



**DESERT HEALTHCARE DISTRICT
FINANCE, ADMINISTRATION, REAL ESTATE, LEGAL, AND COMMITTEE
MEETING MINUTES
October 8, 2019**

Directors Present	District Staff Present	Absent
Chair/Treasurer Mark Matthews Vice-President Leticia De Lara	Conrado E. Bázquez, MD, Chief Executive Officer Chris Christensen, Chief Administration Officer Alejandro Espinoza, Program Officer and Outreach Director Stephen Huyck, Accounting Manager Meghan Kane, Community Health Analyst Andrea S. Hayles, Clerk to the Board	Director Arthur Shorr

AGENDA ITEMS	DISCUSSION	ACTION
I. Call to Order	Chair Matthews called the meeting to order at 3 p.m.	
II. Approval of Agenda	Chair Matthews asked for a motion to approve the agenda.	Moved and seconded by Chair Matthews and Vice-President De Lara to approve the agenda. Motion passed unanimously.
III. Public Comment	There was no public comment.	
IV. Approval of Minutes 1. F&A Minutes – Meeting September 10, 2019	Chair Matthews motioned to approve the September 10, 2019 minutes.	Moved and seconded by Vice-President De Lara and Chair Matthews to approve the minutes. Motion passed unanimously.
V. CEO Report	No report was provided.	
VI. Chief Administration Officer's Report 1. LPMP Leasing Update	Chris Christensen, CAO, explained that Cohen Musch has relocated to the approved suite with an interested party in the newly vacated suite. A new proposal for suite 2W 107 is in the process of negotiations. There are currently three vacancies at Las Palmas Plaza that the broker is marketing.	
VII. Financial Reports 1. District and LPMP Financial Statements 2. Accounts Receivable Aging Summary 3. District – Deposits	Chris Christensen, CAO, provided an overview of the financials. The District is presently ahead of the budget due to grants that have not been awarded. The committee	Moved and seconded by Vice-President De Lara and Chair Matthews to approve the September 2019 District Financial Reports - Items 1-10 and to forward to the Board for approval.

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<p>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>	<p>reviewed the financials and moved to approve.</p>	<p>Motion passed unanimously.</p>
<p>VIII. Other Matters 1. Craig Hartzheim – Moss Levy & Hartzheim – FY 2019 Audit Reports – District & RPP a. Management Letter, Communication Letter, Internal Controls Report b. District Audit Report c. RPP Audit Report</p> <p>2. Auditing Firms – Request for Proposal</p>	<p>Craig Hartzheim, Moss, Levy & Hartzheim, provided details of the preliminary audit in May, detailing both the District, Foundation, and Pension Plan. Mr. Hartzheim provided an overview of the Management Letter, General Expenses, and the Rental Income with highlights of the audit report. Similar to 2018, Mr. Hartzheim explained that there is a potential liability given the small accounting department, but the District is transparent with Board review.</p> <p>Vice-President De Lara suggests that the District consider a grant writer to obtain more revenue for state and federal grant submissions.</p> <p>Chris Christensen, CAO, explained that the District evaluates a new auditing firm every 5 years. The nine auditing firms were detailed for proposal requests.</p>	<p>Moved and seconded by Vice-President De Lara and Chair Matthews to approve the audited financials and forward to the Board for approval. Motion passed unanimously.</p> <p>Moved and seconded by Vice-President De Lara and Chair Matthews to approve the auditing firms request for proposal and forward to the Board for approval. Motion passed unanimously.</p>

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<p>3. LPMP Lease Renewal – Suite 3E 104-105 – Laboratory Corporation of America</p>	<p>Chris Christensen, CAO, explained that the current lease is on a month-to-month basis, and a 3-year lease term has been identified. The monthly base rent is \$1.55/sq. ft. and the Tenant Improvement Allowance is \$20/sq. ft.</p>	<p>Moved and seconded by Vice-President De Lara and Chair Mathews to approve the LPMP lease renewal – Laboratory Corporation of America and forward to the Board for approval. Motion passed unanimously.</p>
<p>4. Las Palmas Medical Plaza – Fire Sprinkler Alarm Proposal</p>	<p>Chris Christensen, CAO, detailed the work to date and the requirements of having a monitoring service for the fire sprinkler alarm system on the west side of the medical plaza. Staff recommended option 1 that includes a monitoring fee of \$75 per month.</p>	<p>Moved and seconded by Vice-President De Lara and Chair Mathews to approve the La Palmas Medical Plaza fire sprinkler alarm proposal and forward to the board for approval. Motion passed unanimously.</p>
<p>5. Political Consultants for Potential Hospital Lease/Transaction</p>	<p>Conrado E. Barzaga, MD, CEO, explained the Tenet negotiations and the need for a political consultant at the request of the Board – requesting approval up to \$70k for phase 1 feasibility.</p> <p>Chair Mathews suggested that staff bring forward an agreement for approval.</p> <p>Vice-President De Lara requested that staff compare the services and fees of local political consultants</p>	<p>Moved and seconded by Vice-President De Lara and Chair Mathews to forward to the Board the political consultant’s proposals, including local firms for potential hospital lease/transaction for approval. Motion passed unanimously.</p>
<p>6. Policy Map – 15 Month Subscription - \$5,005.54</p>	<p>Alejandro Espinoza, Program Officer and Outreach Director, provided the details of Policy Map – an online mapping tool. Policy Map provides access to proprietary interactive maps.</p>	



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	<p>Vice-President De Lara inquired how SHAPE, the county program, and Lift to Rise’s portal differ from Policy Map, explaining that the District should be collaborating with other agencies, and she will not support the Policy Map. The District is the healthcare leader for the Coachella Valley, and more community-based collaboration and comparisons are necessary as opposed to duplicating services.</p> <p>Mr. Espinoza explained that he will be presenting the data maps to the Board from Policy Map, such as a demo that includes the capabilities of all three platforms.</p> <p>Chair Matthews inquired on the goals of the maps, which are the best, and how the committee makes the determination.</p> <p>Conrado E. Bázaga, CEO, explained that Lift to Rise’s data portal is not intuitive, difficult to navigate, he has not noted anything meaningful, and there are limitations and restrictions to point in time. The maps the District will create are specific to the Coachella Valley and a repository of data for the public to utilize. It is also difficult for Lift to Rise to maintain the portal primarily due to the</p>	
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	expenses since the tool is owned by the University of Southern California. Lift to Rise and the entire community will benefit from the data and policy analysis with Policy Map.	
IV. Adjournment	Chair Matthews adjourned the meeting at 4:31 p.m.	Audio recording available on the website at http://dhcd.org/Agendas-and-Documents

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