



DESERT HEALTHCARE FOUNDATION
Finance, Legal, Administration, & Real Estate Committee Meeting
September 10, 2019

A meeting of the Finance, Legal, Administration, & Real Estate Committee of the Desert Healthcare Foundation will be held at 3:00 PM Tuesday, September 10, 2019, in the conference room on the 2nd floor of the Jerry Stergios Building, 1140 N. Indian Canyon Drive, Palm Springs, California.

Director Arthur Shorr – 50 Leisure Lee Road, Lee, MA 01238

AGENDA

I. CALL TO ORDER

II. APPROVAL OF AGENDA

III. PUBLIC COMMENT

At this time, comments from the audience may be made on items not 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.

IV. APPROVAL OF MINUTES

1. Minutes – Meeting July 9, 2019 - Pg. 2-3

V. CEO REPORT

VI. FINANCIAL REPORT

1. Financial Statements – Pg. 4-8
2. Deposits – Pg. 9-10
3. Check Register – Pg. 11
4. Credit Card Expenditures – Pg. 12-13
5. General Grants Schedule – Pg. 14

ACTION

VII. OTHER MATTERS

VIII. ADJOURNMENT

If you have any disability which would require 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) 323-6110 at least 24 hours prior to the meeting.



DESERT HEALTHCARE FOUNDATION
FINANCE, ADMINISTRATION, REAL ESTATE AND LEGAL COMMITTEE
MEETING MINUTES
July 9, 2019

Directors Present	District Staff Present	Absent
Chairman/Treasurer Mark Matthews – <i>Telephonic</i> Director Arthur Shorr – <i>Telephonic</i>	Chris Christensen, Interim CEO & CFO Stephen Huyck, Accounting Manager Andrea S. Hayles, Clerk to the Board	Vice-President Leticia De Lara

AGENDA ITEMS	DISCUSSION	ACTION
I. Call to Order	Chairman Matthews called the meeting to order at 3:30 p.m.	
II. Approval of Agenda	Chairman Matthews asked for a motion to approve the agenda.	It was moved and seconded (Director Shorr, Chairman Matthews) to approve the agenda. Motion passed unanimously.
III. Public Comment	No public comment.	
IV. Approval of Minutes 1. Minutes – Meeting June 11, 2019	Chairman Matthews asked for a motion to approve the minutes of the June 11, 2019 F&A Committee meeting.	It was moved and seconded (Director Shorr, Chairman Matthews) to approve the agenda. Motion passed unanimously.
V. CEO Report	No report was provided.	
VI. Financial Reports 1. Financial Statements 2. Deposits 3. Check Register 4. Credit Card Expenditures 5. General Grants Schedule	Chris Christensen, Interim CEO, reviewed and explained the financials with the committee highlighting a net income of \$240k with a net gain on investments of \$376k.	It was moved and seconded (Director Shorr, Chairman Matthews) to approve the June 2019 Foundation Financial Reports – items 1-5 and forward to the Board for approval. Motion passed unanimously.
VII. Other Matters 1. Consideration to Approve - Ready Set Swim FY 19-20 Budget	Chris Christensen, Interim CEO, described the Ready Set Swim program budget in coordination with the partnering agency Desert Recreation District and the Palm Springs Boys and Girls Club to service the expanded District boundaries and to continue the program into the annexed area. There is a remaining \$65k from the prior	It was moved and seconded (Director Shorr, Chairman Matthews) to approve the Ready Set Swim FY 19-20 Budget and forward to the Board for approval. Motion passed unanimously.



