



**DESERT HEALTHCARE DISTRICT
BOARD MEETING
Board of Directors
March 24, 2020
5:30 P.M.**

In accordance with the current State of Emergency and the Governor's Executive Orders N-25-20, of March 12, 2020, and N-33-20 of March 19, 2020, teleconferencing will be used by Board members and appropriate staff members during this meeting. Members of the public will be able to participate by telephone, using the follow dial in information:

**Dial in #: (877) 304-9269
Passcode 594808#**

<i>Page(s)</i>	AGENDA <i>Any item on the agenda may result in Board Action</i>	<i>Item Type</i>
	<p>A. CALL TO ORDER – President De Lara Roll Call _____Director Shorr_____Director Zendle, MD_____Director PerezGil_____</p> <p>Director Rogers, RN_____ Director Matthews_____</p> <p>Vice-President/Secretary Borja_____President De Lara</p>	
	B. PLEDGE OF ALLEGIANCE	
1-3	C. APPROVAL OF AGENDA	Action
	<p>D. PUBLIC COMMENT At this time, comments from the audience may be made on items <u>not</u> listed on the agenda that are of public interest and within the subject-matter jurisdiction of the District. The Board has a policy of limiting speakers to no more than three minutes. The Board cannot take action on items not listed on the agenda. Public input may be offered on agenda items when they come up for discussion and/or action.</p>	
	<p>E. CONSENT AGENDA All Consent Agenda item(s) listed below are considered routine by the Board of Directors and will be enacted by one motion. <u>There will be no separate discussion of items unless a Board member so requests, in which event the item(s) will be considered following approval of the Consent Agenda.</u></p>	Action



4-9	1. BOARD MINUTES a. Board of Directors Meeting – February 25, 2020	
10-31	2. FINANCIALS a. Approval of the February 2020 Financial Statements – F&A Approved March 10, 2020	
32-64	3. LAS PALMAS MEDICAL PLAZA a. Landscape Plans, Estimated Costs, and Phasing Plan - estimated at \$312,854 over 2 years	
65-85	4. BYLAWS a. Revised to include Board & Staff Communications and Policies Committee as a Standing Committee – Board and Staff Communications and Policies Committee Approved February 27, 2020	
86-97	5. POLICIES a. Policy #OP-5 Grant Policy	
98-101	b. Policy #OP-14 Expense Authorization	
102-109	c. Policy #OP-15 – Engagement of the Community, Public, and Subject Matter Experts	
110-115	d. Policy #BOD-8 Board Meetings	
116-122	e. Policy #BOD-15 Conflict of Interest	
123-128	f. Policy #BOD-17 CEO Compensation and Performance Evaluation	
F. DESERT HEALTHCARE DISTRICT CEO REPORT		
– Conrado E. Bárzaga, MD		
129-131	1. Local Area Formation Commission (LAFCO) Nominations for a Special District Member and an Alternate Special District Member of the LAFCO Commission	Action
132-135	2. Community Health Needs Assessment Update	Information
136-137	3. Coronavirus Disease (COVID-19) a. Consideration to Approve an Allocation of Emergency Resources in the Coachella Valley	Action
G. DESERT REGIONAL MEDICAL CENTER CEO REPORT		
– Michele Finney, CEO		
H. 1. PROGRAM COMMITTEE – Chair/Director Evett PerezGil, Vice-President Karen Borja, and Director Carol Rogers, RN		
138-175	1. Consideration to approve Grant #1045 FIND Food Bank: Ending Hunger Today, Tomorrow, and for a Lifetime – \$401,380	Action
I. LEGAL COMMENTS & REPORT		
176-177	1. Brown Act Compliance and Granting emergency powers to the CEO in the pendency of a State of Emergency	Information



J. IMMEDIATE ISSUES AND COMMENTS

K. 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.



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Directors Present	District Staff Present	Absent
President Leticia De Lara Vice-President/Secretary Karen Borja Treasurer Mark Matthews – <i>Telephonic</i> Director Carole Rogers, RN Director Evett PerezGil Director Les Zendle, MD Director Arthur Shorr	Conrado E. Bárzaga, MD, CEO Chris Christensen, CAO Donna Craig, Senior Program Officer Will Dean, Director of Communications and Marketing Alejandro Espinoza, Program Officer and Outreach Director Meghan Kane, Programs and Research Analyst Andrea S. Hayles, Clerk of the Board <u>Legal Counsel</u> Jeff Scott	

AGENDA ITEMS	DISCUSSION	ACTION
A. Call to Order	President De Lara called the meeting to order at 5:30 p.m.	
Roll Call	The Clerk of the Board called the roll with all Directors present.	
B. Pledge of Allegiance	President De Lara asked Director Zendle to lead the Pledge of Allegiance.	
C. Approval of Agenda	President De Lara asked for a motion to approve the agenda.	#20-53 MOTION WAS MADE by Director Shorr and seconded by Director Rogers to approve the agenda. Motion passed unanimously. AYES – 7 President De Lara, Vice-President Borja, Director Matthews, Director Rogers, Director PerezGil, Director Zendle, and Director Shorr NOES – 0 ABSENT – 0
D. Public Comment	Erica Felci, Governmental Projects Manager, Coachella Valley Association of Governments (CVAG), explained that the California Transportation Commission approved 17 miles of	



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	<p>CVLINK with more work commencing in 2020, which also allows CVAG to draw down the funds.</p> <p>Shannon Shay, Elder Love USA, explained that she understands that the District may potentially fund organizations for financial audits, which are limiting their organization from obtaining funding, and Elder Love supports any decision to fund non-profits' financial audits.</p>	
<p>E. Consent Agenda</p> <p>1. Board Minutes</p> <p style="padding-left: 20px;">a. Special Meeting of the Board of Directors – January 23, 2020</p> <p style="padding-left: 20px;">b. Board of Directors Meeting – January 28, 2020</p> <p>2. Financials</p> <p style="padding-left: 20px;">a. Approval of the January 2020 Financial Statements – F&A Approved February 11, 2020</p> <p>3. Financial Audit Selection</p> <p style="padding-left: 20px;">a. Lund & Guttry, LLP – Selection of the Audit Firm for the FY2020 annual audits of the District, Foundation, and Retirement Protection Plan (RPP)</p>	<p>President De Lara described the consent agenda items for approval.</p>	<p>#20-54 MOTION WAS MADE by Director Zendle and seconded by Vice-President Borja to approve the Board meeting minutes. Motion passed unanimously. AYES – 7 President De Lara, Vice-President Borja, Director Matthews, Director Rogers, Director PerezGil, Director Zendle, and Director Shorr</p> <p>NOES – 0</p> <p>ABSENT – 0</p>



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4. LPMP Lease Assignments <ul style="list-style-type: none">a. LPMP Lease Assignment _ Suite 2W 201-202 – From Desert Regional Medical Center to First Choice Physician Partners (FCPP)b. LPMP Lease Assignment – Suite 3E 101-102 from Desert Regional Medical Center to First Choice Physician Partners (FCPP)		
F. Desert Healthcare District CEO Report <ul style="list-style-type: none">1. LAFCO – Municipal Services Review2. Community Health Needs Assessment Update3. AB 617 Community Steering Committee	<p>Conrado E. Bárzaga, MD, CEO, described and highlighted the work of staff explaining that the deadline for submitting the Local Area Formation Commission (LAFCO) Municipal Services Review is February 28, which also coincides with the Association of California Healthcare Districts (ACHD) certification. LAFCO reminded staff during a recent meeting that the District should not fund organizations not related to the District’s plan of services.</p> <p>The District has received \$100k in contributions toward the Community Health Needs Assessment, and a kickoff steering committee meeting was hosted during the month. A broad advisory committee meeting is in the works for the coming months.</p>	



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	<p>The first AB 617 Steering Committee was held last week. President De Lara and Dr. Barzaga were invited to serve on the committee, and Alejandro Espinoza, Program Officer and Outreach Director, serves as an alternate.</p> <p>President De Lara designated Vice-President Borja as her alternate on the committee.</p>	
G. Desert Regional Medical Center CEO Report	<p>Michele Finney, CEO, Desert Care Network, Desert Regional Medical Center (DRMC), explained the February 11, 2020, Department of Justice settlement from 2014-2017 related to a portion of outpatient implanted loop recorders, which could have been a higher level of care than necessary with an internal or external monitor. DRMC has in place a process for preoperative work provided and transmitted in the hospital record before the procedure can proceed.</p> <p>The flu continues to outpace last year's with March usually the highest month.</p>	
H. Desert Regional Medical Center Governing Board of Directors Report	<p>Director Rogers explained that the Governing Board received an annual report from Desert Care Network. Updates were provided on hospital improvements; an urgent care facility in Palm Springs is forthcoming; the ER Department refurbishing will be complete on March 20, and the Governing Board honored the life of Dr. David Duffner.</p>	



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<p>I.1. Finance, Legal, Administration and Real Estate Committee</p> <p>1. Meeting Minutes – February 11, 2020 meeting</p> <p>2. District & Retirement Protection Plan Investment Report 4Q19</p> <p>I.2. Program Committee</p> <p>1. Meeting Minutes – February 11, 2020</p> <p>2. Funding Requests</p>	<p>Director Matthews explained the minutes of the February meeting.</p> <p>Director Matthews provided an overview of the District and Retirement Protection Plan Investment Report 4Q19.</p> <p>Donna Craig, Chief Program Officer, explained that the meeting minutes are included in the packet, including the funding requests.</p> <p>Director Zendle requested that staff bring forward the Capital Improvement Projects that are currently on hold to the Program Committee.</p>	
<p>J. Old Business</p>	<p>There was no old business.</p>	
<p>K. New Business</p> <p>1. University of Riverside (UCR) Family Residency Program Report 2012-2016 - \$5M Grant Award</p>	<p>Dr. Bárzaga, CEO, explained the Board's request for a report on the UCR Family Residency Program, providing details on the specifics of the grant.</p>	
<p>L. Legal Comments & Reports</p>	<p>There were no legal comments and reports.</p> <p>Director Rogers requested a copy of the legal codes for healthcare districts.</p>	
<p>M. Directors' Comments, Reports, Informational Items, & Staff Direction and Guidance</p>	<p>Director Zendle explained Vice-President Borja's comments on obtaining reports from Eisenhower and JFK Memorial, describing ways to have better communication with the other hospitals, such as a role and method for collaborations.</p>	



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	<p>President De Lara suggested that staff meet with hospital officials twice per year with a follow-up meeting in 6 months, then eventually quarterly meetings, and include Michele Finney, CEO, Desert Care Network, and Desert Regional Medical Center to assist.</p> <p>Vice-President Borja explained the Filipino American organization's free health clinic every Saturday at St. Theresa Catholic Church; described a meeting with the Oasis Mobile Home Park; and the Association of California Healthcare Districts (ACHD) Leadership Academy was detailed. Vice-President Borja also described the upcoming Becky Baker 5k.</p>	
P. Adjournment	President De Lara adjourned the meeting at 6:39 p.m.	Audio recording available on the website at http://dhcd.org/Agendas-and-Documents

ATTEST: _____

Karen Borja, Vice-President/Secretary
Desert Healthcare District Board of Directors

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

DESERT HEALTHCARE DISTRICT
FEBRUARY 2020 FINANCIAL STATEMENTS
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**DESERT HEALTHCARE DISTRICT
YEAR TO DATE VARIANCE ANALYSIS
ACTUAL VS BUDGET
EIGHT MONTHS ENDED FEBRUARY 29, 2020**

Scope: \$25,000 Variance per Statement of Operations Summary

Account	YTD		Over(Under)	Explanation
	Actual	Budget	Budget	
4000 - Income	\$ 4,972,330	\$ 5,488,512	\$ (516,182)	Interest income (net) from FRF investments \$-482k; lower NEOPB Grant Income \$34k
5000 - Direct Expenses	\$ 575,180	\$ 784,989	\$ (209,809)	Lower wage related expenses \$145k due to no COO salary; lower health insurance related expenses \$22k; lower retirement \$22k; higher education exp 6k; lower Board related expenses \$28k.
6445 - LPMP Expense	\$ 647,828	\$ 749,184	\$ (101,356)	Lower landscaping expense 55.5k; lower depreciation exp 9.5k; lower marketing exp 6k; lower utilities 3k; lower various 7k
6500 - Professional Fees Expense	\$ 477,617	\$ 789,984	\$ (312,367)	Lower Professional Services 252k; lower PR & Communications 29k; lower Legal 31k
7000 - Grants Expense	\$ 619,535	\$ 2,400,338	\$ (1,781,801)	Budget of \$3.5 Million for fiscal year is amortized straight-line over 12-month fiscal year

Desert Healthcare District
Cumulative Profit & Loss Budget vs. Actual
July 2019 through February 2020

	MONTH			TOTAL		
	Feb 20	Budget	\$ Over Budget	Jul '19 - Feb 20	Budget	\$ Over Budget
Income						
4000 · Income	(2,126)	686,064	(688,190)	4,972,330	5,488,512	(516,182)
4500 · LPMP Income	103,948	102,200	1,748	801,869	814,650	(12,781)
4501 · Miscellaneous Income	750	950	(200)	6,000	7,600	(1,600)
Total Income	102,572	789,214	(686,642)	5,780,199	6,310,762	(530,563)
Expense						
5000 · Direct Expenses	72,855	97,116	(24,261)	575,160	784,969	(209,809)
6000 · General & Administrative Exp	43,157	43,082	75	332,461	344,653	(12,192)
6325 · CEO Discretionary Fund	1,225	417	808	2,333	3,336	(1,003)
6445 · LPMP Expenses	92,745	112,398	(19,653)	647,828	749,184	(101,356)
6500 · Professional Fees Expense	17,146	98,748	(81,602)	477,617	789,984	(312,367)
6700 · Trust Expenses	10,456	10,708	(252)	91,245	88,886	2,359
Total Expense	237,584	362,469	(124,885)	2,126,644	2,761,012	(634,368)
7000 · Grants Expense	(30,727)	300,042	(330,769)	618,535	2,400,336	(1,781,801)
Net Income	(104,285)	126,703	(230,988)	3,035,017	1,149,414	1,885,603

Desert Healthcare District
Cumulative Profit & Loss Budget vs. Actual
 July 2019 through February 2020

	MONTH			TOTAL		
	Feb 20	Budget	\$ Over Budget	Jul '19 - Feb 20	Budget	\$ Over Budget
Income						
4000 · Income						
4010 · Property Tax Revenues	561,355	561,355	0	4,490,840	4,490,840	0
4200 · Interest Income						
4220 · Interest Income (FRF)	56,512	106,250	(49,738)	801,817	850,000	(48,183)
9999-1 · Unrealized gain(loss) on Invest	(827,491)	8,333	(835,824)	(367,070)	68,664	(433,734)
Total 4200 · Interest Income	(570,979)	114,583	(685,562)	434,747	918,664	(481,917)
4300 · DHC Recoveries	1,749	1,750	(1)	14,153	14,000	153
4400 · Grant Income	5,749	8,375	(2,626)	32,591	67,000	(34,409)
Total 4000 · Income	(2,126)	686,063	(688,189)	4,972,331	5,488,504	(516,173)
4500 · LPMP Income	103,948	102,200	1,748	801,669	814,650	(12,781)
4501 · Miscellaneous Income	750	950	(200)	6,000	7,600	(1,600)
Total Income	102,572	789,213	(686,641)	5,780,200	6,310,754	(530,554)
Expense						
5000 · Direct Expenses						
5100 · Administration Expense						
5110 · Wages Expense	76,362	88,000	(11,638)	509,851	722,230	(212,379)
5111 · Allocation to LPMP - Payroll	(5,085)	(5,064)	(1)	(40,680)	(40,672)	(6)
5112 · Vacation/Sick/Holiday Expense	9,297	7,500	1,797	98,444	60,000	38,444
5114 · Allocation to Foundation	(25,473)	(25,473)	0	(203,784)	(203,784)	0
5115 · Allocation to NEOPB	(5,486)	(7,269)	1,803	(30,134)	(58,312)	28,176
5119 · Allocation to RSS/CVMP-DHCF		(2,382)	2,382	(13,097)	(19,056)	5,959
5120 · Payroll Tax Expense	7,194	6,732	462	50,192	55,252	(5,060)
5130 · Health Insurance Expense						
5131 · Premiums Expense	12,141	13,012	(871)	87,589	99,302	(11,713)
5136 · Reimb./Co-Payments Expense	563	2,250	(1,687)	7,382	18,000	(10,618)
Total 5130 · Health Insurance Expense	12,704	15,262	(2,558)	94,971	117,302	(22,331)
5140 · Workers Comp. Expense	586	924	(358)	8,743	7,584	1,159
5145 · Retirement Plan Expense						
5146 · Retirement Plan - Forfeiture	(18,419)		(18,419)	(18,419)		(18,419)
5145 · Retirement Plan Expense - Other	5,926	5,807	119	35,670	39,475	(3,805)
Total 5145 · Retirement Plan Expense	(12,493)	5,807	(18,300)	17,251	39,475	(22,224)
5160 · Education Expense	1,315	625	690	11,523	5,000	6,523
Total 5100 · Administration Expense	58,901	84,622	(25,721)	503,280	685,019	(181,739)
5200 · Board Expenses						
5210 · Healthcare Benefits Expense	11,648	5,834	5,814	42,409	46,872	(4,263)
5230 · Meeting Expense	300	1,667	(1,367)	9,889	13,336	(3,447)
5235 · Director Stipend Expense	1,575	4,200	(2,625)	14,840	33,600	(18,760)
5240 · Catering Expense	184	583	(389)	3,562	4,664	(1,102)
5250 · Mileage Reimbursement Expense	236	208	30	1,176	1,664	(488)
5270 · Election Fees Expense						
Total 5200 · Board Expenses	13,955	12,492	1,463	71,876	99,936	(28,060)
Total 5000 · Direct Expenses	72,856	97,114	(24,258)	575,156	784,955	(209,799)
6000 · General & Administrative Exp						
6110 · Payroll fees Expense	177	208	(31)	1,353	1,664	(311)
6120 · Bank and Investment Fees Exp	9,325	9,833	(508)	74,763	78,664	(3,901)
6125 · Depreciation Expense	988	1,250	(264)	7,888	10,000	(2,112)

Desert Healthcare District
Cumulative Profit & Loss Budget vs. Actual
July 2019 through February 2020

	MONTH			TOTAL		
	Feb 20	Budget	\$ Over Budget	Jul '19 - Feb 20	Budget	\$ Over Budget
6126 • Depreciation-Solar Parking lot	15,072	15,072		120,576	120,576	
6130 • Dues and Membership Expense	4,264	2,500	1,764	30,867	20,000	10,867
6200 • Insurance Expense	1,753	1,500	253	14,374	12,000	2,374
6300 • Minor Equipment Expense		42	(42)		336	(336)
6305 • Auto Allowance & Mileage Exp	462	600	(138)	2,540	4,800	(2,260)
6308 • Staff- Auto Mileage reimb	395	500	(105)	4,159	4,000	159
6309 • Personnel Expense	115	83	32	6,871	664	6,207
6310 • Miscellaneous Expense		42	(42)	92	336	(244)
6311 • Cell Phone Expense	392	776	(384)	3,641	8,208	(2,567)
6312 • Wellness Park Expenses		83	(83)		664	(664)
6315 • Security Monitoring Expense		42	(42)	324	336	(12)
6340 • Postage Expense	275	417	(142)	875	3,336	(2,461)
6350 • Copier Rental/Fees Expense	430	458	(28)	2,866	3,664	(798)
6351 • Travel Expense	4,722	917	3,805	17,054	7,336	9,718
6352 • Meals & Entertainment Exp	56	583	(527)	6,893	4,664	2,229
6355 • Computer Services Expense	1,268	3,775	(2,506)	11,271	30,200	(18,929)
6360 • Supplies Expense	2,762	1,667	1,095	20,443	13,336	7,107
6380 • LAFCO Assessment Expense	153	1,887	(1,514)	1,224	13,336	(12,112)
6400 • East Valley Office	550	1,067	(517)	4,400	8,536	(4,136)
Total 6000 • General & Administrative Exp	43,158	43,082	76	332,474	344,856	(12,182)
6325 • CEO Discretionary Fund	1,225	417	808	2,333	3,336	(1,003)
6445 • LPMP Expenses	92,746	112,395	(19,649)	647,834	749,160	(101,326)
6500 • Professional Fees Expense						
6516 • Professional Services Expense	2,798	70,000	(67,204)	308,295	560,000	(251,705)
6520 • Annual Audit Fee Expense	1,563	1,540	23	12,504	12,320	184
6530 • PR/Communications/Website	1,898	7,208	(5,310)	28,532	57,664	(29,132)
6560 • Legal Expense	10,890	20,000	(9,110)	128,291	180,000	(31,709)
Total 6500 • Professional Fees Expense	17,147	98,748	(81,601)	477,622	789,984	(312,362)
6700 • Trust Expenses						
6711 • Disability Admin. Fee Expense					3,222	(3,222)
6720 • Pension Plans Expense						
6721 • Legal Expense		167	(167)		1,336	(1,336)
6725 • RPP Pension Expense	10,000	10,000		80,000	80,000	
6728 • Pension Audit Fee Expense	456	542	(86)	11,245	4,336	6,909
Total 6700 • Trust Expenses	10,456	10,709	(253)	91,245	88,894	2,351
Total Expense Before Grants	237,588	362,465	(124,877)	2,126,664	2,780,985	(634,321)
7000 • Grants Expense						
7010 • Major Grant Awards Expense	(36,476)	291,667	(328,143)	585,944	2,333,336	(1,747,392)
7027 • Grant Exp - NEOPB	5,749	8,375	(2,626)	32,591	67,000	(34,409)
Total 7000 • Grants Expense	(30,727)	300,042	(330,769)	618,535	2,400,336	(1,781,801)
Net Income	(104,288)	126,706	(230,995)	3,035,017	1,149,433	1,885,584

Las Palmas Medical Plaza
Cumulative Profit & Loss Budget vs. Actual
 July 2019 through February 2020

	MONTH			TOTAL		
	Feb 20	Budget	\$ Over Budget	Jul '19 - Feb 20	Budget	\$ Over Budget
Income						
4500 · LPMP Income						
4505 · Rental Income	75,135	73,500	1,635	577,607	585,450	(7,843)
4510 · CAM Income	28,813	28,700	113	224,262	229,000	(4,738)
4513 · Misc. Income					200	(200)
4500 · LPMP Income	103,948	102,200	1,748	801,869	814,650	(12,781)
Expense						
6445 · LPMP Expenses						
6420 · Insurance Expense	1,879	1,083	796	15,032	8,664	6,368
6425 · Building - Depreciation Expense	21,484	21,667	(183)	171,872	173,336	(1,464)
6426 · Tenant Improvements -Dep Exp	15,914	17,083	(1,169)	127,312	136,664	(9,352)
6427 · HVAC Maintenance Expense	2,518	1,333	1,185	9,934	10,664	(730)
6428 · Roof Repairs Expense		208	(208)		1,664	(1,664)
6431 · Building -Interior Expense		833	(833)	1,600	6,664	(5,064)
6432 · Plumbing -Interior Expense		333	(333)	2,592	2,664	(72)
6433 · Plumbing -Exterior Expense		208	(208)		1,664	(1,664)
6434 · Allocation Internal Prop. Mgmt	5,085	5,084	1	40,680	40,672	8
6435 · Bank Charges	1,209	1,042	167	9,154	8,336	818
6437 · Utilities -Vacant Units Expense	74	208	(134)	428	1,664	(1,236)
6439 · Deferred Maintenance Repairs Ex	4,300	500	3,800	4,840	4,000	840
6440 · Professional Fees Expense	11,352	10,472	880	88,436	83,776	4,660
6441 · Legal Expense		83	(83)		664	(664)
6458 · Elevators - R & M Expense	676	1,000	(324)	6,272	8,000	(1,728)
6460 · Exterminating Service Expense	1,015	417	598	1,875	3,336	(1,461)
6463 · Landscaping Expense	9,600	30,833	(21,233)	19,842	96,664	(76,822)
6467 · Lighting Expense		833	(833)	2,250	6,664	(4,414)
6468 · General Maintenance Expense		83	(83)		664	(664)
6471 · Marketing-Advertising		1,417	(1,417)	4,096	11,336	(7,240)
6475 · Property Taxes Expense	6,000	6,008	(8)	48,000	48,064	(64)
6476 · Signage Expense		125	(125)	319	1,000	(681)
6480 · Rubbish Removal Medical Waste E	1,608	1,442	166	11,048	11,536	(488)
6481 · Rubbish Removal Expense	2,227	2,250	(23)	17,816	18,000	(184)
6482 · Utilities/Electricity/Exterior	492	625	(133)	3,568	5,000	(1,432)
6484 · Utilities - Water (Exterior)	513	708	(195)	3,805	5,664	(1,859)
6485 · Security Expenses	6,800	6,417	383	55,441	51,336	4,105
6490 · Miscellaneous Expense		100	(100)	1,622	800	822
6445 · LPMP Expenses	92,746	112,395	(19,649)	647,834	749,160	(101,326)
Net Income	11,202	(10,196)	21,397	164,035	65,490	88,545

Desert Healthcare District
Balance Sheet
As of February 29, 2020

	Feb 29, 20
ASSETS	
Current Assets	
Checking/Savings	
1000 - CHECKING CASH ACCOUNTS	1,844,409
1100 - INVESTMENT ACCOUNTS	59,329,291
Total Checking/Savings	61,173,700
Accounts Receivable	86,326
Other Current Assets	
1270 - Prepaid Insurance -Ongoing	17,279
1279 - Pre-Paid Fees	13,294
1281 - NEOPB Receivable	13,515
1295 - Property Tax Receivable	757,420
1565 - Retirement Plan Forfeiture Asset	15,401
Total Other Current Assets	816,908
Total Current Assets	62,076,934
Fixed Assets	
1300 - FIXED ASSETS	4,913,164
1335-00 - ACC DEPR	(1,953,827)
1400 - LPMP Assets	6,963,326
Total Fixed Assets	9,922,663
Other Assets	
1700 - OTHER ASSETS	2,867,136
TOTAL ASSETS	74,866,734
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 - Accounts Payable	15,353
2001 - LPMP Accounts Payable	4,411
Total Accounts Payable	19,765
Other Current Liabilities	
2002 - LPMP Property Taxes	12,538
2131 - Grant Awards Payable	5,702,161
2133 - Accrued Accounts Payable	142,550
2141 - Accrued Vacation Time	31,873
2188 - Current Portion - LTD	4,934
2190 - Investment Fees Payable	14,244
Total Other Current Liabilities	5,908,300

