



DESERT HEALTHCARE FOUNDATION
Special Finance, Legal, Administration, & Real Estate Committee Meeting
January 14, 2020

A special meeting of the Finance, Legal, Administration, & Real Estate Committee of the Desert Healthcare Foundation will be held at 4:00 PM (or immediately following the adjournment of the Desert healthcare District's F&A Committee meeting) Tuesday, January 14, 2020, 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 November 12, 2019 - Pg. 2

V. CEO REPORT

VI. FINANCIAL REPORT

ACTION

1. Financial Statements – Pg. 3-7
2. Deposits – Pg. 8
3. Check Register – Pg. 9
4. Credit Card Expenditures – Pg. 10-11
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
November 12, 2019

Directors Present	District Staff Present	Absent
Chair/Treasurer Mark Matthews Vice-President Leticia De Lara Director Arthur Shorr	Conrado E. Bárzaga, 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	

AGENDA ITEMS	DISCUSSION	ACTION
I. Call to Order	Chair Matthews called the meeting to order at 3:24 p.m.	
II. Approval of Agenda	Chair Matthews asked for a motion to approve the Agenda.	Moved and seconded 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 October 8, 2019	Chair Matthews asked for a motion to approve the minutes of the October 8, 2019 F&A Committee meeting.	Moved and seconded Director Shorr and Vice-President De Lara 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 October financial reports. Vice-President De Lara requested a re-designation for lunches as staff development.	Moved and seconded Vice-President De Lara and Director Shorr to approve the October 2019 Foundation Financial Reports – items 1-5 and forward to the Board for approval. Motion passed unanimously.
VII. Other Matters		
VIII. Adjournment	Chair Matthews adjourned the meeting at 3:27 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 Foundation Board of Directors

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

DESERT HEALTHCARE FOUNDATION					
NOVEMBER & DECEMBER 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 December 2019

	MONTH						TOTAL		
	Nov 19	Budget	\$ Over Budget	Dec 19	Budget	\$ Over Budget	Jul - Dec 19	Budget	\$ Over Budget
Income									
4000 · Gifts and Contributions	6,195	-	6,195	50,000	-	50,000	76,576	-	76,576
4003 · Grants	-	29,167	(29,167)	-	29,167	(29,167)	200,000	175,002	24,998
4116 · Bequests - Frederick Lowe	8,520	5,417	3,103	659	5,417	(4,758)	28,889	32,502	(3,613)
4130 · Misc. Income	-	83	(83)	-	83	(83)	-	498	(498)
8015 · Investment Interest Income	15,920	8,333	7,587	15,923	8,333	7,590	93,285	49,998	43,287
8040 · Restr. Unrealized Gain/(Loss)	56,450	14,583	41,867	49,396	14,583	34,813	218,192	87,498	130,694
Total Income	87,085	57,583	29,502	115,978	57,583	58,395	616,942	345,498	271,444
Expense									
5001 · Accounting Services Expense	661	667	(6)	661	667	(6)	3,966	4,002	(36)
5035 · Dues & Memberships Expense	-	42	(42)	-	42	(42)	25	252	(227)
5057 · Investment Fees Expense	2,245	2,500	(255)	2,388	2,500	(112)	23,228	15,000	8,228
5065 · Legal Costs Ongoing Expense	-	83	(83)	-	83	(83)	-	498	(498)
5101 · DHCD-Exp Alloc Wages& benefits	25,473	27,854	(2,381)	25,473	27,854	(2,381)	152,838	167,124	(14,286)
5106 · Marketing & Communications	21	3,958	(3,937)	2,911	3,958	(1,047)	4,184	23,748	(19,564)
5110 · Other Expenses	240	417	(177)	1,590	417	1,173	2,801	2,502	299
5115 · Postage & Shipping Expense	-	8	(8)	-	8	(8)	-	48	(48)
5120 · Professional Fees Expense	-	83	(83)	-	83	(83)	-	498	(498)
5210 · RSS Jr - Overhead Allocation	(475)	(1,417)	942	-	(1,417)	1,417	(3,947)	(8,502)	4,555
8051 · Major grant expense	-	20,833	(20,833)	-	20,833	(20,833)	218,716	124,998	93,718
8052 · Grant Expense - Collective/Mini	-	27,500	(27,500)	-	27,500	(27,500)	-	165,000	(165,000)
8053 · Grant Expense - RSS Jr	-	5,000	(5,000)	-	5,000	(5,000)	-	30,000	(30,000)
Total Expense Before Social Services Fund	28,166	87,528	(59,362)	33,023	87,528	(54,505)	401,813	525,168	(123,355)
5054 · Social Services Fund	6,000	3,333	2,667	-	3,333	(3,333)	12,000	19,998	(7,998)
Net Income	52,919	(33,278)	86,197	82,955	(33,278)	116,233	203,134	(199,668)	402,802