DESERT HEALTHCARE FOUNDATION
FINANCE, ADMINISTRATION, REAL ESTATE AND LEGAL COMMITTEE
MEETING MINUTES
July 9, 2019

<p>2. Consideration to Approve Transfer Foundation Operating bank account from Pacific Premier to Union Bank</p>	<p>fiscal year that will require District grant funding to the Foundation for \$200k. Service Agreements will be brought to the July Board meeting for consideration of approval</p> <p>Chris Christensen, Interim CEO, explained that the Foundation recently had challenges opening the account for the Summer Homelessness Survival Fund with Pacific Premier. Additionally, there have been other challenges with Pacific Premier such as changes in management and the decline in professional services. Approximately \$800k would be transferred to Union Bank upon final approval of the Board.</p>	<p>It was moved and seconded (Director Shorr, Chairman Matthews) to approve the transfer of the Foundation operating bank account from Pacific Premier to Union Bank and to forward to the Board for approval.</p> <p>Motion passed unanimously.</p>
<p>VIII. Adjournment</p>	<p>Chairman Matthews adjourned the meeting at 3:47 p.m.</p>	<p>Audio recording available on the website at http://dhcd.org/Agendas-and-Documents</p>

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

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

DESERT HEALTHCARE FOUNDATION
JULY & AUGUST 2019 FINANCIAL STATEMENTS
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Desert Healthcare Foundation
Profit & Loss Budget vs. Actual
 July through August 2019

	MONTH						TOTAL		
	Jul 19	Budget	\$ Over Budget	Aug 19	Budget	\$ Over Budget	Jul - Aug 19	Budget	\$ Over Budget
Income									
4000 · Gifts and Contributions	3,440	-	3,440	11,185	-	11,185	14,625	-	14,625
4003 · Grants	-	29,167	(29,167)	-	29,167	(29,167)	-	58,334	(58,334)
4116 · Bequests - Frederick Lowe	4,780	5,417	(637)	11,102	5,417	5,685	15,882	10,834	5,048
4130 · Misc. Income	-	83	(83)	-	83	(83)	-	166	(166)
8015 · Investment Interest Income	12,629	8,333	4,296	17,248	8,333	8,915	29,877	16,666	13,211
8040 · Restr. Unrealized Gain/(Loss)	33,076	14,583	18,493	33,819	14,583	19,236	66,895	29,166	37,729
Total Income	53,925	57,583	(3,658)	73,354	57,583	15,771	127,279	115,166	12,113
Expense									
5001 · Accounting Services Expense	661	667	(6)	661	667	(6)	1,322	1,334	(12)
5035 · Dues & Memberships Expense	-	42	(42)	-	42	(42)	-	84	(84)
5057 · Investment Fees Expense	6,892	2,500	4,392	2,500	2,500	-	9,392	5,000	4,392
5065 · Legal Costs Ongoing Expense	-	83	(83)	-	83	(83)	-	166	(166)
5101 · DHCD-Exp Alloc Wages & benefits	25,473	27,854	(2,381)	25,473	27,854	(2,381)	50,946	55,708	(4,762)
5106 · Marketing & Communications	21	3,958	(3,937)	21	3,958	(3,937)	42	7,916	(7,874)
5110 · Other Expenses	(5)	417	(422)	-	417	(417)	(5)	834	(839)
5115 · Postage & Shipping Expense	-	8	(8)	-	8	(8)	-	16	(16)
5120 · Professional Fees Expense	-	83	(83)	-	83	(83)	-	166	(166)
5210 · RSS Jr - Overhead Allocation	(861)	(1,417)	556	(849)	(1,417)	568	(1,710)	(2,834)	1,124
8051 · Major grant expense	-	20,833	(20,833)	13,593	20,833	(7,240)	13,593	41,666	(28,073)
8052 · Grant Expense - Collective/Mini	-	27,500	(27,500)	-	27,500	(27,500)	-	55,000	(55,000)
8053 · Grant Expense - RSS Jr	-	5,000	(5,000)	-	5,000	(5,000)	-	10,000	(10,000)
Total Expense Before Social Services Fund	32,182	87,528	(55,346)	41,399	87,528	(46,129)	73,581	175,056	(101,475)
5054 · Social Services Fund	-	3,333	(3,333)	6,000	3,333	2,667	6,000	6,666	(666)
Net Income	21,743	(33,278)	55,021	25,955	(33,278)	59,233	47,698	(66,556)	114,254