Desert Healthcare District
Balance Sheet
As of February 29, 2020

	Feb 29, 20
Total Current Liabilities	5,928,064
Long Term Liabilities	
2170 · RPP - Pension Liability	3,475,623
2171 · RPP-Deferred Inflows-Resources	1,643,743
2280 · Long-Term Disability	40,626
2281 · Grants Payable - Long-term	5,400,000
2286 · Retirement BOD Medical Liabilit	74,343
2290 · LPMP Security Deposits	61,962
Total Long Term Liabilities	10,696,296
Total Liabilities	16,624,361
Equity	
3900 · *Retained Earnings	55,207,356
Net Income	3,035,017
Total Equity	58,242,373
TOTAL LIABILITIES & EQUITY	74,866,734

Desert Healthcare District
Balance Sheet
As of February 29, 2020

		Feb 29, 20
ASSETS		
	Current Assets	
	Checking/Savings	
	1000 · CHECKING CASH ACCOUNTS	
	1010 · Union Bank - Checking	1,666,142
	1046 · Las Palmas Medical Plaza	177,767
	1047 · Petty Cash	500
	Total 1000 · CHECKING CASH ACCOUNTS	1,844,409
	1100 · INVESTMENT ACCOUNTS	
	1130 · Facility Replacement Fund	58,303,205
	1135 · Unrealized Gain(Loss) FRF	1,026,086
	Total 1100 · INVESTMENT ACCOUNTS	59,329,291
	Total Checking/Savings	61,173,700
	Accounts Receivable	
	1201 · Accounts Receivable	
	1204 · LPMP Accounts Receivable	(1,628)
	1205 · Misc. Accounts Receivable	7,593
	1211 · A-R Foundation - Exp Allocation	80,361
	Total 1201 · Accounts Receivable	86,326
	Total Accounts Receivable	86,326
	Other Current Assets	
	1270 · Prepaid Insurance -Ongoing	17,279
	1279 · Pre-Paid Fees	13,294
	1281 · NEOPB Receivable	13,515
	1295 · Property Tax Receivable	757,420
	1565 · Retirement Plan Forfeiture Asset	15,401
	Total Other Current Assets	816,908
	Total Current Assets	62,076,934
	Fixed Assets	
	1300 · FIXED ASSETS	
	1310 · Computer Equipment	94,034
	1315 · Computer Software	68,770
	1320 · Furniture and Fixtures	33,254

Desert Healthcare District
Balance Sheet
As of February 29, 2020

		Feb 29, 20
	1325 · Offsite Improvements	300,849
	1331 · DRMC - Parking lot	4,416,257
	Total 1300 · FIXED ASSETS	4,913,164
	1335-00 · ACC DEPR	
	1335 · Accumulated Depreciation	(210,367)
	1336 · Acc. Software Depreciation	(68,770)
	1337 · Accum Deprec- Solar Parking Lot	(1,537,515)
	1338 · Accum Deprec - LPMP Parking Lot	(137,176)
	Total 1335-00 · ACC DEPR	(1,953,827)
	1400 · LPMP Assets	
	1401 · Building	8,705,680
	1402 · Land	2,165,300
	1403 · Tenant Improvements -New	2,212,096
	1404 · Tenant Improvements - CIP	129,550
	1406 · Building Improvements	
	1406.1 · LPMP-Replace Parking Lot	676,484
	1406 · Building Improvements - Other	1,559,534
	Total 1406 · Building Improvements	2,236,018
	1407 · Building Equipment Improvements	364,891
	1409 · Accumulated Depreciation	
	1410 · Accum. Depreciation	(7,329,993)
	1412 · T I Accumulated Dep.-New	(1,520,215)
	Total 1409 · Accumulated Depreciation	(8,850,209)
	Total 1400 · LPMP Assets	6,963,326
	Total Fixed Assets	9,922,663
	Other Assets	
	1700 · OTHER ASSETS	
	1731 · Wellness Park	1,693,800
	1740 · RPP-Deferred Outflows-Resources	1,159,189
	1741 · OPEB-Deferrred Outflows-Resourc	14,147
	Total 1700 · OTHER ASSETS	2,867,136
	Total Other Assets	2,867,136
	TOTAL ASSETS	74,866,734

Desert Healthcare District
Balance Sheet
As of February 29, 2020

	Feb 29, 20
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	15,353
2001 · LPMP Accounts Payable	4,411
Total Accounts Payable	19,765
Other Current Liabilities	
2002 · LPMP Property Taxes	12,538
2131 · Grant Awards Payable	5,702,161
2133 · Accrued Accounts Payable	142,550
2141 · Accrued Vacation Time	31,873
2188 · Current Portion - LTD	4,934
2190 · Investment Fees Payable	14,244
Total Other Current Liabilities	5,908,300
Total Current Liabilities	5,928,064
Long Term Liabilities	
2170 · RPP - Pension Liability	3,475,623
2171 · RPP-Deferred Inflows-Resources	1,643,743
2280 · Long-Term Disability	40,626
2281 · Grants Payable - Long-term	5,400,000
2286 · Retirement BOD Medical Liabilit	74,343
2290 · LPMP Security Deposits	61,962
Total Long Term Liabilities	10,696,296
Total Liabilities	16,624,361
Equity	
3900 · *Retained Earnings	55,207,356
Net Income	3,035,017
Total Equity	58,242,373
TOTAL LIABILITIES & EQUITY	74,866,734

Desert Healthcare District
A/R Aging Summary
As of February 29, 2020

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL	Comment	
Cohen Musch Thomas Medical Group	-	566	-	-	-	566	Underpaid	
Desert Healthcare Foundation-	25,473	27,135	27,753	-	-	80,361	Due from Foundation	
FIND-Food Bank	-	6,843	-	-	-	6,843	Due from Grantee	
Hassan Bencheqroun, M.D.	-	2,580	-	-	-	2,580	Slow pay	
Laboratory Corporation of America	-	(4,774)	-	-	-	(4,774)	Prepaid	
Sovereign	750	-	-	-	-	750	Slow pay	
TOTAL	26,223	32,350	27,753	-	-	86,326		

Desert Healthcare District
Deposit Detail
February 2020

Type	Date	Name	Amount
Deposit	02/04/2020		1,749
		T-Mobile	(1,749)
TOTAL			(1,749)
Deposit	02/06/2020		13,118
		Riverside County Treasurer-Property Tax	(13,118)
TOTAL			(13,118)
Deposit	02/07/2020		750
Payment	02/07/2020	Sovereign	(750)
TOTAL			(750)
Deposit	02/07/2020		13,729
		Riverside County Treasurer-NEOPB	(5,499)
		Riverside County Treasurer-NEOPB	(8,229)
TOTAL			(13,728)
Deposit	02/10/2020		323
		State Compensation Insurance Fund	(323)
TOTAL			(323)
Deposit	02/10/2020		539
		Riverside County Treasurer-Property Tax	(539)
TOTAL			(539)
Deposit	02/13/2020		3,964
Payment	02/13/2020	Mark Matthews - Insurance Premiums	(3,964)
TOTAL			(3,964)
Deposit	02/18/2020		55,810

Desert Healthcare District
Deposit Detail
February 2020

Type	Date	Name	Amount
		Riverside County Treasurer-Property Tax	(55,810)
TOTAL			(55,810)
Deposit	02/20/2020		6,001
		Riverside County Treasurer-NEOPB	(6,001)
TOTAL			(6,001)
Deposit	02/27/2020		750
Payment	02/27/2020	Sovereign	(750)
TOTAL			(750)
		TOTAL	\$ 96,733

DESERT HEALTHCARE DISTRICT											
PROPERTY TAX RECEIPTS FY 2019 - 2020											
RECEIPTS - TWELVE MONTHS ENDED JUNE 30, 2020											
	FY 2018-2019 Projected/Actual						FY 2019-2020 Projected/Actual				
	Budget %	Budget \$	Act %	Actual Receipts	Variance		Budget %	Budget \$	Act %	Actual Receipts	Variance
July	2.5%	\$ 165,105	1.3%	\$ 87,106	\$ (77,998)		2.5%	\$ 168,407	0.0%	\$ -	\$ (168,407)
Aug	1.6%	\$ 105,667	1.3%	\$ 88,674	\$ (16,993)		1.6%	\$ 107,780	3.1%	\$ 207,292	\$ 99,512
Sep	2.6%	\$ 171,709	2.4%	\$ 155,626	\$ (16,083)		2.6%	\$ 175,143	0.0%	\$ -	\$ (175,143)
Oct	0.0%	\$ -	0.0%	\$ -	\$ -		0.0%	\$ -	2.4%	\$ 158,895	\$ 158,895
Nov	0.4%	\$ 26,417	0.0%	\$ -	\$ (26,417)		0.4%	\$ 26,945	0.0%	\$ -	\$ (26,945)
Dec	16.9%	\$ 1,116,106	17.8%	\$ 1,177,161	\$ 61,054		16.9%	\$ 1,138,429	18.2%	\$ 1,222,723	\$ 84,294
Jan	31.9%	\$ 2,106,733	19.7%	\$ 1,299,278	\$ (807,456)		31.9%	\$ 2,148,868	33.1%	\$ 2,228,697	\$ 79,829
Feb	0.0%	\$ -	13.9%	\$ 918,846	\$ 918,846		0.0%	\$ -	1.0%	\$ 69,468	\$ 69,468
Mar	0.3%	\$ 19,813	0.7%	\$ 44,532	\$ 24,719		0.3%	\$ 20,209	0.0%		
Apr	5.5%	\$ 363,230	5.9%	\$ 392,745	\$ 29,515		5.5%	\$ 370,495	0.0%		
May	19.9%	\$ 1,314,232	20.3%	\$ 1,341,271	\$ 27,039		19.9%	\$ 1,340,517	0.0%		
June	18.4%	\$ 1,215,169	22.3%	\$ 1,470,000	\$ 254,830		18.4%	\$ 1,239,473	0.0%		
Total	100%	\$ 6,604,180	105.6%	\$ 6,975,238	\$ 371,058		100.00%	\$ 6,736,264	57.7%	\$ 3,887,075	\$ 121,503

Las Palmas Medical Plaza
Deposit Detail - LPMP
February 2020

Type	Date	Name	Amount
Deposit	02/03/2020		3,854
Payment	02/03/2020	Quest Diagnostics Incorporated	(3,854)
TOTAL			(3,854)
Deposit	02/06/2020		26,597
Payment	02/06/2020	Derakhsh Fozouni, M.D.	(5,841)
Payment	02/06/2020	Palmfree Clinical Research	(6,217)
Payment	02/06/2020	Pathway Pharmaceuticals, Inc.	(2,296)
Payment	02/06/2020	Ramy Awad, M.D.	(3,246)
Payment	02/06/2020	Aijaz Hashmi, M.D., Inc.	(2,745)
Payment	02/06/2020	Brad A. Wolfson, M.D.	(3,354)
Payment	02/06/2020	Cure Cardiovascular Consultants	(2,898)
TOTAL			(26,597)
Deposit	02/07/2020		51,031
Payment	02/07/2020	Desert Regional Medical Center	(5,006)
Payment	02/07/2020	Tenet HealthSystem Desert, Inc.	(28,650)
Payment	02/07/2020	Tenet HealthSystem Desert, Inc.	(5,543)
Payment	02/07/2020	Desert Oasis Healthcare Medical Group	(2,130)
Payment	02/07/2020	Cohen Musch Thomas Medical Group	(3,543)
Payment	02/07/2020	EyeCare Services Partners Management LLC	(6,159)
TOTAL			(51,031)
Deposit	02/07/2020		3,001
Payment	02/07/2020	Peter Jamieson, M.D.	(3,001)
TOTAL			(3,001)
Deposit	02/18/2020		2,739
Payment	02/18/2020	Dennis Spurgin, D.C.	(2,739)
TOTAL			(2,739)
Deposit	02/19/2020		4,774
Payment	02/19/2020	Laboratory Corporation of America	(4,774)
TOTAL			(4,774)
		TOTAL	91,996

Desert Healthcare District
Check Register
As of February 29, 2020

Type	Date	Num	Name	Amount
1000 - CHECKING CASH ACCOUNTS				
1010 - Union Bank - Checking				
Bill Pmt -Check	02/04/2020	000000	First Bankcard (Union Bank)	(6,106)
Bill Pmt -Check	02/06/2020	15839	Arthur Shorr - Insurance Premium reimbursement	(7,922)
Bill Pmt -Check	02/06/2020	15840	California CareForce	(5,000)
Bill Pmt -Check	02/06/2020	15841	Conrado Barzaga.	(75)
Bill Pmt -Check	02/06/2020	15842	Dale Barnhart	(500)
Bill Pmt -Check	02/06/2020	15843	Donna Den Bleyker.	(272)
Bill Pmt -Check	02/06/2020	15844	Erica Huskey	(15)
Bill Pmt -Check	02/06/2020	15845	Ernest Enterprises	(87)
Bill Pmt -Check	02/06/2020	15846	Evet PerezGil	(1,515)
Bill Pmt -Check	02/06/2020	15847	Frazier Pest Control, Inc.	(30)
Bill Pmt -Check	02/06/2020	15848	Greater Coachella Valley Chamber of Com	(310)
Bill Pmt -Check	02/06/2020	15849	Image Source	(117)
Bill Pmt -Check	02/06/2020	15850	KaufmanHall	(721)
Bill Pmt -Check	02/06/2020	15851	Leticia De Lara - Stipend and Expense Reimbursement	(562)
Bill Pmt -Check	02/06/2020	15852	Meghan Kane	(192)
Bill Pmt -Check	02/06/2020	15853	National Demographic Corporation	(35,000)
Bill Pmt -Check	02/06/2020	15854	Palms to Pines Printing	(2,381)
Bill Pmt -Check	02/06/2020	15855	Ready Refresh	(50)
Bill Pmt -Check	02/06/2020	15856	Regional Access Project Foundation	(550)
Bill Pmt -Check	02/06/2020	15857	Rogers, Carole - Insurance Premium reimbursement	(866)
Bill Pmt -Check	02/06/2020	15858	Shred-It	(99)
Bill Pmt -Check	02/06/2020	15859	So.Cal Computer Shop	(810)
Bill Pmt -Check	02/06/2020	15860	The Root Cause Coalition	(1,500)
Bill Pmt -Check	02/06/2020	15861	Top Shop	(310)
Bill Pmt -Check	02/06/2020	15862	Underground Service Alert of Southern Cal	(5)
Bill Pmt -Check	02/06/2020	15863	UPS	(16)
Bill Pmt -Check	02/06/2020	15864	Vanessa Smith-	(398)
Bill Pmt -Check	02/06/2020	15865	Verizon Wireless	(612)
Bill Pmt -Check	02/06/2020	15866	Zendle, Les- Stipend and Expense Reimbursement	(547)
Check	02/06/2020	Auto Pay	Calif. Public Employees'Retirement System	(12,025)
Liability Check	02/06/2020		QuickBooks Payroll Service	(40,673)
General Journal	02/07/2020	08-01	401a payment - 2/7/20 payroll	(2,908)
General Journal	02/07/2020	08-01	457b payment - 2/7/20 payroll	(4,429)
Bill Pmt -Check	02/11/2020	15867	Alejandro Espinoza-	(843)
Bill Pmt -Check	02/11/2020	15868	Conrado Barzaga.	(474)
Bill Pmt -Check	02/11/2020	15869	Graphtek Interactive	(38)

Desert Healthcare District
Check Register
As of February 29, 2020

Type	Date	Num	Name	Amount
Bill Pmt -Check	02/11/2020	15870	Image Source	(403)
Bill Pmt -Check	02/11/2020	15871	Maggie Martinez	(833)
Bill Pmt -Check	02/11/2020	15872	Mangus Accountancy Group, A.P.C.	(500)
Bill Pmt -Check	02/11/2020	15873	Staples Credit Plan	(1,194)
Bill Pmt -Check	02/11/2020	15874	State Compensation Insurance Fund	(619)
Bill Pmt -Check	02/11/2020	15875	Time Warner Cable	(247)
Bill Pmt -Check	02/11/2020	15876	UC Riverside Foundation	(5,000)
Bill Pmt -Check	02/11/2020	15877	Xerox Financial Services	(430)
General Journal	02/11/2020	08-04	February 2020 LTD Payment - Jena Marie Van Earl	(1,234)
Bill Pmt -Check	02/13/2020	15878	National Alliance of Filipino-Americans	(100)
Bill Pmt -Check	02/19/2020	15879	Arthur Shorr - Expense reimbursement	(157)
Bill Pmt -Check	02/19/2020	15880	Donna Den Bleyker.	(656)
Bill Pmt -Check	02/19/2020	15881	Frederic E. Supple	(6,010)
Bill Pmt -Check	02/19/2020	15882	Leticia De Lara - Insurance Reimbursement	(2,424)
Bill Pmt -Check	02/19/2020	15883	Meghan Kane	(556)
Bill Pmt -Check	02/19/2020	15884	Principal Life Insurance Co.	(1,452)
Bill Pmt -Check	02/19/2020	15885	Rauch Communication Consultants	(245)
Bill Pmt -Check	02/19/2020	15886	Rogers, Carole - Stipen and Expense Reimbursement	(701)
Liability Check	02/20/2020		QuickBooks Payroll Service	(39,945)
Bill Pmt -Check	02/21/2020	15887	CoPower Employers' Benefits Alliance	(2,009)
Bill Pmt -Check	02/21/2020	15888	Grantmakers In Health	(3,250)
Bill Pmt -Check	02/21/2020	15889	Moss, Levy & Hartzheim LLP	(1,218)
Bill Pmt -Check	02/21/2020	15890	Pitney Bowes Global Financial Services	(231)
Bill Pmt -Check	02/21/2020	15891	Regional Access Project Foundation	(550)
Bill Pmt -Check	02/21/2020	15892	Tri-Star Risk Management	(270)
Liability Check	02/24/2020		QuickBooks Payroll Service	(1,523)
General Journal	02/25/2020	08-07	457b payment - 2/21/20 payroll	(4,524)
Bill Pmt -Check	02/26/2020	15893	Assistance League of Palm Springs Desert	(5,000)
Check	02/29/2020		Service Charge	(281)
General Journal	02/29/2020	08-08	Record Medical Reimb - February 2020	(563)
TOTAL				(210,080)

Desert Healthcare District							
Details for credit card Expenditures							
Credit card purchases - January 2020 - Paid February 2020							
Number of credit cards held by District personnel -2							
Credit Card Limit - \$7,000							
Credit Card Holders:							
Conrado Bárzaga - Chief Executive Officer							
Chris Christensen - Chief Administration Officer							
Routine types of charges:							
Office Supplies, Dues for membership, Computer Supplies, Meals, Travel including airlines and Hotels, Catering, Supplies for BOD meetings, CEO Discretionary for small grant & gift items							
</							

Las Palmas Medical Plaza
Check Register
As of February 29, 2020

Type	Date	Num	Name	Amount
1000 - CHECKING CASH ACCOUNTS				
1046 - Las Palmas Medical Plaza				
Bill Pmt -Check	02/06/2020	10130	Best Signs, Inc.	(104)
Bill Pmt -Check	02/06/2020	10131	Desert Air Conditioning Inc.	(582)
Bill Pmt -Check	02/06/2020	10132	Desert Water Agency	(379)
Bill Pmt -Check	02/06/2020	10133	Imperial Security	(3,400)
Bill Pmt -Check	02/06/2020	10134	Palm Springs Disposal Services Inc	(2,227)
Bill Pmt -Check	02/06/2020	10135	Elena Adina Peterson	(5,255)
Bill Pmt -Check	02/11/2020	10136	Department of Industrial Relations	(450)
Bill Pmt -Check	02/19/2020	10137	Desert Air Conditioning Inc.	(2,518)
Bill Pmt -Check	02/19/2020	10138	Desert Water Agency	(28)
Bill Pmt -Check	02/19/2020	10139	Elena Adina Peterson	(9,600)
Bill Pmt -Check	02/19/2020	10140	Frazier Pest Control, Inc.	(925)
Bill Pmt -Check	02/19/2020	10141	Imperial Security	(1,700)
Bill Pmt -Check	02/19/2020	10142	Stericycle, Inc.	(1,608)
Bill Pmt -Check	02/21/2020	10143	INPRO-EMS Construction	(4,300)
Bill Pmt -Check	02/21/2020	10144	Frontier Communications	(226)
Bill Pmt -Check	02/21/2020	10145	Imperial Security	(1,700)
Bill Pmt -Check	02/21/2020	10146	INPRO-EMS Construction	(10,117)
Bill Pmt -Check	02/21/2020	10147	Prest-Vuksic Architects	(1,235)
Bill Pmt -Check	02/21/2020	10148	Southern California Edison	(566)
Check	02/29/2020		Service Charge	(1,209)
TOTAL				(48,127)



MEMORANDUM

DATE: March 10, 2020

TO: F&A Committee

RE: Retirement Protection Plan (RPP)

Current number of participants in Plan:

Active – still employed by hospital	105
Vested – no longer employed by hospital	64
Former employees receiving annuity	<u>7</u>
Total	<u>176</u>

The outstanding liability for the RPP is approximately **\$4.2M** (Actives - \$2.8M and Vested - \$1.4M). US Bank investment account balance \$4.9M. Per the June 30, 2019 Actuarial Valuation, the RPP has an Unfunded Pension Liability of approximately **\$3.4M**. A monthly accrual of \$10K is being recorded each month as an estimate for FY2020.

The payouts, excluding monthly annuity payments, made from the Plan for the Eight (8) months ended February 29, 2020 totaled **\$87K**. Monthly annuity payments (7 participants) total **\$1.0K** per month.

DESERT HEALTHCARE DISTRICT							
OUTSTANDING GRANTS AND GRANT PAYMENT SCHEDULE							
As of 2/29/20							
TWELVE MONTHS ENDED JUNE 30, 2020							
Grant ID Nos.	Name	Approved Grants - Prior Yrs	Current Yr 2019-2020	6/30/2019 Bal Fwd/New	Total Paid July-June	Open BALANCE	
2014-MOU-BOD-11/21/13	Memo of Understanding CVAG CV Link Support	\$ 10,000,000		\$ 10,000,000	\$ -	\$ 10,000,000	
2015-876-BOD-6-23-15	Arrowhead Neuroscience Fndtn-NeuroInterventional & NeuroCritical Care Fellowship 2 Yr	\$ 373,540		\$ 37,354	\$ 27,522	\$ 9,832	
	Unexpended funds of Grant #876 (\$9,832.32 10% Retention)					\$ (9,832)	
2016-927-BOD-12-20-16	SafeHouse of the Desert - "What's Up" Crisis Texting Application - 3 Yr	\$ 679,357		\$ 169,839	\$ 101,904	\$ 67,935	
2017-938-BOD-07-25-17	Mizell Senior Center - A Matter of Balance Phase 2 - 2 Yr	\$ 400,300		\$ 40,030	\$ 2,077	\$ 37,953	
	Unexpended funds of Grant #967 (\$37,953 10% Retention)				\$ -	\$ (37,953)	
2018-960-BOD-02-27-18	Desert Cancer Foundation - Patient Assistance and Suzanne Jackson Breast Cancer	\$ 200,000		\$ 20,000	\$ 20,000	\$ -	
2018-967-BOD-05-22-18	The City of DHS-Public Safety Emergency Response Program - Purchase AEDs	\$ 30,000		\$ 3,000	\$ 710	\$ 2,290	
	Unexpended funds of Grant #967 (\$2,290.34 10% Retention)				\$ -	\$ (2,290)	
2018-974-BOD-09-25-18	HARC - 2019 Coachella Valley Community Health Survey - 2 Yr	\$ 399,979		\$ 219,989	\$ 89,995	\$ 129,994	
2018-980-BOD-10-23-18	Joslyn Wellness Senior Behavioral Health Services Program - 1 Yr	\$ 112,050		\$ 11,205	\$ 11,205	\$ -	
2018-981-BOD-10-23-18	Desert Arc Healthcare Program - 1 Yr	\$ 164,738		\$ 16,474	\$ 16,474	\$ (0)	
2018-979-BOD-11-27-18	FIND Food Bank - Healthy Food First/Pathways Out of Hunger - 1 Yr	\$ 396,345		\$ 217,989	\$ 171,513	\$ 46,476	
						\$ (39,633)	
						\$ (6,843)	
2019-985-BOD-03-26-19	Coachella Valley Volunteers in Medicine - Primary Healthcare & Support Services - 1 Yr	\$ 121,500		\$ 66,825	\$ 54,675	\$ 12,150	
2019-986-BOD-05-28-19	Ronald McDonald House Charities - Temporary Housing & Family Support Services - 1 Yr	\$ 200,000		\$ 200,000	\$ 180,000	\$ 20,000	
2019-997-BOD-05-28-19	Martha's Village & Kitchen - Homeless Housing With Wrap Around Services - 1 Yr	\$ 200,896		\$ 110,493	\$ 90,403	\$ 20,090	
2019-989-BOD-05-28-19	Pegasus Riding Academy - Cover the Hard Costs of Pegasus Clients - 1 Yr	\$ 109,534		\$ 60,244	\$ 49,290	\$ 10,954	
2019-994-BOD-05-28-19	One Future Coachella Valley - Mental Health College & Career Pathway Development - 2 Yr	\$ 700,000		\$ 621,250	\$ 78,750	\$ 542,500	
2019-995-BOD-05-28-19	One Future Coachella Valley - HCC Summer Intern at DHCD/F & FIND Food Bank	\$ 14,628		\$ 1,463	\$ 1,463	\$ -	
2019-1000-BOD-05-28-19	Voices for Children - Court Appointed Special Advocate Program - 1 Yr	\$ 24,000		\$ 13,200	\$ 10,800	\$ 2,400	
2019-1006-BOD-06-25-19	Desert Healthcare Foundation - Homelessness Initiative Collective Fund	\$ 1,000,000		\$ 1,000,000	\$ 1,000,000	\$ -	
2019-1017-BOD-09-24-19	Jewish Family Services - Case Management Services for Homeless Prevention - 1 Yr		\$ 90,000	\$ 90,000	\$ 40,500	\$ 49,500	
2019-1025-BOD-09-24-19	Desert Healthcare Foundation - Ready Set Swim - 1 Yr		\$ 200,000	\$ 200,000	\$ 200,000	\$ -	
2019-1023-BOD-10-22-19	CVRM - Transportation for Seniors & Homeless Hospital Discharge Referrals - 1 Yr		\$ 216,200	\$ 216,200	\$ 48,645	\$ 167,555	
2019-1021-BOD-11-26-19	Neuro Vitality Center - Community Based Adult Services Program - 6 Months		\$ 143,787	\$ 143,787	\$ 64,704	\$ 79,083	
				\$ -	\$ -	\$ -	
TOTAL GRANTS		\$ 15,126,867	\$ 649,987	\$ 13,459,342	\$ 2,260,629	\$ 11,102,161	
Amts available/remaining for Grant/Programs - FY 2019-20:							
Amount budgeted 2019-2020			\$ 3,500,000		G/L Balance:	2/29/2020	
Amount granted through June 30, 2020:			\$ (649,987)		2131	\$ 5,702,161	
Mini Grants:	1009; 1015; 1019; 1016; 1039; 1031		\$ (27,508)		2281	\$ 5,400,000	
Net adj - Grants not used:	967; 876; 938; 979		\$ 96,552		Total	\$ 11,102,161	
Balance available for Grants/Programs			\$ 2,919,057		Difference - Rdg	\$ 0	



Date: March 24, 2020

To: Board of Directors

Subject: Consideration to Approve the Landscape Plans, Estimated Costs, and Phasing Plan at the Las Palmas Medical Plaza (LPMP) – estimated at \$312,854 over 2 years.

