



DESERT HEALTHCARE DISTRICT
BOARD AND STAFF COMMUNICATIONS AND POLICIES
Board and Staff Communications and Policies Committee Meeting
June 11, 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/89277737254?pwd=ISrtBuAL69DH_xbQ1ufW-5EFzBGIzw.mw5IHqeM-0icuJJk

Webinar ID: 892 7773 7254

Password: 503946

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: 892 7773 7254

Password: 503946

<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
	III. MEETING MINUTES	
3-5	1. February 12, 2024	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.	
	V. OLD BUSINESS	ACTIONS
6	1. Existing Policy Revisions	
7-10	a. Policy #FIN-02 – Authorized Check Signers, Number of Signers, Dollar Limits for Signers, Transfer of Funds	
11-14	b. Policy #FIN-03 – Statement of Investment Policy	
15-16	c. Resolution No. 24-01 – FY2024-2025 Statement of Investment Policy	
17-20	d. Policy #FIN-05 – Credit Card Usage	
21-28	e. Policy #BOD-18 – Ticket Distribution Policy	
29-34	f. Policy #BOD-21 – Board Member Compensation Guidelines	



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- | | |
|--------------|--|
| 35-38 | g. Policy #LPMP-01 – LPMP Policy for Leasing |
| 39-40 | h. Policy #LPMP-02 – LPMP Execution Policy |
| 41-44 | i. Policy #OP-14 – Expense Authorization |

VI. FUTURE TOPICS & ISSUES

VII. 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
February 12, 2024

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 5:03 p.m. Director De Lara.		
II. Approval of Agenda	Director De Lara 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 De Lara asked for a motion to approve the November 13, 2023, meeting minutes.	Moved and seconded by President PerezGil and Director Zendle to approve the November 13, 2023, meeting minutes. Motion passed unanimously.	
IV. Public Comment	There were no public comments.		
V. Old Business			
1. Existing Policy Revisions a. Policy #OP-02 – Elections and Appointment of Board Officers	Chris Christensen, Interim CEO, described the minimal modifications to Policy #OP-02. There were no questions or comments.	Moved and seconded by Director Zendle and President PerezGil to approve Policy #OP-02 – Elections and Appointment of Board Officers and forward to the Board for approval. Motion passed unanimously.	
b. Policy #BOD-15 – Conflict of Interest	Mr. Christensen reviewed Policy #BOD-15 with the committee, inquiring concerning any additional modifications other than the date. There were no questions or comments.	Moved and seconded by Director Zendle and President PerezGil to approve Policy #BOD-15 – Conflict of Interest modifying the date and forwarding to the Board for approval. Motion passed unanimously.	

**BOARD AND STAFF COMMUNICATIONS & POLICIES COMMITTEE MEETING
MEETING MINUTES
February 12, 2024**

<p>c. Policy #FIN-01 – Financial Operations</p>	<p>Mr. Christensen reviewed Policy #FIN-01 with the committee, inquiring concerning any additional modifications other than the date.</p> <p>There were no questions or comments.</p>	<p>Moved and seconded by Director Zendle and President PerezGil to approve Policy #FIN-01 – Financial Operations modifying the date and forwarding to the Board for approval. Motion passed unanimously.</p>
<p>d. Policy #FIN-04 – Budget Policy</p>	<p>Mr. Christensen reviewed Policy #FIN-04 with the committee, inquiring concerning any additional modifications other than the date.</p> <p>There were no questions or comments.</p>	<p>Moved and seconded by Director Zendle and President PerezGil to approve Policy #FIN-04 – Budget Policy modifying the date and forwarding to the Board for approval. Motion passed unanimously.</p>
<p>e. Policy #OP-16 – CEO Discretionary Fund & Sponsorships</p>	<p>Mr. Christensen described the revisions to Policy #OP-16 with the addition to item #3 – expenses greater than \$2,500 requiring the Board President’s approval and a description to item #4.1 referencing subject to approval per Policy #OP-14.</p> <p>The committee discussed item #4, requesting removing sponsorships when establishing the Board meeting agenda since the policy references the term.</p>	<p>Moved and seconded by Director Zendle and President PerezGil to approve Policy #OP-16 – CEO Discretionary Fund & Sponsorships and forward to the Board for approval. Motion passed unanimously.</p>
<p>f. Revised Grantmaking Flow Chart – Supplement to Policy #OP-05 – Grantmaking Policy</p>	<p>Mr. Christensen described the modifications to the grantmaking flow chart, which coincides with the recent revisions to the strategic plan.</p>	<p>Moved and seconded by President PerezGil and Director Zendle to approve the Revised Grantmaking Flow Chart – Supplement to Policy #OP-05 – Grantmaking Policy and forward to the Board for approval. Motion passed unanimously.</p>

**BOARD AND STAFF COMMUNICATIONS & POLICIES COMMITTEE MEETING
MEETING MINUTES
February 12, 2024**

<p>VI. New Business</p> <p>1. Community Inclusion a. English-Spanish translation services</p>	<p>Mr. Christensen described ensuring community inclusion in the Board meetings for Spanish and English translation with a translator present when necessary. The staff discussed Sergio Rodriguez, the Program Assistant's, presence at Board meetings, given his translation experience with the Coachella Valley Equity Collaborative.</p> <p>The committee discussed reiterating language or interpreter services to the public and criteria for simultaneous translation with a professional service, such as public forums.</p>	
<p>VII. Future Topics & Issues</p>	<p>There were no future topics and issues.</p>	
<p>VIII. Adjournment</p>	<p>Director De Lara adjourned the meeting at 5:33 p.m.</p>	<p>Audio recording available on the website at https://www.dhcd.org/Agendas-and-Documents</p>