Desert Healthcare Foundation
Balance Sheet
As of August 31, 2019

	Aug 31, 19
ASSETS	
Current Assets	
Checking/Savings	
100 · CASH	
146 · Checking - Pacific Premier 6718	762,814
149 · Money Market - Pacific Premier	1,943
150 · Petty Cash	200
151 · Checking - Union Bank 7611	517,102
155 · Summer Homeless Survival Fund	4,726
Total Checking/Savings	1,286,785
Other Current Assets	
476-486 · INVESTMENTS	
477 · Morgan Stanley-Investments	
477.2 · Unrealized Gain/(Loss)	135,964
477 · Morgan Stanley-Investments - Other	3,930,184
Total 477 · Morgan Stanley-Investments	4,066,148
486 · Merrill Lynch	
486.1 · Merrill Lynch Unrealized Gain	363,447
486 · Merrill Lynch - Other	1,664,875
Total 486 · Merrill Lynch	2,028,322
Total 476-486 · INVESTMENTS	6,094,470
500 · CONTRIBUTIONS -RCVB -CRTS	
515 · Contrib RCVB-Pressler CRT	66,389
530 · Contrib RCVB-Guerts CRT	122,540
Total 500 · CONTRIBUTIONS -RCVB -CRTS	188,929
601 · Prepaid Payables	2,178
Total Other Current Assets	6,285,577
Total Current Assets	7,572,362
TOTAL ASSETS	7,572,362

Desert Healthcare Foundation
Balance Sheet
As of August 31, 2019

		Aug 31, 19
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
	Accounts Payable	53,887
	Other Current Liabilities	
	2190 · Current - Grants payable	2,691,234
	Total Current Liabilities	2,745,121
Long Term Liabilities		
	2186 · Grants payable	2,260,000
	Total Liabilities	5,005,121
Equity		
	3900 · Retained Earnings	2,519,543
	Net Income	47,698
	Total Equity	2,567,241
TOTAL LIABILITIES & EQUITY		7,572,362

DESERT HEALTHCARE FOUNDATION					
BALANCE SHEET 8/31/19					
ALLOCATION OF MAJOR CATEGORIES/LIABILITIES					
		T/B	GENERAL Fund	Restricted Funds	Trusts
ASSETS					
	146 · Checking Pacific Premier 6718	762,814	762,814		
	149 · Money Market Pacific Premier Bank	1,943	1,943		
	150 · Petty Cash	200	200		
	151 · Checking - Union Bank 7611	517,102	517,102		
	155 · Summer Homeless Survival Fund	4,726		4,726	
	Total 100 · CASH - UNRESTRICTED	1,286,785	1,282,059	4,726	-
	477 · Invt-Morgan Stanley				
	477.2 · Unrealized Gain	135,964	135,964		
	477 · Invt-Morgan Stanley	3,930,184		3,930,184	
	Total 477 · Invt-Morgan Stanley	4,066,148	135,964	3,930,184	
6441	486.1 · Merrill Lynch Unrealized Gain	363,447	363,447		
	486 · Merrill Lynch	1,664,875	648,551	1,016,324	
	Total 486 · Merrill Lynch	2,028,322	1,011,998	1,016,324	
	515 · Contrib RCVB-Pressler CRT	66,389			66,389
	530 · Contrib RCVB-Guerts CRT	122,540			122,540
	601 - Prepaid payables	2,178	2,178		
	Total Current Assets	7,572,362	2,432,199	4,951,234	188,929
	TOTAL ASSETS	7,572,362	2,432,199	4,951,234	188,929
LIABILITIES & EQUITY					
Liabilities					
Current Liabilities					
Accounts Payable					
	1000 · Accounts Payable	639	639		
	1052 - Account Payable - DHCD - Alloc Expenses	53,248	53,248		
	2190 - Grants Payable - Current Portion	2,691,234		2,691,234	
	Total Current Liabilities	2,745,121	53,887	2,691,234	-
	2186 - Grant Payable - Long Term	2,260,000		2,260,000	
	Total Liabilities	5,005,121	53,887	4,951,234	-
Equity					
	3900 · Retained Earnings	2,519,543	2,330,614		188,929
	Net Income	47,698	47,698		
	Total Equity	2,567,241	2,378,312	-	188,929
	TOTAL LIABILITIES & EQUITY	7,572,362	2,432,199	4,951,234	188,929

