



**DESERT HEALTHCARE DISTRICT
BOARD AND STAFF COMMUNICATIONS AND POLICIES
Board and Staff Communications and Policies Committee Meeting
February 12, 2024
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/82097730386?pwd=eHQ2UkU1Smg0dUhHNIZlZlE3SmxvZz09>

Webinar ID: 820 9773 0386

Password: 150466

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: 820 9773 0386

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<i>Page(s)</i>	AGENDA	<i>Item Type</i>
	I. CALL TO ORDER – Director Leticia De Lara, Chairperson	
1-2	II. APPROVAL OF AGENDA	Action
3-5	III. MEETING MINUTES 1. November 13, 2023	Action
	IV. PUBLIC COMMENTS At this time, comments from the audience may be made on items <u>not</u> listed on the agenda that are of public interest and within the subject-matter jurisdiction of the District. The Committee has a policy of limiting speakers to not more than three minutes. The Committee cannot take action on items not listed on the agenda. Public input may be offered on an agenda item when it comes up for discussion and/or action.	
		ACTIONS
6	V. OLD BUSINESS 1. Existing Policy Revisions	
7-14	a. Policy #OP-02 – Elections and Appointment of Board Officers	
15-22	b. Policy #BOD-15 – Conflict of Interest	
23-26	c. Policy #FIN-01 – Financial Operations	
27-30	d. Policy #FIN-04 – Budget Policy	
31-34	e. Policy #OP-16 – CEO Discretionary Fund & Sponsorships	
35	f. Revised Grantmaking Flow Chart – Supplement to Policy #OP-05 – Grantmaking Policy	



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VI. NEW BUSINESS

1. Community Inclusion
 - a. English-Spanish translation services

VII. FUTURE TOPICS & ISSUES

VIII. ADJOURNMENT

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

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

Andrea S. Hayles

Andrea S. Hayles, Board Relations Officer

**BOARD AND STAFF COMMUNICATIONS & POLICIES COMMITTEE MEETING
MEETING MINUTES
November 13, 2023**

Directors Present	District Staff Present	Absent
Chair/Director Leticia De Lara, Chair President Evett PerezGil Director Les Zendle, MD	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
I. Call to Order	The meeting was called to order at 12:07 p.m. by Director Zendle in Director De Lara’s absence who joined the meeting at 12:20 p.m.	
II. Approval of Agenda	Director Zendle asked for a motion to approve the agenda.	Moved and seconded by President PerezGil and Director Zendle to approve the agenda. Motion passed unanimously.
III. Meeting Minutes	Director Zendle asked for a motion to approve the September 07, 2023, meeting minutes.	Moved and seconded by President PerezGil and Director Zendle to approve the September 07, 2023, meeting minutes. Motion passed unanimously.
IV. Public Comment	There were no public comments.	
V. Old Business		
1. Reassess existing policies as discussed at the September 07 committee meeting: a. Policy #BOD-01 – Swearing in of Board Members	Chris Christensen, Interim CEO, described the modifications for newly elected Board members to hold a special meeting the first Friday of December following the swearing-in with continuation of the committee assignments. The committee recommended inclusion of the phrase temporary committee assignments of the predecessor	Moved and seconded by Director Zendle and President PerezGil to approve Policy #BOD-01 – Swearing in of Board Members with the inclusion of temporary committee assignments of the predecessor and forward to the Board for approval. Motion passed unanimously.

**BOARD AND STAFF COMMUNICATIONS & POLICIES COMMITTEE MEETING
MEETING MINUTES
November 13, 2023**

<p>b. Policy #BOD-13 – Memberships of Organizations, Training, Education and Conferences</p>	<p>until the President appoints the upcoming positions.</p> <p>Chris Christensen, Interim CEO, described the discussion at the prior meeting to clarify the terminology related to Board members attending conferences with a health nexus and itemized receipts of expenditures.</p> <p>The committee discussed sections 1.4, 1.5, and 1.6 with the recommendation to remove section 1.4 while ensuring the Board collectively determines attendance and expense authorizations as illustrated in section 1.6.</p>	<p>Moved and seconded by Director Zendle and President PerezGil to approve Policy #BOD-13 – Memberships of Organizations, Training, Education and Conferences and removing section 1.4 and forward to the Board for approval. Motion passed unanimously.</p>
<p>c. Policy #OP-14 – Expense Authorization</p>	<p>Chris Christensen, Interim CEO, described the modifications to Policy #OP-14 with additional identifiable receipt details.</p> <p>After discussion, the committee agreed to maintain “reasonable” in section a) and include no meals over \$25 for breakfast and lunch and \$50 for dinner with any excess as out-of-pocket expenses unless approved by the Board.</p>	<p>Moved and seconded by Director Zendle and President PerezGil to approve Policy #OP-14 – Expense Authorization with the inclusion of no meals over \$25 for breakfast and lunch and \$50 for dinner with any excess as out-of-pocket expenses unless approved by the Board and forward to the Board for approval. Motion passed unanimously.</p>
<p>VI. New Business – Existing Policy Revisions</p> <p>1. Existing Policy Revisions</p> <p>a. Policy #BOD-08 – Board Meetings</p>	<p>Chris Christensen, Interim CEO, described the minor revisions to Policy #BOD-08.</p>	<p>Moved and seconded by Director Zendle and President PerezGil to approve Policy #BOD-08 – Board Meetings and forward to the Board for approval.</p>

