider.
2. The written request must be submitted to the Chief Program Officer within 30 calendar days of receipt of the declination notification.
3. The DHCD/F will review said request and will respond in writing within 60 calendar days of receipt of the grant declination appeal request (process for review and final determination).





## 6. No-Cost Grant Extension

6.1 Under a No-Cost Extension, grantees may extend a grant's project period one time for up to 12 months. A No-Cost Extension may be requested when the following conditions are met:

- 6.1.1 No term of award specifically prohibits the extension
- 6.1.2 Project's originally approved scope will not change
- 6.1.3 The end of the project/grant period is approaching
- 6.1.4 There is a programmatic need to continue
- 6.1.5 There are sufficient funds remaining to cover the extended effort

6.2 The Desert Healthcare District always retains the right to decline the request.

Examples of reasons to decline might include:

- a. An extension may not be granted solely because there is money left over. Programmatic benefit must be justified.
- b. Deliverables as outlined in Exhibit B (Payment Schedule, Requirements & Deliverables) have been met.

6.3 Process:

Grantee must submit a written request to the DHCD/F at least 30 days before the end of the current project period. The request should be sent to the Grant Department and include the following information:

- 1. The amount of funds remaining, and an explanation for why they have not been spent
- 2. Rationale for continuing the project
- 3. An explanation of why the project has not been completed
- 4. Inclusion of a detailed work plan and how all unfinished activities will be completed by the proposed end date



**DESERT HEALTHCARE**  
DISTRICT & FOUNDATION

**7. External Grant Process – This is for Grants we receive externally**

**7.1 The External Grant Process was developed in response to the many outside funding opportunities that the Desert Healthcare District and Foundation has pursued and received to further the goals of its Board-approved 2021- 2026 Strategic Plan.**

**Strategic Plan Goal 1 (Proactively increase the financial resources DHCD/F can apply to support community health needs.) with its six (6) strategies was developed to make up for the gap in money that was not received in property tax dollars when the District expanded its boundaries in 2018.**

**The External Grant Process Flow Chart and Narrative meets Strategy 1.3: Expand capabilities and activities for obtaining new grant funding AND Strategy 1.5: Identify opportunities and implement selected joint venture/partnerships with community organizations to jointly support funding of selected community health needs.**

**A process flow chart illustrates the external grant process.**

**7.2 Process:**

- 1. PROSPECTIVE RFP (or External Funding Opportunity) IDENTIFIED: California Consulting, District staff, and other organizations/partners (i.e. Regional Access Project Foundation) identifies a funding opportunity through avenues such as The Foundation Center; Grants.gov (federal grant opportunities) listings at ACHD (Association of CA Healthcare Districts) and CSDA (CA Special Districts); California State; Riverside County, and others. These funding opportunities could be through an RFP (Request for Proposals).**
- 2. PROSPECTIVE RFP BROUGHT TO CEO: If there is an RFP that seems promising, the prospective RFP is brought to the District's CEO for review of all documentation.**
- 3. STRATEGIC PLAN AND STAFF CAPACITY: Under the CEO's review, the CEO will then determine if there is an alignment with the District's Strategic Plan and relevant goals and strategies and**

Formatted: Indent: Left: 0", First line: 0"

Formatted: Font: Bold

Formatted: Font: Bold

Formatted: List Paragraph, Indent: Left: 0.5", Hanging: 0.25"

Formatted: Indent: Left: 0.75", Tab stops: Not at 0.69"



**DESERT HEALTHCARE**  
DISTRICT & FOUNDATION

discuss with lead staff (Chief Program Officer, Chief Administration Officer and Chief of Community Engagement) as to the capacity of staff and the organization to take on this project.

If it is determined that there is no alignment to the strategic plan or staff does not have the capacity, the RFP (or funding opportunity) will not be pursued.

If it is determined that there is an alignment to the strategic plan and staff does have the capacity, then the RFP (or funding opportunity) will be pursued and goes to Step 4.

**4. PURSUE:** Having now made the determination to pursue the funding opportunity, staff will summarize the RFP for the Board of Directors and make recommendations.