Staff Recommendation: Consideration to approve the Landscape Plans, Estimated Costs, and Phasing Plan at the Las Palmas Medical Plaza – estimated at \$312,854 over 2 years.

Background:

- The Las Palmas Medical Plaza is a medical office building owned and operated by the Desert Healthcare District.
- Over the years, the landscaping at LPMP has experienced challenges and deterioration, mostly due to the drought conditions, which required removal of grass and irrigation issues.
- Recently, the fire sprinkler infrastructure was installed at LPMP, which damaged more of the plant life on Tachevah.
- The F&A Committee and Board approved a landscape architect firm, Desert Modern Landscape, to design a landscape plan.
- Included in the packet are the Landscape Plans, Cost Estimates, and Phasing Plan.
- The Phasing would take place over the course of two years, FY2020-2021 & FY2021-2022.
- The FY2019-2020 annual budget includes \$150,000 in the budget. However, actual construction following the RFP and formal bidding process is anticipated to begin September 2020 (FY2020-2021). Landscape budgets will be included during the budgeting process.
- At the March 10, 2020 Finance & Administration Committee meeting, the Committee recommended forwarding to the Board for consideration of approval.
- Staff recommends approval of the Landscape Plans, Cost Estimates and Phasing Plan.

Fiscal Impact:

Estimated Cost \$312,854 over 2 years

FY2021 - \$157,108
FY2022 - \$155,746

Las Palmas Medical Plaza								
Landscape Plan								
3/10/2020								
							FY2021	FY2022
								Alley, parking, courtyard, date palms
				Cost			Streetscape	
Phase 1								
	Via Miraleste Streetscape			22,093				
	Prevailing Wage			2,000				
					24,093		24,093	
Phase 2								
	Tachevah Streetscape			126,115				
	Prevailing wage			6,900				
					133,015		133,015	
Phase 3								
	Date Palms	Removal		8,000				
		Diamond Cuts		42,000				
					50,000			50,000
	Interior Courtyard West			13,175				
	Prevailing wage			1,200				
					14,375			14,375
	Interior Courtyard East			13,465				
	Prevailing wage			1,200				
					14,665			14,665
Phase 4								
	Parking Lot			59,926				
	Prevailing wage			4,500				
					64,426			64,426
Phase 5								
	The Alley			11,280				
	Prevailing wage			1,000				
					12,280			12,280
	Total				312,854		157,108	155,746

PRELIMINARY COST ESTIMATE
FOR
LAS PALMAS MEDICAL CENTER
555 TACHEVAH. PALM SPRINGS, CA
2/18/2020

Via Miraleste Streetscape

Demolition

Existing Trees to be removed, or relocated	9	ea	400.00	3600.00
Existing 5 Palms to be skinned	50	l.f.	10.00	500.00
Existing shrubs to be removed	80	ea	10.00	800.00
Grading, Drainage, Mounding				t.b.d
				4900.00

Landscaping Installed

Tree @ 24"-Box	4	ea	285.00	1140.00
Chamaerops Humilis @ 24"-Box Multi tr specin	2	ea	295.00	590.00
Butia Capitata @ 24"-Box Multi tr specimen	1	ea	395.00	395.00
Agave @ 15-Gal	4	ea	120.00	480.00
Shrubs @ 15-Gal	19	ea	95.00	1805.00
Shrubs @ 5-Gal	46	ea	35.00	1610.00
Optional Boulders 3' wide 12"-18"Height	11	ea	250.00	2750.00
3/8" Mohave Gold DG	41.5	t.	75.00	3112.50
Mortar in Cobble	160	sq.ft	16.00	2560.00
				14442.50

Irrigation Installed

Drip Irrigation	1	l.s.		2000.00
				2000.00

LED Landscape Lighting

LED Landscape Lighting	3	ea	250.00	750.00
				750.00

TOTAL Via Miraleste Streetscape

Prevailing Wage				22092.50
				2000.00
				24092.50

* Figures are for estimated purposes only. Actual construction cost may vary.

Tachevah Streetscape**Demolition**

Existing Trees to be removed	14	ea	400.00	5600.00
Existing 26 Palms to be skinned	260	l.f.	10.00	2600.00
Existing shrubs to be removed	190	ea	10.00	1900.00
Grading, Drainage, Mounding				t.b.d
				10100.00

Landscaping Installed

Existing Date Palms to be removed	6	ea	1000.00	6000.00
Phoenix dactylifera 16' HT Diamond Cut	6	ea	3500.00	21000.00
Tree @ 24"-Box	11	ea	285.00	3135.00
Chamaerops Humilis @ 24"-Box Multi tr specin	24	ea	295.00	7080.00
Butia Capitata @ 24"-Box Multi tr specimen	8	ea	395.00	3160.00
Dasyllirion Longissima @ 24"-Box	6	ea	350.00	2100.00
Dasyllirion Longissima @ 15-Gal	9	ea	200.00	1800.00
Dasyllirion Wheeleri @ 15-Gal	13	ea	120.00	1560.00
Agave @ 15-Gal	10	ea	120.00	1200.00
Shrubs @ 15-Gal	3	ea	95.00	285.00
Shrubs @ 5-Gal	243	ea	35.00	8505.00
Shrubs @ 1-Gal	42	ea	15.00	630.00
Bougainville 'Oh La La' @ 5-Gal	65	ea	53.00	3445.00
Optional Boulders 3' wide 12"-18"Height	35	ea	250.00	8750.00
3/8" Mohave Gold DG	193	t.	75.00	14475.00
Mortar in Cobble	1165	sq.ft	16.00	18640.00
				101765.00

Irrigation Installed

Drip Irrigation	1	l.s.		11000.00
				11000.00

LED Landscape Lighting

LED Landscape Lighting	13	ea	250.00	3250.00
				3250.00

TOTAL Tachevah Streetscape

				126115.00
Prevailing Wage				6900.00
				133015.00

The Alley**Demolition**

Existing Trees to be removed	3	ea	400.00	1200.00
Existing shrubs to be removed	107	ea	10.00	1070.00
Grading, Drainage, Mounding				t.b.d
				2270.00

Landscaping Installed

Shrubs @ 5-Gal	103	ea	35.00	3605.00
3/8" Mohave Gold DG	83	t.	35.00	2905.00
				6510.00

Irrigation Installed

Drip Irrigation	1	l.s.		2500.00
				2500.00

TOTAL The Alley

Prevailing Wage				11280.00
				1000.00
				12280.00

Parking Lot**Demolition**

Existing Trees to be removed	8	ea	400.00	3200.00
Existing 5 Palms to be skinned	140	l.f.	10.00	1400.00
Existing shrubs to be removed	271	ea	10.00	2710.00
Grading, Drainage, Mounding				t.b.d
				7310.00

Landscaping Installed

Phoenix dactylifera 16' HT Diamond Cut	12	ea		0.00
Existing Date Palms to be removed	8	ea		0.00
Tree @ 24"-Box	24	ea	285.00	6840.00
Tree @ 36"-Box	6	ea	795.00	4770.00
Chamaerops Humilis @ 24"-Box Multi tr specir	10	ea	295.00	2950.00
Butia Capitata @ 24"-Box Multi tr specimen	5	ea	395.00	1975.00
Agave @ 15-Gal	9	ea	120.00	1080.00
Vines @ 5-Gal esp with wires on wall	10	ea	65.00	650.00
Bougainville 'Oh La La' @ 5-Gal	42	ea	53.00	2226.00
Yucca 'Sky Blue'	6	ea	250.00	1500.00
Shrubs @ 5-Gal	235	ea	35.00	8225.00
Optional Boulders 3' wide 12"-18"Height	18	ea	250.00	4500.00
3/8" Mohave Gold DG	132	t.	75.00	9900.00
				44616.00

Irrigation Installed

Drip Irrigation	1	l.s.		8000.00
				8000.00

TOTAL Parking Lot

Prevailing Wage				59926.00
				4500.00
				64426.00

* Figures are for estimated purposes only. Actual construction cost may vary.

Phoenix dactylifera 16' HT Diamond Cut	12	ea	3500.00	42000.00
Existing Date Palms to be removed	8	ea	1000.00	8000.00
				50000.00

Interior Courtyard West**Demolition**

Existing shrubs to be removed	58	ea	10.00	580.00
Grading, Drainage, Mounding				t.b.d
				580.00

Landscaping Installed

Chamaerops Humilis @ 24"-Box Multi tr specin	4	ea	285.00	1140.00
Cycas Revoluta @ 24"-Box Multi tr specimen	2	ea	285.00	570.00
Yucca 'Sky Blue'	4	ea	250.00	1000.00
Vines @ 5-Gal esp with wires on wall	2	ea	65.00	130.00
Shrubs @ 5-Gal	92	ea	35.00	3220.00
Shrubs @ 1-Gal	9	ea	15.00	135.00
Optional Boulders 3' wide 12"-18"Height	9	ea	250.00	2250.00
3/8" Mohave Gold DG	18	t.	75.00	1350.00
				9795.00

Irrigation Installed

Drip Irrigation	1	l.s.		2800.00
				2800.00

TOTAL Interior Courtyrd West

				13175.00
Prevailing Wage				1200.00
				14375.00

* Figures are for estimated purposes only. Actual construction cost may vary.

Interior Courtyard East**Demolition**

Existing shrubs to be removed	39	ea	10.00	390.00
Grading, Drainage, Mounding				t.b.d
				390.00

Landscaping Installed

Chamaerops Humilis @ 24"-Box Multi tr specin	5	ea	285.00	1425.00
Vines @ 5-Gal esp with wires on wall	1	ea	65.00	65.00
Shrubs @ 5-Gal	126	ea	35.00	4410.00
Optional Boulders 3' wide 12"-18"Height	11	ea	250.00	2750.00
3/8" Mohave Gold DG	19	t.	75.00	1425.00
				10075.00

Irrigation Installed

Drip Irrigation	1	l.s.		3000.00
				3000.00

TOTAL Interior Courtyard East

				13465.00
Prevailing Wage				1200.00
				14665.00

* Figures are for estimated purposes only. Actual construction cost may vary.

LANDSCAPE PLANS FOR:

Las Palmas Medical Plaza

555 EAST TACHEVAH DRIVE
PALM SPRINGS, CALIFORNIA

SHEET INDEX

L-CS COVER SHEET
PH-1 PHASING PLAN
D-1.0 DEMOLITION PLAN
LM-1.0 STREETSCAPE MASTER
PLANTING PLAN
L-1.0 DETAIL PLANTING PLAN
L-1.1 DETAIL PLANTING PLAN
L-1.2 DETAIL PLANTING PLAN
L-2.0 PARKING LOT
PLANTING PLAN
L-3.0 INTERIOR COURTYARD WEST
PLANTING PLAN
L-3.1 INTERIOR COURTYARD EAST
PLANTING PLAN
L-4.0 MASTER LED LANDSCAPE
LIGHTING PLAN
L-5.0 MASTER IRRIGATION PLAN
L-5.1 IRRIGATION LEGENDS
LD-1 PLANTING DETAILS
LD-2 IRRIGATION DETAILS

OWNER / DEVELOPER:

DESERT HEALTHCARE DISTRICT
& FOUNDATION
1140 N. INDIAN CANYON DRIVE
PALM SPRINGS, CA. 92262
D. CHRIS CHRISTENSEN, CPA
CHIEF ADMINISTRATION OFFICER
(760) 323-6365
Email: cchristensen@dhcd.org



VICINITY MAP

NO SCALE

SAMPLE WATER CONSERVATION CONCEPT STATEMENT

Project Site: 555 E. Tachevah Drive
Project Location: Palm Springs, California
Landscape Architect/Irrigation Designer/Contractor: Desert Modern Landscape Design
Included in this project submittal package are: (Check to indicate completion)
WATER METER 1
X 1. Maximum Annual Applied Water Allowance:
Conventional Landscape: 560.15 100 cubic feet/year
Maximum Annual Applied Water Allowance: 560.15 100 cubic feet/year
X 2. Estimated Annual Applied Water Use by Hydrozone:
Low Plant Hydrozones: 21.61 100 cubic feet/year
Medium Plant Hydrozones: 486.27 100 cubic feet/year
Fountain : 3.27 100 cubic feet/year
Estimated Annual Total Applied Water Use: 511.15 100 cubic feet/year

WATER METER 2

X 1. Maximum Annual Applied Water Allowance:
Conventional Landscape: 588.44 100 cubic feet/year
Maximum Annual Applied Water Allowance: 588.44 100 cubic feet/year
X 2. Estimated Annual Applied Water Use by Hydrozone:
Low Plant Hydrozones: 20.68 100 cubic feet/year
Medium Plant Hydrozones: 522.98 100 cubic feet/year
Fountain : 1.57 100 cubic feet/year
Estimated Annual Total Applied Water Use: 545.23 100 cubic feet/year

- X 3. EATAWU<MAAWA
- X 4. Landscape Design Plan
- X 5. Irrigation Design Plan
- X 6. Grading Design Plan - See Civil Engineer
- N/A 7. Soil Chemical Analysis (optional)

Description of Project: (Briefly describe the planning and design actions that are intended to achieve conservation and efficiency in water use:
The Medical Plaza is designed to utilize low and moderate water use plants along with Drip Irrigation to conserve and efficiently use water.
Also, with the use of Deep Watering Irrigation practices for Trees and Palms will further promote low water conserving methods, thus providing a better sustainable environment and pleasing landscape setting for this project.

Date: February, 2020 Prepared By: Elena Adina Peterson

LANDSCAPE ARCHITECTURAL SERVICES BY:
DESERT MODERN
LANDSCAPE DESIGN

REMODEL LANDSCAPE PLANS FOR
LAS PALMAS MEDICAL PLAZA
555 E. TACHEVAH DRIVE
PALM SPRINGS, CALIFORNIA

DESERT MODERN
LANDSCAPE DESIGN
17175 SAN Geronimo ROAD
SAN JOSE, CALIFORNIA 95131
TEL: (408) 255-0844 FAX: (408) 255-0845
WWW.DESERTMODERNDIGITAL.COM

REVISION
02-18-2020

SCALE:

SHEET

L-CS

DIAL BEFORE YOU DIG

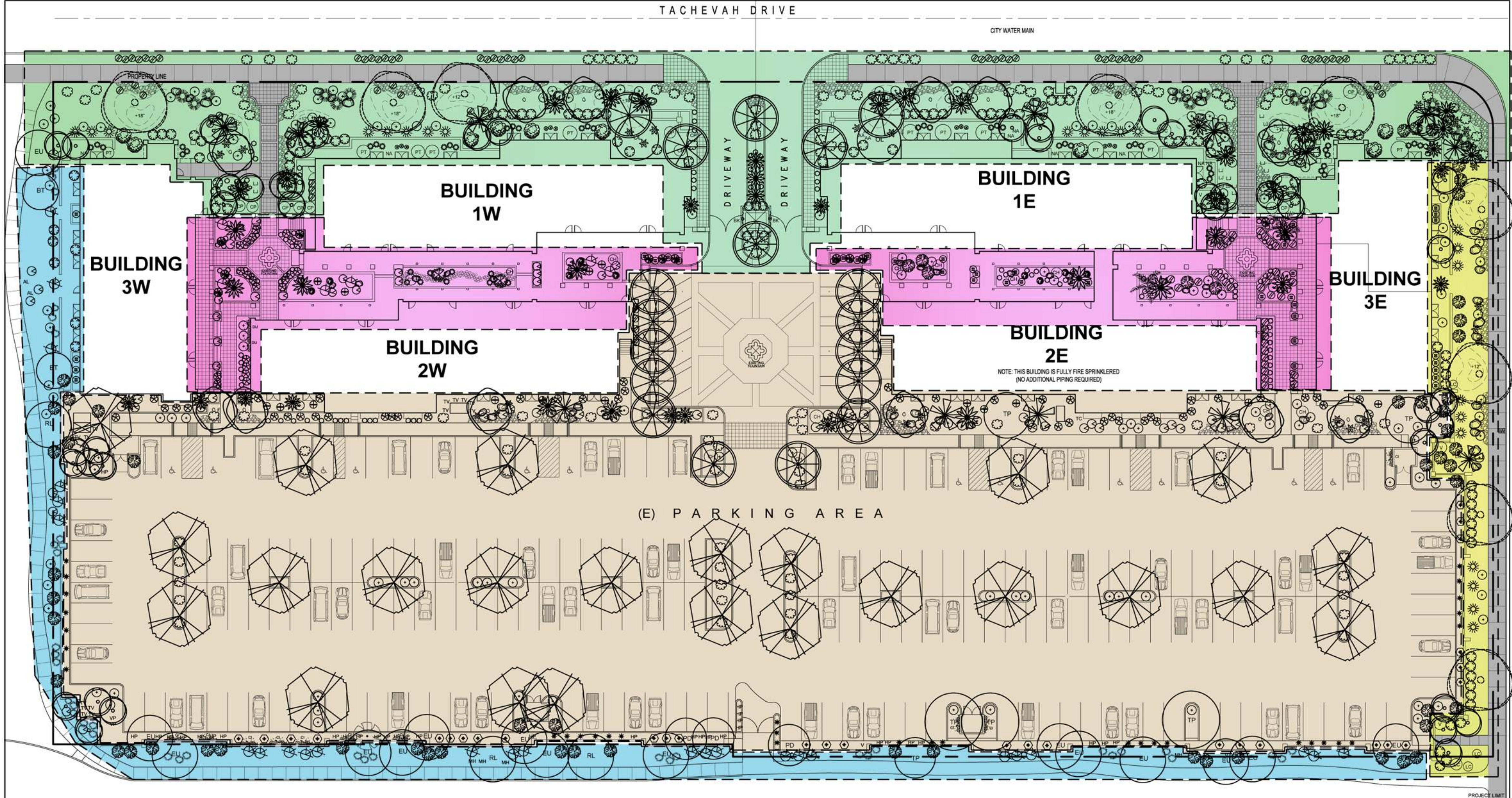
1-800-422-4133

DIGALERT

PLAY IT SAFE.
DIAL BEFORE
YOU DIG!



AT LEAST TWO
WORKING DAYS
PRIOR TO
EXCAVATING



PHASE LEGEND

- | | | |
|--|---------|---------------------------|
| | PHASE 1 | VIA MIRALESTE STREETSCAPE |
| | PHASE 2 | TACHEVAH DR. STREETSCAPE |
| | PHASE 3 | INTERIOR COURTYARDS |
| | PHASE 4 | THE PARKING LOT |
| | PHASE 5 | THE ALLEY |

REMODEL LANDSCAPE PLANS FOR
LAS PALMAS MEDICAL PLAZA
555 E. TACHEVAH DRIVE
PALM SPRINGS, CALIFORNIA

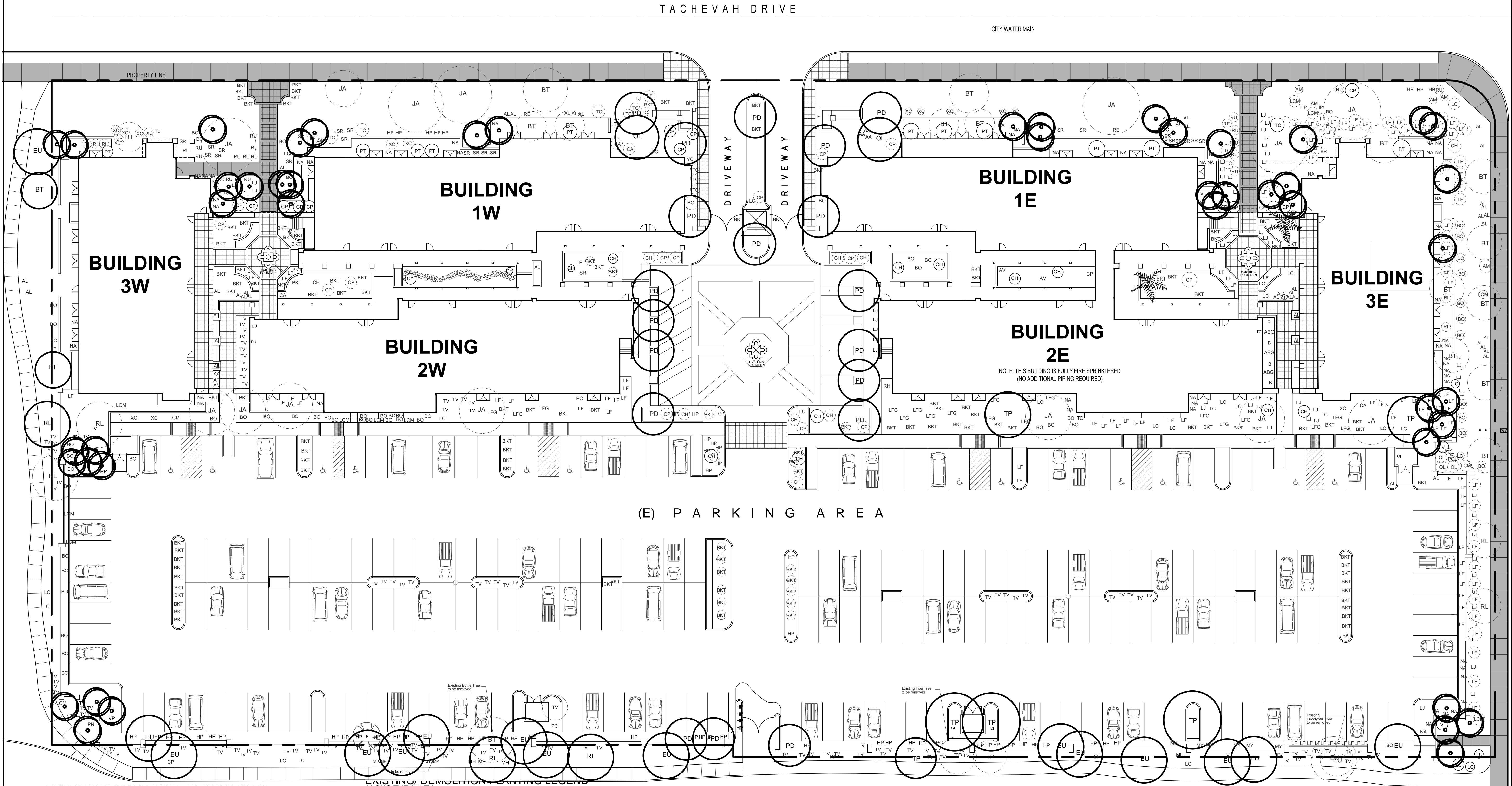
LANDSCAPE ARCHITECTURAL SERVICES BY:
N. VIA MIRALESTE
DESERT MODERN
LANDSCAPE DESIGN

DESERT MODERN
LANDSCAPE DESIGN
711-715 SAN Geronimo ROAD
SANTA MONICA, CALIFORNIA 90405
TELEPHONE: (310) 311-1111 E-MAIL: info@desertmodern.com

REVISION
02-18-20

SCALE: 1"=20'-0"

SHEET
PH-1



EXISTING/ DEMOLITION PLANTING LEGEND		
TREES	PLANTING SIZE	SCIENTIFIC NAME
BT	6	EUCALYPTUS
JA	7	JACARANDA MIMOSFOLIA
RL	1	RHUS LANCEA
TP	5	TIPUANA TIPU
PD	3	PHOENIX DACTYLIFERA
CH	13	WASHINGTONIA ROBUSTA
BO	1	WASHINGTONIA FILIFERA
LC	2	CHAMAEROPS HUMILIS
BK	3	VOLUNTEER PALM
CA	2	ALOE BARBADENSIS
HP	32	BOUGAINVILLEA ROSENKA
LCM	66	TORCH CLOW BOUGAINVILLEA
LF	1	CASSIA NEMOPHILA
MY	10	CALLISTEMON 'LITTLE JOHN'
NA	3	HESPERALOE PARVIFOLIA
TV	7	LANTANA CAMARA
XC	5	LANTANA 'NEW GOLD'
EX BK	64	LEUCOPHYLLUM 'G CLOUD'
	17	MURRAYA PANICULATA
	19	NANDINA DOMESTICA
	3	PRUNUS CAROLINIANA
	21	RHAPHIOLEPIS INDICA
	24	THEVETIA PERUVIANA
	3	THEVETIA PERUVIANA

EXISTING/ DEMOLITION PLANTING LEGEND		
TREES	PLANTING SIZE	SCIENTIFIC NAME
BT	8	BRACHYCHITON POPULNEUS
JA	6	EUCALYPTUS
RL	2	RHUS LANCEA
TP	2	TIPUANA TIPU
PD	2	ALOE BARBADENSIS
CH	2	BOUGAINVILLEA ROSENKA
BO	2	LANTANA CAMARA
LC	2	LANTANA 'NEW GOLD'
BK	2	LEUCOPHYLLUM 'G CLOUD'
CA	2	MURRAYA PANICULATA
HP	2	NANDINA DOMESTICA
LCM	3	PRUNUS CAROLINIANA
LF	3	RHAPHIOLEPIS INDICA
MY	3	THEVETIA PERUVIANA
NA	3	THEVETIA PERUVIANA
TV	3	THEVETIA PERUVIANA
XC	3	THEVETIA PERUVIANA

EXISTING/ DEMOLITION PLANTING LEGEND		
TREES	PLANTING SIZE	SCIENTIFIC NAME
BT	8	BRACHYCHITON POPULNEUS
JA	6	EUCALYPTUS
RL	2	RHUS LANCEA
TP	2	TIPUANA TIPU
PD	2	ALOE BARBADENSIS
CH	2	BOUGAINVILLEA ROSENKA
BO	2	LANTANA CAMARA
LC	2	LANTANA 'NEW GOLD'
BK	2	LEUCOPHYLLUM 'G CLOUD'
CA	2	MURRAYA PANICULATA
HP	2	NANDINA DOMESTICA
LCM	3	PRUNUS CAROLINIANA
LF	3	RHAPHIOLEPIS INDICA
MY	3	THEVETIA PERUVIANA
NA	3	THEVETIA PERUVIANA
TV	3	THEVETIA PERUVIANA
XC	3	THEVETIA PERUVIANA

EXISTING/ DEMOLITION PLANTING LEGEND		
TREES	PLANTING SIZE	SCIENTIFIC NAME
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JA	6	EUCALYPTUS
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TP	2	TIPUANA TIPU
PD	2	ALOE BARBADENSIS
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BO	2	LANTANA CAMARA
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EXISTING/ DEMOLITION PLANTING LEGEND		
TREES	PLANTING SIZE	SCIENTIFIC NAME
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JA	6	EUCALYPTUS
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MY	3	THEVETIA PERUVIANA
NA	3	THEVETIA PERUVIANA
TV	3	THEVETIA PERUVIANA
XC	3	THEVETIA PERUVIANA

Section 4216/4217 of the Government Code requires a Dig Alert Identification Number to be issued before a 'Permit to Excavate' will be valid. For your Dig Alert Identification Number call Underground Service Alert TOLL FREE at 1-800-227-2600 two working days before you dig.

