



**DESERT HEALTHCARE DISTRICT**  
**FINANCE, ADMINISTRATION, REAL ESTATE, AND LEGAL COMMITTEE**  
**MEETING MINUTES**  
**October 11, 2023**

Directors Present	District Staff Present	Absent
Chair/Treasurer Arthur Shorr 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	

AGENDA ITEMS	DISCUSSION	ACTION
<b>I. Call to Order</b>	Chair Shorr called the meeting to order at 5:05 p.m., exiting the meeting at 5:46 p.m., and requesting that Director De Lara chair the remainder of the meeting in his absence.	
<b>II. Approval of Agenda</b>	Chair Shorr asked for a motion to approve the agenda and move the audit reports to the beginning of the meeting. Following the audit reports, the committee discussed and approved the remaining Other Matters.	<b>Moved and seconded by Director De Lara and Vice-President Zavala to approve the agenda and move the audit report to the beginning of the meeting.</b> <b>Motion passed unanimously.</b>
<b>III. Public Comment</b>	There was no public comment.	
<b>IV. Approval of Minutes</b> <b>1. F&amp;A Minutes – Meeting September 13, 2023</b>	Chair Shorr asked for a motion to approve the September 13, 2023, meeting minutes.	<b>Moved and seconded by Director De Lara and Vice-President Zavala to approve the September 13, 2023, meeting minutes.</b> <b>Motion passed unanimously.</b>
<b>V. Interim CEO Report</b> <b>1. 2024 Community Health Summit</b>	Chris Christensen, Interim CEO, described the committee meeting discussions for the community health summit, the preliminary budget of \$120k with \$140-\$145k in potential sponsorships, including the District, the environmental health theme, a March 21 <sup>st</sup>	



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	<p>prospective date, and support from the Committee and Board to move forward.</p> <p>The committee recommended that staff determine if funds from the Avery Trust funds could assist with financing the Summit.</p>	
<p><b>VII. Chief Administration Officer Report</b></p> <p><b>1. Las Palmas Medical Plaza Update</b></p>	<p>Chris Christensen, Interim CEO, described the three vacant units at the Las Palmas Medical Plaza. Since Lab Corp is a large entity, the lease renewal usually requires a year to approve. The staff didn't receive the draft lease sooner than expected for the committee meeting, requesting consent to present the lease to the entire Board for approval at the October Board meeting for a November 1<sup>st</sup> renewal date.</p>	
<p><b>VIII. Financial Reports</b></p> <p><b>1. District and LPMP Financial Statements</b></p> <p><b>2. Accounts Receivable Aging Summary</b></p> <p><b>3. District – Deposits</b></p> <p><b>4. District – Property Tax Receipts</b></p> <p><b>5. LPMP Deposits</b></p> <p><b>6. District – Check Register</b></p> <p><b>7. Credit Card – Detail of Expenditures</b></p> <p><b>8. LPMP – Check Register</b></p> <p><b>9. Retirement Protection Plan Update</b></p> <p><b>10. Grant Payment Schedule</b></p>	<p>Chair Shorr reviewed the September financial statements with the committee.</p> <p>There were no questions or comments.</p>	<p><b>Moved and seconded by Director De Lara and Vice-President Zavala to approve the September 2023 financials – items 1-10 and forward to the Board for approval. Motion passed unanimously.</b></p>



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<p><b>IX. Other Matters</b></p> <p><b>1. Craig Hartzheim – Moss Levy &amp; Hartzheim – FY 2023 Audit Reports – District &amp; RPP</b></p> <ul style="list-style-type: none"> <li><b>a. Management Letter, Communication Letter, Internal Controls Report</b></li> <li><b>b. District Audit Report</b></li> <li><b>c. RPP Audit Report</b></li> <li><b>d. Foundation Audit Report – (Information – Consideration of Approval during the Foundation Committee meeting)</b></li> </ul>	<p>Chris Christensen, Interim CEO, provided an overview of the District, Foundation, and Retirement Protection Plan audit reports and the single audit for review at a separate meeting.</p> <p>Craig Hartzheim, partner, Moss Levy &amp; Hartzheim, described his familiarity with the District and Foundation and the internal controls of a small personnel with overlapping duties; however, there is appropriate oversight by the Board for fund disbursements and grant payouts. The opinions are clean and successful, with no material findings other than in the District financial statements. The prior auditors neglected the Governmental Accounting Standards Board (GASB) Statement No. 87 for long-term leases, such as the cell tower and the Las Palmas Plaza.</p> <p>There were no changes to the Retirement Protection Plan. Mr. Hartzheim highlighted the net pension asset with more funds in the investment account than required for any payouts – a positive position with the plan, further</p>	<p><b>Moved and seconded by Director De Lara and Vice-President Zavala and to approve the FY 2023 Audit Reports – District &amp; RPP and forward to the Board for approval.</b></p> <p><b>Motion passed unanimously.</b></p>
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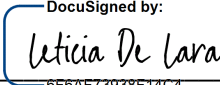
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	<p>answering questions from the committee.</p> <p>The committee inquired about the relevance of the Related Party Transaction and the creation of the Coachella Valley Equity Collaborative (CVEC) CBOs, illustrating that the Foundation CEO’s wife is an associate director of one of the CBO’s, Vision y Compromiso. Chris Christensen, Interim CEO, communicated that whenever a transaction occurs with any party employed by the Foundation with a family member, it is standard practice to report the related party transaction.</p> <p>Chris Christensen, Interim CEO, described the DPMG Health 2-year lease related to their mobile medical unit grant proposal approved by the Program Committee for final authorization to the Board.</p> <p>Chris Christensen, Interim CEO, described the 75 Year Anniversary and promoting the District with the Health and Wellness Run, highlighting the marketing, advertising, and public awareness at the festival. The committee recommended that Director Zendle speak at the festival representing Zone 1.</p>	<p><b>Moved and seconded by Director De Lara and Vice-President Zavala and to approve LPMP New Lease – DPMG Health – Suite 1W-204 – 2-year lease and forward to the Board for approval. Motion passed unanimously.</b></p> <p><b>Moved and seconded by Director De Lara and Director Shorr and to approve the 2024 Palm Springs Health Run and Wellness Festival – \$35,000 Sponsorship and forward to the Board for approval. Motion passed unanimously.</b></p>
<p><b>2. LPMP New Lease – DPMG Health – Suite 1W-204 – 2-year lease</b></p>		
<p><b>3. 2024 Palm Springs Health Run and Wellness Festival – \$35,000 Sponsorship</b></p>		



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<b>X. Adjournment</b>	Chair Shorr exited the meeting at 5:40 p.m., and Director De Lara adjourned the meeting in his absence at 5:49 p.m.	<b>Audio recording available on the website at <a href="http://dhcd.org/Agendas-and-Documents">http://dhcd.org/Agendas-and-Documents</a></b>
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DocuSigned by:  
  
 ATTEST: \_\_\_\_\_  
 Leticia De Lara, Director, Board of Directors  
 Finance & Administration Committee Chair  
 Desert Healthcare District Board of Directors

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