**5: BOARD COMMUNICATION:** The RFP submission timeline will depend on what appropriate committee and board the CEO would present the RFP. If the submission timeline is tight, the CEO may have to just present the RFP to the Board President in which the President /Board of Directors then gives permission to proceed.

**6. INTERNAL STAFF COMMUNICATION:** If approved to proceed by the Board, the RFP will be discussed internally with staff. The CEO will identify a lead staff member and Program and Fiscal staff members are brought into the discussion to review and assist with the application and budget. Individual tasks are assigned and understood.

**7. SUBCONTRACTORS:** At this point staff will determine if the utilization of subcontractors is allowed. If no subcontractors are allowed, proceed with the application submission (Step 8).

If subcontractors are allowed, a Request for Qualifications (RFQ) will be released and the opportunity to collaborate will be posted on the District's website. The opportunity to collaborate will also be shared via Constant Contact, an email and digital marketing program used frequently by District staff). The Grants Team will review the RF Q submissions and approve the qualified subcontractor(s). Once subcontractor(s) are identified, staff will develop a collaborative scope of work (SOW) and budget.

**8. APPLICATION SUBMISSION:** The application is submitted, and the Board is updated periodically of the status of the application.

Formatted: Indent: Left: 1", Hanging: 0.25"

Formatted: Indent: Left: 1.25"



**DESERT HEALTHCARE**  
DISTRICT & FOUNDATION

Once submitted, the application will either be declined and the District was not selected as an awardee or:

9. NOTICE OF AWARD: The District was selected as an awardee by Notice of Award. The lead staff member will convene with the program and fiscal staff on internal processes, tasks, and deadlines. The external contract is reviewed by District's Legal Counsel.
10. INTERNAL PROCESSES: If utilizing subcontractors, the organization will be required to submit a formal application in the District's grant management program, Foundant. The application will allow for the reporting of the RFP deliverables and budget management. The program and fiscal staff will review and assist the subcontractor/organization with alignment to internal processes (budgeting, Results Based Accountability (RBA) performance measures, reporting, deliverables, etc.)
11. BOARD COMMUNICATION: The board will be notified of the award and will be asked to provide contract approval. Staff will also provide the award requirements such as scope of work, budget, timelines, deliverables, etc.
12. GRANT MANAGEMENT: Program and fiscal staff will ensure consistent grant processing, reporting, tracking, and compliance. Program and fiscal staff will also be providing ongoing communication with the funding agent and any subcontractors.
13. BOARD UPDATES: Updates will be provided to the board of directors as needed.
14. EXTERNAL GRANT ENDS; Staff will share the results of the external grant impact and goals with the Board and community. The results will also be posted on social media and the District's website.

Formatted: Indent: Left: 1.25"

Formatted: Indent: Left: 1", Hanging: 0.25"

**AUTHORITIES**

Desert Healthcare District Bylaws Article V, section 5.6  
California Health and Safety Code section 32132

**DOCUMENT HISTORY**

Revised 03-28-2023

POLICY #OP-05

Page 9 of 10



**DESERT HEALTHCARE**  
DISTRICT & FOUNDATION

Revised	12-20-2022
Revised	02-22-2022
Revised	02-23-2021
Revised	03-24-2020
Revised	05-28-2019
Revised	05-24-2016
Approved	02-20-2012