**BOARD AND STAFF COMMUNICATIONS & POLICIES COMMITTEE MEETING
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<p>b. Policy #BOD-11 – Board Actions and Decisions</p>	<p>Chris Christensen, Interim CEO, described the revision to the date in Section 2.1 and obtaining clarity from legal counsel on the 3-3 votes with 1 abstention.</p>	<p>Motion passed unanimously.</p> <p>Moved and seconded by President PerezGil and Director De Lara to approve Policy #BOD-11 – Board Actions and Decisions with clarity from legal counsel on the 3-3 votes with 1 abstention and forward to the Board for approval.</p> <p>Motion passed unanimously.</p>
<p>c. Policy #OP-05 – Grant & Mini Grant Policy</p>	<p>Chris Christensen, Interim CEO, described the internal and external grant process to accompany the Grant & Mini Grant Policy.</p> <p>The committee recommended language in the procedure that the CEO provide an update to the Board from the Program Committee concerning any declinations.</p>	<p>Moved and seconded by Director De Lara and President PerezGil to approve Policy #OP-05 – Grant & Mini Grant Policy with the inclusion of the CEO provide an update to the Board from the Program Committee concerning any declinations and forward to the Board for approval.</p> <p>Motion passed unanimously.</p>
<p>VII. Future Topics & Issues</p>	<p>There were no future topics and issues.</p>	
<p>VIII. Adjournment</p>	<p>Director Zendle adjourned the meeting at 12:53 p.m.</p>	<p>Audio recording available on the website at https://www.dhcd.org/Agendas-and-Documents</p>

ATTEST: _____
Les Zendle, MD/Director
Board and Staff Communications & Policies Committee

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



DESERT HEALTHCARE
DISTRICT & FOUNDATION

Date: February 12, 2024
To: Board & Staff Communications and Policies Committee
Subject: Consideration to Approve Policies

Staff Recommendation: Consideration to approve revised policies.

Background:

The below existing policies require review and/or revisions:

- Policy #BOD-02 – Elections and Appointment of Board Officers – Minor Revisions
- Policy #BOD-15 – Conflict of Interest – Review Only
- Policy #FIN-01 - Financial Operations – Review Only
- Policy #FIN-04 – Budget Policy – Review Only
- Policy #OP-16 – CEO Discretionary Fund & Sponsorships – Revisions
- Grantmaking Flow Chart – Supplemental to Policy #OP-05 Grantmaking Policy – Revised per the updated Strategic Plan

Fiscal Impact:

None



POLICY TITLE: ELECTION & APPOINTMENT AND DUTIES OF BOARD OFFICERS

POLICY NUMBER: BOD-02

COMMITTEE APPROVAL: ~~02-12-2024~~~~03-15-2022~~

BOARD APPROVAL: ~~02-27-2024~~~~03-22-2022~~

POLICY #BOD-02: It is the policy of the Desert Healthcare District (“District”) to establish the rules for appointment of Board officers and sets forth the election process and the duties of the officers. Further, the roles and responsibilities of said officers are as described in this policy.

GUIDELINES:

1. Appointment and Term of Board Officers

There shall be four Board officers: President, Vice-President, Secretary, and Treasurer. -It shall be the policy of the Board that there will be no mandatory rotation of officers; however, the Board shall customarily retain the President for two (2) consecutive one (1) year terms (if eligible). -After the first term, the Board shall vote on the matter of whether the President shall serve a second term. -The President shall be limited to two (2) consecutive terms. -The Vice Presidency will provide an opportunity to train ~~at~~ the Director to possibly ascend to the Presidency when that position becomes vacant. -The Vice-President, Secretary, and Treasurer will be elected for one (1) year terms, and there shall be no term limits. -The Board shall retain the authority to remove and replace any board officer at any time and for any reason with a majority vote.

Process for the Election of Board Officers

The officers of the Board shall be chosen by the Board as the first agenda item at the first regular board meeting in December. -Legal Counsel will call for nominations for the position of Board President. -No vote shall be taken until all nominations have been made. -Once all nominations are made, nominations shall be closed and a vote shall be taken. -The process will continue for the office of Vice-President, the office of Secretary, and -the office of Treasurer.



2. Board President

The Board shall elect one of its members as President in accordance with Section 1 above. The President shall serve as chairperson at all Board meetings and shall have the same rights as the other Board Members in voting; introducing motions, resolutions; and participating in discussions. -The President assures the integrity of the Board's process and, secondarily, occasionally represents the Board to outside parties. -In public meetings, the Board President adheres to and implements the rules of order as approved by the Board. -The President behaves consistently with District policies and those legitimately imposed upon it from outside the organization. -In the absence of the President, the Vice-President shall serve as chairperson. -If both the President and Vice-President are absent, the Secretary shall act as chairperson.