Desert Healthcare Foundation
Deposit Detail
 July through August 2019

Type	Date	Name	Account	Amount
Deposit	07/01/2019		155 · Summer Homeless Survival Fund	5
		Pacific Premier	5110 · Other Expenses - Bank Fee Refund	(5)
TOTAL				(5)
Deposit	07/25/2019		146 · Checking - Pacific Premier 6718	1,000,000
Payment	07/25/2019	Desert Healthcare Dist.	1499 · Undeposited Funds - Grant #1006 from DHCD (Homelessness Initiative)	(1,000,000)
TOTAL				(1,000,000)
Deposit	07/31/2019		146 · Checking - Pacific Premier 6718	4,780
		Music Theater International	4116 · Bequests - Frederick Lowe	(581)
		Warner Music Group Services	4116 · Bequests - Frederick Lowe	(467)
		American Society of Composers	4116 · Bequests - Frederick Lowe	(3,733)
TOTAL				(4,781)
Deposit	07/31/2019		155 · Summer Homeless Survival Fund	3,440
		Misc.	4000 · Gifts and Contributions	(100)
		Misc.	4000 · Gifts and Contributions	(1,000)
		Misc.	4000 · Gifts and Contributions	(200)
		Misc.	4000 · Gifts and Contributions	(100)
		Misc.	4000 · Gifts and Contributions	(100)
		Misc.	4000 · Gifts and Contributions	(100)
		Misc.	4000 · Gifts and Contributions	(25)
		Misc.	4000 · Gifts and Contributions	(100)
		Misc.	4000 · Gifts and Contributions	(25)
		Misc.	4000 · Gifts and Contributions	(40)
		Misc.	4000 · Gifts and Contributions	(100)
		Misc.	4000 · Gifts and Contributions	(100)
		Misc.	4000 · Gifts and Contributions	(100)
		Misc.	4000 · Gifts and Contributions	(100)
		Misc.	4000 · Gifts and Contributions	(100)
		Misc.	4000 · Gifts and Contributions	(200)
		Misc.	4000 · Gifts and Contributions	(50)
		Misc.	4000 · Gifts and Contributions	(75)
		Misc.	4000 · Gifts and Contributions	(25)

Desert Healthcare Foundation
Deposit Detail
 July through August 2019

Type	Date	Name	Account	Amount
		Misc.	4000 · Gifts and Contributions	(100)
		Misc.	4000 · Gifts and Contributions	(100)
		Misc.	4000 · Gifts and Contributions	(100)
		Misc.	4000 · Gifts and Contributions	(500)
TOTAL				(3,440)
Deposit	08/08/2019		155 · Summer Homeless Survival Fund	2,500
		PayPal Transfer	4000 · Gifts and Contributions	(2,500)
TOTAL				(2,500)
Deposit	08/20/2019		151 · Checking - Union Bank 7611	17,102
		American Society of Composers	4116 · Bequests - Frederick Lowe	(11,102)
		Fidelity Charitable	4000 · Gifts and Contributions	(6,000)
TOTAL				(17,102)
Deposit	08/21/2019		155 · Summer Homeless Survival Fund	2,685
		Misc.	4000 · Gifts and Contributions	(2,536)
		Misc.	4000 · Gifts and Contributions	(149)
TOTAL				(2,685)
			Total - Summer Homeless Survival Fund	8,630
			Total - Foundation General Account	1,021,882