ATTEST: _____
Leticia De Lara, Chair/Director
Board and Staff Communications & Policies Committee

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



Date: June 11, 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 #FIN-02 – Authorized Check Signers, Number of Signers, Dollar Limit for Signers, Transfer of Funds – Review Only
- Policy #FIN-03 – Statement of Investment Policy – Review Only
- Resolution #24-01 – Investment Policy - Review Only
- Policy #FIN-05 - Financial Operations – Minor Revision
- Policy #BOD-18 – Ticket Distribution Policy – Review Only
- Policy #BOD- 21 – Board Member Compensation Guidelines – Revisions
- Policy #LPMP-01 – LPMP Policy for Leasing – Review Only
- Policy #LPMP-02 – Execution Policy – Review Only
- Policy #OP-14 – Expense Authorization – Revisions

Fiscal Impact:

None



POLICY TITLE: **AUTHORIZED CHECK SIGNERS, NUMBER OF SIGNERS, DOLLAR LIMIT FOR SIGNERS, TRANSFER OF FUNDS**

POLICY NUMBER: FIN-02

COMMITTEE APPROVAL: 06-11-2024

BOARD APPROVAL: 06-25-2024

POLICY #FIN-02: It is the policy of the Desert Healthcare District's Board of Directors ("Board") to prudently disburse funds of the Desert Healthcare District ("District") in order to maintain Board-level oversight. It is intended that this policy covers all accounts and disbursement activities of the District and the Desert Healthcare Foundation ("Foundation").

GUIDELINES:

1. Authorized signers on District and Foundation bank accounts are to be a minimum of four (4) Board Members, including the Chairperson of the Finance & Administration Committee and the Chief Executive Officer (CEO).
2. Checks under \$5,000.00 only require one signature. The CEO may be the one signer for any budgeted or Board approved item.
3. Checks \$5,000.00 and over require two signatures (The CEO and one Board member or two Board members).
4. Checks payable to a check signer (or associated with the check signer) are to be signed by other authorized signers.
5. External transfer of funds are to be authorized by the District/Foundation Treasurer or any other authorized Director. Transfer of funds between internal operating accounts (District, Foundation, & Las Palmas Medical Plaza) is permitted by the Chief Administration Officer.



AUTHORITY

Desert Healthcare District Bylaws Article V, section 5.6 & Article VII

DOCUMENT HISTORY

Reviewed	06-25-2024
Revised	06-28-2022
Revised	06-23-2020
Approved	03-22-2016

DRAFT



POLICY TITLE: AUTHORIZED CHECK SIGNERS, NUMBER OF SIGNERS, DOLLAR LIMIT FOR SIGNERS, TRANSFER OF FUNDS

POLICY NUMBER: FIN-02

COMMITTEE APPROVAL: [06-11-2024](#)~~06-15-2022~~

BOARD APPROVAL: [06-25-2024](#)~~06-28-2022~~

POLICY #FIN-02: It is the policy of the Desert Healthcare District's Board of Directors ("Board") to prudently disburse funds of the Desert Healthcare District ("District") in order to maintain Board-level oversight. It is intended that this policy covers all accounts and disbursement activities of the District and the Desert Healthcare Foundation ("Foundation").

GUIDELINES:

1. Authorized signers on District and Foundation bank accounts are to be a minimum of four (4) Board Members, including the Chairperson of the Finance & Administration Committee and the Chief Executive Officer (CEO).
2. Checks under \$5,000.00 only require one signature. The CEO may be the one signer for any budgeted or Board approved item.
3. Checks \$5,000.00 and over require two signatures (The CEO and one Board member or two Board members).
4. Checks payable to a check signer (or associated with the check signer) are to be signed by other authorized signers.
5. External transfer of funds are to be authorized by the District/Foundation Treasurer or any other authorized Director. Transfer of funds between internal operating accounts (District, Foundation, & Las Palmas Medical Plaza) is permitted by the Chief Administration Officer.



AUTHORITY

Desert Healthcare District Bylaws Article V, section 5.6 & Article VII

DOCUMENT HISTORY

<u>Reviewed</u>	<u>06-25-2024</u>
Revised	06-28-2022
Revised	06-23-2020
Approved	03-22-2016

DRAFT



POLICY TITLE: STATEMENT OF INVESTMENT POLICY

POLICY NUMBER: FIN-03

COMMITTEE APPROVAL: 06-11-2024

BOARD APPROVAL: 06-25-2024
Resolution 24-01

POLICY #FIN-03: It is the policy of the Desert Healthcare District (“District”) Board of Directors pursuant to Government Code Section 53646 to annually approve a Statement of Investment Policy.

1. District funds not required for immediate expenditures will be invested in compliance with the provisions of Government Code section 53600-53683.
 - 1.a Criteria for selecting investments and the absolute order of priority are safety, liquidity, and yield.
 - 1.b Investments will be made in a range of instruments and maturity dates to ensure diversification and liquidity of assets in an emergency or when a large cash outlay is necessary.
2. The instruments of investment to be used are Certificates of Deposit, Local Agency Investment Fund, Treasury Bills and Notes, U.S. Governmental Agency Obligations, Repurchase Agreements, and Savings Accounts.
 - 2.a. Deposits will be fully collateralized as required by Government Code Section 53652 or insured by the Federal Deposit Insurance Corporation or the Federal Savings and Loan Insurance Corporation, and the Contract for Deposit of Monies will indicate the type and amount of collateral.
 - 2.b. Investments in repurchased agreements or reverse purchase agreements shall not be made without the prior approval of the Board of Directors and shall be subjected to the provisions of Government Code Section 53601.



2.c. All Certificates of Deposit shall mature no later than one (1) year from the date of investment and Governmental Instruments shall mature no later than five (5) years from the date of investment.