In addition, the duties of the President include:

2.1 The President shall execute Board documents on behalf of the Board unless such authority has been delegated to the Chief Executive Officer under specific circumstances.

2.2 The President is empowered to chair Board meetings with all the commonly accepted authorities of that position (e.g., ruling, recognizing, keeping order, changing the order of announced agenda items).

2.3 The President shall appoint Board committee members and committee's chair position.

2.4 The President has no authority to supervise or direct the Chief Executive Officer. -The President has no more authority than any other **B**oard members.

2.5 The President shall work with the Chief Executive Officer in monitoring and planning the agenda forecast.

2.6 The President may represent the Board to outside parties in announcing and presenting of the Board after formal Board action has been taken.

2.7 The President may determine, in concert with the Chief Executive Officer as necessary, whether to place on an agenda consideration of documents of support or recognition (e.g., resolutions, commendations, certificates of appreciation, etc.) for individuals, organizations or efforts in the community by evaluating whether the individual, organization or effort has a clear nexus to issues relevant to the District.

2.8 The President may also sign such certificates established in 2.7 upon successful approval of the Board.

2.9 The President may make and second motions and vote in the same manner as other Board members.

2.10 Agenda items may be added by the President or at the request of two board



members.

2.11 There is no veto power from the President.

3. Board Vice-President

The Board shall elect one of its members as Vice President in accordance with Section 1 above.

3.1 In the absence of the President, the Vice-President shall perform the duties of the President.

4. Board Secretary

The Board shall elect a Secretary in accordance with Section 1 above.

4.1 The Secretary shall be charged with the safekeeping of the minutes of all meetings of the Board and Committees in accordance with the adopted rules of the Board and shall sign the minutes in a ministerial capacity, following their approval of the Board.

4.2 The Secretary shall give or cause to be given appropriate notices in accordance with the policies and bylaws or as required by law and shall act as custodian of District records and reports.

4.3 The Secretary may delegate Board Secretary duties to a District Staff member and not a member of the Board of Directors.

5. Board Treasurer

The Board shall elect a Treasurer in accordance with Section 1 above.

5.1 The Treasurer shall be charged with the safekeeping and disbursement of the funds in the treasury of the District.

5.2 The Treasurer will serve as chair of the Finance, Legal, Administration, & Real Estate Committee.

5.3 The Treasurer may delegate Board Treasurer duties to a District Staff member and not a member of the Board of Directors.



AUTHORITIES

Desert Healthcare District Bylaws Article VII

DOCUMENT HISTORY

<u>Revised</u>	<u>02-27-2024</u>
Revised	03-22-2022
Revised	06-23-2020
Approved	12-15-2015

DRAFT



POLICY TITLE: ELECTION & APPOINTMENT AND DUTIES OF BOARD OFFICERS

POLICY NUMBER: BOD-02

COMMITTEE APPROVAL: 02-12-2024

BOARD APPROVAL: 02-27-2024

POLICY #BOD-02: It is the policy of the Desert Healthcare District (“District”) to establish the rules for appointment of Board officers and sets forth the election process and the duties of the officers. Further, the roles and responsibilities of said officers are as described in this policy.

GUIDELINES:

1. Appointment and Term of Board Officers

There shall be four Board officers: President, Vice-President, Secretary, and Treasurer. It shall be the policy of the Board that there will be no mandatory rotation of officers; however, the Board shall customarily retain the President for two (2) consecutive one (1) year terms (if eligible). After the first term, the Board shall vote on the matter of whether the President shall serve a second term. The President shall be limited to two (2) consecutive terms. The Vice Presidency will provide an opportunity to train a Director to possibly ascend to the Presidency when that position becomes vacant. The Vice-President, Secretary, and Treasurer will be elected for one (1) year terms, and there shall be no term limits. The Board shall retain the authority to remove and replace any board officer at any time and for any reason with a majority vote.