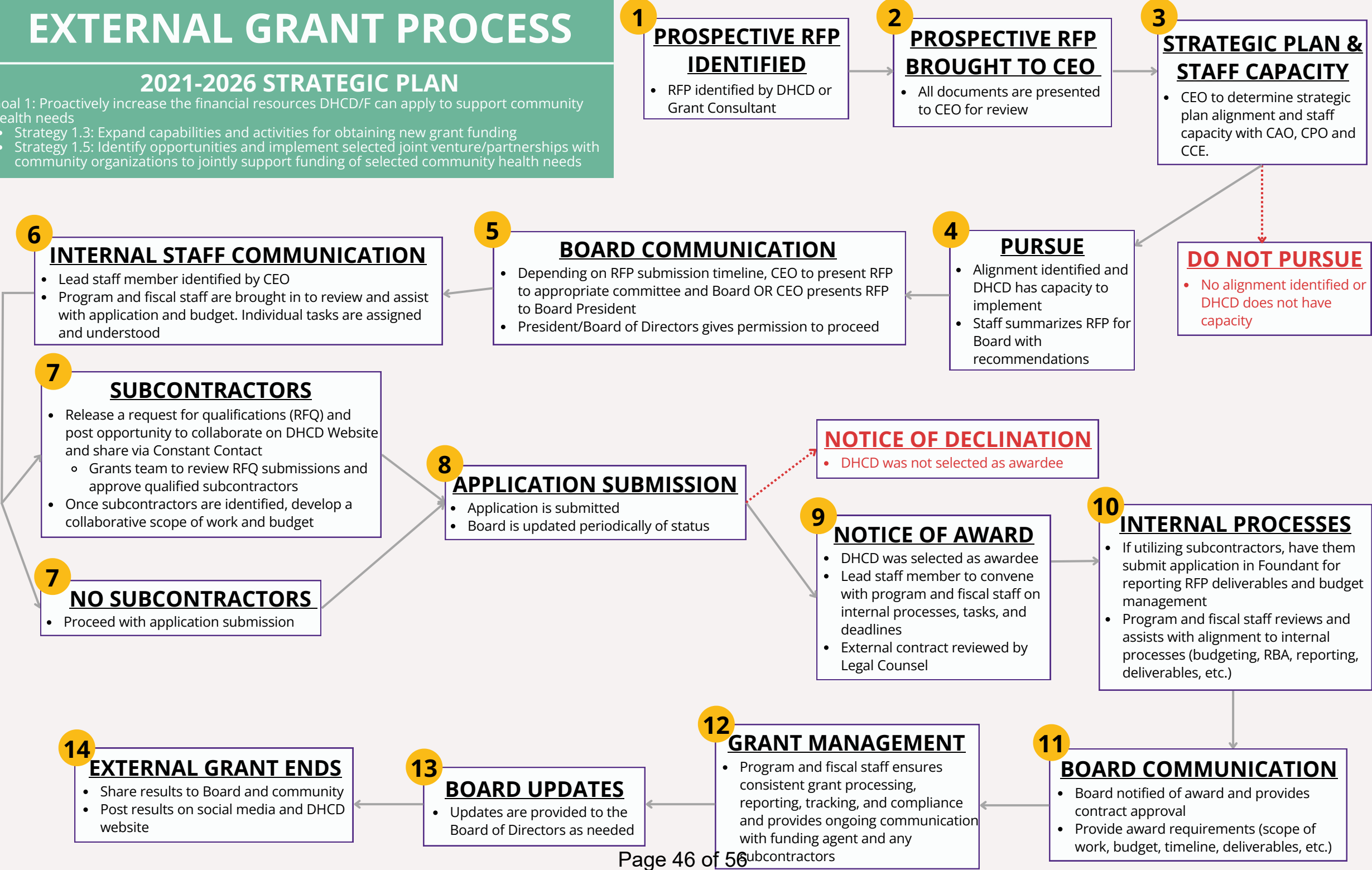
DRAFT

# EXTERNAL GRANT PROCESS

## 2021-2026 STRATEGIC PLAN

Goal 1: Proactively increase the financial resources DHCD/F can apply to support community health needs

- Strategy 1.3: Expand capabilities and activities for obtaining new grant funding
- Strategy 1.5: Identify opportunities and implement selected joint venture/partnerships with community organizations to jointly support funding of selected community health needs





**POLICY TITLE:** GRANT & MINI GRANT POLICY  
**POLICY NUMBER:** OP-05  
**COMMITTEE APPROVAL:** 03-07-2023  
**BOARD APPROVAL:** 03-28-2023

---

**POLICY #OP-05:** In accordance with Desert Healthcare District’s mission and strategic plan it is the policy of the Desert Healthcare District (“District” or “DHCD”) to establish guidelines for Grants & Mini Grants to provide health and wellness programs/projects for the benefit of the District residents and in alignment with the California Health and Safety Code requirements. Each fiscal year the Board of Directors will allocate a budget for both grants and mini grants awards.