3. No investment shall be made pursuant to the provisions of Government Code Section 53601.1. in financial futures or financial option contracts without the prior approval of the Board of Directors. Only a Primary Government Securities Dealer shall be used for the purchase of Agency Obligations.

3.a. No Investments shall be made in stocks or holdings of companies which manufacture or sell tobacco products and firearms, or securities of companies in the soft drink, restaurant, alcohol, or cannabis industries.

3.b. A list of investments will be submitted to the Board of Directors on a quarterly basis indicating type, purchase and maturity dates, rate, amount, fund, and percentages.

3.c. A committee of the Board of Directors shall meet no less than on a quarterly basis with staff and District consultants to review District investments, to appraise market conditions, and report to the Board of Directors.

AUTHORITY

State of California Government Code Section 53646
Desert Healthcare District Resolution No. 24-01

DOCUMENT HISTORY

Revised	06-25-2024
Revised	06-28-2022
Revised	06-23-2020
Approved	06-28-2016



POLICY TITLE: **STATEMENT OF INVESTMENT POLICY**

POLICY NUMBER: FIN-03

COMMITTEE APPROVAL: ~~06-11-2024~~~~06-15-2022~~

BOARD APPROVAL: ~~06-25-2024~~~~06-28-2022~~
Resolution ~~242-0143~~

POLICY #FIN-03: It is the policy of the Desert Healthcare District (“District”) Board of Directors pursuant to Government Code Section 53646 to annually approve a Statement of Investment Policy.

1. District funds not required for immediate expenditures will be invested in compliance with the provisions of Government Code section 53600-53683.
 - 1.a Criteria for selecting investments and the absolute order of priority are safety, liquidity, and yield.
 - 1.b Investments will be made in a range of instruments and maturity dates to ensure diversification and liquidity of assets in an emergency or when a large cash outlay is necessary.
2. The instruments of investment to be used are Certificates of Deposit, Local Agency Investment Fund, Treasury Bills and Notes, U.S. Governmental Agency Obligations, Repurchase Agreements, and Savings Accounts.
 - 2.a. Deposits will be fully collateralized as required by Government Code Section 53652 or insured by the Federal Deposit Insurance Corporation or the Federal Savings and Loan Insurance Corporation, and the Contract for Deposit of Monies will indicate the type and amount of collateral.
 - 2.b. Investments in repurchased agreements or reverse purchase agreements shall not be made without the prior approval of the Board of Directors and shall be subjected to the provisions of Government Code Section 53601.



2.c. All Certificates of Deposit shall mature no later than one (1) year from the date of investment and Governmental Instruments shall mature no later than five (5) years from the date of investment.

3. No investment shall be made pursuant to the provisions of Government Code Section 53601.1. in financial futures or financial option contracts without the prior approval of the Board of Directors. Only a Primary Government Securities Dealer shall be used for the purchase of Agency Obligations.

3.a. No Investments shall be made in stocks or holdings of companies which manufacture or sell tobacco products and firearms, or securities of companies in the soft drink, restaurant, alcohol, or cannabis industries.

3.b. A list of investments will be submitted to the Board of Directors on a quarterly basis indicating type, purchase and maturity dates, rate, amount, fund, and percentages.

3.c. A committee of the Board of Directors shall meet no less than on a quarterly basis with staff and District consultants to review District investments, to appraise market conditions, and report to the Board of Directors.

AUTHORITY

State of California Government Code Section 53646
Desert Healthcare District Resolution No. ~~242-0143~~

DOCUMENT HISTORY

<u>Revised</u>	<u>06-25-2024</u>
Revised	06-28-2022
Revised	06-23-2020
Approved	06-28-2016

RESOLUTION NO. 24-01

RESOLUTION OF THE BOARD OF DIRECTORS OF THE DESERT HEALTHCARE DISTRICT APPROVING STATEMENT OF INVESTMENT POLICY FOR FISCAL YEAR 2024/2025

WHEREAS, pursuant to Government Code section 53646, the Board of Directors of the Desert Healthcare District shall annually approve a Statement of Investment Policy; and

WHEREAS the annual Statement of Investment Policy of the Desert Healthcare District is as follows:

Desert Healthcare District (“District”) funds not required for immediate expenditure will be invested in compliance with the provisions of Government Code sections 53600-53683. Criteria for selecting investments and the absolute order of priority are safety, liquidity, and yield. Investments will be made in a range of instruments and maturity dates to ensure diversification and liquidity of assets in an emergency or when a large cash outlay is necessary.

The instruments of investment to be used are Certificates of Deposit, Local Agency Investment Fund, Treasury Bills and Notes, U.S. governmental Agency Obligations, Repurchase Agreements, and Savings Accounts. Deposits will be fully collateralized as required by government Code section 53652 or insured by the Federal Deposit Insurance Corporation or the Federal Savings and Loan Insurance Corporation, and the Contract for Deposit of Monies will indicate the type and amount of collateral.

Investments in repurchase agreements or reverse purchase agreements shall not be made without the prior approval of the Board of Directors and shall be subject to the provisions of Government Code section 53601.

All Certificates of Deposit shall mature not later than one (1) year from the date of investment and Governmental Instruments shall mature not later than five (5) years from the date of investment.

No investment shall be made pursuant to the provisions of Government Code section 53601.1 in financial futures or financial option contracts without the prior approval of the Board of Directors. Only a Primary Government Securities Dealer shall be used for the purchase of Agency Obligations.

No Investments shall be made in stocks or holdings of companies which manufacture or sell tobacco products and firearms, or securities of companies in the soft drink, restaurant, alcohol, and cannabis industries.

Adhering to the provisions of this Statement of Investment Policy, the Chief Executive Officer with District consultants shall coordinate the investment of surplus funds with guidance and approval from the Treasurer and the Board of Directors.