Desert Healthcare Foundation
Balance Sheet
As of December 31, 2019

					Dec 31, 19
ASSETS					
	Current Assets				
	Checking/Savings				
	100 · CASH				
			146 · Checking - Pacific Premier 6718		10,797
			149 · Money Market - Pacific Premier		1,945
			150 · Petty Cash		200
			151 · Checking - Union Bank 7611		632,287
			155 · Summer Homeless Survival Fund		10,929
			Total Checking/Savings		656,158
	Other Current Assets				
	476-486 · INVESTMENTS				
			477 · Morgan Stanley-Investments		
			477.2 · Unrealized Gain/(Loss)		82,513
			477 · Morgan Stanley-Investments - Other		3,978,222
			Total 477 · Morgan Stanley-Investments		4,060,735
			486 · Merrill Lynch		
			486.1 · Merrill Lynch Unrealized Gain		549,749
			486 · Merrill Lynch - Other		1,684,855
			Total 486 · Merrill Lynch		2,234,604
			Total 476-486 · INVESTMENTS		6,295,338
	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		4,465
			Total Other Current Assets		6,489,042
			Total Current Assets		7,145,200
	TOTAL ASSETS				7,145,200

Desert Healthcare Foundation
Balance Sheet
As of December 31, 2019

					Dec 31, 19
LIABILITIES & EQUITY					
	Liabilities				
	Current Liabilities				
	Accounts Payable				
		1000 · Accounts Payable			1,363
		1052 · Account payable-DHCD Exp Alloc			27,543
		Total Accounts Payable			28,906
	Other Current Liabilities				
		2190 · Current - Grants payable			2,358,307
		Total Current Liabilities			2,387,214
	Long Term Liabilities				
		2186 · Grants payable			2,260,000
		Total Liabilities			4,647,214
	Equity				
		3900 · Retained Earnings			2,294,853
		Net Income			203,134
		Total Equity			2,497,986
	TOTAL LIABILITIES & EQUITY				7,145,200

DESERT HEALTHCARE FOUNDATION						
BALANCE SHEET 12/31/19						
ALLOCATION OF MAJOR CATEGORIES/LIABILITIES						
			T/B	GENERAL	Restricted	
				Fund	Funds	Trusts
ASSETS						
		146 · Checking Pacific Premier 6718	10,797	10,797		
		149 · Money Market Pacific Premier Bank	1,945	1,945		
		150 · Petty Cash	200	200		
		151 · Checking - Union Bank 7611	632,287	632,287		
		155 · Summer Homeless Survival Fund	10,929		10,929	
Total 100 · CASH - UNRESTRICTED			656,158	645,229	10,929	-
477 · Invt-Morgan Stanley						
		477.2 · Unrealized Gain	82,513	82,513		
		477 · Invt-Morgan Stanley	3,978,222		3,978,222	
Total 477 · Invt-Morgan Stanley			4,060,735	82,513	3,978,222	
6441		486.1 · Merrill Lynch Unrealized Gain	549,749	549,749		
		486 · Merrill Lynch	1,684,855	1,055,698	629,157	
Total 486 · Merrill Lynch			2,234,604	1,605,447	629,157	
		515 · Contrib RCVB-Pressier CRT	63,217			63,217
		530 · Contrib RCVB-Guerts CRT	126,022			126,022
		601 - Prepaid payables	4,465	4,465		
Total Current Assets			7,145,200	2,337,654	4,618,307	189,239
TOTAL ASSETS			7,145,200	2,337,654	4,618,307	189,239
LIABILITIES & EQUITY						
Liabilities						
Current Liabilities						
Accounts Payable						
		1000 · Accounts Payable	1,363	1,363		
		1052 - Account Payable - DHCD - Alloc Expenses	27,543	27,543		
		2190 - Grants Payable - Current Portion	2,358,307		2,358,307	
Total Current Liabilities			2,387,214	28,906	2,358,307	-
		2186 - Grant Payable - Long Term	2,260,000		2,260,000	
Total Liabilities			4,647,214	28,906	4,618,307	-
Equity						
		3900 · Retained Earnings	2,294,853	2,105,614		189,239
		Net Income	203,134	203,134		
Total Equity			2,497,986	2,308,748	-	189,239
TOTAL LIABILITIES & EQUITY			7,145,200	2,337,654	4,618,307	189,239