The District Board may amend this policy as needed to be consistent with any state legislation regarding healthcare district grant programs.

**GUIDELINES:**

1. The District will administer the grant funds to assure transparent and responsible distribution of monies and to maximize the benefit to community members and fairness to grant recipients.
  - 1.a. All grants must align with the Desert Healthcare District & Foundation’s (“DHCD/F”) strategic plan. The strategic plan is available on our website, [www.dhcd.org](http://www.dhcd.org)
  - 1.b. The Board will adopt a grant budget allocation each fiscal year during the annual budget process covering the period of July 1-June 30.
  - 1.c. Grant recipients should not assume there exists an entitlement to continued funding nor that similar funding will be available in future



**DESERT HEALTHCARE**  
DISTRICT & FOUNDATION

years. However, this does not preclude a grant recipient from submitting additional grant applications.

1.d. Grant recipients must accept and adhere to the District's standard grant/contract terms and conditions as a stipulation of any grant award. This includes timely submission of required reports to allow District to monitor the fiscal and programmatic requirements of the grant. A Grantee who is not in compliance as identified in the Grant Contract may become ineligible to apply for future grants for a period of up to two (2) years.

1.e. The District will place a priority on collaboration with community agencies applying for grants, to maximize use of funds and impact while avoiding the fostering of competing programs that may make each such competing programs to become less effective.

Applicants who choose not to collaborate must demonstrate a distinction between their proposed services and those that may already be in place.

1.1 Grant requestors utilizing a fiscal agent may be considered; the application shall include a copy of a resolution adopted by the fiscal agent organization's board of directors approving of the action to act as an agent on behalf of the requestor.

1.2 Per AB 2019 and revised California Health and Safety Code Section 32139(c)(5), individual meetings regarding grants between an applicant and a District Board member, officer, or staff outside of the established grant process is prohibited. Staff may provide technical assistance, upon request, from potential and current Grantees.

**2. Mini Grants** allow the Desert Healthcare District community to access support for small health initiatives that possibly do not have the capacity for a large program or





project. The mini grant application is processed by the administration of DHCD. Consideration is contingent upon the availability of funds, community health priorities, and the ability of the applicant to effectively administer the project programmatically and financially. The mini grant provides up to \$10,000 per one request in a fiscal year. The request must align with the DHCD strategic goals and objectives.

**3. Grant Application Process** – The grant application is available on the District’s website at [www.dhcd.org](http://www.dhcd.org). The online application details the information necessary to submit an application such as required documents, detail of strategic plan focus areas, and other information based on specific grant application needs. The visual representation of the process of a submitted application is noted in the attached application process flowchart.

a. **Program Committee**

The Program Committee shall be responsible for oversight and for making recommendations to the Board, where appropriate, on District matters related to grant-making and related programs.

b. **Eligibility/Criteria**

3.b.1 The District awards grants only to organizations exempt from federal taxation under Section 501(c) (3) of the Internal Revenue Code or equivalent exemption; such as a public/governmental agency, program or institution. Except for mini grant recipients, all organizations must have current audited financial statements.

3.b.2 Some small organizations (annual revenue of \$500,000 or less) may be financially unable to provide audited financial statements. Under certain circumstances defined by the ability of the organization and if the organization is able to provide a service to meet the mission of the District, the District may consider providing grant funds to



complete a financial audit. The District may also consider providing grant funds to develop capacity building.

3.b.3 Organizations must directly serve residents of the Desert Healthcare District. Agencies physically located outside District boundaries would be eligible for funds upon demonstration that the residents of the District will be proportionately served.