A list of investments will be submitted to the Board of Directors on a quarterly basis indicating type, purchase and maturity dates, rate, amount, fund, and percentages.

A committee of the Board of Directors shall meet no less than on a quarterly basis with staff and District consultants to review District investments, to appraise market conditions, and report to the Board of Directors.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Desert Healthcare District as follows:

Section 1: The Annual Statement of Investment Policy for fiscal year 2024/2025 is hereby approved and the District Treasurer is directed to follow this Statement of Investment Policy in investing District funds.

PASSED, APPROVED, AND ADOPTED at a regular meeting of the Board of Directors of the Desert Healthcare District held on June 25, 2024, by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____

Evet PerezGil, President
Board of Directors

ATTEST:

Kimberly Barraza, Secretary
Board of Directors



POLICY TITLE: CREDIT CARD USAGE

POLICY NUMBER: FIN-05

COMMITTEE APPROVAL: 06-11-2024

BOARD APPROVAL: 06-25-2024

POLICY #FIN-05: It is the policy of the Desert Healthcare District ("District") Board of Directors to prescribe the internal controls for management of the District & Foundation credit card(s).

1. Scope. In general, it is the policy of the District to establish accounts with vendors for invoicing. Credit cards are to be used only for one-time purchases making account establishment impractical, or only for situations where payment by check is not possible (e.g., on-line trainings, etc.).
2. A District credit card will be issued to the Chief Executive Officer (CEO) and/or the Chief Administration Officer (CAO). A Foundation credit card will be issued to the CEO, CAO, and Chief of Community Engagement (CCE). The credit card will not be issued to or used by members of the Board of Directors.
 - 2.a All credit card bills will be paid in a timely manner to avoid late fees and finance charges, whenever possible.
 - 2.b All credit card expenses will be reasonable and necessary to the furtherance of District/Foundation business. No personal expenses will be charged on a District/Foundation credit card. If there is an overlap on a transaction between personal and District/Foundation business, the employee will pay for the transaction personally and then request reimbursement by the District/Foundation. In the event of a charge which includes both personal and District/Foundation business, reimbursement shall be made to the District/Foundation immediately.
 - 2.c All credit card transactions will have itemized third-party documents (receipts) attached and the District/Foundation purpose annotated by the cardholder.



2.d The Chief Administration Officer will review and approve credit card transactions by all cardholders. The Chief Executive Officer will review and approve credit card transactions by the Chief Administration Officer. The credit card expenditure report with amounts and purpose will be reviewed by the Finance, Legal, Administration, and Real Estate Committee each month.

AUTHORITY

Desert Healthcare District Bylaw Article IV, section 4.1

DOCUMENT HISTORY

Revised	06-25-2024
Revised	06-28-2022
Revised	06-23-2020
Approved	06-28-2016



POLICY TITLE: CREDIT CARD USAGE

POLICY NUMBER: FIN-05

COMMITTEE APPROVAL: [06-11-2024](#)~~06-15-2022~~

BOARD APPROVAL: [06-25-2024](#)~~06-28-2022~~

POLICY #FIN-05: It is the policy of the Desert Healthcare District ("District") Board of Directors to prescribe the internal controls for management of the District & Foundation credit card(s).

1. Scope. In general, it is the policy of the District to establish accounts with vendors for invoicing. Credit cards are to be used only for one-time purchases making account establishment impractical, or only for situations where payment by check is not possible (e.g., on-line trainings, etc.).
2. A District credit card will be issued to the Chief Executive Officer (CEO) and/or the Chief Administration Officer (CAO). A Foundation credit card will be issued to the CEO, CAO, and Chief of Community Engagement (CCE). The credit card will not be issued to or used by members of the Board of Directors.
 - 2.a All credit card bills will be paid in a timely manner to avoid late fees and finance charges, whenever possible.
 - 2.b All credit card expenses will be reasonable and necessary to the furtherance of District/Foundation business. —No personal expenses will be charged on a District/Foundation credit card. —If there is an overlap on a transaction between personal and District/Foundation business, the employee will pay for the transaction personally and then request reimbursement by the District/Foundation. In the event of a charge which includes both personal and District/Foundation business, reimbursement shall be made to the District/Foundation immediately.
 - 2.c All credit card transactions will have [itemized](#) third-party documents (receipts) attached and the District/Foundation purpose annotated by the cardholder.



2.d The Chief Administration Officer will review and approve credit card transactions by all cardholders. -The Chief Executive Officer will review and approve credit card transactions by the Chief Administration Officer. The credit card expenditure report with amounts and purpose will be reviewed by the Finance, Legal, Administration, and Real Estate Committee each month.

AUTHORITY

Desert Healthcare District Bylaw Article IV, section 4.1

DOCUMENT HISTORY

<u>Revised</u>	<u>06-25-2024</u>
Revised	06-28-2022
Revised	06-23-2020
Approved	06-28-2016



POLICY TITLE: **TICKET DISTRIBUTION POLICY**

POLICY NUMBER: BOD-18

COMMITTEE APPROVAL: 06-11-2024

BOARD APPROVAL: 06-25-2024

POLICY #BOD-18: From time to time the Desert Healthcare District and Desert Healthcare Foundation (collectively referred to herein as "District") receives event tickets and/or passes from public and private entities and individuals or purchases event tickets and/or passes in connection with the District's operations and activities in furtherance of the District's public purposes. These tickets and/or passes purchased or received by the District are public resources of the District.