Construction contractor agrees that in accordance with generally accepted construction practices, construction contractor will be required to assume sole and complete responsibility for job site conditions during the course of construction of the project, including safety of all persons and property; that this requirement shall be made to apply continuously and not be limited to normal working hours, and construction contractor further agrees to defend, indemnify and hold design professional harmless from any and all liability, real or alleged, in connection with the performance of work on this project, excepting liability arising from the sole negligence of design professional.

DESERT MODERN LANDSCAPE DESIGN
11115 SAN CARLOS ROAD
SAN CARLOS, CALIFORNIA 95060
TELEPHONE (916) 671-1444 E-MAIL: info@desertmodern.com

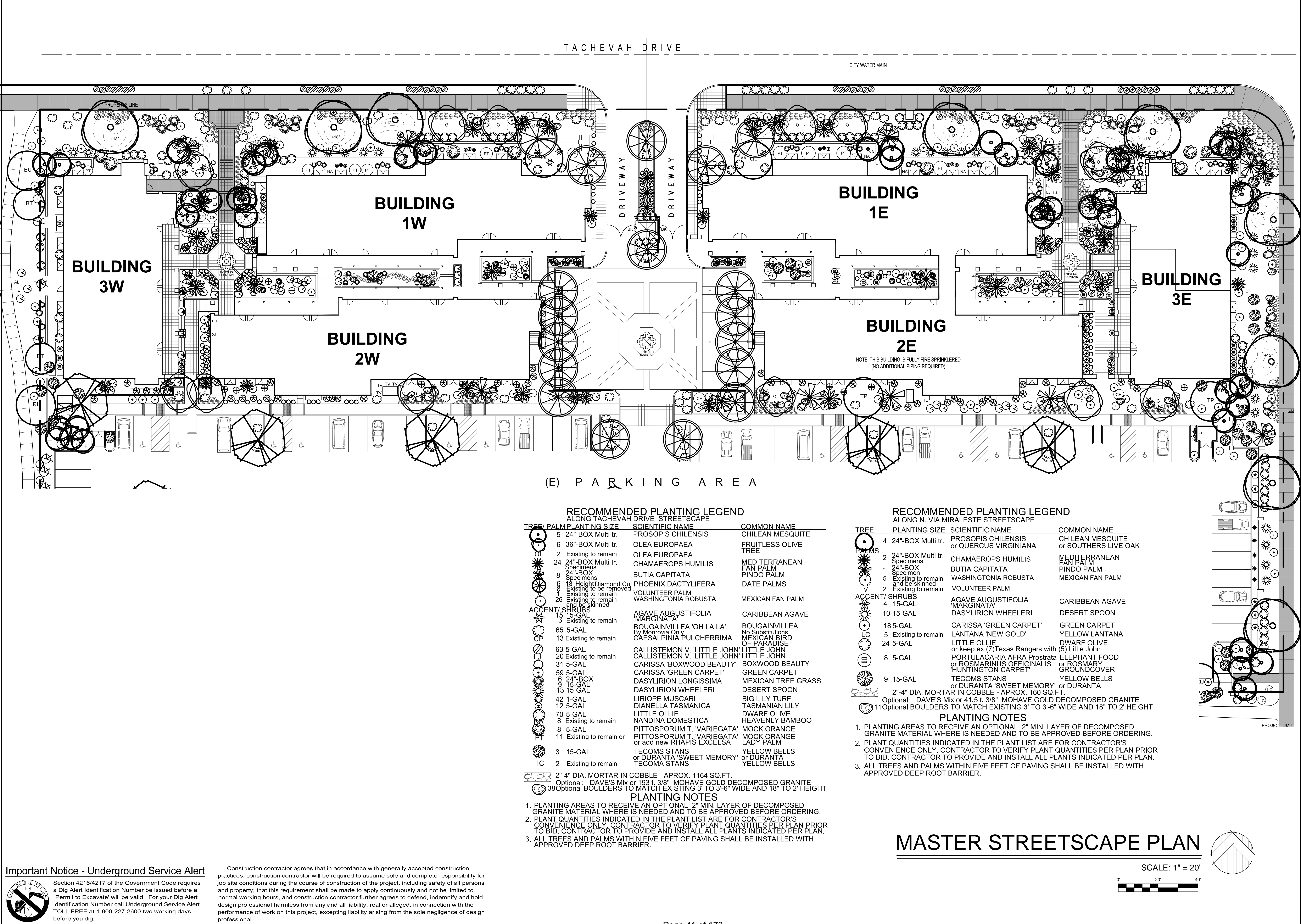
REVISION

11-18-19
02-03-20

SCALE: 1"=20'-0"

SHEET

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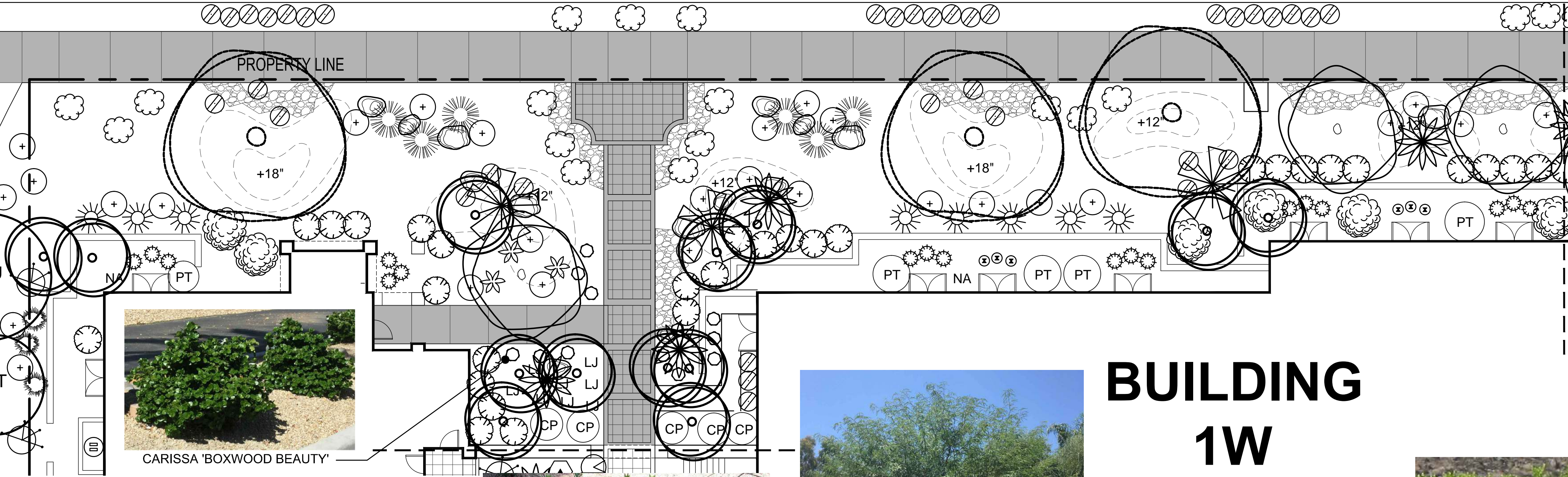


Important Notice - Underground Service Alert

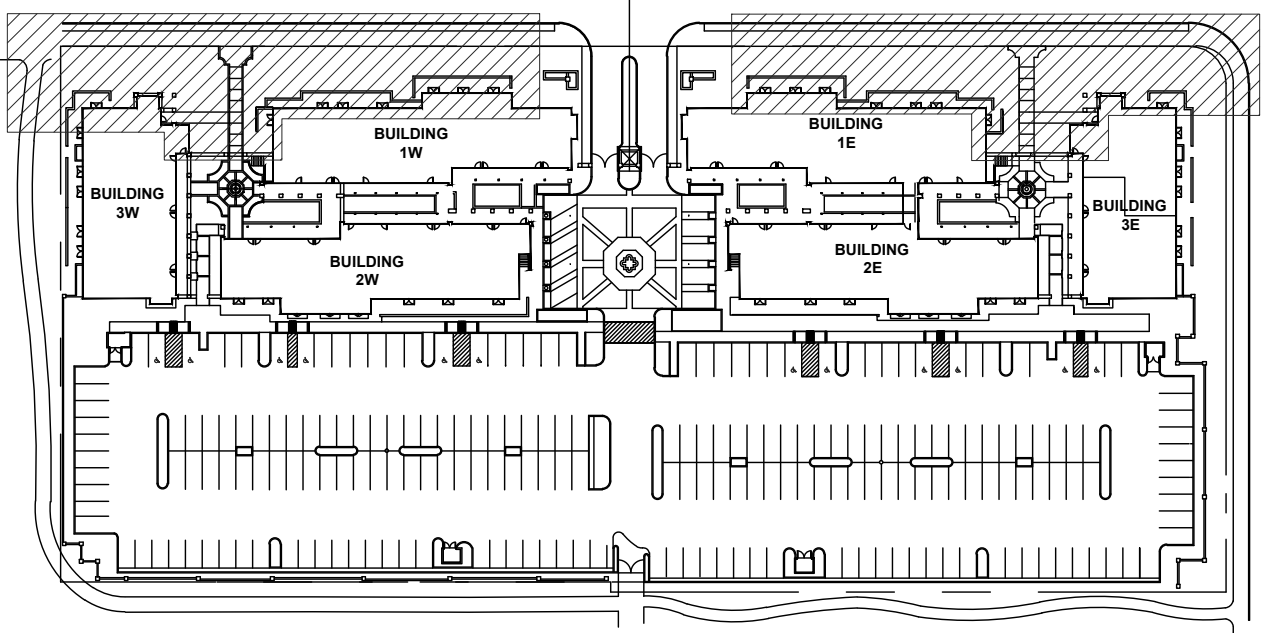
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TACHEVAH DRIVE



CARISSA 'BOXWOOD BEAUTY'



KEY MAP
SCALE: N.T.S.



CALLISTEMON 'LITTLE JOHN'



PROSOPIS HYBRID 'PHOENIX'



BOUGAINVILLEA 'OH LA LA'



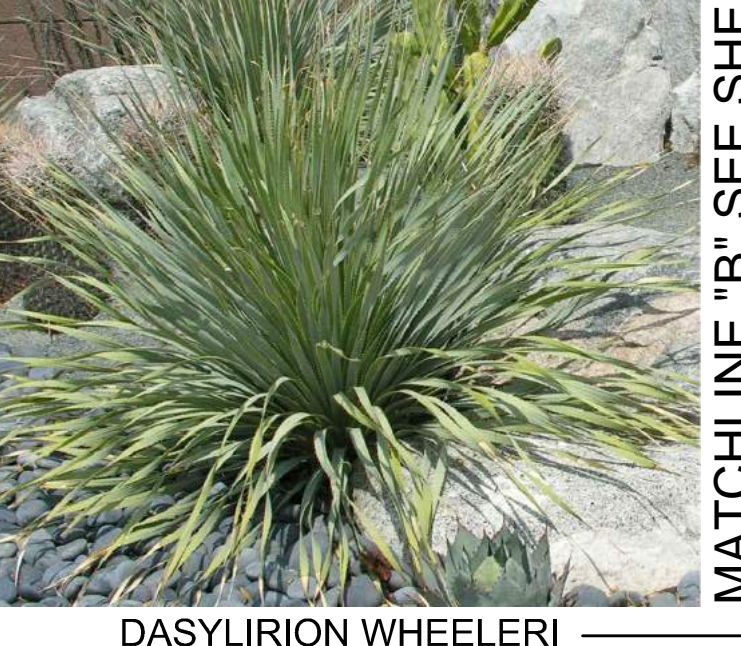
BUTIA CAPITATA



CHAMAEROPS HUMILIS

BUILDING 1W

TACHEVAH DRIVE



DASYLIRION WHEELERI



OLEA EUROPAEA 'SWAN HILL'



LIRIOPE MUSCARI

BUILDING 1E



LITTLE OLLIE - DWARF OLLIE

RECOMMENDED PLANTING LEGEND		
TREE / PALM	PLANTING SIZE	SCIENTIFIC NAME
5	24"-BOX Multi tr.	PROSOPIS CHILENSIS
6	36"-BOX Multi tr.	OLEA EUROPAEA
2	Existing to remain	OLEA EUROPAEA
24	24"-BOX Multi tr. Specimens	CHAMAEROPS HUMILIS
8	24"-BOX Specimens	BUTIA CAPITATA
8	18" Height Diamond Cut	PHOENIX DACTYLIFERA
1	Existing to remain	VOLUNTEER PALM
26	Existing to remain and be skinned	WASHINGTONIA ROBUSTA
ACCENT SHRUBS		
15	15-GAL	AGAVE AUGUSTIFOLIA
3	Existing to remain	'MARGINATA'
65	5-GAL	BOUGAINVILLEA 'OH LA LA'
13	Existing to remain	By Monrovia Only
63	5-GAL	CAESALPINIA PULCHERRIMA
20	Existing to remain	CALLISTEMON V. 'LITTLE JOHN'
31	5-GAL	CALLISTEMON V. 'LITTLE JOHN'
59	5-GAL	CARISSA 'BOXWOOD BEAUTY'
8	24"-BOX	CARISSA 'GREEN CARPET'
13	15-GAL	DASYLIRION LONGISSIMA
42	1-GAL	DASYLIRION WHEELERI
12	5-GAL	LIRIOPE MUSCARI
70	5-GAL	DIANELLA TASMANICA
8	Existing to remain	LITTLE OLLIE
5	5-GAL	NANDINA DOMESTICA
11	Existing to remain or	PITTOSPORUM T. 'VARIEGATA'
TC	2	PITTOSPORUM T. 'VARIEGATA' or add new RHAPIS EXCELSA
		TECOMS STANS
		or DURANTA 'SWEET MEMORY'
		TECOMA STANS
		YELLOW BELLS
		YELLOW BELLS

- 2"-4" DIA. MORTAR IN COBBLE - APROX. 1164 SQ.FT.
Optional: DAVE'S Mix or 193 t. 3/8" MOHAVE GOLD DECOMPOSED GRANITE
38 Optional BOULDERS TO MATCH EXISTING 3" TO 3'-6" WIDE AND 18" TO 2' HEIGHT
- PLANTING NOTES**
1. PLANTING AREAS TO RECEIVE AN OPTIONAL 2" MIN. LAYER OF DECOMPOSED GRANITE MATERIAL WHERE IS NEEDED AND TO BE APPROVED BEFORE ORDERING.
 2. PLANT QUANTITIES INDICATED IN THE PLANT LIST ARE FOR CONTRACTOR'S CONVENIENCE ONLY. CONTRACTOR TO VERIFY PLANT QUANTITIES PER PLAN PRIOR TO BID. CONTRACTOR TO PROVIDE AND INSTALL ALL PLANTS INDICATED PER PLAN.
 3. ALL TREES AND PALMS WITHIN FIVE FEET OF PAVING SHALL BE INSTALLED WITH APPROVED DEEP ROOT BARRIER.

LANDSCAPE ARCHITECTURAL SERVICES BY:
DESERT MODERN
LANDSCAPE DESIGN

REMODEL LANDSCAPE PLANS FOR
LAS PALMAS MEDICAL PLAZA
555 E. TACHEVAH DRIVE
PALM SPRINGS, CALIFORNIA

DESERT MODERN
LANDSCAPE DESIGN
17175 SAN Geronimo Road
Rancho Mirage, California 92270
TELEPHONE: (760) 321-1144 Email: adm@desertmodern.com
www.desertmodern.com

REVISION
10-18-19
02-03-20
02-18-20

SCALE: 1"=10'-0"

SHEET
L-1.0

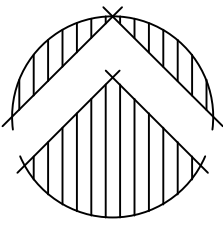
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PLANTING PLAN
ALONG TACHEVAH DRIVE

0 10' 20' SCALE: 1" = 10'





Proposed PHOENIX DACTILIFERA
or keep existing date palms



BOUGAINVILLEA 'OH LA LA'



CARISSA 'BOXWOOD BEAUTY'



CHAMAEROPS HUMILIS



CARISSA 'GREEN CARPET'



AGAVE AUGUSTIFOLIA



LITTLE OLLIE - DWARF OLLIVE



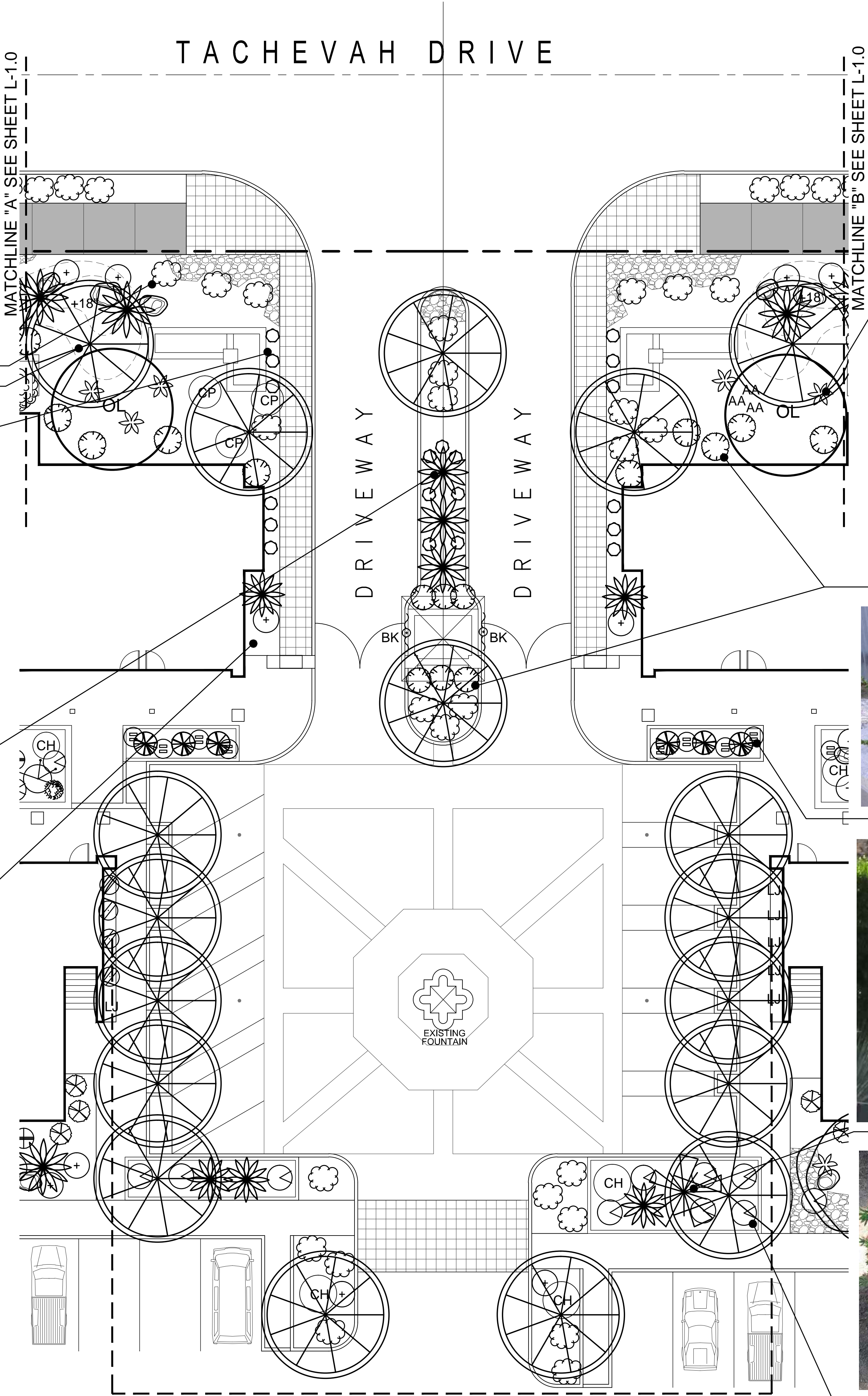
TRAILING PORTULACARIA AFRA



BUTIA CAPITATA

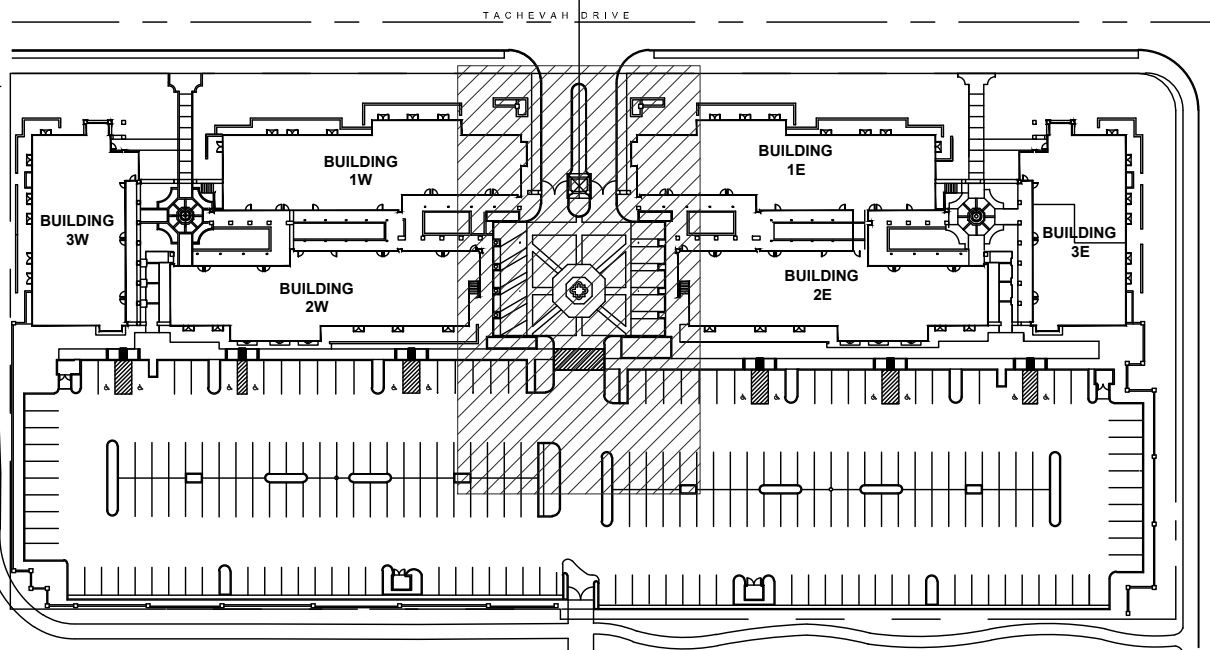
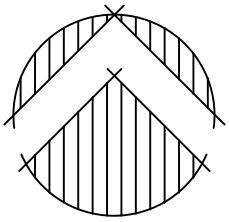


CALLISTEMON 'LITTLE JOHN'



PLANTING PLAN
ALONG TACHEVAH DRIVE MAIN ENTRANCE

0' 10' 20' SCALE: 1" = 10'



KEY MAP

SCALE: N.T.S.