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AUTHORITIES

Desert Healthcare District Bylaws Article VII

DOCUMENT HISTORY

Revised	02-27-2024
Revised	03-22-2022
Revised	06-23-2020
Approved	12-15-2015

DRAFT



POLICY TITLE: **CONFLICT-OF-INTEREST CODE**

POLICY NUMBER: BOD-15

COMMITTEE APPROVAL: 02-12-2024~~03-15-2022~~

BOARD APPROVAL: 02-27-2024~~03-22-2022~~

POLICY #BOD-15: It is the policy of the Desert Healthcare District (“District”) to ensure complete transparency and follow The Political Reform Act which requires all public agencies to adopt and maintain a conflict-of-interest code establishing the rules for disclosure of personal assets and the disqualification from making or participating in the making of any decisions that may affect any personal asset. The California Fair Political Practices Commission has adopted a regulation (2 California Code of Regulations Section 18730, hereinafter “Regulation”) which contains the terms of a standard Conflict-of-Interest Code which can be incorporated by reference and may be amended by the Fair Political Practices Commission (“FPPC”) after public notice and hearings to conform to amendments in the Political Reform Act. The Regulation further provides that incorporation of its terms by reference along with the designation of employees and the formulation of disclosure categories by the District shall constitute the adoption and promulgation of a conflict-of-interest code within the meaning of Government Code Section 87300 or the amendment of a conflict-of-interest code within the meaning of Government Code Section 87307. Therefore, the terms of the Regulation and any amendments to it, duly adopted by the Fair Political Practices Commission, are hereby incorporated by reference, as augmented herein, as the Conflict-of-Interest Code of the District.

A public official at any level of state or local government has a prohibited conflict-of-interest and may not make, participate in making, or in any way use or attempt to use their official position to influence a governmental decision when they know or have reason to know they have a disqualifying financial interest. A financial interest can exist when the decision impacts the official’s personal financial interests or the financial interests of a source of income to the official. A financial interest can also exist when the decision impacts an asset or investment of the public official’s, or a business entity in which the public official is associated by ownership, officer status, or employment.

It is the responsibility of each Board member and officer of the District to identify any conflicts of interest, actual or potential, that they may have in a decision to be made or an

POLICY #BOD-15 Page 1 of 4



action to be taken by the District. If a Board member or officer becomes aware of an actual or potential conflict-of-interest, they shall promptly disclose the conflict or potential conflict to the Board President and/or the District Chief Executive Officer (“CEO”) and seek legal counsel’s advice if a perceived conflict may be present. The Board member shall not participate in the subject matter of the conflict, or shall have the matter assessed by legal counsel, or shall seek the advice of the FPPC.

GUIDELINES:

1. The Board of Directors are mandated to file the California Fair Political Practices Commission Form 700 disclosure statements (Form 700) under Government Code Section 87200 et seq. (Regulations 18730(b)(3).
2. The following designated staff positions and committee members are governed by the Conflict-of-Interest Code (Resolutions #20-04) and must file the Form 700 designated categories as listed for each position:

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Chief Executive Officer	1, 2
Chief Administration Officer	1, 2
Chief Program Officer	1, 2
Senior Program Officer	4, 5
Senior Development Officer	4, 5
Chief of Community Engagement	4, 5
General Counsel	1, 2
Members of Board Committees & Consultants	
Program Committee & Finance Committee	5
Consultants and New Positions	See *

*Individuals providing services as a Consultant defined in Regulation 18701 or in a new position created since this Code was last approved that makes or participates in making decisions shall disclose pursuant to the broadest disclosure category in this Code subject to the following limitation:

The Chief Executive Officer may determine that, due to the range of duties or contractual obligations, it is more appropriate to assign a limited disclosure requirement. A clear explanation of the duties and a statement of the extent of the



disclosure requirements must be in a written document. (Gov. Code Sec. 82019; FPPC Regulations 18219 and 18734.) The Chief Executive Officer's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict-of-Interest Code. (Gov. Code Sec. 81008.)

2.1 The disclosure categories listed below identify the types of economic interests that the designated position must disclose for each disclosure category to which they are assigned. Such economic interests are reportable if they are either located in or doing business in the jurisdiction, are planning to do business in the jurisdiction, or have done business during the previous two (2) years in the jurisdiction of the District.

Category 1: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that are located in, that do business in or own real property within the jurisdiction of the District.

Category 2: All interests in real property which is located in whole or in part within, or not more than two (2) miles outside, the jurisdiction of the District.

Category 3: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that provide services, products, materials, machinery, vehicles, or equipment of a type purchased or leased by the District.

Category 4: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that provide services, products, materials, machinery, vehicles, or equipment of a type purchased or leased by the designated position's department, unit or division.

Category 5: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, or income from a nonprofit organization if the source is of the type to receive grants or other monies from or through the District.

2.2 The Conflict-of-Interest Code does not require the reporting of gifts from outside the agency's jurisdiction if the source does not have some connection with or bearing upon the functions or duties of the position.

3. All officials and designated positions required to submit a statement of economic



interests shall file their statements with the Special Assistant to the CEO/Board Relations Officer as the District's Filing Officer. The Special Assistant to the CEO/Board Relations Officer shall make and retain a copy of all statements filed by members of the Board of Directors and the Chief Executive Officer and forward the originals of such statements to the Clerk of the Board of Supervisors of the County of Riverside. The Special Assistant to the CEO/Board Relations Officer shall retain the originals of the statements filed by all other officials and designated positions and make all statements available for public inspection and reproduction during regular business hours.

4. The Conflict-of-Interest Code will be amended when necessitated by changed circumstances which include the need to designate new positions or revise disclosure categories.

