



DESERT HEALTHCARE FOUNDATION
Finance, Legal, Administration, & Real Estate Committee Meeting
November 12, 2019

A meeting of the Finance, Legal, Administration, & Real Estate Committee of the Desert Healthcare Foundation will be held at 3:30 PM (or immediately following the adjournment of the Desert healthcare District's F&A Committee meeting) Tuesday, November 12, 2019, in the conference room on the 2nd floor of the Jerry Stergios Building, 1140 N. Indian Canyon Drive, Palm Springs, California.

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

ACTION

1. Minutes – Meeting October 8, 2019 - Pg. 2-3

V. CEO REPORT

VI. FINANCIAL REPORT

ACTION

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

VII. OTHER MATTERS

1. N/A

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
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 4:31 p.m.	
II. Approval of Agenda	Chair Matthews asked for a motion to approve the agenda.	Moved and seconded by Vice-President De Lara and Chair Matthews to approve the agenda. Motion passed unanimously.
III. Public Comment	No public comment.	
IV. Approval of Minutes 1. Minutes – Meeting September 10, 2019	Chair Matthews asked for a motion to approve the minutes of the September 10, 2019 F&A Committee meeting.	Moved and seconded Vice-President De Lara and Chair 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, CAO, explained the September financial reports.	Moved and seconded Vice-President De Lara and Chair Matthews to approve the September 2019 Foundation Financial Reports – items 1-5 and forward to the Board for approval. Motion passed unanimously.
VII. Other Matters 1. Craig Hartzheim – Moss Levy & Hartzheim – FY 2019 Audit Report -	The Foundation FY 2019 audit report was presented with the District’s audit report to move forward to the Board for approval.	
VIII. Adjournment	Chair Matthews adjourned the meeting at 4:41 p.m.	Audio recording available on the website at http://dhcd.org/Agendas-and-Documents



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

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

DRAFT

**DESERT HEALTHCARE FOUNDATION
OCTOBER 2019 FINANCIAL STATEMENTS
INDEX**

Statement of Operations					
Balance sheet					
Allocation of Restricted Funds					
Deposit Detail					
Check Register					
Credit Card Expenditures					
Schedule of Grants					

Desert Healthcare Foundation
Profit & Loss Budget vs. Actual
 July through October 2019

	MONTH			TOTAL		
	Oct 19	Budget	\$ Over Budget	Jul - Oct 19	Budget	\$ Over Budget
Income						
4000 · Gifts and Contributions	5,329	-	5,329	20,381	-	20,381
4003 · Grants	-	29,167	(29,167)	200,000	116,667	83,333
4116 · Bequests - Frederick Lowe	3,828	5,417	(1,588)	19,711	21,667	(1,956)
4130 · Misc. Income	-	83	(83)	-	333	(333)
8015 · Investment Interest Income	26,041	8,333	17,708	61,442	33,333	28,109
8040 · Restr. Unrealized Gain/(Loss)	(6,696)	14,583	(21,280)	112,346	58,333	54,012
Total Income	28,502	57,583	(29,081)	413,879	230,333	183,546
Expense						
5001 · Accounting Services Expense	661	667	(6)	2,643	2,667	(23)
5035 · Dues & Memberships Expense	25	42	(17)	25	167	(142)
5057 · Investment Fees Expense	7,039	2,500	4,539	18,595	10,000	8,595
5065 · Legal Costs Ongoing Expense	-	83	(83)	-	333	(333)
5101 · DHCD-Exp Alloc Wages& benefits	25,473	27,854	(2,381)	101,892	111,416	(9,524)
5106 · Marketing & Communications	189	3,958	(3,769)	1,252	15,833	(14,581)
5110 · Other Expenses	356	417	(61)	971	1,667	(695)
5115 · Postage & Shipping Expense	-	8	(8)	-	33	(33)
5120 · Professional Fees Expense	-	83	(83)	-	333	(333)
5210 · RSS Jr - Overhead Allocation	(898)	(1,417)	519	(3,472)	(5,667)	2,195
8051 · Major grant expense	3,912	20,833	(16,922)	218,716	83,333	135,383
8052 · Grant Expense - Collective/Mini	-	27,500	(27,500)	-	110,000	(110,000)
8053 · Grant Expense - RSS Jr	-	5,000	(5,000)	-	20,000	(20,000)
Total Expense Before Social Services Fund	36,756	87,529	(50,773)	340,623	350,116	(9,494)
5054 · Social Services Fund	-	3,333	(3,333)	6,000	13,333	(7,333)
Net Income	(8,254)	(33,279)	25,025	67,257	(133,116)	200,373