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LANDSCAPE DESIGN

REMODEL LANDSCAPE PLANS FOR
LAS PALMAS MEDICAL PLAZA
555 E. TACHEVAH DRIVE
PALM SPRINGS, CALIFORNIA

DESERT MODERN
LANDSCAPE DESIGN
775-755 SAN Geronimo ROAD
BAGGIO SPRING, CALIFORNIA 92230
TELEPHONE (760) 867-1844 E-mail: sd@desertmodern.com
www.desertmodern.com

REVISION
10-18-19
02-03-20
02-18-20

SCALE: 1"=10'-0"

SHEET
L-1.1



BEFORE



AFTER VIA MIRALESTE STREETSCAPE OPTION II PERSPECTIVE

REMOVE EXISTING TEXAS RANGER
AND LITTLE JOHNS AND ADD
DWARF LITTLE OLLIE SHRUBS

REMOVE EXISTING RHUS LANCEA TREES
AND ADD MULTI TR. MESQUITE TREES
TO MATCH THE PARK STREETSCAPE

DESET SPOONS ACCENT PLANTS AND
CARISSA 'GREEN CARPET' GROUNDCOVER

REVISION	
10-18-19	

SCALE:

SHEET

L-1.5



PROSOPIS HYBRID 'PHOENIX'



or QUERCUS VIRGINIANA



CHAMAEROPS HUMILIS
WITH CARISSA 'BOXWOOD BEAUTY'



TECOMS STANS



PORTULACARIA AFRA



or ROSMARINUS OFFICINALIS 'HUNTINGTON CARPET'

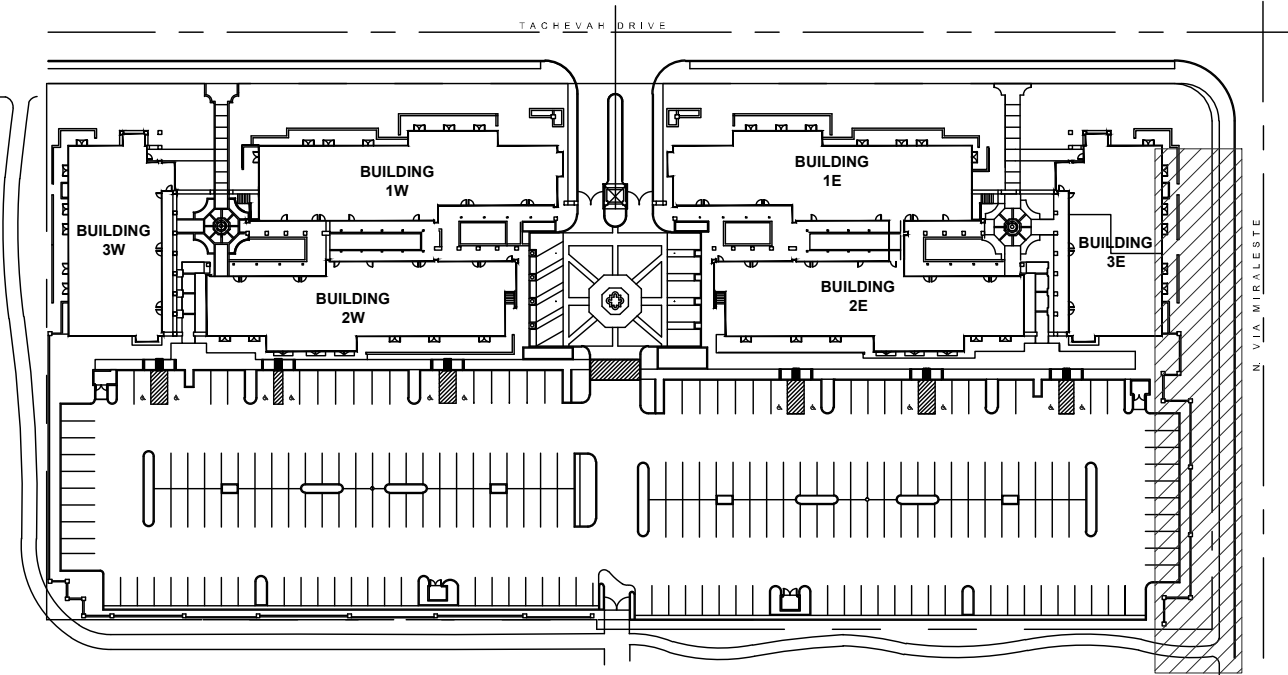


DASYLIRION WHEELERI



LITTLE OLLIE - DWARF OLLIVE

BUILDING
3E



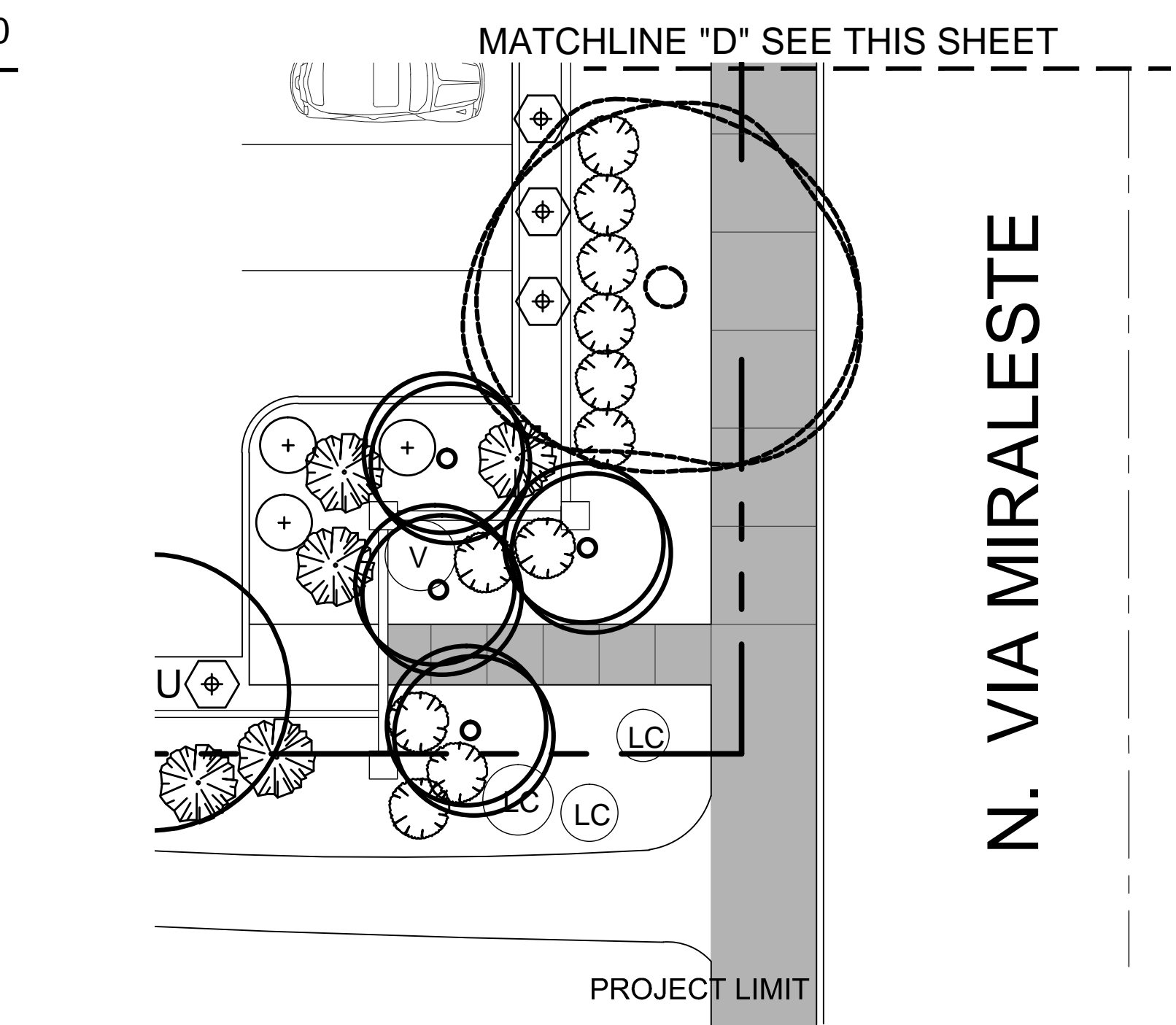
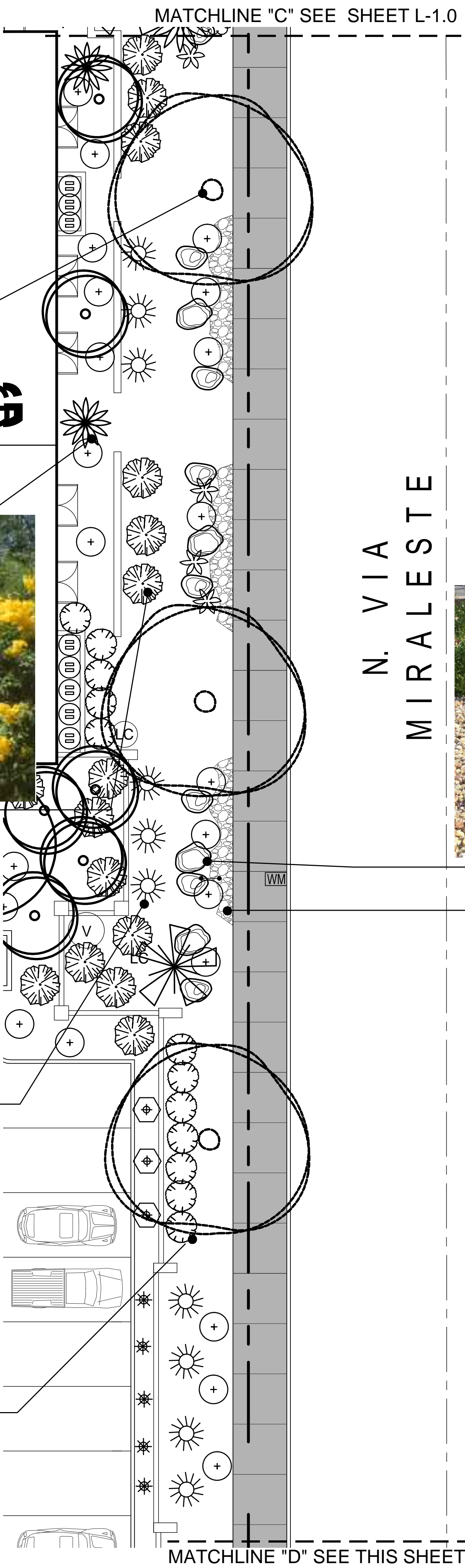
KEY MAP

SCALE: N.T.S.

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CARISSA 'GREEN CARPET'



MORTAR IN COBBLE STONE

RECOMMENDED PLANTING LEGEND
ALONG N. VIA MIRALESTE STREETSCAPE

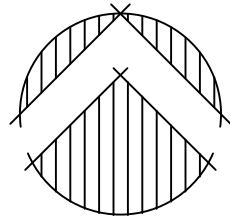
TREE	PLANTING SIZE	SCIENTIFIC NAME	COMMON NAME
	4 24"-BOX Multi tr.	PROSOPIS CHILENSIS or QUERCUS VIRGINIANA	CHILEAN MESQUITE or SOUTHERS LIVE OAK
	2 24"-BOX Multi tr. Specimens	CHAMAEROPS HUMILIS	MEDITERRANEAN FAN PALM
	1 24"-BOX Specimen	BUTIA CAPITATA	PINDO PALM
	5 Existing to remain and be skinned	WASHINGTONIA ROBUSTA	MEXICAN FAN PALM
	2 Existing to remain	VOLUNTEER PALM	
	ACCENT/ SHRUBS		
	4 15-GAL	AGAVE AUGUSTIFOLIA 'MARGINATA'	CARIBBEAN AGAVE
	10 15-GAL	DASYLIRION WHEELERI	DESERT SPOON
	18 5-GAL	CARISSA 'GREEN CARPET'	GREEN CARPET
	5 Existing to remain	LANTANA 'NEW GOLD'	YELLOW LANTANA
	24 5-GAL	LITTLE OLLIE or keep ex (7) Texas Rangers with (5) Little John	DWARF OLLIVE
	8 5-GAL	PORTULACARIA AFRA Prostrata or ROSMARINUS OFFICINALIS 'HUNTINGTON CARPET'	ELEPHANT FOOD or ROSMARY GROUND COVER
	9 15-GAL	TECOMS STANS or DURANTA 'SWEET MEMORY' or DURANTA	YELLOW BELLS
	2"-4" DIA. MORTAR IN COBBLE - APROX. 160 SQ.FT.		
	Optional: DAVE'S Mix or 41.5 t. 3/8" MOHAVE GOLD DECOMPOSED GRANITE		
	11 Optional BOULDERS TO MATCH EXISTING 3' TO 3'-6" WIDE AND 18" TO 2' HEIGHT		

PLANTING NOTES

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PLANTING PLAN
ALONG N. VIA MIRALESTE

SCALE: 1" = 10'



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LANDSCAPE DESIGN

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LAS PALMAS MEDICAL PLAZA
555 E. TACHEVAH DRIVE
PALM SPRINGS, CALIFORNIA

DESERT MODERN
LANDSCAPE DESIGN
75175 SAN Geronimo ROAD
BAGGIO SPRING, CALIFORNIA 92503
TELEPHONE: (951) 267-3444 E-mail: sd@desertmodern.com

REVISION
10-18-19
02-03-20

SCALE: 1"=10'-0"

SHEET
L-1.2



BEFORE

PROPOSED MESQUITE TREES
TO MATCH ACROSS THE
STREET STREETSCAPE

PROPOSED ACCENT
DESERT SPOON PLANTS
AGAINST THE WALL

PROPOSED GROUNDCOVER
WITH MORTAR IN COBBLE

ACCENT AGAVE WITH
BOULDER GROUPINGS



AFTER VIA MIRALESTE STREETSCAPE PERSPECTIVE

PROPOSED COLORFUL SHRUBS
TECOMA STANS or
DURANTA

PROPOSED MEDITERRANEAN
FAN PALM

PROPOSED BUTIA PALM

PROPOSED MORTAR
IN COBBLE

PROPOSED BOUGAINVILLEA
'OH LA LA' GROUNDCOVER

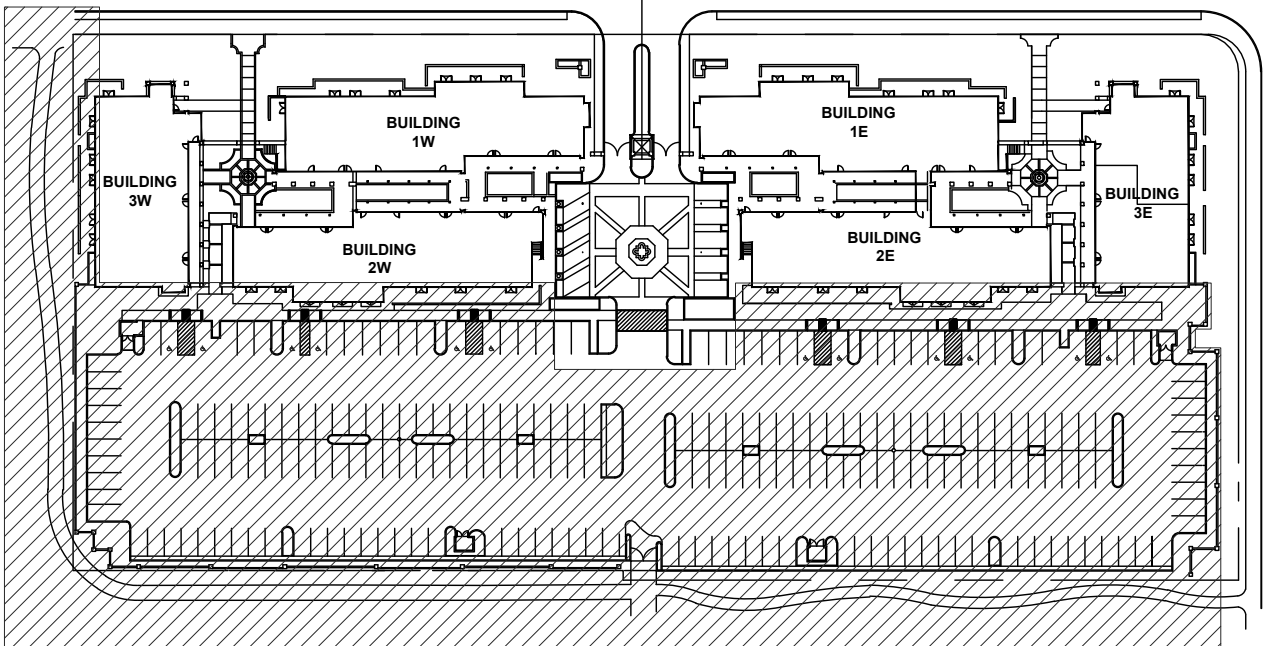
REVISION
10-18-19

SCALE:

MATCHLINE "A" SEE THIS SHEET

TACHEVAH DRIVE

MATCHLINE "A" SEE THIS SHEET



KEY MAP

SCALE: N.T.S.

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BUILDING
2W

BUILDING
2E

NOTE: THIS BUILDING IS FULLY FIRE SPRINKLERED
(NO ADDITIONAL PIPING REQUIRED)

(E) P A R K I N G A R E A

MASTER PARKING LOT PLAN

0' 20' 40' SCALE: 1" = 20'

RECOMMENDED PLANTING LEGEND

TREE/ PALM PLANTING SIZE	SCIENTIFIC NAME	COMMON NAME
24 24"-BOX Multi tr.	QUERCUS VIRGINIANA or PROSOPIS CHILENSIS or TIJUANA TIPU	OAK TREE or CHILEAN MESQUITE or TIJUANA TIPU
6 36"-BOX Multi tr.	OLEA EUROPAEA	FRUITLESS OLIVE
5 Existing to remain	TIJUANA TIPU	TIPU TREE
3 Existing to remain	PHOENIX DACTYLIFERA	DATE PALMS
Optional 18' Height Diamond Cut	PHOENIX DACTYLIFERA	DATE PALMS
7 24"-BOX Multi tr. Specimens	CHAMAEROPS HUMILIS	MEDITERRANEAN FAN PALM
5 Existing to remain	CHAMAEROPS HUMILIS	PINDO PALM
5 24"-BOX	BUTIA CAPITATA	CALIFORNIA FAN PALM
3 Existing to remain	VOLUNTEER PALM	MEXICAN FAN PALM
1 Existing to remain	WASHINGTONIA FILIFERA	CARIBBEAN AGAVE
13 Existing to remain and be skinned	WASHINGTONIA ROBUSTA	BOUGAINVILLEA
ACCENT/ SHRUBS	AGAVE AUGUSTIFOLIA	By Monrovia Only
9 5-GAL	BOUGAINVILLEA 'OH LA LA'	No Substitutions
42 5-GAL	CALLISTEMON V. 'LITTLE JOHN'	LITTLE JOHN
4 5-GAL	CARISSA 'BOXWOOD BEAUTY'	BOXWOOD BEAUTY
14 5-GAL	HESPERALOE PARVIFOLIA	RED YUCCA
33 Existing to remain	HESPERALOE PARVIFOLIA	RED YUCCA
33 5-GAL	CARISSA 'GREEN CARPET'	GREEN CARPET
52 5-GAL	ICEBERG ROSES	DESERT ROSE
45 5-GAL	PORTULACARIA AFRA	ELEPHANT BUSH
8 5-GAL	PORTULACARIA PROSTRATUS	ELEPHANT BUSH
30 5-GAL	SALVIA LEUCANTHA	SALVIA
11 5-GAL	ROSMARINUS OFFICINALIS	ROSMARY
27 5-GAL	'HUNTINGTON CARPET'	GROUND COVER
6 6"-1' Trunk Height	YUCCA 'SKY BLUE' specimen	YUCCA
13 5-GAL	TECOMS STANS	YELLOW BELLS
14 Existing to remain	TECOMA STANS	YELLOW BELLS
1 5-GAL esp. on wall	THEVETIA PERUVIANA	YELLOW OLEANDER
Optional 18' BOLD 18" TO 3' 6" WIDE AND 18" TO 2' HEIGHT	CALLIANDRA INAEQUILATERA	PINK POWDER PUFF
Optional 18' BOLD 18" TO 3' 6" WIDE AND 18" TO 2' HEIGHT	YUCCA 'SKY BLUE' specimen	GROUND COVER
2"-4" DIA. MORTAR IN COBBLE - APROX. 400 SQ.FT.		

RECOMMENDED PLANTING LEGEND

TREE/ PALM PLANTING SIZE	SCIENTIFIC NAME	COMMON NAME
BT 2 Existing to remain	BRACHYCHITON POPULNEUS	BOTTLE TREE
EL 12 Existing to be removed	EUCALYPTUS	EUCALYPTUS TREE
1 Existing to be removed	Contractor to check additional trees that need to be removed	
3 Existing to remain	RHUS LANCEA	AFRICAN SHUMAC
1 Existing to remain	TIJUANA TIPU	TIPU TREE
2 Existing to be removed	ALOE BARBADENSIS	ALOE
13 5-GAL	CARISSA 'GREEN CARPET'	GREEN CARPET
26 5-GAL	DURANTA 'SWEET MEMORY'	DURANTA
5 5-GAL	LITTLE OLLIE	DWARF OLIVE
4 Existing to remain	MUHLBERGIA RIGENS	DEER GRASS
21 5-GAL	MUHLBERGIA CAPILARIS	REGAL MIST
4 5-GAL	PORTULACARIA PROSTRATUS	TRAILING
7 5-GAL	ROSMARINUS OFFICINALIS	ELPHANT BUSH
27 5-GAL	'HUNTINGTON CARPET'	GROUND COVER
Optional: 83 TONS. ADDITIONAL 3/8" MOHAVE GOLD DECOMPOSED GRANITE	TECOMS STANS	YELLOW BELLS



HESPERALOE PARVIFOLIA



PORTULACARIA AFRA PROSTRATUS

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DESERT MODERN
LANDSCAPE DESIGN

REMODEL LANDSCAPE PLANS FOR
LAS PALMAS MEDICAL PLAZA
555 E. TACHEVAH DRIVE,
PALM SPRINGS, CALIFORNIA

DESERT MODERN
LANDSCAPE DESIGN
17175 SAN GONZALEZ ROAD
SAN DIEGO, CALIFORNIA 92128
TELEPHONE (760) 527-1544 E-mail: adrian@desertmodern.com
www.desertmodernlandscape.com

REVISION
11-18-19
02-03-20
02-18-20

SCALE: 1"=20'-0"

SHEET

L-2.0



BEFORE



AFTER CORNER OF VIA MIRALESTE AND TACHEVAH DRIVE COMPUTER GENERATED PERSPECTIVE

LANDSCAPE ARCHITECTURAL SERVICES BY:
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 555 E. TACHEVAH DRIVE
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 RANCHO MIRAGE, CALIFORNIA 91765
 TELEPHONE: (760) 767-1844 E-mail: info@desertmodern.com
 www.desertmodernlandscape.com

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YUCCA 'SKY BLUE'



DURANTA 'SWEET MEMORY'



EVOLVULUS 'BLUE EYES' GROUNDCOVER



CHAMAEROPS HUMILIS



CARISSA 'BOXWOOD BEAUTY'

ACCENT PLANT WITH
GROUNDCOVERS

ARTEMISIA 'SILVER MOUND'

LIRIOPE MUSCARI

EXISTING
FOUNTAIN

COLORFUL LARGE
SHRUB TO ATTRACT
HUMIBIRDS

TRAILING
PLANT



ICEBERG ROSES

BUILDING 2W



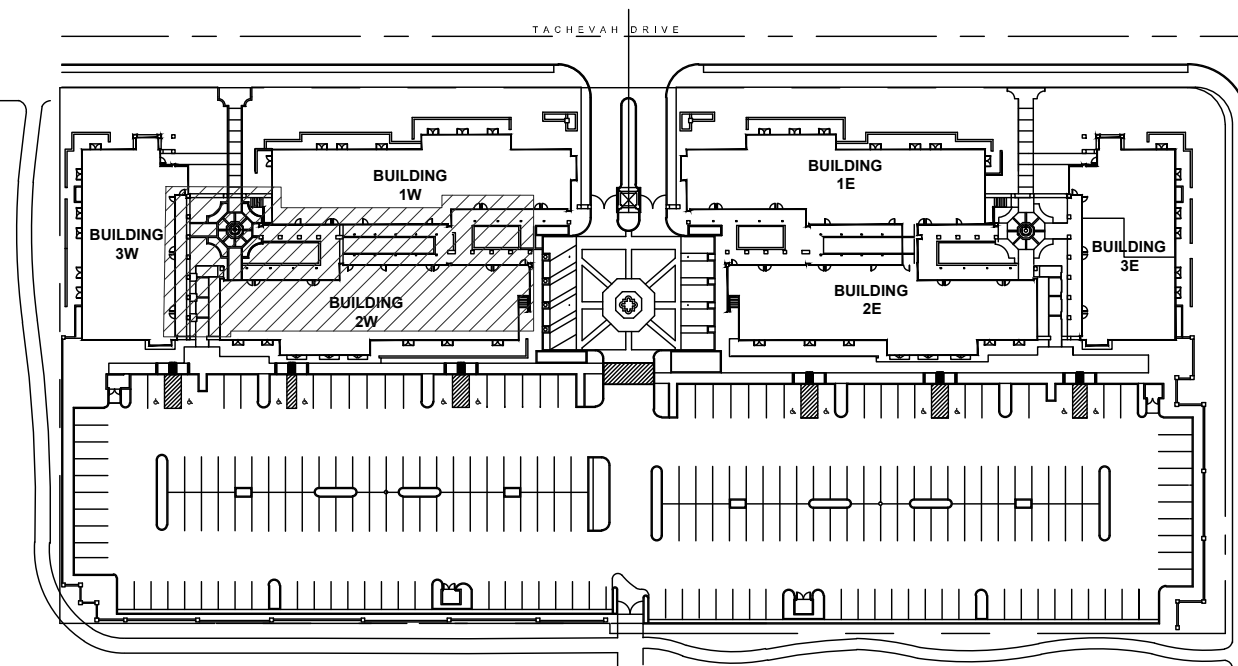
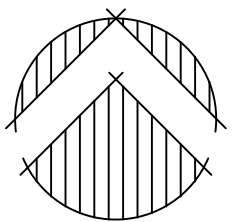
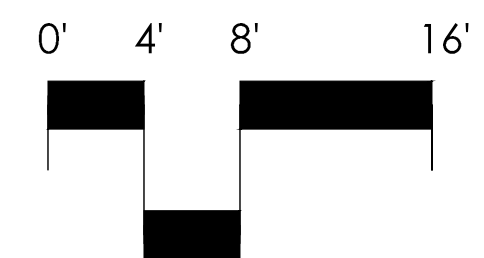
SALVIA LEUCANTHA



CYCAS REVOLUTA WITH
BOULDER AND LIRIOPE

WEST INTERIOR COURTYARD

SCALE: 1/8" = 1'-0"



KEY MAP

SCALE: N.T.S.



TRAILING ROSMARINUS OFFICINALIS
OR PORTULACARIA



DURANTA
'SWEET MEMORY'



OR CALLIANDRA INAEQUILATERA

RECOMMENDED PLANTING LEGEND ALONG THE INTERIOR COURTYARD WEST			
ACCENTS	PLANTING SIZE	SCIENTIFIC NAME	COMMON NAME
	4 24"-BOX Multi tr. Specimens	CHAMAEROPS HUMILIS	MEDITERRANEAN FAN PALM
	1 Existing to remain	CYCAS REVOLUTA	SAGO PALM
SHRUBS / GROUNDCOVER			
	5 5-GAL	ARTEMISIA 'SILVER MOUND'	SILVER MOUND
	28 5-GAL	CARISSA 'BOXWOOD BEAUTY'	BOXWOOD BEAUTY
	3 5-GAL	CARISSA 'GREEN CARPET'	GREEN CARPET
	3 Existing to remain or use Duranta	CAESALPINIA PULCHERRIMA	MEXICAN BIRD OF PARADISE
	6 5-GAL	DURANTA 'SWEET MEMORY'	DURANTA
	11 5-GAL	EVOLVULUS GLOMERATUS	'HAWAIIAN BLUE EYES'
	9 1-GAL	LIRIOPE MUSCARI	BIG LILY TURF
	21 5-GAL	ICEBERG ROSES	DESSERT ROSE
	5-GAL	OR PORTULACARIA PROSTRATUS	TRAILING ELEPHANT BUSH
	19 5-GAL	OR ROSMARINUS OFFICINALIS 'HUNTINGTON CARPET'	ROSMARY GROUNDCOVER
	4 5-GAL	SALVIA LEUCANTHA	SALVIA
	4 6'-1" Trunk Height	YUCCA 'SKY BLUE' specimen	YUCCA
	18 TONS Optional: DAVE'S Mix or 3/8" MOHAVE GOLD DECOMPOSED GRANITE	DURANTA 'SWEET MEMORY' OR CALLIANDRA INAEQUILATERA	SWEET MEMORY PINK POWDER PUFF
	9 Optional BOULDERS 3' TO 3'-6" WIDE AND 18" TO 2' HEIGHT		

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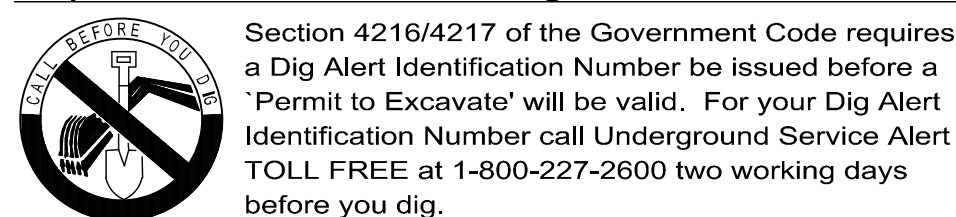
REVISION
11-18-19
02-03-20

SCALE: 1/8"=1'-0"

SHEET

L-3.0

Important Notice - Underground Service Alert



Section 4216/4217 of the Government Code requires a Dig Alert Identification Number be issued before a 'Permit to Excavate' will be valid. For your Dig Alert Identification Number call Underground Service Alert TOLL FREE at 1-800-227-2600 two working days before you dig.