The District desires to use such tickets and/or passes to further governmental and public purposes of the District, such as the promotion of the District's activities and programs, and to avail the District and its officials, as defined in Government Code Section 82048 and Fair Political Practices Commission Regulation 18701 (Title 2, Division 6, California Code of Regulations referred to herein as "FPPC Regulation"), of the ability to distribute tickets and/or passes pursuant to FPPC Regulation 18944.1. The furtherance of the District's governmental and public purposes may require the distribution of said tickets and/or passes to "public officials," as that term is defined in Government Code Section 82048; and

FPPC Regulation 18944.1(e) requires that any distribution of said tickets and/or passes to, or at the behest of, an authorized District Official must be made pursuant to a duly adopted written policy, if such distribution is made under that regulation, and that the District must receive value equal to or greater than the value of the event ticket or pass it distributes to a District Official. As provided in FPPC Regulation 18944.1(c), such tickets and/or passes distributed in accordance with a duly adopted policy are not considered gifts to public officials. Accordingly, the Board of Directors of the Desert Healthcare District adopts the following Ticket Distribution policy:

Section 1: Definitions.



- a. "District Official" shall mean and refer to a District "public official" as that term is defined by Government Code Section 82048 and FPPC Regulation 18701 and shall include Board members, employees, and consultants required to file an annual Statement of Economic Interest Form 700.
- b. "Authorized District Official" shall mean a Board member or the Chief Executive Officer ("CEO") who shall be authorized to request the District's purchase of tickets or passes in accordance with Section 5 below.
- c. "Ticket" or "pass" as these terms are defined in FPPC Regulation 18944.1, as amended, and as of this date means admission to a facility, event, show, or performance for entertainment, amusement, recreation, or similar purpose.
- d. "Ticket Coordinator" shall mean the CEO or their designee who shall be responsible for distributing tickets in accordance with this policy and completing and posting the FPPC Form 802.

Section 2: Purpose of the Policy. The purpose of this Policy is to ensure that all tickets and passes the District receives from public and private entities and individuals, which are either complimentary or purchased by the District, are distributed in furtherance of a public purpose of the District and are not utilized for any election-related purposes.

Section 3: Limitation. This Policy shall only apply to the District's distribution of tickets and/or passes to, or those that are purchased at the behest of, an Authorized District Official.

Section 4: Public Purposes for Ticket Distribution. The following list is illustrative, rather than exhaustive, of the public purposes the District may accomplish by the distribution of tickets to, or at the behest of, a District Official:

- a. Representation of the District at events on federal, state, and regional levels.
- b. Representation and promotion of the Desert Healthcare District at District sponsored or supported community events and programs.
- c. Increasing public exposure to and awareness of District sponsorships, grants, initiatives, projects, and facilities related to promoting the mission and vision of the District.



- d. Promotion of District issues and representation at events sponsored by other governmental entities or government-related industry groups and non-profit organizations.
- e. Recognizing or rewarding meritorious service by any District Official or employee and recognizing contributions made by current and former District Officials.

Section 5: Purchase of Tickets or Passes. Authorized District Officials may request the Ticket Coordinator purchase up to two (2) tickets in accordance with the public purposes of this policy for use by the District Official, an immediate family member (spouse or dependent children), or one other person. \$20,000 per fiscal year beginning July 1, 2019, shall be budgeted for the purchase of tickets and the purchase of tickets for use by any individual Authorized District Official shall not exceed \$2,500 per fiscal year.

Section 6: Transfer Prohibition. The transfer by any District Official of any ticket distributed pursuant to this policy to any other person, except to other District Officials and staff members of the District, is prohibited. For tickets or passes that are unable to be used by the original recipient, the Ticket Coordinator shall have the discretion to redistribute to other District Officials or staff members.

Section 7: Posting Form 802 on Website. Within thirty (30) days of distributing a ticket or pass, the District shall post a completed FPPC Form 802 on the District's website.

Section 8: Exemptions to Policy. Tickets or passes that are not subject to this policy include the following:

- a. **Ceremonial Role or Function.** Tickets or passes provided to an Authorized District Official where the official will perform a ceremonial role or function on behalf of the District are not considered gifts to the Authorized District Official.
- b. **Reimbursement.** The Authorized District Official reimburses the District for the face value of the ticket or pass within thirty (30) days of receipt or acceptance of the ticket or pass, as defined in the Political Reform Act.
- c. **Income.** The Authorized District Official treats the ticket or pass as income consistent with federal and state income tax laws and reports distribution of the tickets or passes as income to the Authorized District Official on the FPPC Form 802. The official will also have to report it as a gift on their 700 Forms.



- d. Political and Non-Profit Fundraisers. Ticket(s) (up to two) to political and non-profit events that are provided directly to the public official by the political committee or 501(c)(3) organization and do not involve the District are not considered gifts (Regulation 18944.1).

AUTHORITIES

Desert Healthcare District Bylaws Article V, section 5.6

Desert Healthcare District Resolution No. 19-05

DOCUMENT HISTORY

Reviewed 06-25-2024

Revised 06-28-2022

Approved 04-23-2019



POLICY TITLE: **TICKET DISTRIBUTION POLICY**

POLICY NUMBER: BOD-18

COMMITTEE APPROVAL: [06-11-2024](#)~~[06-15-2022](#)~~

BOARD APPROVAL: [06-25-2024](#)~~[06-28-2022](#)~~

POLICY #BOD-18: From time to time the Desert Healthcare District and Desert Healthcare Foundation (collectively referred to herein as "District") receives event tickets and/or passes from public and private entities and individuals or purchases event tickets and/or passes in connection with the District's operations and activities in furtherance of the District's public purposes. These tickets and/or passes purchased or received by the District are public resources of the District.