3.b.4 Grants are available to organizations whose activities improve residents' health within at least one priority area of the District's strategic plan. Through investment of its grant dollars, the District supports programs, organizations and community collaborations with potential for achieving measurable results to underserved individuals and communities. Through the use of a grant scoring structure, consideration is given to projects or organizations that:

- Have proven records of success and capacity
- Have potential to impact the greatest numbers of District residents in alignment with strategic goals
- Can demonstrate the greatest potential to positively change health-related behaviors
- Are based on research and/or best practices that demonstrate effectiveness
- Have data available to measure progress, outcomes and relevance
- Have strong fiscal and operational governance

#### **4. Funding Restrictions**

4.1 The District's grants will NOT support the following:

- Individuals
- Endowment campaigns



**DESERT HEALTHCARE**  
DISTRICT & FOUNDATION

- Retirement of debt
- Annual campaigns, fundraising events, or expenses related to fundraising
- Programs that proselytize or promote any religion or sect, or deny services to potential beneficiaries based upon religious beliefs
- Expenses related to lobbying public officials
- Political campaigns or other partisan political activities
- Unfunded government mandates
- Replacement funds to allow funding to be shifted to other programs or budget areas
- Any organization who discriminates against others based on, including, but not limited to race, color, creed, gender, gender identity, sexual orientation or national origin.

## 5. Internal Application Process

**Please refer to attached Internal Application Process flowchart**

### 5.1 Grant Declination Appeals Process

Any applicant who wishes to appeal their grant declination must follow the guidelines below:

1. Submit in writing the request for appeal and the specific focus point/criteria the DHCD/F is being asked to consider.
2. The written request must be submitted to the Chief Program Officer within 30 calendar days of receipt of the declination notification.
3. The DHCD/F will review said request and will respond in writing within 60 calendar days of receipt of the grant declination appeal request (process for review and final determination).



## 6. No-Cost Grant Extension

6.1 Under a No-Cost Extension, grantees may extend a grant's project period one time for up to 12 months. A No-Cost Extension may be requested when the following conditions are met:

- 6.1.1 No term of award specifically prohibits the extension
- 6.1.2 Project's originally approved scope will not change
- 6.1.3 The end of the project/grant period is approaching
- 6.1.4 There is a programmatic need to continue
- 6.1.5 There are sufficient funds remaining to cover the extended effort

6.2 The Desert Healthcare District always retains the right to decline the request. Examples of reasons to decline might include:

- a. An extension may not be granted solely because there is money left over. Programmatic benefit must be justified.
- b. Deliverables as outlined in Exhibit B (Payment Schedule, Requirements & Deliverables) have been met.

6.3 Process:

Grantee must submit a written request to the DHCD/F at least 30 days before the end of the current project period. The request should be sent to the Grant Department and include the following information:

1. The amount of funds remaining, and an explanation for why they have not been spent
2. Rationale for continuing the project
3. An explanation of why the project has not been completed
4. Inclusion of a detailed work plan and how all unfinished activities will be completed by the proposed end date



**7. External Grant Process – This is for Grants we receive externally**

**7.1 The External Grant Process was developed in response to the many outside funding opportunities that the Desert Healthcare District and Foundation has pursued and received to further the goals of its Board-approved 2021- 2026 Strategic Plan.**

**Strategic Plan Goal 1 (Proactively increase the financial resources DHCD/F can apply to support community health needs.) with its six (6) strategies was developed to make up for the gap in money that was not received in property tax dollars when the District expanded its boundaries in 2018.**

**The External Grant Process Flow Chart and Narrative meets Strategy 1.3: Expand capabilities and activities for obtaining new grant funding AND Strategy 1.5: Identify opportunities and implement selected joint venture/partnerships with community organizations to jointly support funding of selected community health needs.**

**A process flow chart illustrates the external grant process.**

**7.2 Process:**

- 1. PROSPECTIVE RFP (or External Funding Opportunity)  
IDENTIFIED: California Consulting, District staff, and other organizations/partners (i.e. Regional Access Project Foundation) identifies a funding opportunity through avenues such as The Foundation Center; Grants.gov (federal grant opportunities) listings at ACHD (Association of CA Healthcare Districts) and CSDA (CA Special Districts); California State; Riverside County, and others. These funding opportunities could be through an RFP (Request for Proposals).**
- 2. PROSPECTIVE RFP BROUGHT TO CEO: If there is an RFP that seems promising, the prospective RFP is brought to the District's CEO for review of all documentation.**
- 3. STRATEGIC PLAN AND STAFF CAPACITY: Under the CEO's review, the CEO will then determine if there is an alignment with the District's Strategic Plan and relevant goals and strategies and**



**DESERT HEALTHCARE**  
DISTRICT & FOUNDATION

discuss with lead staff (Chief Program Officer, Chief Administration Officer and Chief of Community Engagement) as to the capacity of staff and the organization to take on this project.