Desert Healthcare Foundation
Balance Sheet

As of October 31, 2019

		Oct 31, 19
ASSETS		
Current Assets		
Checking/Savings		
100 · CASH		
	146 · Checking - Pacific Premier 6718	500,646
	149 · Money Market - Pacific Premier	1,944
	150 · Petty Cash	200
	151 · Checking - Union Bank 7611	710,811
	155 · Summer Homeless Survival Fund	4,734
Total Checking/Savings		1,218,336
Other Current Assets		
476-486 · INVESTMENTS		
477 · Morgan Stanley-Investments		
	477.2 · Unrealized Gain/(Loss)	111,095
	477 · Morgan Stanley-Investments - Other	3,946,535
Total 477 · Morgan Stanley-Investments		4,057,630
486 · Merrill Lynch		
	486.1 · Merrill Lynch Unrealized Gain	423,569
	486 · Merrill Lynch - Other	1,681,084
Total 486 · Merrill Lynch		2,104,653
Total 476-486 · INVESTMENTS		6,162,283
500 · CONTRIBUTIONS -RCVB -CRTS		
	515 · Contrib RCVB-Pressler CRT	63,217
	530 · Contrib RCVB-Guerts CRT	126,022
Total 500 · CONTRIBUTIONS -RCVB -CRTS		189,239
601 · Prepaid Payables		4,357
Total Other Current Assets		6,355,878
Total Current Assets		7,574,213
TOTAL ASSETS		7,574,213

Desert Healthcare Foundation
Balance Sheet

As of October 31, 2019

				Oct 31, 19
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
		1000 · Accounts Payable		540
		1052 · Account payable-DHCD Exp Alloc		107,456
Total Accounts Payable				107,996
Other Current Liabilities				
		2101 · Payroll Liabilities		(882)
		2111 · Direct Deposit Liabilities		(2,284)
		2190 · Current - Grants payable		2,847,273
Total Other Current Liabilities				2,844,108
Total Current Liabilities				2,952,104
Long Term Liabilities				
		2186 · Grants payable		2,260,000
Total Liabilities				5,212,104
Equity				
		3900 · Retained Earnings		2,294,853
		Net Income		67,257
Total Equity				2,362,109
TOTAL LIABILITIES & EQUITY				7,574,213

DESERT HEALTHCARE FOUNDATION					
BALANCE SHEET 10/31/19					
ALLOCATION OF MAJOR CATEGORIES/LIABILITIES					
		T/B	GENERAL Fund	Restricted Funds	Trusts
ASSETS					
	146 · Checking Pacific Premier 6718	500,646	500,646		
	149 · Money Market Pacific Premier Bank	1,944	1,944		
	150 · Petty Cash	200	200		
	151 · Checking - Union Bank 7611	710,811	710,811		
	155 · Summer Homeless Survival Fund	4,734		4,734	
	Total 100 · CASH - UNRESTRICTED	1,218,336	1,213,602	4,734	-
	477 · Invt-Morgan Stanley				
	477.2 · Unrealized Gain	111,095	111,095		
	477 · Invt-Morgan Stanley	3,946,535		3,946,535	
	Total 477 · Invt-Morgan Stanley	4,057,630	111,095	3,946,535	
6441	486.1 · Merrill Lynch Unrealized Gain	423,569	423,569		
	486 · Merrill Lynch	1,681,084	525,079	1,156,004	
	Total 486 · Merrill Lynch	2,104,653	948,649	1,156,004	
	515 · Contrib RCVB-Pressler CRT	63,217			63,217
	530 · Contrib RCVB-Guerts CRT	126,022			126,022
	601 - Prepaid payables	4,357	4,357		
	Total Current Assets	7,574,213	2,277,702	5,107,273	189,239
	TOTAL ASSETS	7,574,213	2,277,702	5,107,273	189,239
LIABILITIES & EQUITY					
Liabilities					
Current Liabilities					
Accounts Payable					
	1000 · Accounts Payable	540	540		
	1052 - Account Payable - DHCD - Alloc Expenses	107,456	107,456		
	Other Current Liabilities	(3,165)	(3,165)		
	2190 - Grants Payable - Current Portion	2,847,273		2,847,273	
	Total Current Liabilities	2,952,104	104,831	2,847,273	-
	2186 - Grant Payable - Long Term	2,260,000		2,260,000	
	Total Liabilities	5,212,104	104,831	5,107,273	-
Equity					
	3900 · Retained Earnings	2,294,853	2,105,614		189,239
	Net Income	67,257	67,257		
	Total Equity	2,362,109	2,172,871	-	189,239
	TOTAL LIABILITIES & EQUITY	7,574,213	2,277,702	5,107,273	189,239