AUTHORITIES

Desert Healthcare District Bylaws Article V, section 5.6
Desert Healthcare District Resolution No. 20-04

DOCUMENT HISTORY

<u>Revised</u>	<u>02-27-2024</u>
Revised	03-22-2022
Revised	08-25-2020
Revised	01-23-2018
Approved	03-28-2017



POLICY TITLE:	CONFLICT-OF-INTEREST CODE
POLICY NUMBER:	BOD-15
COMMITTEE APPROVAL:	02-12-2024
BOARD APPROVAL:	02-27-2024

POLICY #BOD-15: It is the policy of the Desert Healthcare District (“District”) to ensure complete transparency and follow The Political Reform Act which requires all public agencies to adopt and maintain a conflict-of-interest code establishing the rules for disclosure of personal assets and the disqualification from making or participating in the making of any decisions that may affect any personal asset. The California Fair Political Practices Commission has adopted a regulation (2 California Code of Regulations Section 18730, hereinafter “Regulation”) which contains the terms of a standard Conflict-of-Interest Code which can be incorporated by reference and may be amended by the Fair Political Practices Commission (“FPPC”) after public notice and hearings to conform to amendments in the Political Reform Act. The Regulation further provides that incorporation of its terms by reference along with the designation of employees and the formulation of disclosure categories by the District shall constitute the adoption and promulgation of a conflict-of-interest code within the meaning of Government Code Section 87300 or the amendment of a conflict-of-interest code within the meaning of Government Code Section 87307. Therefore, the terms of the Regulation and any amendments to it, duly adopted by the Fair Political Practices Commission, are hereby incorporated by reference, as augmented herein, as the Conflict-of-Interest Code of the District.

A public official at any level of state or local government has a prohibited conflict-of-interest and may not make, participate in making, or in any way use or attempt to use their official position to influence a governmental decision when they know or have reason to know they have a disqualifying financial interest. A financial interest can exist when the decision impacts the official’s personal financial interests or the financial interests of a source of income to the official. A financial interest can also exist when the decision impacts an asset or investment of the public official’s, or a business entity in which the public official is associated by ownership, officer status, or employment.

It is the responsibility of each Board member and officer of the District to identify any conflicts of interest, actual or potential, that they may have in a decision to be made or an

POLICY #BOD-15 Page 1 of 4



action to be taken by the District. If a Board member or officer becomes aware of an actual or potential conflict-of-interest, they shall promptly disclose the conflict or potential conflict to the Board President and/or the District Chief Executive Officer (“CEO”) and seek legal counsel’s advice if a perceived conflict may be present. The Board member shall not participate in the subject matter of the conflict, or shall have the matter assessed by legal counsel, or shall seek the advice of the FPPC.

GUIDELINES:

1. The Board of Directors are mandated to file the California Fair Political Practices Commission Form 700 disclosure statements (Form 700) under Government Code Section 87200 et seq. (Regulations 18730(b)(3).
2. The following designated staff positions and committee members are governed by the Conflict-of-Interest Code (Resolutions #20-04) and must file the Form 700 designated categories as listed for each position:

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Chief Executive Officer	1, 2
Chief Administration Officer	1, 2
Chief Program Officer	1, 2
Senior Program Officer	4, 5
Senior Development Officer	4, 5
Chief of Community Engagement	4, 5
General Counsel	1, 2
Members of Board Committees & Consultants	
Program Committee & Finance Committee	5
Consultants and New Positions	See *

*Individuals providing services as a Consultant defined in Regulation 18701 or in a new position created since this Code was last approved that makes or participates in making decisions shall disclose pursuant to the broadest disclosure category in this Code subject to the following limitation:

The Chief Executive Officer may determine that, due to the range of duties or contractual obligations, it is more appropriate to assign a limited disclosure requirement. A clear explanation of the duties and a statement of the extent of the



disclosure requirements must be in a written document. (Gov. Code Sec. 82019; FPPC Regulations 18219 and 18734.) The Chief Executive Officer's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict-of-Interest Code. (Gov. Code Sec. 81008.)

2.1 The disclosure categories listed below identify the types of economic interests that the designated position must disclose for each disclosure category to which they are assigned. Such economic interests are reportable if they are either located in or doing business in the jurisdiction, are planning to do business in the jurisdiction, or have done business during the previous two (2) years in the jurisdiction of the District.

Category 1: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that are located in, that do business in or own real property within the jurisdiction of the District.

Category 2: All interests in real property which is located in whole or in part within, or not more than two (2) miles outside, the jurisdiction of the District.

Category 3: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that provide services, products, materials, machinery, vehicles, or equipment of a type purchased or leased by the District.

Category 4: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that provide services, products, materials, machinery, vehicles, or equipment of a type purchased or leased by the designated position's department, unit or division.

Category 5: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, or income from a nonprofit organization if the source is of the type to receive grants or other monies from or through the District.

2.2 The Conflict-of-Interest Code does not require the reporting of gifts from outside the agency's jurisdiction if the source does not have some connection with or bearing upon the functions or duties of the position.