The District desires to use such tickets and/or passes to further governmental and public purposes of the District, such as the promotion of the District's activities and programs, and to avail the District and its officials, as defined in Government Code Section 82048 and Fair Political Practices Commission Regulation 18701 (Title 2, Division 6, California Code of Regulations referred to herein as "FPPC Regulation"), of the ability to distribute tickets and/or passes pursuant to FPPC Regulation 18944.1. The furtherance of the District's governmental and public purposes may require the distribution of said tickets and/or passes to "public officials," as that term is defined in Government Code Section 82048; and

FPPC Regulation 18944.1(e) requires that any distribution of said tickets and/or passes to, or at the behest of, an authorized District Official must be made pursuant to a duly adopted written policy, if such distribution is made under that regulation, and that the District must receive value equal to or greater than the value of the event ticket or pass it distributes to a District Official. As provided in FPPC Regulation 18944.1(c), such tickets and/or passes distributed in accordance with a duly adopted policy are not considered gifts to public officials. Accordingly, the Board of Directors of the Desert Healthcare District adopts the following Ticket Distribution policy:

Section 1: **Definitions.**



- a. "District Official" shall mean and refer to a District "public official" as that term is defined by Government Code Section 82048 and FPPC Regulation 18701 and shall include Board members, employees, and consultants required to file an annual Statement of Economic Interest Form 700.
- b. "Authorized District Official" shall mean a Board member or the Chief Executive Officer ("CEO") who shall be authorized to request the District's purchase of tickets or passes in accordance with Section 5 below.
- c. "Ticket" or "pass" as these terms are defined in FPPC Regulation 18944.1, as amended, and as of this date means admission to a facility, event, show, or performance for entertainment, amusement, recreation, or similar purpose.
- d. "Ticket Coordinator" shall mean the CEO or their designee who shall be responsible for distributing tickets in accordance with this policy and completing and posting the FPPC Form 802.

Section 2: Purpose of the Policy. The purpose of this Policy is to ensure that all tickets and passes the District receives from public and private entities and individuals, which are either complimentary or purchased by the District, are distributed in furtherance of a public purpose of the District and are not utilized for any election-related purposes.

Section 3: Limitation. This Policy shall only apply to the District's distribution of tickets and/or passes to, or those that are purchased at the behest of, an Authorized District Official.

Section 4: Public Purposes for Ticket Distribution. The following list is illustrative, rather than exhaustive, of the public purposes the District may accomplish by the distribution of tickets to, or at the behest of, a District Official:

- a. Representation of the District at events on federal, state, and regional levels.
- b. Representation and promotion of the Desert Healthcare District at District sponsored or supported community events and programs.
- c. Increasing public exposure to and awareness of District sponsorships, grants, initiatives, projects, and facilities related to promoting the mission and vision of the District.



- d. Promotion of District issues and representation at events sponsored by other governmental entities or government-related industry groups and non-profit organizations.
- e. Recognizing or rewarding meritorious service by any District Official or employee and recognizing contributions made by current and former District Officials.

Section 5: Purchase of Tickets or Passes. Authorized District Officials may request the Ticket Coordinator purchase up to two (2) tickets in accordance with the public purposes of this policy for use by the District Official, an immediate family member (spouse or dependent children), or one other person. \$20,000 per fiscal year beginning July 1, 2019, shall be budgeted for the purchase of tickets and the purchase of tickets for use by any individual Authorized District Official shall not exceed \$2,500 per fiscal year.

Section 6: Transfer Prohibition. The transfer by any District Official of any ticket distributed pursuant to this policy to any other person, except to other District Officials and staff members of the District, is prohibited. For tickets or passes that are unable to be used by the original recipient, the Ticket Coordinator shall have the discretion to redistribute to other District Officials or staff members.

Section 7: Posting Form 802 on Website. Within thirty (30) days of distributing a ticket or pass, the District shall post a completed FPPC Form 802 on the District's website.

Section 8: Exemptions to Policy. Tickets or passes that are not subject to this policy include the following:

- a. **Ceremonial Role or Function.** Tickets or passes provided to an Authorized District Official where the official will perform a ceremonial role or function on behalf of the District are not considered gifts to the Authorized District Official.
- b. **Reimbursement.** The Authorized District Official reimburses the District for the face value of the ticket or pass within thirty (30) days of receipt or acceptance of the ticket or pass, as defined in the Political Reform Act.
- c. **Income.** The Authorized District Official treats the ticket or pass as income consistent with federal and state income tax laws and reports distribution of the tickets or passes as income to the Authorized District Official on the FPPC Form 802. The official will also have to report it as a gift on their 700 Forms.



- d. Political and Non-Profit Fundraisers. Ticket(s) (up to two) to political and non-profit events that are provided directly to the public official by the political committee or 501(c)(3) organization and do not involve the District are not considered gifts (Regulation 18944.1).

AUTHORITIES

Desert Healthcare District Bylaws Article V, section 5.6

Desert Healthcare District Resolution No. 19-05

DOCUMENT HISTORY

<u>Reviewed</u>	06-25-2024
Revised	06-28-2022
Approved	04-23-2019



POLICY TITLE: **MEETING & INSURANCE COMPENSATION POLICY**

POLICY NUMBER: BOD-21

COMMITTEE APPROVAL: 06-11-2024

BOARD APPROVAL: 06-25-2024

POLICY #BOD-21: Meeting & Insurance Compensation Guidelines for the Desert Healthcare District ("District") Board of Directors ("Board").

A) Board Members may receive a stipend for attendance at up to 6 meetings per month, provided the meetings have a healthcare nexus or are related to the District's operations, mission, and vision, and include the following:

1. District Board and Board committee meetings, including agenda review meetings.
2. Meetings for which a District Board member serves on the Desert Regional Medical Center's Board of Directors or its committees.
3. Attendance at ethics or other required training.
4. Conferences and seminars held by organizations in which the District is a member, and for which the conference/seminar has a clear health care related nexus. Board members shall receive one stipend per conference or seminar.
5. Community meetings and events within the District, for which the meeting/event has a clear health care nexus, including the following:
 - a) Board, policy committee, and formal business meetings of organizations in which the District is a member.
 - b) Meetings with other government agencies or officials in which the subject involves health care or District business (e.g., State and local legislative officials, County Health & Human Services).
 - c) Formal Meetings requested, necessitated, or approved by the CEO.