Desert Healthcare Foundation
Deposit Detail
November through December 2019

Type	Date	Name	Account	Amount
Deposit	11/19/2019		151 · Checking - Union Bank 7611	8,425
		American Society of Composers	4116 · Bequests - Frederick Lowe	(8,425)
TOTAL				(8,425)
Deposit	11/25/2019		151 · Checking - Union Bank 7611	95
		Warner Music Group Services	4116 · Bequests - Frederick Lowe	(95)
TOTAL				(95)
Deposit	11/26/2019		155 · Summer Homeless Survival Fund	6,195
		Misc.	4000 · Gifts and Contributions	(1,175)
		Misc.	4000 · Gifts and Contributions	(5,000)
		Misc.	4000 · Gifts and Contributions	(10)
		Misc.	4000 · Gifts and Contributions	(10)
TOTAL				(6,195)
Deposit	12/16/2019		151 · Checking - Union Bank 7611	25,000
		California Endowment	4000 · Gifts and Contributions	(25,000)
TOTAL		- CHNA Contribution		(25,000)
Deposit	12/17/2019		151 · Checking - Union Bank 7611	25,000
		Borrego Community Health Fdn	4000 · Gifts and Contributions	(25,000)
TOTAL		- CHNA Contribution		(25,000)
Deposit	12/26/2019		151 · Checking - Union Bank 7611	659
		Warner Music Group Services	4116 · Bequests - Frederick Lowe	(659)
TOTAL				(659)
Deposit	12/31/2019		149 · Money Market - Pacific Premier	1
			8015 · Investment Interest Income	(1)
TOTAL				(1)
			Total - Foundation Checking 7611	59,179
			Total - Summer Homeless Survival Fund	6,195
			Total - Money Market	1

Desert Healthcare Foundation
Check Register
November & December, 2019

Type	Date	Num	Name	Amount
100 · CASH				
146 · Checking - Pacific Premier 6718				
Bill Pmt -Check	11/25/2019	11054	City of Palm Springs	(354,558)
Bill Pmt -Check	12/09/2019	11055	Desert Healthcare District - VOID	-
Bill Pmt -Check	12/09/2019	11056	Desert Healthcare District - Interco Pmt	(135,292)
Total 146 · Checking - Pacific Premier 6718				(489,850)
151 · Checking - Union Bank 7611				
Bill Pmt -Check	11/06/2019	5005	Leap Online Marketing	(95)
Bill Pmt -Check	11/06/2019	5006	Meghan Kane-	(378)
Bill Pmt -Check	11/06/2019	5007	Vanessa Smith	(67)
Bill Pmt -Check	11/18/2019	5008	Moss, Levy & Hartzheim LLP	(1,430)
Bill Pmt -Check	11/18/2019	5009	Secretary of State	(20)
Bill Pmt -Check	11/25/2019	5010	Boys & Girls Club of Palm Springs	(7,030)
Bill Pmt -Check	11/25/2019	5011	Cardmember Services	(21)
Bill Pmt -Check	11/25/2019	5012	Desert Recreation District	(12,691)
Bill Pmt -Check	11/25/2019	5013	Desert Regional Medical Ctr Aux	(6,000)
Check	11/25/2019		Bank Service Fee	(220)
Bill Pmt -Check	12/09/2019	5014	Boys & Girls Club of Palm Springs	(4,768)
Bill Pmt -Check	12/09/2019	5015	Palms to Pines Printing	(1,846)
Bill Pmt -Check	12/19/2019	5016	Cardmember Services	(2,911)
Bill Pmt -Check	12/19/2019	5017	Coachella Valley Assoc of Governments	(100,000)
Check	12/26/2019		Bank Service Fee	(227)
Total 151 · Checking - Union Bank 7611				(137,704)
155 · Summer Homeless Survival Fund				
Total 155 · Summer Homeless Survival Fund				
Total 100 · CASH				(627,554)
TOTAL				(627,554)

Desert Healthcare Foundation
Details for credit card Expenditures
Credit card purchases - October 2019 - Paid November 2019

Number of credit cards held by Foundation personnel - 2

Credit Card Limit - \$5,000

Credit Card Holders:

Conrado Bárzaga - Chief Executive Officer

Chris Christensen - Chief Administration Officer

Routine types of charges:

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

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

DESERT HEALTHCARE FOUNDATION								
OUTSTANDING GRANTS AND GRANT PAYMENT SCHEDULE								
December 31, 2019								
TWELVE MONTHS ENDED JUNE 30, 2020								
A/C 2190 and A/C 2186-Long term			6/30/2019	New Grants		12/31/2019		
Grant ID Nos.	Name		Open	Current Yr	Total Paid	Open		
			BALANCE	2019-2020	July-June	BALANCE		
	Mayor's Check recorded - \$100K HP		\$ 31,898		\$ 8,678	\$ 23,220	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		\$ 1,109,068	\$ 16,643	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		\$ 30,768	\$ 34,049	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	\$ 38,610	\$ 161,390		
TOTAL GRANTS			\$ 5,644,450	\$ 200,000	\$ 1,226,142	\$ 4,618,307		
Summary: As of 12/31/19			\$ 217,292		A/C 2190	\$ 2,358,307		
Health Portal (CVHIP):	\$ 123,220		\$ 200,000		A/C 2186	\$ 2,260,000		
Ready Set Swim	\$ 226,145		\$ 417,292		Total	\$ 4,618,307		
West Valley Homelessness Initiative	\$ 1,016,643		\$ 5,227,158		Diff	\$ -		
Cal Endowment-Analysts	\$ 34,049							
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	\$ 4,618,307							
<i>* West Valley Homelessness Initiative - COMMITTED FUNDS \$2,016,044 (BALANCE \$983,956)</i>								
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						