Construction contractor agrees that in accordance with generally accepted construction practices, construction contractor will be required to assume sole and complete responsibility for job site conditions during the course of construction of the project, including safety of all persons and property; that this requirement shall be made to apply continuously and not be limited to normal working hours, and construction contractor further agrees to defend, indemnify and hold design professional harmless from any and all liability, real or alleged, in connection with the performance of work on this project, excepting liability arising from the sole negligence of design professional.



BEFORE



AFTER TACHEVAH DRIVE COMPUTER GENERATED STREETSCAPE PERSPECTIVE

LANDSCAPE ARCHITECTURAL SERVICES BY:
DESERT MODERN
 LANDSCAPE DESIGN

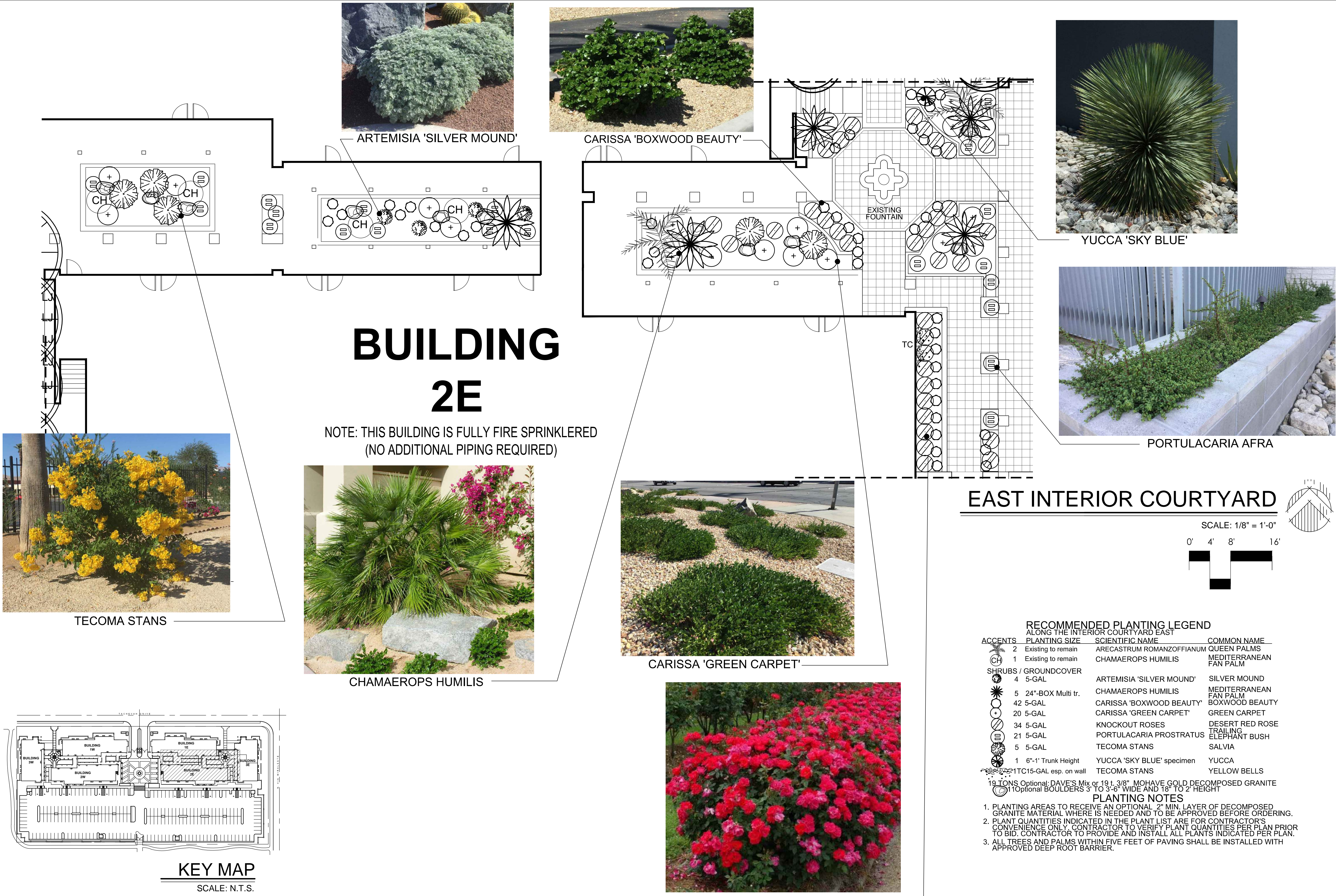
REMODEL LANDSCAPE PLANS FOR
LAS PALMAS MEDICAL PLAZA
 555 E. TACHEVAH DRIVE
 PALM SPRINGS, CALIFORNIA

DESERT MODERN
 LANDSCAPE DESIGN
 771-785 SAN Geronimo ROAD
 PALM SPRINGS, CALIFORNIA 92262
 TELEPHONE (951) 317-1344 Email: info@desertmodern.com
 www.desertmodernlandscape.com

REVISION	
10-18-19	

SCALE: _____

SHEET
L-1.4



ARTEMISIA 'SILVER MOUND'



CARISSA 'BOXWOOD BEAUTY'



YUCCA 'SKY BLUE'



PORTULACARIA AFRA



TECOMA STANS



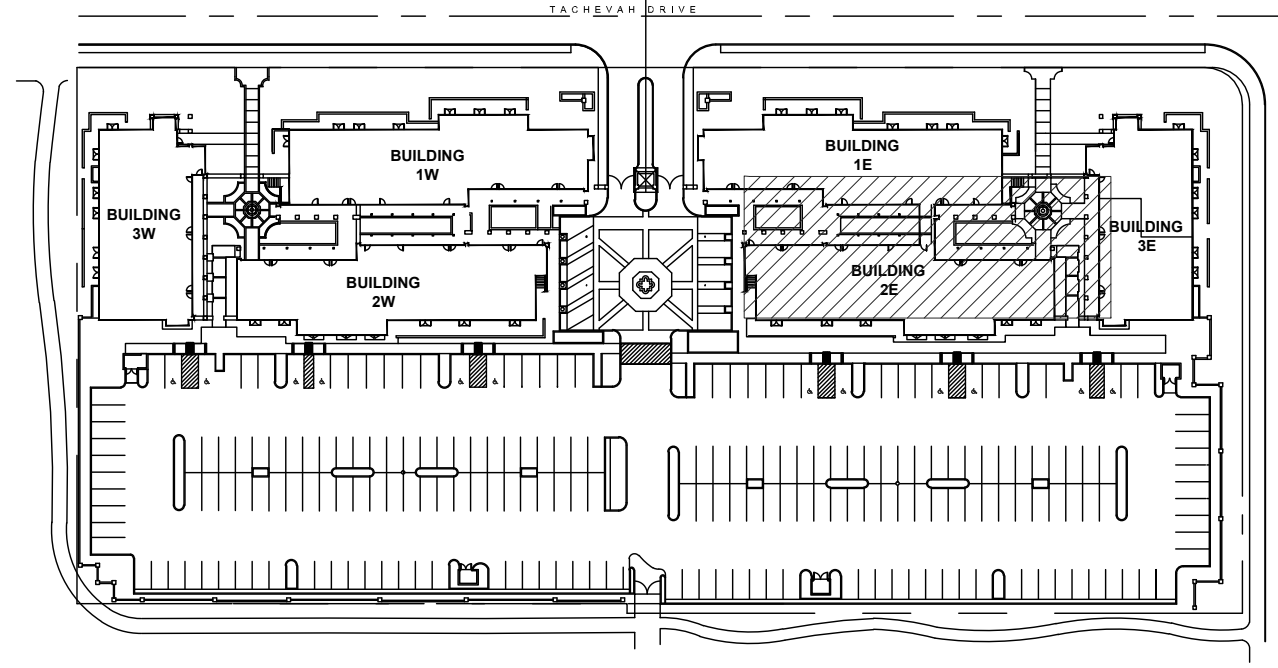
CHAMAEROPS HUMILIS



CARISSA 'GREEN CARPET'



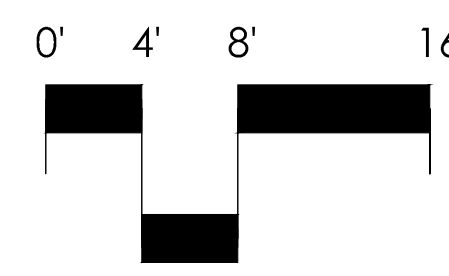
KNOCKOUT ROSES



KEY MAP
SCALE: N.T.S.

EAST INTERIOR COURTYARD

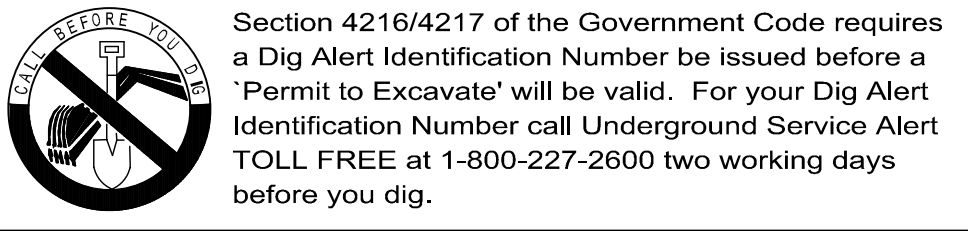
SCALE: 1/8" = 1'-0"



RECOMMENDED PLANTING LEGEND			
ALONG THE INTERIOR COURTYARD EAST			
ACCENTS	PLANTING SIZE	SCIENTIFIC NAME	COMMON NAME
	2 Existing to remain	ARECASTRUM ROMANZOFFIANUM	QUEEN PALMS
	1 Existing to remain	CHAMAEROPS HUMILIS	MEDITERRANEAN FAN PALM
SHRUBS / GROUNDCOVER			
	4 5-GAL	ARTEMISIA 'SILVER MOUND'	SILVER MOUND
	5 24"-BOX Multi tr.	CHAMAEROPS HUMILIS	MEDITERRANEAN FAN PALM
	42 5-GAL	CARISSA 'BOXWOOD BEAUTY'	BOXWOOD BEAUTY
	20 5-GAL	CARISSA 'GREEN CARPET'	GREEN CARPET
	34 5-GAL	KNOCKOUT ROSES	DESERT RED ROSE
	21 5-GAL	PORTULACARIA PROSTRATUS	TRAINING ELEPHANT BUSH
	5 5-GAL	TECOMA STANS	SALVIA
	1 6"-1' Trunk Height	YUCCA 'SKY BLUE' specimen	YUCCA
	1TC15-GAL esp. on wall	TECOMA STANS	YELLOW BELLS
19 TONS Optional: DAVE'S Mix or 19.1 3/8" MOHAVE GULF DECOMPOSED GRANITE			
10Optional BOULDERS 3' TO 3'-6" WIDE AND 18" TO 2' HEIGHT			

- 19 TONS Optional: DAVE'S Mix or 19 t. 3/8" MOHAVE GOLD DECOMPOSED GRANITE
110 Optional BOULDERS 3' TO 3'-6" WIDE AND 18" TO 2' HEIGHT
- PLANTING NOTES**
1. PLANTING AREAS TO RECEIVE AN OPTIONAL 2" MIN. LAYER OF DECOMPOSED GRANITE MATERIAL WHERE IS NEEDED AND TO BE APPROVED BEFORE ORDERING.
 2. PLANT QUANTITIES INDICATED IN THE PLANT LIST ARE FOR CONTRACTOR'S CONVENIENCE ONLY. CONTRACTOR TO VERIFY PLANT QUANTITIES PER PLAN PRIOR TO BID. CONTRACTOR TO PROVIDE AND INSTALL ALL PLANTS INDICATED PER PLAN.
 3. ALL TREES AND PALMS WITHIN FIVE FEET OF PAVING SHALL BE INSTALLED WITH APPROVED DEEP ROOT BARRIER.

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REMODEL LANDSCAPE PLANS FOR
LAS PALMAS MEDICAL PLAZA
555 E. TACHEVAH DRIVE
PALM SPRINGS, CALIFORNIA

DESERT MODERN
LANDSCAPE DESIGN
11-755 SAN GABRIEL ROAD
SAN GABRIEL, CALIFORNIA 91770
TELEPHONE (760) 371-1841 E-mail: adesign@desertmodern.com
www.desertmodernlandscape.com

REVISION
02-03-20

SCALE: 1/8"=1'-0"

SHEET
L-3.1



BEFORE



AFTER TACHEVAH DRIVE MAIN ENTRANCE PERSPECTIVE

EXISTING OLIVE TREE
TO REMAIN

EXISTING (16) DATE PALMS TO REMAIN
or REMOVE THEM AND USE NEW 18' HT.

DWARF LITTLE
OLLIE SHRUBS AND GATE HOUSE

EXISTING OLIVE TREE
TO REMAIN

PROPOSED MESQUITE TREES
ALONG TACHEVAH

PROPOSED MORTAR
IN COBBLE

PROPOSED BOUGAINVILLEA
'OH LA LA' GROUNDCOVER

PROPOSED MEDITERRANEAN FAN PALMS
AND GROUNDCOVER

PROPOSED BOUGAINVILLEA
'OH LA LA' GROUNDCOVER

PROPOSED MORTAR
IN COBBLE

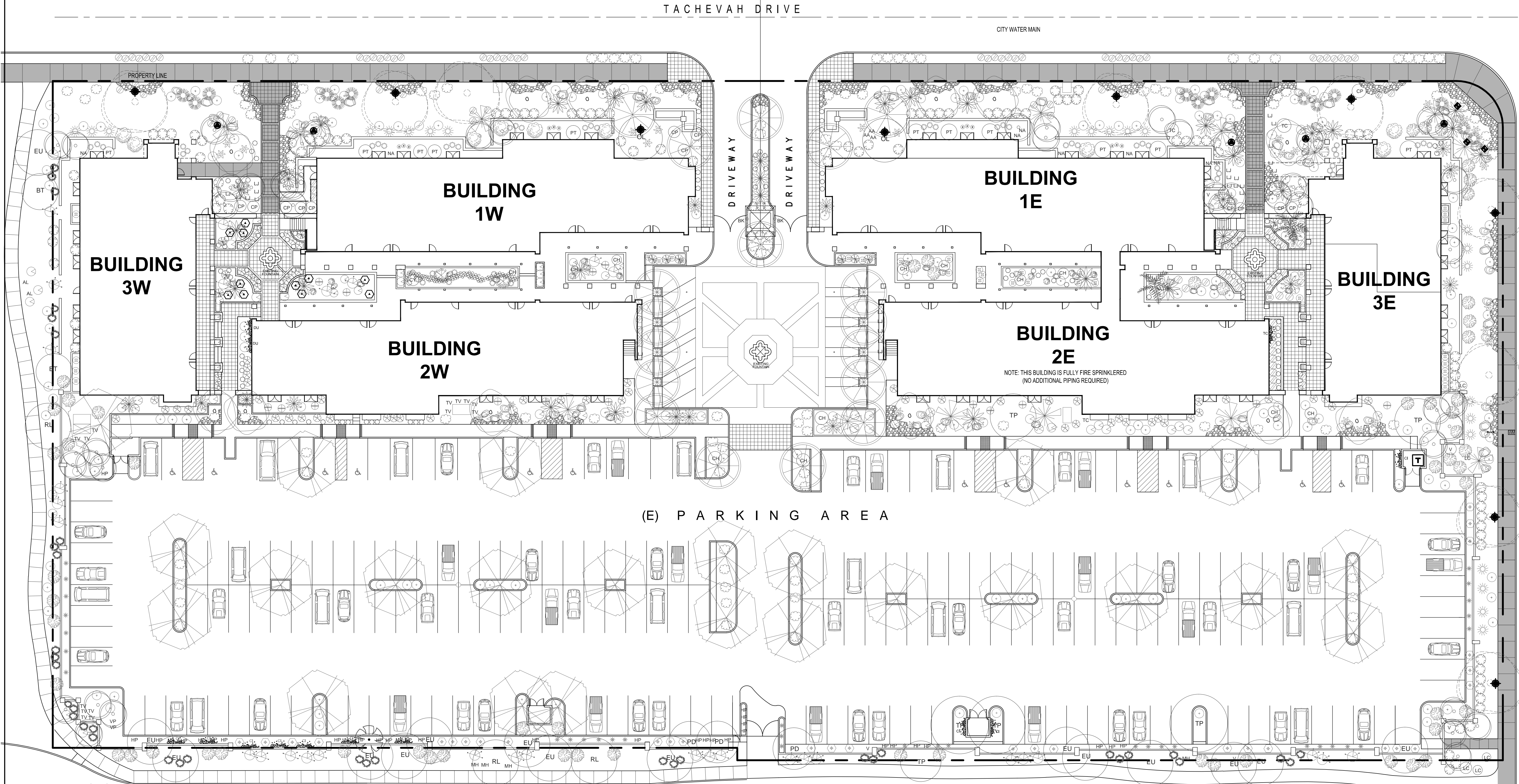
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REMODEL LANDSCAPE PLANS FOR
LAS PALMAS MEDICAL PLAZA
555 E. TACHEVAH DRIVE
PALM SPRINGS, CALIFORNIA

DESERT MODERN
LANDSCAPE DESIGN
14715 SAN Geronimo ROAD,
BANDOLIER, MICHIGAN 49307-1000
TELEPHONE (269) 267-1044 E-mail: adam@desertmodern.com
www.desertmodernlandscape.com

REVISION	
10-18-19	
SCALE:	

SHEET
L-1.4



NOTES:

1. ALL WIRING SHOULD BE INSTALLED IN ACCORDANCE WITH LOCAL STATE AND NATIONAL ELECTRICAL CODES, UL SAFETY STANDARDS AND BE INSTALLED BY QUALIFIED LICENSED ELECTRICIAN.
2. SEE ASSEMBLY AND INSTALLATION INSTRUCTIONS PROVIDED WITH ALL KICHLER FIXTURE/ ACCESSORY FOR ACCURATE AND SAFE INSTALLATION.
3. USE ONLY KICHLER FIXTURES AND ACCESSORIES FOR THIS INSTALLATION.
4. FAILURE TO ADHERE TO ABOVE NEC CODES AND INSTRUCTIONS MAY RESULT IN SERIOUS INJURY AND/ OR PROPERTY DAMAGE.
5. ALL FIXTURES MUST BE AT LEAST 10FT. AWAY FROM A SWIMMING POOL WHERE APPLIED TO MET THE NEC CODE.
6. LAYOUT DESIGN FOR REFERENCE ONLY. FINAL PRODUCT PLACEMENT MAY BE SUBJECT TO CHANGE PER ELECTRICIAN OR INSTALLER.
7. FIXTURES ARE SHOWN IN APPROXIMATE LOCATION. THE CONTRACTOR SHALL VERIFY THE ACTUAL FIELD PLACEMENT OF EACH FIXTURE UPON COMPLETION OF LANDSCAPE INSTALLATION.
8. THE INSTALLING CONTRACTOR SHALL BE RESPONSIBLE FOR ADJUSTING FIXTURES AT NIGHT TO HELP ELIMINATE GLARE AND TO ENSURE OPTIMUM LIGHTING EFFECT.
9. INSTALLER SHALL BURY LOW VOLTAGE CABLE NO LESS THAN 6" IN GROUND.
10. CONTRACTOR TO FOLLOW INSTALLATION INSTRUCTIONS TO SET UP FIXTURES FOR A BRIGHTER SETTING.

ELECTRICAL NOTES

1. ELECTRICIAN IS TO PROVIDE ALL NECESSARY PLANS, SPECIFICATIONS, AND DOCUMENTS, ETC. AND OBTAIN ALL REQUIRED APPROVALS AND PERMITS.
2. UNLESS OTHERWISE PROVIDED BY CONTRACTOR, ELECTRICIAN IS TO SIZE AND CIRCUIT ALL ELECTRICAL REQUIREMENTS SHOWN ON PLANS. (I.E. LIGHTS, PUMPS, POOLS EQUIPMENT, TIME CLOCKS, IRRIGATION CONTROLLERS, ETC.) CONTRACTOR IS TO PROVIDE AS BUILTS.
3. ALL MATERIALS AND WORMANSHIP SHALL CONFORM TO ALL GOVERNING CODES AND ORDINANCES AND ACCEPTABLE STANDARDS OF PRACTICE.
4. COORDINATE ALL WORK, ESPECIALLY SLEEVING, TRENCHING AND BACKFILLING WITH IRRIGATION, CONCRETE AND MASONRY SUBCONTRACTORS AS REQUIRED.
5. LIGHTING CONTROLLERS WILL BE LOCATED ADJACENT TO IRRIGATION CONTROLLERS WHENEVER POSSIBLE.
6. ELECTRICIAN IS TO CONFIRM EXACT TREE LOCATION SO AS TO INSURE PROPOER INSTALLATION OF LIGHT FIXTURES.
7. ALL JUNCTION BOXES WITHOUT A LIGHT FIXTURE WILL BE PUT IN A CARSON BELOW GRADE.
8. JUNCTION BOXES ON WALK LIGHTS ARE TO BE 6" TO 8" ABOVE FINISH GRADE MEASURED TO THE BOTTOM OF THE BOX. THESE NEED TO BE 6" MIN. AWAY FROM THE EDGE OF THE CONCRETE DECKING.

SETBACK NOTES

1. LOCATE LIGHT FIXTURES A MIN. OF 4'-0" FROM EDGE OF TREE.
2. LOCATE LIGHT FIXTURES 1'-0" FROM EDGE OF PALMS.
3. THESE MEASUREMENTS AREA SUPERSEDED ONLY WHEN FIELD CONDITIONS WARRANT CHANGE BY CLIENT.

9. LIGHT FIXTURES LOCATED WITHIN (10) TEN FEET FROM EDGE OF WATERFEATURES ARE TO BE EQUIPPED WITH A GFCI PER ELECTRICAL ENGINEERS PLAN AND PER LOCAL AND COUNTY CODES.
10. THE DESIGNER SHALL IN NO WAY BE HELD RESPONSIBLE FOR THE METHODS AND MEANS OF INSTALLATION, SAFETY IN/ON, OR ABOUT THE SITE, PERFORMANCE OF WORK OR TIMELINESS IN WHICH WORK IS PERFORMED.
11. THE INSTALLING CONTRACTOR SHALL BE RESPONSIBLE FOR ADJUSTING THE FIXTURES AT NIGHT TO ELIMINATE GLARE AND INSURE OPTIMUM LIGHTING EFFECT.
12. ALL WIRE SHOULD RUN PARALLEL TO HARD SURFACES, SUCH AS SIDEWALKS, DRIVEWAYS AND WALLS, WHEN POSSIBLE.
13. COORDINATE ALL WORK, ESPECIALLY SLEEVING, TRENCHING AND BACKFILLING WITH IRRIGATION, CONCRETE AND MASONRY SUBCONTRACTORS AS REQUIRED. THE INSTALLING CONTRACTOR SHALL BE RESPONSIBLE FOR PLACING SLEEVES UNDER THE HARD SURFACES, USING A 1-INCH PIPE MINIMUM.
14. ALL 120 VOLT OUTSIDE ELECTRICAL OUTLETS SHALL BE PROTECTED BY THE GFI AS PER NATIONAL ELECTRICAL CODE.
15. THE LIGHTING PLAN IS DIAGRAMMATIC AND IS NOT INTENDED TO SHOW EXACT LOCATION OF CABLE RUNS. THE INSTALLING CONTRACTOR SHALL RUN WIRES TO BEST SUIT FIELD CONDITIONS. AN AS-BUILT PLAN IS TO BE COMPLETED AND LEFT WITH THE OWNER.

NOTES:

1. THIS SHEET IS FOR REFERENCE ONLY AND THESE LIGHTING REQUIREMENTS ARE INCORPORATED ON THE ELECTRICAL PLAN.
 2. LIGHTING CONTRACTOR TO CONTACT KICHLER LIGHTING FOR ANY TYPE OF ASSISTANCE IN LAYOUT OF WIRE AND SIZE.
 3. LIGHTING CONTRACTOR TO COORDINATE WITH IRRIGATION CONTRACTOR FOR LOCATION OF IRRIGATION CLOCK AND LIGHTING TRANSFORMER(S) AWAY FROM PUBLIC VIEW.
 4. PROVIDE LIGHTING TRANSFORMERS WATTAGE AS NECESSARY WITH PHOTOCELL.
- PHOTOCELLS ARE TO BE LOCATED IN SUN ACCESSIBLE AREAS.