Desert Healthcare Foundation
Deposit Detail
 October 2019

Type	Date	Name	Account	Amount
Deposit	10/10/2019		151 · Checking - Union Bank 7611	200,000
Payment	10/10/2019	Desert Healthcare Dist. - Grant#1025 RSS	1499 · Undeposited Funds	(200,000)
TOTAL				(200,000)
Deposit	10/15/2019		151 · Checking - Union Bank 7611	3,828
		American Society of Composers	4116 · Bequests - Frederick Lowe	(3,828)
TOTAL				(3,828)
Deposit	10/17/2019		155 · Summer Homeless Survival Fund	5,329
		Desert Healthcare Foundation	4000 · Gifts and Contributions	(5,329)
TOTAL				(5,329)
			Total - Foundation Checking 7611	203,828
			Total - Summer Homeless Survival Fund	5,329

Desert Healthcare Foundation
Check Register
As of October 31, 2019

Type	Date	Num	Name	Amount
100 · CASH				
146 · Checking - Pacific Premier 6718				
Bill Pmt -Check	10/03/2019	11045	Meghan Kane-	(89)
Bill Pmt -Check	10/03/2019	11046	Vanessa Smith	(70)
Bill Pmt -Check	10/08/2019	11047	Alejandro Espinoza	(1,101)
Bill Pmt -Check	10/08/2019	11048	Boys & Girls Club of Palm Springs	(7,460)
Bill Pmt -Check	10/08/2019	11049	City of Palm Springs	(25)
Bill Pmt -Check	10/08/2019	11050	Coachella Valley Assoc of Governments	(200,000)
Bill Pmt -Check	10/08/2019	11051	Desert Recreation District	(698)
Bill Pmt -Check	10/08/2019	11052	EVALCORP	(8,700)
Bill Pmt -Check	10/08/2019	11053	Vanessa Smith	(43)
Total 146 · Checking - Pacific Premier 6718				(218,186)
151 · Checking - Union Bank 7611				
Bill Pmt -Check	10/16/2019	5000	Desert Healthcare Foundation-Summer Homeless FDN Match	(5,329)
Check	10/25/2019		Bank Service Charge	(196)
Bill Pmt -Check	10/29/2019	5001	Attorney General's Registry of Charitable	(150)
Bill Pmt -Check	10/29/2019	5002	Cardmember Services	(2,000)
Bill Pmt -Check	10/29/2019	5003	Franchise Tax Board	(10)
Bill Pmt -Check	10/29/2019	5004	Palms to Pines Printing	(1,846)
Total 151 · Checking - Union Bank 7611				(9,531)
155 · Summer Homeless Survival Fund				
Bill Pmt -Check	10/08/2019	1006	Community Presbyterian Church of CC	(682)
Bill Pmt -Check	10/16/2019	1007	Community Presbyterian Church of CC	(1,568)
Bill Pmt -Check	10/16/2019	1008	Word of Life Fellowship Center	(1,274)
Bill Pmt -Check	10/29/2019	1009	Community Presbyterian Church of CC	(388)
Total 155 · Summer Homeless Survival Fund				(3,912)
Total 100 · CASH				(231,629)
TOTAL				(231,629)

