



**DESERT HEALTHCARE DISTRICT
SPECIAL MEETING OF THE FINANCE, ADMINISTRATION, REAL ESTATE, AND LEGAL COMMITTEE
MEETING MINUTES
May 14, 2019**

Directors Present	District Staff Present	Absent
Chair/Treasurer Mark Matthews Vice-President Leticia De Lara Arthur Shorr, Community Member	Chris Christensen, Interim CEO and CFO Donna Craig, Senior Program Officer Stephen Huyck, Accounting Manager Andrea S. Hayles, Clerk to the Board	

AGENDA ITEMS	DISCUSSION	ACTION
I. Call to Order	Chair Matthews called the meeting to order at 2:10 p.m.	
II. Approval of Agenda	Chair Matthews asked for a motion to approve the Agenda.	It was moved and seconded (Vice-President De Lara, Community Member Shorr) to approve the agenda. Motion passed unanimously.
III. Public Comment	None	
IV. Approval of Minutes 1. F&A Minutes – Meeting April 9, 2019	Chair Matthews asked for a motion to approve the F&A Committees minutes.	It was moved and seconded (Vice-President De Lara, Community Member Shorr) to approve the minutes. Motion passed unanimously.
V. CEO Report	Chris Christensen, Interim CEO, explained the volunteer community members and the Board’s approved policy to add up to four volunteer community members to the F&A Committee. An advertisement will be placed in the local newspapers with interviews commencing in June.	
VI. Chief Financial Officer’s Report 1. LPMP Leasing Update	Chris Christensen, Interim CEO, explained that the preliminary audit will begin next week and commence again in early August. The annual budget is up for review and will be	



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	<p>presented at today's committee meeting.</p> <p>There are currently three vacant suites at Las Palmas Medical Plaza. The committee approved Coldwell Banker Commercial to engage in marketing the vacant units to fill the vacancies.</p>	
<p>VII. Financial Reports</p> <ol style="list-style-type: none"> 1. District and LPMP Financial Statements 2. Accounts Receivable Aging Summary 3. District – Deposits 4. District – Property Tax Receipts 5. LPMP Deposits 6. District – Check Register 7. Credit Card – Detail of Expenditures 8. LPMP – Check Register 9. Retirement Protection Plan Update 10. Grant Payment Schedule 	<p>Chris Christensen, Interim CEO, described and reviewed the financials with the committee.</p>	<p>It was moved and seconded (Community Member Shorr, Vice-President De Lara) to approve the April 2019 District Financial Reports - Items 1-10 and to forward to the Board for approval. Motion passed unanimously.</p>
<p>VIII. Other Matters</p> <ol style="list-style-type: none"> 1. District and RPP Investment Reports 1Q19 – Keith Stribling, High Mark Capital 	<p>Chris Christensen, Interim CEO, introduced Keith Stribling, CFA, Investment Officer, High Mark Capital Management. Mr. Stribling provided an overview of the Desert Hospital Retirement Plan describing the Performance Report and a summary of activity by quarter. The fixed-income analysis portfolio and summary investment performance were also explained.</p> <p>Vice-President De Lara expressed concern with the</p>	



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	<p>Coca-Cola Co. investment. The policy states that no investments shall be made in stocks or holdings of companies which manufacture or sell tobacco products, or securities of companies in the soft drink or restaurant industries. Mr. Stribling will make the appropriate changes to the investments to ensure no soft drink company or manufacturer is included in the investments.</p>	
<p>2. Investment Policy Resolution #19-06 FY 2019-2020</p>	<p>Chris Christensen, Interim CEO, explained the Investment Policy Resolution and the exclusion of investments such as tobacco products, soft drink companies, or companies in the restaurant industries.</p>	<p>It was moved and seconded (Community Member Shorr, Vice-President De Lara) to approve the Investment Policy Resolution #19-06 FY 2019-2020 and forward to the Board for approval. Motion passed unanimously.</p>
<p>3. Legal Counsel Rate Increase</p>	<p>Chris Christensen, Interim CEO, described the District counsel's current length of service with the District, also detailing the yearly expenditure.</p>	<p>It was moved and seconded (Community Member Shorr, Vice-President De Lara) to approve the legal counsel rate increase and forward to the Board for approval. Motion passed unanimously.</p>
<p>4. FY 2019 – 2020 Salary Range Proposal & Job Descriptions</p>	<p>Chris Christensen, Interim CEO, explained the proposed salary range and any potential changes once a new CEO is hired, also reviewing the job descriptions with the committee. Section 10.a. – Principal Duties and Responsibilities of the Program Officer and Outreach Director will be modified to exclude the term "solicit" as required by AB 2019 compliance.</p>	<p>It was moved and seconded (Vice-President De Lara, Community Member Shorr) to approve the FY 2019-2020 Salary Range Proposal and Job Descriptions and forward to the Board for approval. Motion passed unanimously.</p>



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<p>5. FY 2019 – 2020 Annual Budget Review</p>	<p>Vice-President De Lara inquired about the salary range of the Program and Research Analyst. Mr. Christensen explained that salary comparisons were explored.</p> <p>Chris Christensen, Interim CEO, provided an overview of the Statement of Income and Expense including the Las Palmas Medical Plaza, detailing a net profit of \$295K. The details of the \$300K east valley funding line item were explained, and Mr. Christensen provided an overview of the Directors and Employee Expenses. The stipend budgeted line item will be revised from five (5) meetings to up to six (6). The property tax revenue was also reviewed.</p>	<p>It was moved and seconded (Community Member Shorr, Vice-President De Lara) to approve the FY 2019-2020 Annual Budget and forward to the Board for approval. Motion passed unanimously.</p>
<p>IV. Adjournment</p>	<p>Chair Matthews adjourned the meeting at 3:21 p.m.</p>	<p><i>Audio recording available on the website at http://dhcd.org/Agendas-and-Documents</i></p>

ATTEST: 
 Mark Matthews, Chair/Treasurer Finance & Administration Committee
 Desert Healthcare District Board of Directors

Minutes respectfully submitted by Andrea S. Hayles, Clerk of the Board