B) Non-compensable meetings shall include the following:

1. Informal meetings with other Board members or with District staff members, regardless of the topic(s) addressed.



2. Meetings of a political nature, whether partisan or non-partisan, regardless of the topic(s) addressed.
3. Meetings for which payment of a stipend or honorarium is provided by the host organization.
4. Meetings of other public bodies, unless invited as a participant by the host body or sent as a delegate by the District Board.
5. Meetings of organizations in which the member holds an individual membership or the primary purpose of which is to receive continuing professional educational credits.
6. Charity fundraising events.

Board members shall have an opportunity to report on meetings attended at the next regularly scheduled Board meeting following the meeting for which a stipend is received. Any questions regarding interpretations of these guidelines should be addressed to the District's General Counsel.

If more than one Board meeting is held in succession on the same calendar day, they collectively shall count as a single meeting for the payment of a stipend. Such classification applies only to regular, special, closed and executive sessions and shall not apply to successive Committee meetings in which a Director may be a member.

C) Board members shall receive compensation of insurance premiums up to \$10,600 per fiscal year (July 1 to June 30). Insurance premiums (coverage may be applied to the Board member, their spouse or registered domestic partner, and eligible dependent children) include medical, dental, and vision and include any combination of the following.

1. Board member may receive insurance coverage through the District. Board member shall be responsible for reimbursing the District for premiums exceeding \$10,600 per fiscal year.
2. Reimburse Medicare premiums.
3. Reimburse supplemental insurance premiums.
4. Reimburse the portion of insurance premiums withheld from Board member's payroll.
5. Reimbursement does not apply to COBRA insurance premiums when Board member leaves office.



AUTHORITIES

Desert Healthcare District Bylaws Article IV, section 4.6

Desert Healthcare District Resolution No. 19-08

DOCUMENT HISTORY

Revised 06-25-2024

Revised 06-28-2022

Revised 02-23-2021

Revised 04-23-2019

Approved 07-24-2018



POLICY TITLE: MEETING & INSURANCE COMPENSATION POLICY

POLICY NUMBER: BOD-21

COMMITTEE APPROVAL: [06-11-2024](#)~~06-15-2022~~

BOARD APPROVAL: [06-25-2024](#)~~06-28-2022~~

POLICY #BOD-21: Meeting & Insurance Compensation Guidelines for the Desert Healthcare District ("District") Board of Directors ("Board").

A) Board Members may receive a stipend for attendance at up to 6 meetings per month, provided the meetings have a healthcare nexus or are related to the District's operations, mission, and vision, and include the following:

1. District Board and Board committee meetings, Including agenda review meetings.
2. Meetings for which a District Board member serves on the Desert Regional Medical Center's Board of Directors or its committees.
3. Attendance at ethics or other required training.
4. Conferences and seminars held by organizations in which the District is a member, and for which the conference/seminar has a clear health care related nexus. Board members shall receive one stipend per conference or seminar.
5. Community meetings and events within the District, for which the meeting/event has a clear health care nexus, including the following:
 - a) Board, policy committee, and formal business meetings of organizations in which the District is a member.
 - b) Meetings with other government agencies or officials in which the subject involves health care or District business (e.g., State and local legislative officials, County Health & Human Services).
 - c) Formal Meetings requested, necessitated, or approved by the CEO.

B) Non-compensable meetings shall include the following:

1. Informal meetings with other Board members or with District staff members, regardless of the topic(s) addressed.



2. Meetings of a political nature, whether partisan or non-partisan, regardless of the topic(s) addressed.
3. Meetings for which payment of a stipend or honorarium is provided by the host organization.
4. Meetings of other public bodies, unless invited as a participant by the host body or sent as a delegate by the District Board.
5. Meetings of organizations in which the member holds an individual membership or the primary purpose of which is to receive continuing professional educational credits.
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Board members shall have an opportunity to report on meetings attended at the next regularly scheduled Board meeting following the meeting for which a stipend is received. Any questions regarding interpretations of these guidelines should be addressed to the District's General Counsel.

If more than one Board meeting is held in succession on the same calendar day, they collectively shall count as a single meeting for the payment of a stipend. Such classification applies only to regular, special, closed and executive sessions and shall not apply to successive Committee meetings in which a Director may be a member.

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1. Board member may receive insurance coverage through the District. Board member shall be responsible for reimbursing the District for premiums exceeding \$10,600 per fiscal year.
2. Reimburse Medicare premiums.
3. Reimburse supplemental insurance premiums.
4. Reimburse the portion of insurance premiums withheld from Board member's payroll.
5. Reimbursement does not apply to COBRA insurance premiums when Board member leaves office.



AUTHORITIES

Desert Healthcare District Bylaws Article IV, section 4.6

Desert Healthcare District Resolution No. 19-08

DOCUMENT HISTORY

[Revised](#) [06-25-2024](#)

Revised 06-28-2022

Revised 02-23-2021

Revised 04-23-2019

Approved 07-24-2018



POLICY TITLE: LAS PALMAS MEDICAL PLAZA POLICY FOR LEASING

POLICY NUMBER: LPMP-01

COMMITTEE APPROVAL: 06-11-2024

BOARD APPROVAL DATE: 06-25-2024

POLICY #LPMP-01: It is the policy of the Desert Healthcare District (“District”) Board of Directors to provide a leasing policy for the Las Palmas Medical Plaza.