DESERT HEALTHCARE FOUNDATION							
OUTSTANDING GRANTS AND GRANT PAYMENT SCHEDULE							
October 31, 2019							
TWELVE MONTHS ENDED JUNE 30, 2020							
A/C 2190 and A/C 2186-Long term			6/30/2019	New Grants	Total Paid	10/31/2019	
Grant ID Nos.	Name		Open	Current Yr	July-June	Open	
			BALANCE	2019-2020		BALANCE	
	Mayor's Check recorded - \$100K HP		\$ 31,898		\$ 6,832	\$ 25,066	100 HP-cvHIP
	Mayor's Check recorded - \$100K HP		\$ 100,000		\$ -	\$ 100,000	100 HP - cvHIP
BOD - 7/25/17 (#937)	*West Valley Homelessness Initiative - Matching Grant		\$ 1,125,712		\$ 654,510	\$ 471,201	Homelessness
BOD - 9/26/17- RSS	RSS Funds-From Investment Funds for additional 4th year		\$ 53,810		\$ -	\$ 53,810	RSS
TCE Grant 01/31/18	Cal Endowment - Community & Health Policy Analysts 12/1/17- 11/30/18		\$ 64,817		\$ 27,128	\$ 37,689	TCE
BOD - 04/24/18	Behavioral Health Initiative Collective Fund		\$ 1,985,200		\$ 33,200	\$ 1,952,000	Behavioral Health
BOD - 06/26/18 BOD	Avery Trust Funds-Committed to Pulmonary services		\$ 1,000,000		\$ -	\$ 1,000,000	
BOD - 10/23/18 BOD	RSS Grant from Desert Healthcare District		\$ 16,762		\$ 5,818	\$ 10,945	
BOD - 5/28/19 BOD (#993)	Galilee Center - Emergency Services		\$ 41,250		\$ -	\$ 41,250	
BOD - 6/25/19 BOD (#1006)	DHCD - Homelessness Initiative Collective Fund		\$ 1,000,000		\$ -	\$ 1,000,000	
F&A - 06/11/19	\$300k East Valley Grant Funding - \$225k Balance		\$ 225,000		\$ -	\$ 225,000	
BOD - 09/24/19 BOD (#1025)	RSS Grant from Desert Healthcare District			\$ 200,000	\$ 9,689	\$ 190,311	
TOTAL GRANTS			\$ 5,644,450	\$ 200,000	\$ 737,177	\$ 5,107,273	
Summary: As of 10/31/19			\$ 217,292		A/C 2190	\$ 2,847,273	
Health Portal (CVHIP):	\$ 125,066		\$ 200,000		A/C 2186	\$ 2,260,000	
Ready Set Swim	\$ 255,066		\$ 417,292		Total	\$ 5,107,273	
West Valley Homelessness Initiative	\$ 1,471,201		\$ 5,227,158		Diff	\$ -	
Cal Endowment-Analysts	\$ 37,689						
Behavioral Health Initiative Collective Fund	\$ 1,952,000						
Avery Trust - Pulmonary Services	\$ 1,000,000						
Galilee Center - Emergency Services	\$ 41,250						
\$300k East Valley Grant Funding - \$225k Balance	\$ 225,000						
Total	\$ 5,107,273						
* West Valley Homelessness Initiative - COMMITTED FUNDS \$1,980,044 (BALANCE \$1,019,956)							
Amts available/remaining for Grant/Programs - FY 2019-20:			FY20 Grant Budget				
Amount budgeted 2019-2020		\$ 640,000		\$ 250,000			
Amount granted year to date		\$ (200,000)		\$ 390,000			
Mini Grants:							
Net adj - Grants not used:							
Balance available for Grants/Programs		\$ 440,000					