Desert Healthcare Foundation
Check Register
 July through August 2019

Type	Date	Num	Name	Amount
100 · CASH				
146 · Checking - Pacific Premier 6718				
Bill Pmt -Check	07/09/2019	11020	Alejandro Espinoza	(249)
Bill Pmt -Check	07/09/2019	11021	Desert Recreation District	(24,437)
Bill Pmt -Check	07/09/2019	11022	Healthify, Inc.	(43,000)
Bill Pmt -Check	07/09/2019	11023	Meghan Kane-	(207)
Bill Pmt -Check	07/16/2019	11024	Alejandro Espinoza	(15)
Bill Pmt -Check	07/16/2019	11025	The Desert Sun	(3,000)
Bill Pmt -Check	07/16/2019	11026	Vanessa Smith	(47)
Bill Pmt -Check	07/18/2019	11027	Cardmember Services	(21)
Bill Pmt -Check	07/31/2019	11028	Martha's Village & Kitchen-VOID	-
Bill Pmt -Check	08/07/2019	11029	Palms to Pines Printing	(2,248)
Bill Pmt -Check	08/08/2019	11030	Coachella Valley Rescue Mission	(13,000)
Bill Pmt -Check	08/08/2019	11031	Desert Healthcare Foundation (Trf to new bank account)	(500,000)
Bill Pmt -Check	08/08/2019	11032	Morgan Stanley-VOID	-
Bill Pmt -Check	08/12/2019	11033	Martha's Village & Kitchen-VOID	-
Bill Pmt -Check	08/19/2019	11034	Cardmember Services	(21)
Bill Pmt -Check	08/19/2019	11035	Coachella Valley Assoc of Governments	(400,000)
Bill Pmt -Check	08/19/2019	11036	Desert Regional Medical Ctr Aux	(6,000)
Bill Pmt -Check	08/19/2019	11037	Martha's Village & Kitchen	(36,090)
Bill Pmt -Check	08/19/2019	11038	Palms to Pines Printing	(1,315)
Bill Pmt -Check	08/19/2019	11039	Vanessa Smith	(18)
Total 146 · Checking - Pacific Premier 6718				(1,029,668)
155 · Summer Homeless Survival Fund				
Bill Pmt -Check	08/08/2019	1001	Coachella Valley Rescue Mission	(13,000)
Bill Pmt -Check	08/19/2019	1002	Word of Life Fellowship Center-VOID (reissued in Sept)	-
Bill Pmt -Check	08/19/2019	1003	Word of Life Fellowship Center-VOID (reissued in Sept)	-
Total 155 · Summer Homeless Survival Fund				(13,000)
TOTAL				(1,042,668)

Desert Healthcare Foundation
Details for credit card Expenditures
Credit card purchases - June 2019 - Paid July 2019

Number of credit cards held by Foundation personnel - 2

Credit Card Limit - \$5,000

Credit Card Holders:

Chief Executive Officer

Chris Christensen - Chief Financial Officer

Routine types of charges:

Office Supplies, Dues for membership, Supplies for Projects, Programs, etc.

Year	Statement		Expense Type	Amount	Purpose
	Month Charged	Total Charges			
		\$ 20.99			
Chris' Statement:					
2019	June	\$ 20.99	Foundation		
			5106	\$ 10.00	Desert Sun subscription - marketing
			5106	\$ 10.99	cvHIP.com hosting
				\$ 20.99	

Desert Healthcare Foundation
Details for credit card Expenditures
Credit card purchases - July 2019 - Paid August 2019

Number of credit cards held by Foundation personnel - 2

Credit Card Limit - \$5,000

Credit Card Holders:

Conrado Barzaga - Chief Executive Officer

Chris Christensen - Chief Financial Officer

Routine types of charges:

Office Supplies, Dues for membership, Supplies for Projects, Programs, etc.

Year	Statement		Expense Type	Amount	Purpose
	Month Charged	Total Charges			
		\$ 20.99			
Chris' Statement:					
2019	July	\$ 20.99	Foundation		
			5106	\$ 10.00	Desert Sun subscription - marketing
			5106	\$ 10.99	cvHIP.com hosting
				\$ 20.99	