3. All officials and designated positions required to submit a statement of economic



interests shall file their statements with the Special Assistant to the CEO/Board Relations Officer as the District's Filing Officer. The Special Assistant to the CEO/Board Relations Officer shall make and retain a copy of all statements filed by members of the Board of Directors and the Chief Executive Officer and forward the originals of such statements to the Clerk of the Board of Supervisors of the County of Riverside. The Special Assistant to the CEO/Board Relations Officer shall retain the originals of the statements filed by all other officials and designated positions and make all statements available for public inspection and reproduction during regular business hours.

4. The Conflict-of-Interest Code will be amended when necessitated by changed circumstances which include the need to designate new positions or revise disclosure categories.

AUTHORITIES

Desert Healthcare District Bylaws Article V, section 5.6
Desert Healthcare District Resolution No. 20-04

DOCUMENT HISTORY

Revised	02-27-2024
Revised	03-22-2022
Revised	08-25-2020
Revised	01-23-2018
Approved	03-28-2017



POLICY TITLE: FINANCIAL OPERATIONS

POLICY NUMBER: FIN-01

COMMITTEE APPROVAL: 02-12-2024~~03-15-2022~~

BOARD APPROVAL: 02-27-2024~~03-22-2022~~

POLICY #FIN-01: It is the policy of the Desert Healthcare District (“District”) to comply fully with the financial statutes of the State of California as they relate to Healthcare Districts.

GUIDELINES:

1. The ultimate responsibility for the District’s financial position and direction rests with the Board of Directors of the Desert Healthcare District (“Board”). Issues such as strategic planning, investment guidelines, funding of projects, major purchases or expenditures and operating budget are to be authorized at the Board level.
2. The Board has established a Finance, Legal, Administration, & Real Estate Committee to provide advice and insight to the Board of Directors, Board Treasurer and District staff. The Treasurer chairs the Committee. The Committee is comprised of two (2) additional Board members.
3. The Chief Executive Officer is given the authority and responsibility for conducting the District’s business within the framework of the Board’s policies and governance. The Chief Executive Officer shall be held accountable to the Board for the financial performance of the District.



AUTHORITY

Desert Healthcare District Bylaws Article IV, section 4.1

DOCUMENT HISTORY

<u>Reviewed</u>	02-27-2024
Revised	03-22-2022
Revised	06-23-2020
Approved	06-28-2016

DRAFT



POLICY TITLE: FINANCIAL OPERATIONS

POLICY NUMBER: FIN-01

COMMITTEE APPROVAL: 02-12-2024

BOARD APPROVAL: 02-27-2024

POLICY #FIN-01: It is the policy of the Desert Healthcare District (“District”) to comply fully with the financial statutes of the State of California as they relate to Healthcare Districts.

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2. The Board has established a Finance, Legal, Administration, & Real Estate Committee to provide advice and insight to the Board of Directors, Board Treasurer and District staff. The Treasurer chairs the Committee. The Committee is comprised of two (2) additional Board members.
3. The Chief Executive Officer is given the authority and responsibility for conducting the District’s business within the framework of the Board’s policies and governance. The Chief Executive Officer shall be held accountable to the Board for the financial performance of the District.



AUTHORITY

Desert Healthcare District Bylaws Article IV, section 4.1

DOCUMENT HISTORY

Reviewed	02-27-2024
Revised	03-22-2022
Revised	06-23-2020
Approved	06-28-2016

DRAFT



POLICY TITLE: BUDGET PREPARATION

POLICY NUMBER: FIN-04

COMMITTEE APPROVAL: ~~02-12-2024~~~~03-15-2022~~

BOARD APPROVAL: ~~02-27-2024~~~~03-22-2022~~

POLICY# FIN-04: It is the policy of the Desert Healthcare District (“District”) Board of Directors (“Board”) to maintain Board-level oversight of District expenditures through budgetary controls.

GUIDELINES:

1. An annual budget proposal shall be prepared with the process directed and coordinated by the Chief Administration Officer and the Chief Executive Officer. Monthly controls and financial reporting are to be put in place for each line-item budget.

2. Prior to review by the Board of Directors, the Board's Finance, Legal, Administration, and Real Estate Committee will review and discuss the annual budget proposal, in a meeting open to the public, subject to the Brown Act.

3. The proposed annual budget as recommended by the Finance, Legal, Administration, and Real Estate Committee shall be reviewed by the Board at one of its meetings during the last quarter of every year prior to the Fiscal year commencing July 1st, unless otherwise scheduled by the Board, also in a meeting open to the public, subject to the Brown Act.

4. The proposed annual budget, as amended by the Board during its review, shall be adopted by the Board during the last quarter of every year prior to the Fiscal year commencing July 1st, unless otherwise scheduled by the Board, in a meeting open to the public, subject to the Brown Act.