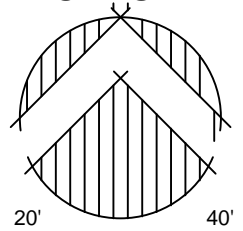
VLO (Variable Lumen Output)

LIGHTING SCHEDULE

SYMBOL	QTY.	FIXTURE	COMMENTS
Palm	5	VLO (Variable Lumen Output) Model:16019 AZT 27, 3.5 W (Max 17W) Electrical:12V 35" flood	LED PALM UPLIGHT Architectural Bronze Finish 2700 K Warm White (Max 17W)
Tree	9	VLO (Variable Lumen Output) Model:16020 AZT 27, 4 W 60" wide flood (Max 17W) Electrical: 12V	LED TREE FLOOD LIGHT Architectural Bronze Finish 2700 K Warm White
Accent	3	VLO (Variable Lumen Output) Model: 16017 AZT 27, 2 W 60" flood (Max 7.5W) Electrical: 12V	ACCENTS LED ACCENT LIGHT Architectural Bronze Finish 2700 K Warm White
TOTAL	17		
T	1	Model: 15-PR-600 Electrical: 12V 15557 BK Mechanical Transformer Timer 15565 BK Plug-In Transformer Cell	TRANSFORMER

LIGHTING CONTRACTOR TO VERIFY LIGHTING COUNT BEFORE ORDERING FIXTURES.
(H) - SATELLITE HUB (WIRE JUNCTION MANIFOLD)
Lights are available through CH Sales, Inc
www.chsalesinc.com
Please contact Chuck Hoover for questions.
Cell: (818) 519-0247

SCALE: 1" = 20'



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REMODEL LANDSCAPE PLANS FOR

LAS PALMAS MEDICAL PLAZA

555 E. TACHEVAH DRIVE,
PALM SPRINGS, CALIFORNIA

MIRALESTE

N. VIA LANDSCAPE ARCHITECTURAL SERVICES BY:

DESERT MODERN

LANDSCAPE DESIGN

DESERT MODERN
LANDSCAPE DESIGN
17155 SAN GORGONIO ROAD
BANKS MARLBOROUGH CALIFORNIA 92506
TELEPHONE (714) 519-0247 E-mail: dmoderndesign@yahoo.com
www.dmoderndesign.com

REVISION
11-03-19
02-03-20

SCALE: 1"=20'-0"

SHEET

L-4.0



BEFORE



AFTER

PROPOSED MULTI TRUNK
MEDITERRANEAN
FAN PALM WITH
GROUND COVER

PROPOSED YUCCA 'SKY BLUE'
'SKY BLUE' WITH
TRAILING ROSMARY

PROPOSED
TRAILING ROSMARY

PROPOSED ICEBERG
WHITE ROSES WITH
CARISSA 'BOXWOOD BEAUTY'

PROPOSED MULTI TRUNK
OLIVE TREE
EXISTING JACARANDA
TREE TO BE REMOVED

PROPOSED CALLIANDRA
VINE ALONG THE WALL
EXISTING THEVETIA HEDGE
TO BE REMOVED

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REMODEL LANDSCAPE PLANS FOR
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LANDSCAPE DESIGN
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REVISION
11-18-19

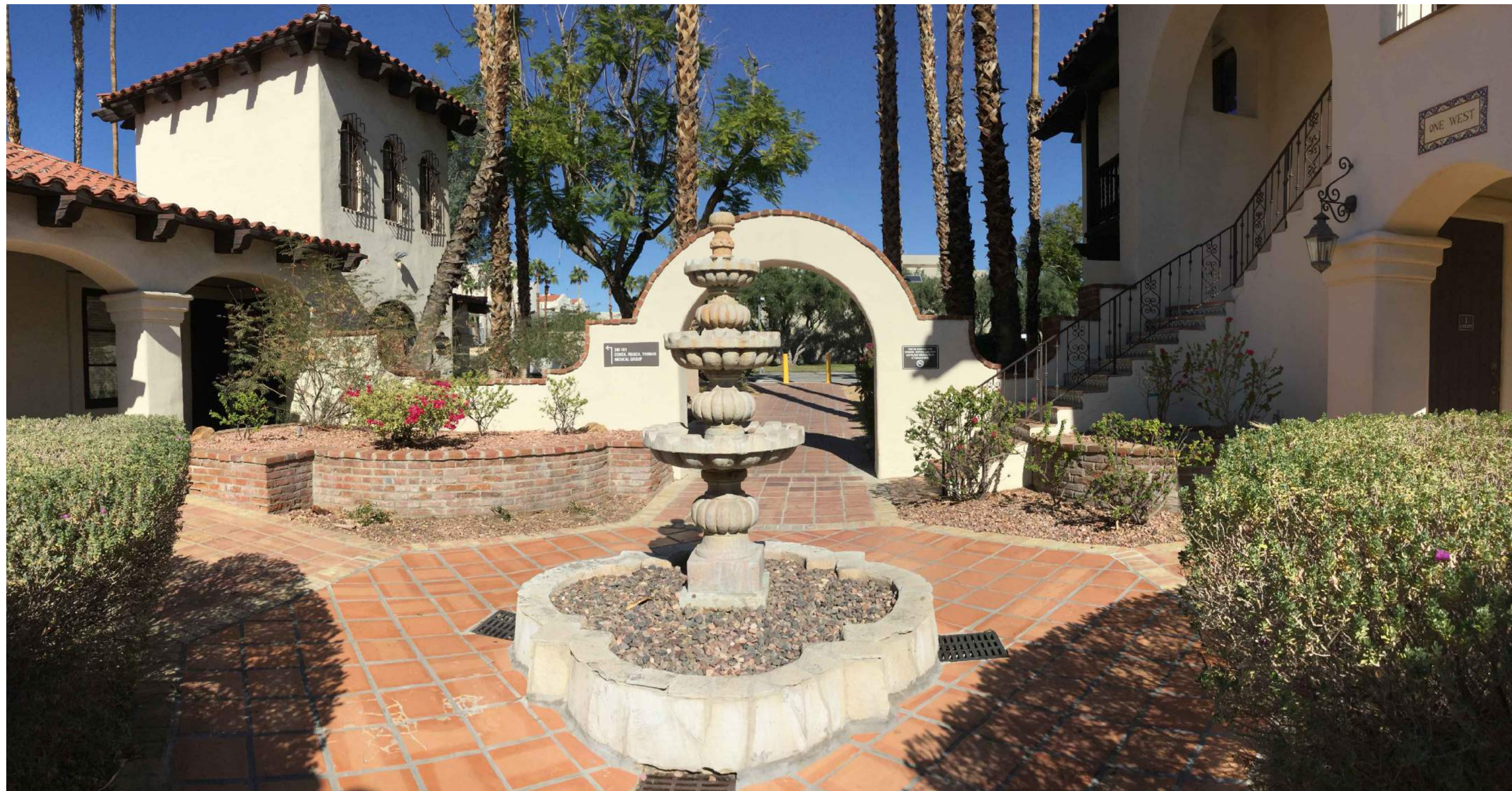
SCALE: 1/8"=1'-0"

SHEET
L-3.1



L-5.0

~~Page 55 of 173~~



BEFORE INTERIOR COURTYARD WITH FOUNTAIN



AFTER INTERIOR COURTYARD WITH FOUNTAIN

PROPOSED DURANTA
'SWEET MEMORY'

PROPOSED YUCCA 'SKY BLUE'
WITH TRAILING ROSMARY

PROPOSED MEDITERRANEAN
FAN PALM WITH BLUE EYES
GROUND COVER

PROPOSED MULTI TRUNK
OLIVE TREE
EXISTING JACARANDA TREE TO BE REMOVED

PROPOSED ICEBERG
WHITE ROSES WITH
CARISSA 'BOXWOOD BEAUTY'

PROPOSED YUCCA
'SKY BLUE' WITH
TRAILING ROSMARY

LANDSCAPE ARCHITECTURAL SERVICES BY:
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TELEPHONE (951) 255-1544 E-MAIL: info@desertmodern.com
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SCALE: 1/8"=1'-0"

SHEET
L-3.2

REVISION	
	02-03-20
	02-18-20
SCALE:	

EMITTER / BUBBLER LEGEND ALONG THE PARKING LOT				
TREE/ PALM	SCIENTIFIC NAME	BUBBLER / EMMITER	WATER NEEDS	PLANT FACTOR
	24 QUERCUS VIRGINIANA or PROSOPIS CHILENSIS	(2) 1402	MODERATE	0.5
	6 OLEA EUROPAEA	(2) 1402	MODERATE	0.5
	5 TIPUANA TIPU	(2) 1402	MODERATE	0.5
	3 PHOENIX DACTYLIFERA	(2) 1402	MODERATE	0.5
	12 PHOENIX DACTYLIFERA	(2) 1402	MODERATE	0.5
	3 CHAMAEROPS HUMILIS	(2) 1402	MODERATE	0.5
	5 BUTIA CAPITATA	(2) 1402	MODERATE	0.5
	3 VOLUNTEER PALM	(1) 1402	MODERATE	0.5
	1 WASHINGTONIA FILIFERA	(2) 1402	MODERATE	0.5
	13 WASHINGTONIA ROBUSTA	(2) 1402	MODERATE	0.5
	ACCENT/ SHRUBS			
	9 AGAVE AUGUSTIFOLIA	XB-10PC-1032	LOW	0.2
	42 BOUGAINVILLEA 'OH LA LA'	XB-20PC-1032	MODERATE	0.5
	4 CALLISTEMON V. 'LITTLE JOHN'	XB-20PC-1032	MODERATE	0.5
	14 CARISSA 'BOXWOOD BEAUTY'	XB-20PC-1032	MODERATE	0.5
	33 HESPERALOE PARVIFOLIA	XB-10PC-1032	LOW	0.2
	14 HESPERALOE PARVIFOLIA	XB-10PC-1032	LOW	0.2
	52 CARISSA 'GREEN CARPET'	XB-20PC-1032	MODERATE	0.5
	45 ICEBERG ROSES	XB-20PC-1032	MODERATE	0.5
	8 PORTULACARIA AFRA	XB-20PC-1032	MODERATE	0.5
	30 PORTULACARIA PROSTRATUS	XB-20PC-1032	MODERATE	0.5
	11 SALVIA LEUCANTHA	XB-10PC-1032	LOW	0.2
	27 ROSMARINUS OFFICINALIS	XB-20PC-1032	MODERATE	0.5
	6 YUCCA 'SKY BLUE' specimen	XB-10PC-1032	LOW	0.2
	13 TECOMS STANS	XB-20PC-1032	MODERATE	0.5
	1 TECOMA STANS	XB-20PC-1032	MODERATE	0.5
	14 THEVETIA PERUVIANA	XB-20PC-1032	MODERATE	0.5
	10 CALLIANDRA INAEQUILATERA	XB-20PC-1032	MODERATE	0.5

EMITTER / BUBBLER LEGEND ALONG THE INTERIOR COURTYARD WEST				
ACCENTS	SCIENTIFIC NAME	BUBBLER / EMMITER	WATER NEEDS	PLANT FACTOR
	3 CHAMAEROPS HUMILIS	(2) 1402	MODERATE	0.5
	1 CYCAS REVOLUTA	(2) 1402	MODERATE	0.5
	SHRUBS / GROUND COVER			
	5 ARTEMISIA 'SILVER MOUND'	XB-20PC-1032	MODERATE	0.5
	28 CARISSA 'BOXWOOD BEAUTY'	XB-20PC-1032	MODERATE	0.5
	3 CARISSA 'GREEN CARPET'	XB-20PC-1032	MODERATE	0.5
	3 CAESALPINIA PULCHERRIMA	XB-20PC-1032	MODERATE	0.5
	6 DURANTA 'SWEET MEMORY'	XB-20PC-1032	MODERATE	0.5
	11 EVOLVULUS GLOMERATUS	XB-20PC-1032	MODERATE	0.5
	9 LIRIOPE MUSCARI	XB-20PC-1032	MODERATE	0.5
	21 ICEBERG ROSES	XB-20PC-1032	MODERATE	0.5
	PORTULACARIA PROSTRATUS	XB-20PC-1032	MODERATE	0.5
	OR			
	19 ROSMARINUS OFFICINALIS	XB-20PC-1032	MODERATE	0.5
	4 SALVIA LEUCANTHA	XB-10PC-1032	LOW	0.2
	4 YUCCA 'SKY BLUE' specimen	XB-10PC-1032	LOW	0.2
	2 DURANTA 'SWEET MEMORY'	XB-20PC-1032	MODERATE	0.5

EMITTER / BUBBLER LEGEND ALONG THE INTERIOR COURTYARD EAST				
ACCENTS	SCIENTIFIC NAME	BUBBLER / EMMITER	WATER NEEDS	PLANT FACTOR
	2 ARECASTRUM ROMANZOFFIANUM	(2) 1402	MODERATE	0.5
	1 CHAMAEROPS HUMILIS	(2) 1402	MODERATE	0.5
	SHRUBS / GROUND COVER			
	1 CAESALPINIA PULCHERRIMA			
	4 ARTEMISIA 'SILVER MOUND'	XB-20PC-1032	MODERATE	0.5
	5 CHAMAEROPS HUMILIS	(2) 1402	MODERATE	0.5
	42 CARISSA 'BOXWOOD BEAUTY'	XB-20PC-1032	MODERATE	0.5
	20 CARISSA 'GREEN CARPET'	XB-20PC-1032	MODERATE	0.5
	34 KNOCKOUT ROSES	XB-20PC-1032	MODERATE	0.5
	21 PORTULACARIA PROSTRATUS	XB-20PC-1032	MODERATE	0.5
	5 TECOMA STANS	XB-20PC-1032	MODERATE	0.5
	1 YUCCA 'SKY BLUE' specimen	XB-10PC-1032	LOW	0.2
	1TC TECOMA STANS	XB-20PC-1032	MODERATE	0.5

EMITTER / BUBBLER LEGEND ALONG N. VIA MIRALESTE STREETSCAPE				
TREE	SCIENTIFIC NAME	BUBBLER / EMMITER	WATER NEEDS	PLANT FACTOR
	4 PROSOPIS CHILENSIS or QUERCUS VIRGINIANA	(2) 1402	LOW	0.2
	2 CHAMAEROPS HUMILIS	(2) 1402	MODERATE	0.5
	1 BUTIA CAPITATA	(2) 1402	MODERATE	0.5
	5 WASHINGTONIA ROBUSTA	(2) 1402	MODERATE	0.5
	2 VOLUNTEER PALM	(1) 1402	MODERATE	0.5
	ACCENT/ SHRUBS			
	4 AGAVE AUGUSTIFOLIA	XB-10PC-1032	LOW	0.2
	10 DASYLIRION WHEELERI	XB-10PC-1032	LOW	0.2
	18 CARISSA 'GREEN CARPET'	XB-20PC-1032	MODERATE	0.5
	5 LANTANA 'NEW GOLD'	XB-20PC-1032	MODERATE	0.5
	24 LITTLE OLLIE	XB-20PC-1032	MODERATE	0.5
	or keep ex (7) Texas Rangers with (5) Little John			
	8 PORTULACARIA AFRA Prostrata	XB-20PC-1032	MODERATE	0.5
	or ROSMARINUS OFFICINALIS	XB-20PC-1032	MODERATE	0.5
	'HUNTINGTON CARPET'			
	9 TECOMS STANS	XB-20PC-1032	MODERATE	0.5
	or DURANTA 'SWEET MEMORY'	XB-20PC-1032	MODERATE	0.5

EMITTER / BUBBLER LEGEND ALONG THE ALLEY				
BT	SCIENTIFIC NAME	BUBBLER / EMMITER	WATER NEEDS	PLANT FACTOR
	2 BRACHYCHITON POPULNEUS	(2) 1402	MODERATE	0.5
	12 EUCALYPTUS	(2) 1402	MODERATE	0.5
	3 RHUS LANCEA	(2) 1402	MODERATE	0.5
	1 TIPUANA TIPU	(2) 1402	MODERATE	0.5
	2 ALOE BARBADENSIS	XB-10PC-1032	LOW	0.2
	13 CARISSA 'GREEN CARPET'	XB-20PC-1032	MODERATE	0.5
	26 DURANTA 'SWEET MEMORY'	XB-20PC-1032	MODERATE	0.5
	5 LITTLE OLLIE	XB-20PC-1032	MODERATE	0.5
	4 MUHLENBERGIA RIGENS	XB-20PC-1032	MODERATE	0.5
	21 MUHLENBERGIA CAPILARIS	XB-20PC-1032	MODERATE	0.5
	4 PORTULACARIA PROSTRATUS	XB-20PC-1032	MODERATE	0.5
	7 ROSMARINUS OFFICINALIS	XB-20PC-1032	MODERATE	0.5
	27 TECOMS STANS	XB-20PC-1032	MODERATE	0.5

IRRIGATION LEGEND AND NOTES



BEFORE WEST COURTYARD ACCESS



AFTER WEST COURTYARD ACCESS

PROPOSED QUERCUS VIRGINIANA
SOUTHERN LIVE OAK TREES

MEDITERRANEAN FAN PALM
INSIDE THE PLANTERS WITH TRAILING ROSMARY

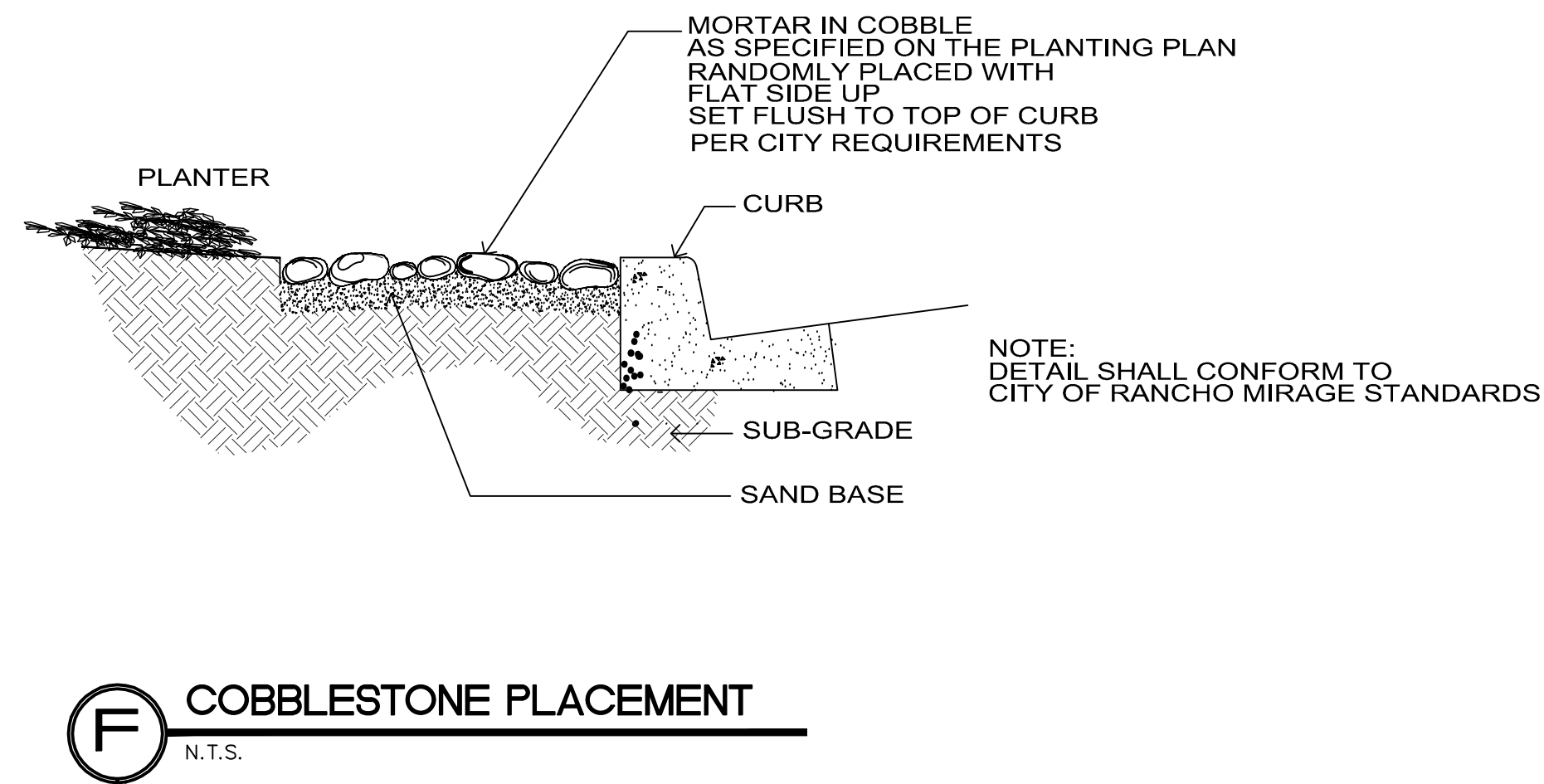
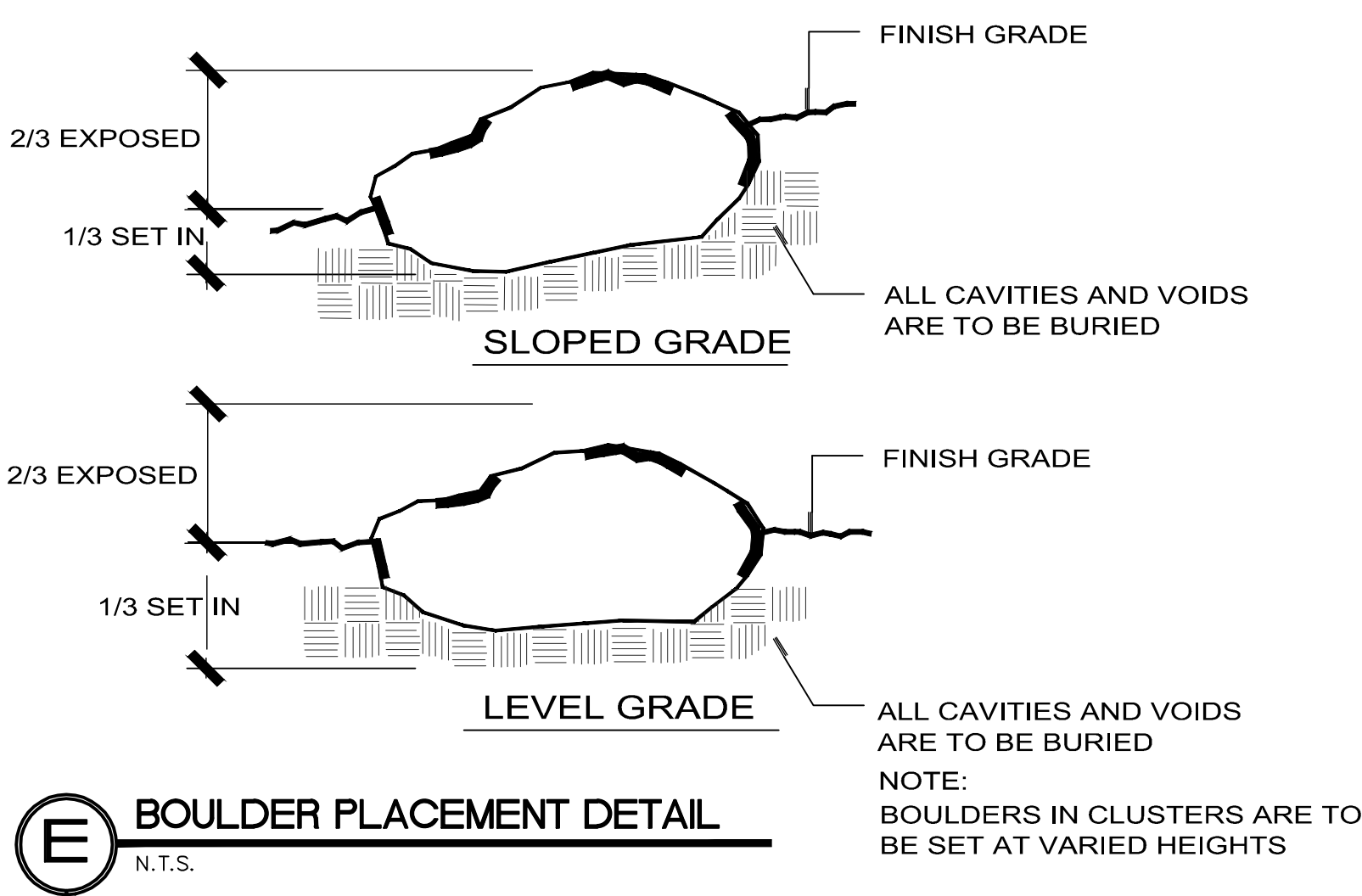
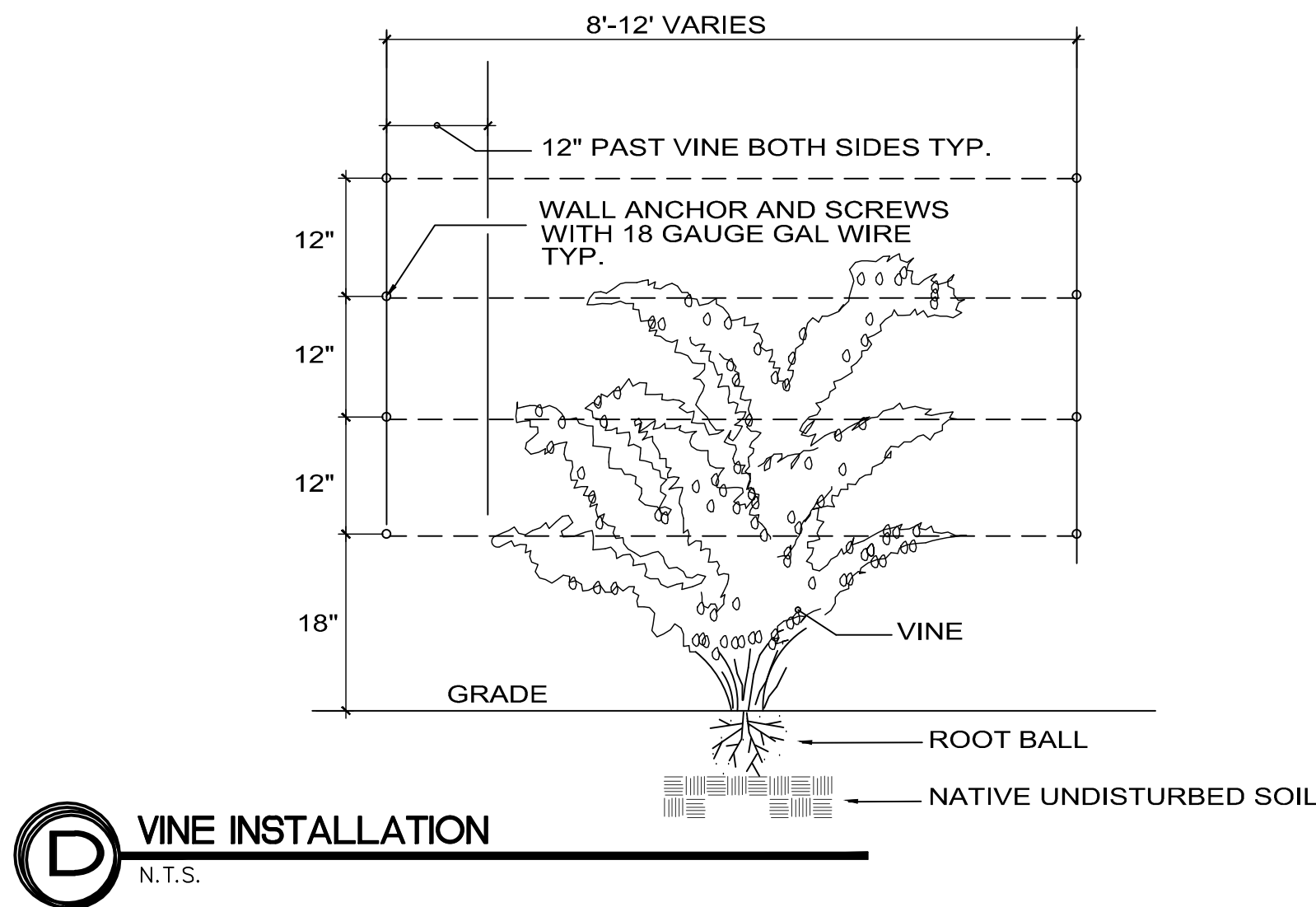
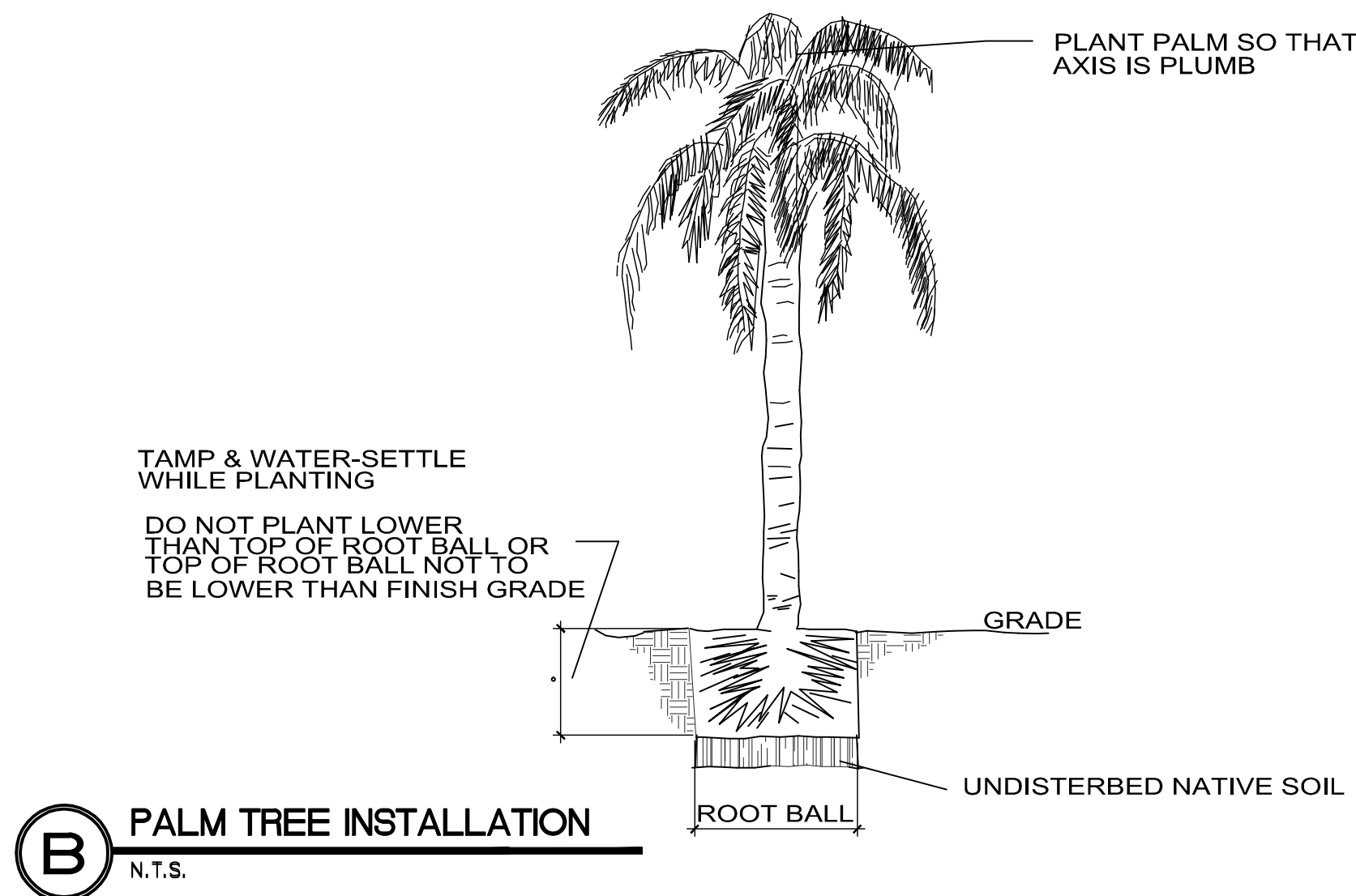
PROPOSED FRUITLESS OLIVE TREES
MULTI TRUNK AT ENTRANCE

