



**DESERT HEALTHCARE DISTRICT
SPECIAL MEETING OF THE FINANCE, ADMINISTRATION, REAL ESTATE, AND LEGAL COMMITTEE
MEETING MINUTES
June 11, 2019**

| Directors Present | District Staff Present | Absent |
|---|---|---------------|
| Chair/Treasurer Mark Matthews Director Leticia De Lara, MPH Director Arthur Shorr | Chris Christensen, Interim CEO and CFO Stephen Huyck, Accounting Manager Andrea S. Hayles, Clerk to the Board | |

| AGENDA ITEMS | DISCUSSION | ACTION |
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| I. Call to Order | Chair Matthews called the meeting to order at 4 p.m. | |
| II. Approval of Agenda | Chair Matthews asked for a motion to approve the agenda. | It was moved and seconded (Director Shorr and Vice-President De Lara) to approve the agenda. Motion passed unanimously. |
| III. Public Comment | None | |
| IV. Approval of Minutes 1. F&A Minutes – Meeting May 14, 2019 | Chair Matthews asked for a motion to approve the F&A Committee minutes. | It was moved and seconded (Vice-President De Lara, Director Shorr) to approve the minutes. Motion passed unanimously. |
| V. CEO Report | Chris Christensen, Interim CEO, | |
| VI. Chief Financial Officer's Report 1. LPMP Leasing Update | Chris Christensen, Interim CEO, explained the completion of the preliminary audit in May. The firm will return in August for the final audit. Mr. Christensen explained that the District has received several candidates for appointments to the F&A Committee. Stephen Huyck, Accounting Manager, described the vacant suites and other occupants requesting moves to larger units. The marketing broker is working to fill the vacancies. | |



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| <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. Investment income was underbudgeted with a greater return than projected. Mr. Christensen highlighted the \$1M for additional grant funding to replenish the Homelessness Initiative fund, which will be brought forward to the Board for consideration at the June 25 meeting. Additional discussions include the property taxes extending the projected revenue.</p> <p>Vice-President De Lara requested a memo section for the stipend line item especially when reimbursement is for multiple months, which ensures transparency given the \$500 limitation.</p> | <p>It was moved and seconded (Vice-President De Lara, Director Shorr) to approve the May 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. Consideration to approve Las Palmas Medical Plaza Landscape Service Proposal | <p>Chris Christensen, Interim CEO, described the work of the contractor and the need for proper water irrigation and weather tolerant landscape not to exceed \$28k.</p> <p>Although it is not a requirement to obtain additional bids, the committee directed staff to obtain two additional bids before moving forward with Desert Modern Landscape Design.</p> | |
| <p>IV. Adjournment</p> | <p>Chair Matthews adjourned the meeting at 4:47 p.m.</p> | <p>Audio recording available on the website at http://dhcd.org/Agendas-and-Documents</p> |



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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