AUTHORITY

Desert Healthcare District Bylaws Article IV, section 4.1

DOCUMENT HISTORY

<u>Reviewed</u>	<u>02-27-2024</u>
Reviewed	03-22-2022
Revised	06-23-2020
Approved	06-28-2016

DRAFT



POLICY TITLE: BUDGET PREPARATION

POLICY NUMBER: FIN-04

COMMITTEE APPROVAL: 02-12-2024

BOARD APPROVAL: 02-27-2024

POLICY# FIN-04: It is the policy of the Desert Healthcare District (“District”) Board of Directors (“Board”) to maintain Board-level oversight of District expenditures through budgetary controls.

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AUTHORITY

Desert Healthcare District Bylaws Article IV, section 4.1

DOCUMENT HISTORY

Reviewed	02-27-2024
Reviewed	03-22-2022
Revised	06-23-2020
Approved	06-28-2016

DRAFT



POLICY TITLE: CEO DISCRETIONARY FUND

POLICY NUMBER: OP-16

COMMITTEE APPROVAL: 02-12-2024~~03-07-2023~~

BOARD APPROVAL: 02-27-2024~~03-28-2023~~

POLICY #OP-16: Discretionary funds awarded to the Chief Executive Officer (“CEO”) are intended to supplement existing and available funds and can be used to fund any qualified non-salaried District expenditure, except as noted in #3 below. Such expenditures, while not integral to District grant-making activities, support the overall activities of the CEO and the Desert Healthcare District community at large.

Discretionary Funds operate under the following guidelines:

1. The CEO Discretionary Fund is structured as a restricted account in the fiscal year awarded. The budget is established at \$50,000 per year.
2. The CEO Discretionary Fund cannot operate with a deficit balance.
3. Expenses greater than \$2,500.00 shall require notification to and approval by the Board President prior to incurring the expense.

3.4. Legitimate Business Purpose – The CEO must ensure expenses charged to Discretionary Fund are for legitimate business purposes as defined under IRS regulations and District policies. Examples of eligible expenditures are:

1. Travel to meetings of professional associations or for research activities (subject to approval per Policy #OP-14)
2. Temporary positions (consultants)
3. Subscriptions to professional periodicals, memberships in professional organizations, reference books
4. Sponsorship of events, conferences, and donations to local organizations
5. Business-related meals and beverages, or hosted professional functions

4.5. Expenses Not Eligible – Personal expenses of any kind are not eligible for use of discretionary Fund. Examples of items not allowable include:

1. Home office costs such as furniture and equipment, maintenance expenses, and supplies
2. Political contributions under any circumstances
3. Postage for personal correspondence
4. Office phone sets, or ordinary line charges
5. Memberships in social clubs or airline travel clubs



6. Donations to organizations currently supported by District/Foundation grants are capped at \$5,000.

Monthly, the cumulative CEO Discretionary report shall be included in the financials presented to the Finance & Administration Committee. A detailed explanation of new charges shall also be presented by the CEO during the monthly CEO report.

AUTHORITIES

Desert Healthcare District Bylaws Article V, section 5.6

DOCUMENT HISTORY

<u>Revised</u>	<u>02-27-2024</u>
Revised	03-28-2023
Approved	02-22-2022



POLICY TITLE: CEO DISCRETIONARY FUND

POLICY NUMBER: OP-16

COMMITTEE APPROVAL: 02-12-2024

BOARD APPROVAL: 02-27-2024

POLICY #OP-16: Discretionary funds awarded to the Chief Executive Officer (“CEO”) are intended to supplement existing and available funds and can be used to fund any qualified non-salaried District expenditure, except as noted in #3 below. Such expenditures, while not integral to District grant-making activities, support the overall activities of the CEO and the Desert Healthcare District community at large.

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Monthly, the cumulative CEO Discretionary report shall be included in the financials presented to the Finance & Administration Committee. A detailed explanation of new charges shall also be presented by the CEO during the monthly CEO report.

AUTHORITIES

Desert Healthcare District Bylaws Article V, section 5.6

DOCUMENT HISTORY

Revised	02-27-2024
Revised	03-28-2023
Approved	02-22-2022

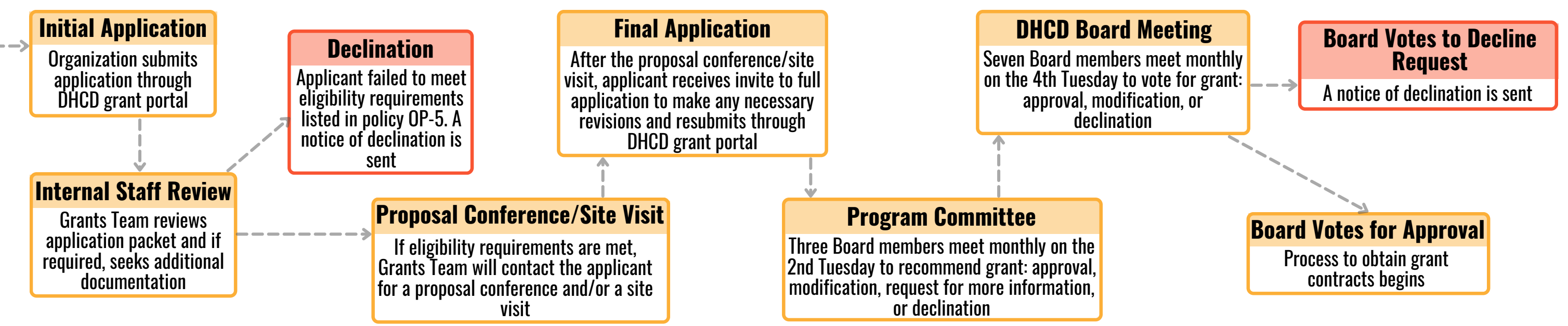
2021-26 Desert Healthcare District Strategic Plan Grantmaking Process - Full Grants (Application requests that exceed \$10,000)*