If it is determined that there is no alignment to the strategic plan or staff does not have the capacity, the RFP (or funding opportunity) will not be pursued.

If it is determined that there is an alignment to the strategic plan and staff does have the capacity, then the RFP (or funding opportunity) will be pursued and goes to Step 4.

4. **PURSUE:** Having now made the determination to pursue the funding opportunity, staff will summarize the RFP for the Board of Directors and make recommendations.
- 5: **BOARD COMMUNICATION:** The RFP submission timeline will depend on what appropriate committee and board the CEO would present the RFP. If the submission timeline is tight, the CEO may have to just present the RFP to the Board President in which the President /Board of Directors then gives permission to proceed.
6. **INTERNAL STAFF COMMUNICATION:** If approved to proceed by the Board, the RFP will be discussed internally with staff. The CEO will identify a lead staff member and Program and Fiscal staff members are brought into the discussion to review and assist with the application and budget. Individual tasks are assigned and understood.
7. **SUBCONTRACTORS:** At this point staff will determine if the utilization of subcontractors is allowed. If no subcontractors are allowed, proceed with the application submission (Step 8). If subcontractors are allowed, a Request for Qualifications (RFQ) will be released and the opportunity to collaborate will be posted on the District's website. The opportunity to collaborate will also be shared via Constant Contact, an email and digital marketing program used frequently by District staff). The Grants Team will review the RF Q submissions and approve the qualified subcontractor(s). Once subcontractor(s) are identified, staff will develop a collaborative scope of work (SOW) and budget.
8. **APPLICATION SUBMISSION:** The application is submitted, and the Board is updated periodically of the status of the application.



**DESERT HEALTHCARE**  
DISTRICT & FOUNDATION

Once submitted, the application will either be declined and the District was not selected as an awardee or:

9. **NOTICE OF AWARD:** The District was selected as an awardee by Notice of Award. The lead staff member will convene with the program and fiscal staff on internal processes, tasks, and deadlines. The external contract is reviewed by District's Legal Counsel.
10. **INTERNAL PROCESSES:** If utilizing subcontractors, the organization will be required to submit a formal application in the District's grant management program, Foundant. The application will allow for the reporting of the RFP deliverables and budget management. The program and fiscal staff will review and assist the subcontractor/organization with alignment to internal processes (budgeting, Results Based Accountability (RBA) performance measures, reporting, deliverables, etc.)
11. **BOARD COMMUNICATION:** The board will be notified of the award and will be asked to provide contract approval. Staff will also provide the award requirements such as scope of work, budget, timelines, deliverables, etc.
12. **GRANT MANAGEMENT:** Program and fiscal staff will ensure consistent grant processing, reporting, tracking, and compliance. Program and fiscal staff will also be providing ongoing communication with the funding agent and any subcontractors.
13. **BOARD UPDATES:** Updates will be provided to the board of directors as needed.
14. **EXTERNAL GRANT ENDS;** Staff will share the results of the external grant impact and goals with the Board and community. The results will also be posted on social media and the District's website.

## **AUTHORITIES**

Desert Healthcare District Bylaws Article V, section 5.6  
California Health and Safety Code section 32132

## **DOCUMENT HISTORY**

Revised 03-28-2023



**DESERT HEALTHCARE**  
DISTRICT & FOUNDATION

Revised	12-20-2022
Revised	02-22-2022
Revised	02-23-2021
Revised	03-24-2020
Revised	05-28-2019
Revised	05-24-2016
Approved	02-20-2012

DRAFT