1. When the Desert Healthcare District (District) receives notification of availability of a suite, the District will notify the Desert Regional Medical Center (DRMC) team of the vacancy, unless communications from DRMC have been made to the District within the prior three months that indicate they are not interested in additional suites or that any of their existing suites are available for reassignment to a prospective tenant.

a. Following the delivery of the notice of vacancy to DRMC, DRMC will be provided 15 days to notify the District in writing of DRMC’s desire to lease the vacant space.

b. In the event DRMC provides such notification, the District will enter into negotiations with DRMC regarding the terms of the lease of the vacant space.

c. If DRMC and the District are unable to agree upon the terms of a lease within 30 days following the District’s receipt of the notification of interest by DRMC, the District may, at its election, continue to negotiate the terms of a lease with DRMC and/or seek other replacement tenants for the vacant space.

d. If following the 15-day notice of vacancy period DRMC has not notified the District of DRMC’s desire to lease the vacant space, the District will actively seek replacement tenants, showing the suite to generate interest, and acquiring information to ensure the prospective tenants meet the leasing requirements.

2. Prospective tenants will be required to be a medical office or provide related services. Prospective tenants will provide a completed application and financial



statements for a background check. The District will seek Board approval to execute a lease with qualified tenants per POLICY #LPMP-02.

AUTHORITY

Desert Healthcare District Bylaws Article V, section 5.6

DOCUMENT HISTORY

Reviewed	06-25-2024
Revised	03-22-2022
Revised	11-24-2020
Revised	05-24-2016
Approved	06-23-2015



POLICY TITLE: LAS PALMAS MEDICAL PLAZA POLICY FOR LEASING

POLICY NUMBER: LPMP-01

COMMITTEE APPROVAL: [06-11-2024](#)~~03-15-2022~~

BOARD APPROVAL DATE: [06-25-2024](#)~~03-22-2022~~

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1. When the Desert Healthcare District (District) receives notification of availability of a suite, the District will notify the Desert Regional Medical Center (DRMC) team of the vacancy, unless communications from DRMC have been made to the District within the prior three months that indicate they are not interested in additional suites or that any of their existing suites are available for reassignment to a prospective tenant.

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statements for a background check. The District will seek Board approval to execute a lease with qualified tenants per POLICY #LPMP-02.

AUTHORITY

Desert Healthcare District Bylaws Article V, section 5.6

DOCUMENT HISTORY

<u>Reviewed</u>	<u>06-25-2024</u>
Revised	03-22-2022
Revised	11-24-2020
Revised	05-24-2016
Approved	06-23-2015



POLICY TITLE: LAS PALMAS MEDICAL PLAZA LEASE
EXECUTION POLICY

POLICY NUMBER: LPMP-02

COMMITTEE APPROVAL: 06-11-2024

BOARD APPROVAL: 06-25-2024

POLICY #LPMP-02: It is the policy of the Desert Healthcare District (“District”) Board of Directors to provide a lease execution policy for the Las Palmas Medical Plaza.

1. The standard lease and lease terms, including lease and Common Area Maintenance (“CAM”) rates, are to be reviewed annually.
 - a. Adjustments, if any, are made to the standard lease.
2. When a lease agreement or lease extension is prepared with a prospective tenant, the lease agreement/extension is presented to the Finance & Administration Committee for approval.
3. The lease agreement/extension is then forwarded to the Board of Directors for approval under the Consent Agenda.
4. Once approved, the lease agreement/extension is signed by the tenant and executed by the District’s Chief Executive Officer.

AUTHORITY

Desert Healthcare District Bylaws Article V, section 5.6

DOCUMENT HISTORY

Reviewed	06-25-2024
Reviewed	03-22-2022
Revised	11-24-2020
Revised	05-24-2016
Approved	06-23-2015

POLICY #LPMP-02

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POLICY TITLE: LAS PALMAS MEDICAL PLAZA LEASE
EXECUTION POLICY

POLICY NUMBER: LPMP-02

COMMITTEE APPROVAL: [06-11-2024](#)~~03-15-2022~~

BOARD APPROVAL: [06-25-2024](#)~~03-22-2022~~

POLICY #LPMP-02: It is the policy of the Desert Healthcare District (“District”) Board of Directors to provide a lease execution policy for the Las Palmas Medical Plaza.

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 - a. Adjustments, if any, are made to the standard lease.
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AUTHORITY

Desert Healthcare District Bylaws Article V, section 5.6

DOCUMENT HISTORY

Reviewed	06-25-2024
Reviewed	03-22-2022
Revised	11-24-2020
Revised	05-24-2016
Approved	06-23-2015

POLICY #LPMP-02

Page 1 of 1



POLICY TITLE: EXPENSE AUTHORIZATION

POLICY NUMBER: OP-14

COMMITTEE APPROVAL: 06-11-2024

BOARD APPROVAL: 06-25-2024

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, inclusive of entree, drink, tax and tip, are limited to \$35.00 for breakfast, \$35.00 for lunch, and \$60.00 for dinner. Any meal expenses which exceed these limits will not be eligible for reimbursement. The limits also apply to meals charged to company credit cards with card holder reimbursing for amounts exceeding the limits. These limits may be increased for specific events with approval by the Board of Directors. 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 details 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	06-25-2024
Revised	11-28-2023
Revised	09-28-2021
Approved	03-24-2020



POLICY TITLE: EXPENSE AUTHORIZATION

POLICY NUMBER: OP-14

COMMITTEE APPROVAL: [06-11-2024](#)~~11-13-2023~~

BOARD APPROVAL: [06-25-2024](#)~~11-28-2023~~

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AUTHORITIES

Desert Healthcare District Bylaws Article V, section 5.6

DOCUMENT HISTORY

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