High Priority Strategic Plan Goals

Goal 2: Proactively expand community access to primary and specialty care services

Goal 3: Proactively expand community access to behavioral/mental health services

Goal 6: Be responsive to and supportive of selected community initiatives that enhance the environment in the District's service area (only strategies 6.1 & 6.2)

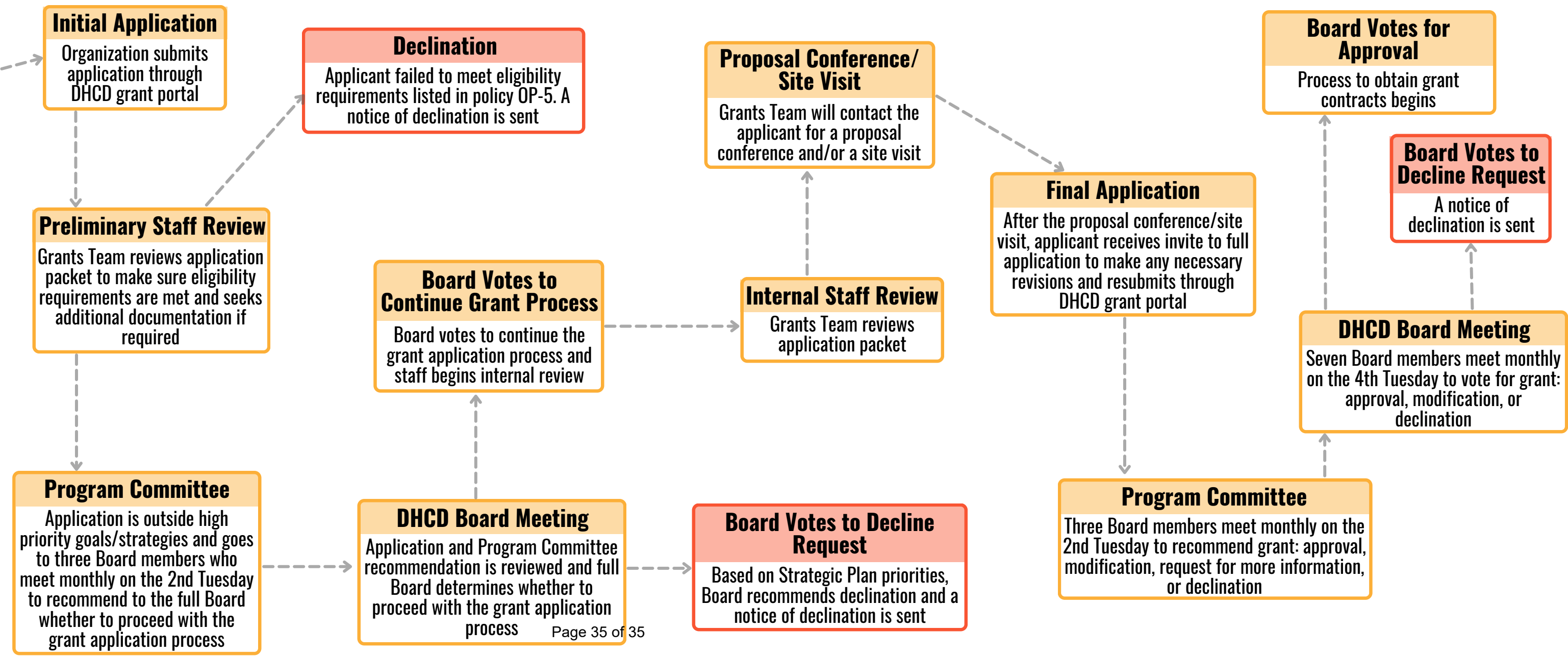


Non-Priority Strategic Plan Goals

Goal 5: Be responsive and supportive of selected community initiatives that enhance the economic stability of District's residents

Goal 6: Be responsive to and supportive of selected community initiatives that enhance the environment in the District's service area (strategy 6.3)

Goal 7: Be responsive and supportive of selected community initiatives that enhance the general health education of District's residents



*Goal 1 and Goal 4 are operational, internal Strategic Plan Goals and do not follow the grantmaking process