PROPOSED ICEBERG ROSES
WITH CARISSA

PROPOSED
TRAILING PORTULACARIA
OR ROSMARY

PROPOSED
BOUGAINVILLEA 'OH LA LA'
GROUND COVER OR EVOLVULUS 'BLUE EYES'

REVISION	
11-18-19	
SCALE: 1/8"=1'-0"	





BEFORE

REMOVE EXISTING
JACARANDA TREE
AND REPLACE WITH OLIVE TREE

PROPOSED ICEBERG
ROSE BUSH

REMOVE EXISTING OVERGROWN
BOUGAINVILLEA HEDGE
AND REPLACED IT WITH
CARISSA 'BOXWOOD BEAUTY'
or DWARF IXORA or CALLISTEMON 'LITTLE JOHN'



AFTER



DWARF IXORA



or CALLISTEMON 'LITTLE JOHN'

LANDSCAPE ARCHITECTURAL SERVICES BY:
DESERT MODERN
LANDSCAPE DESIGN

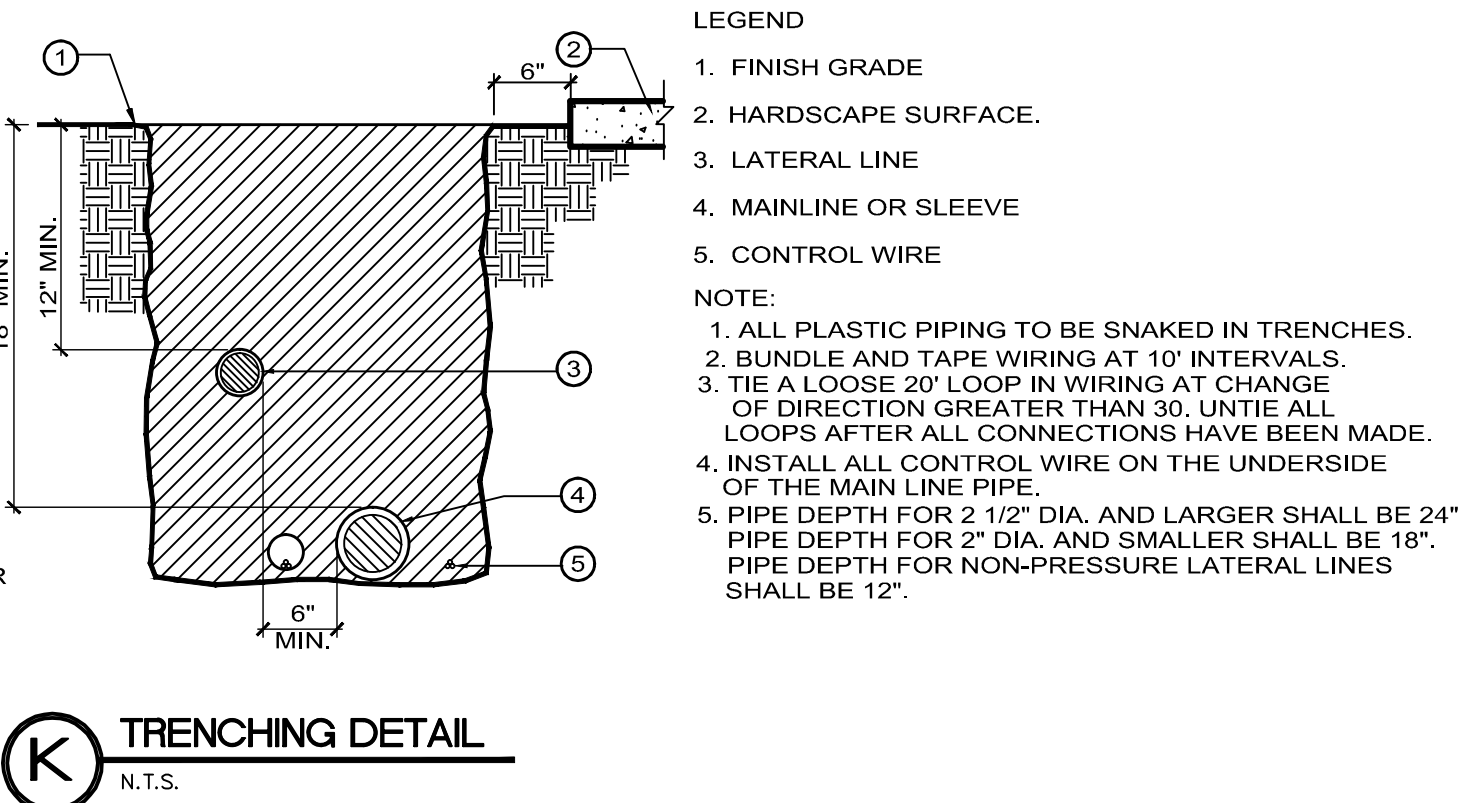
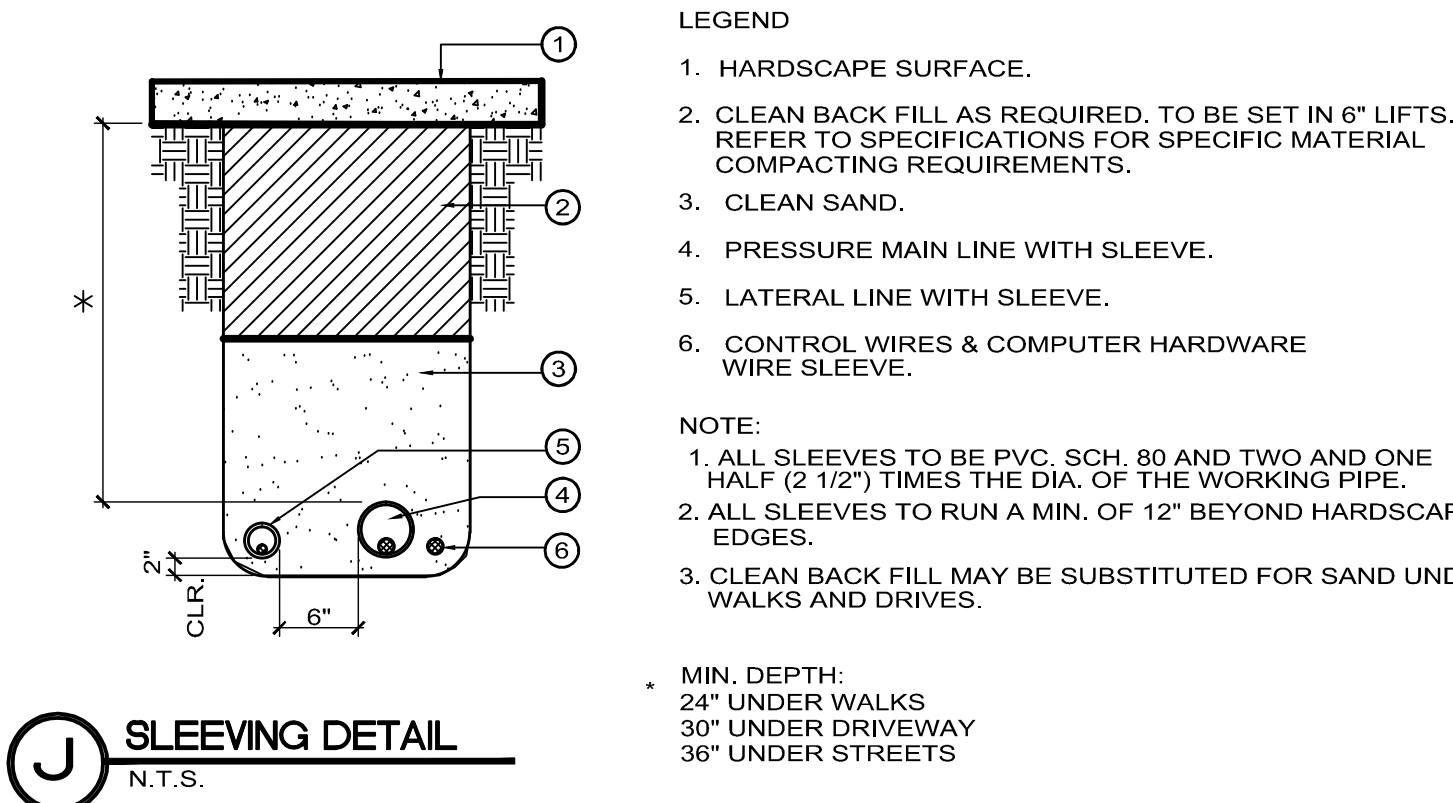
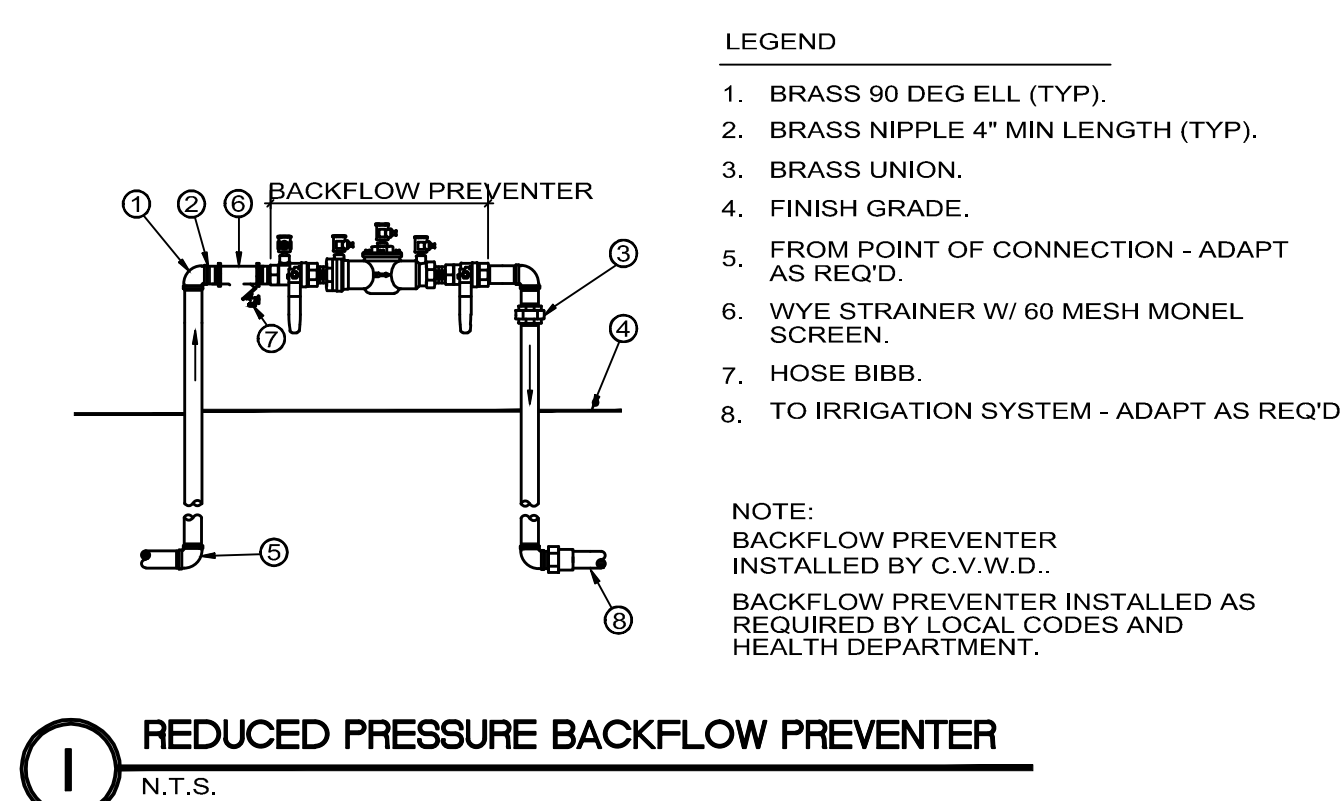
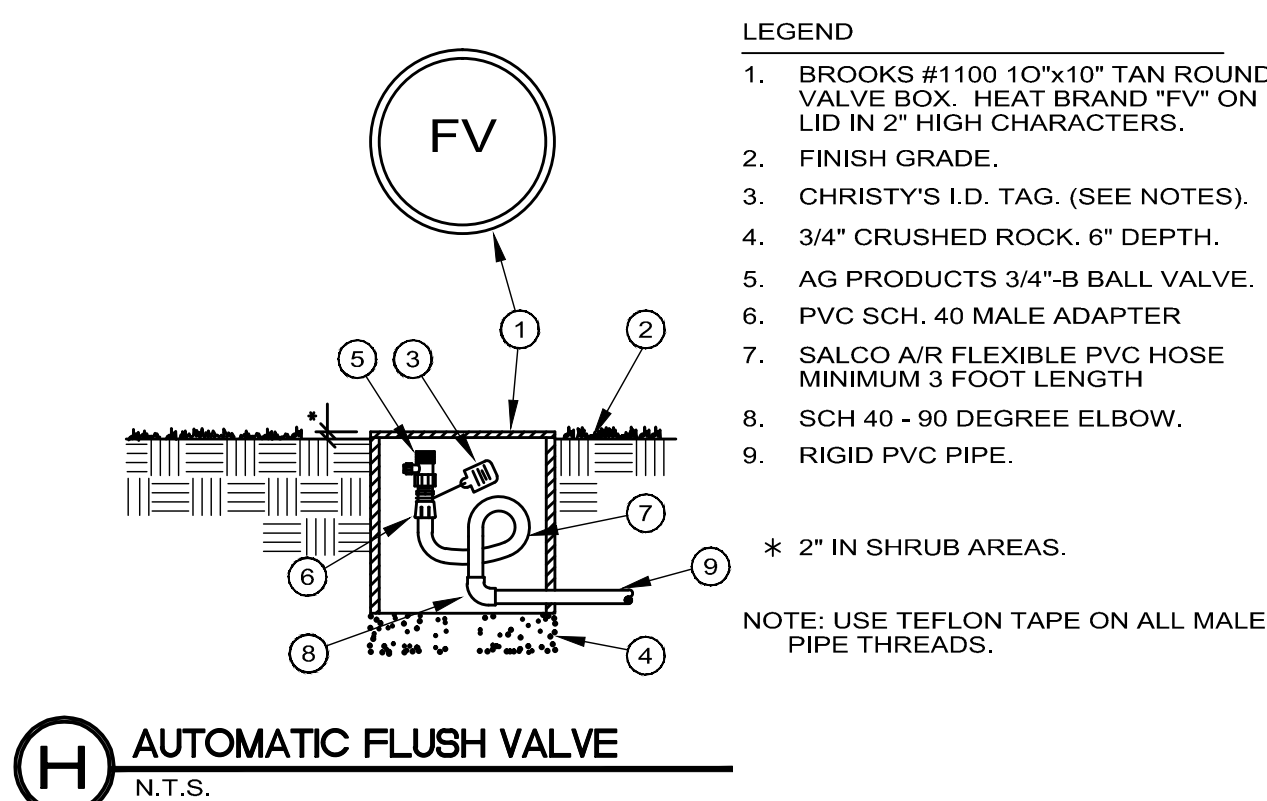
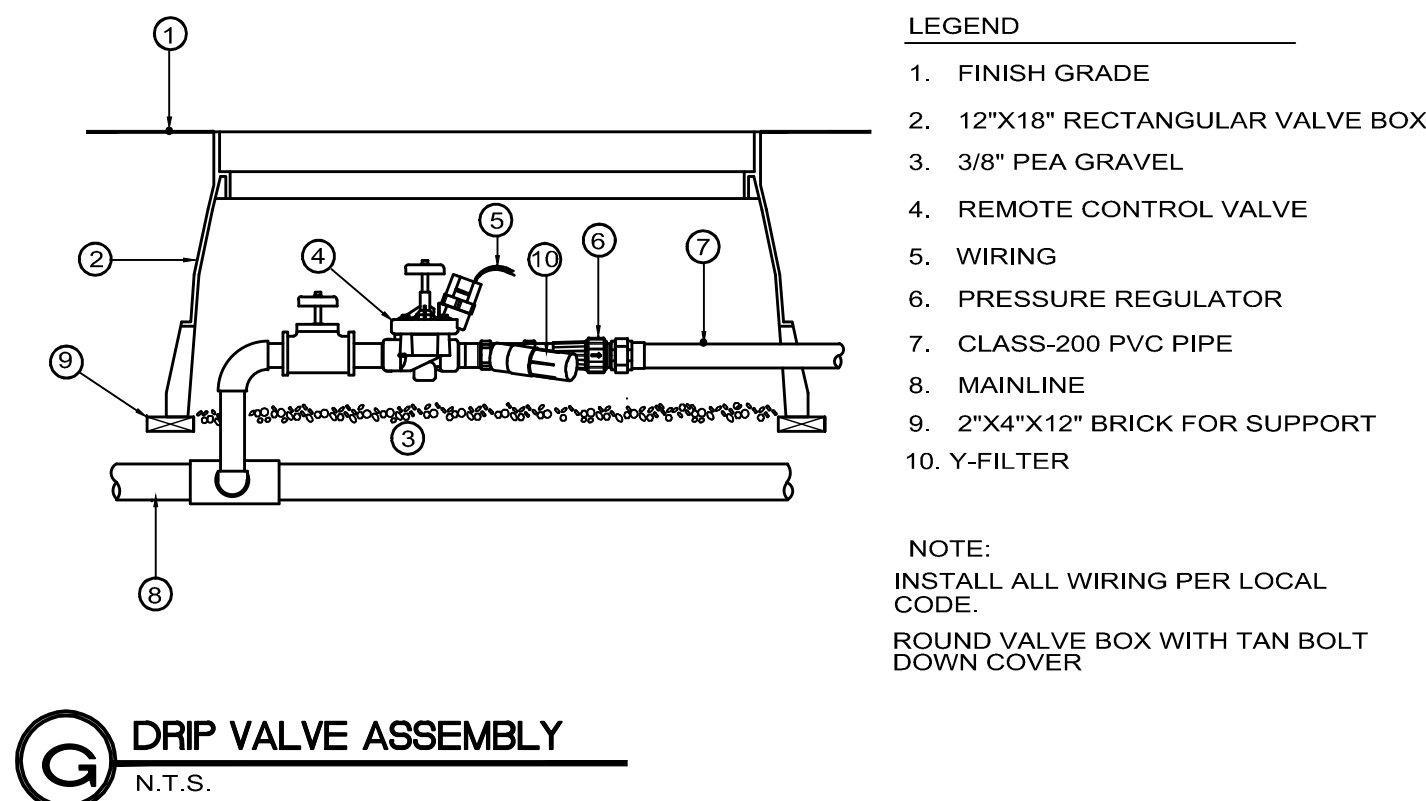
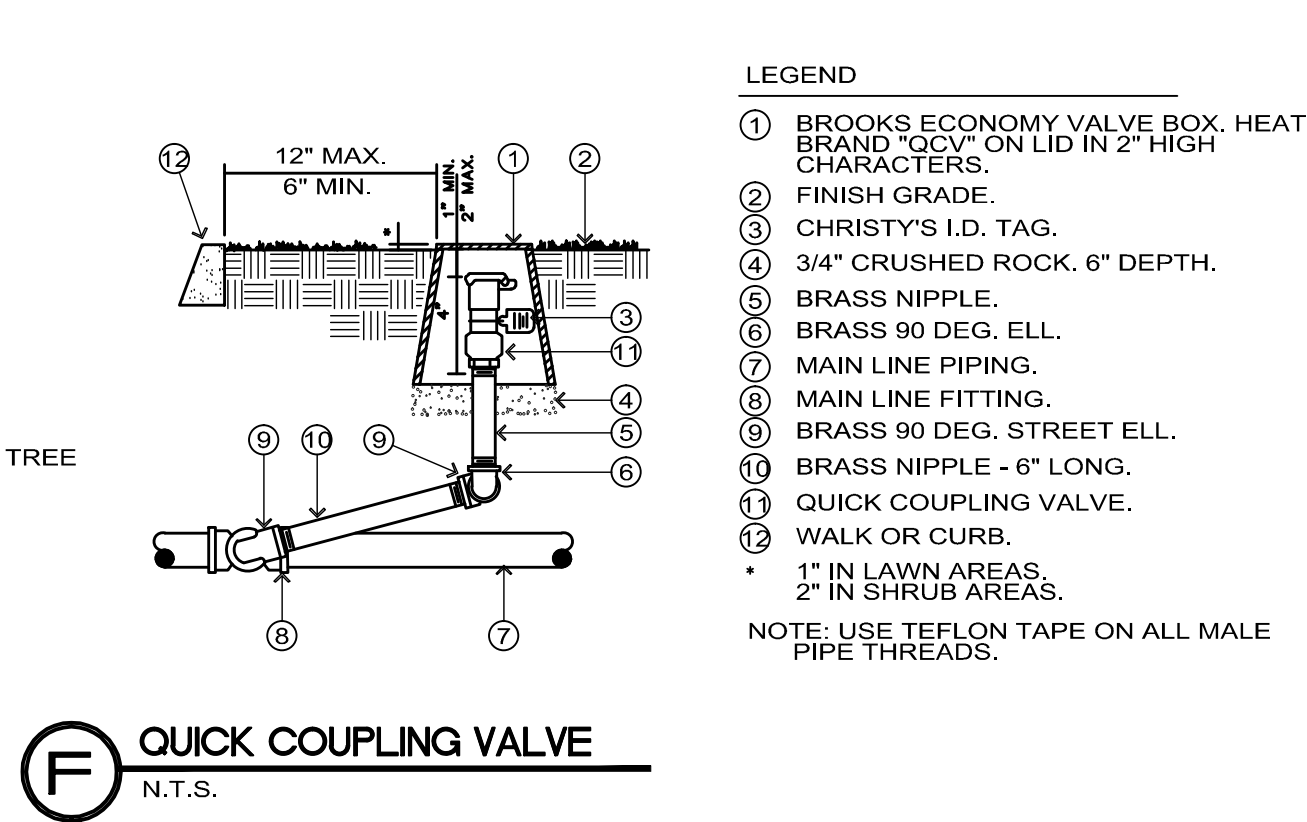
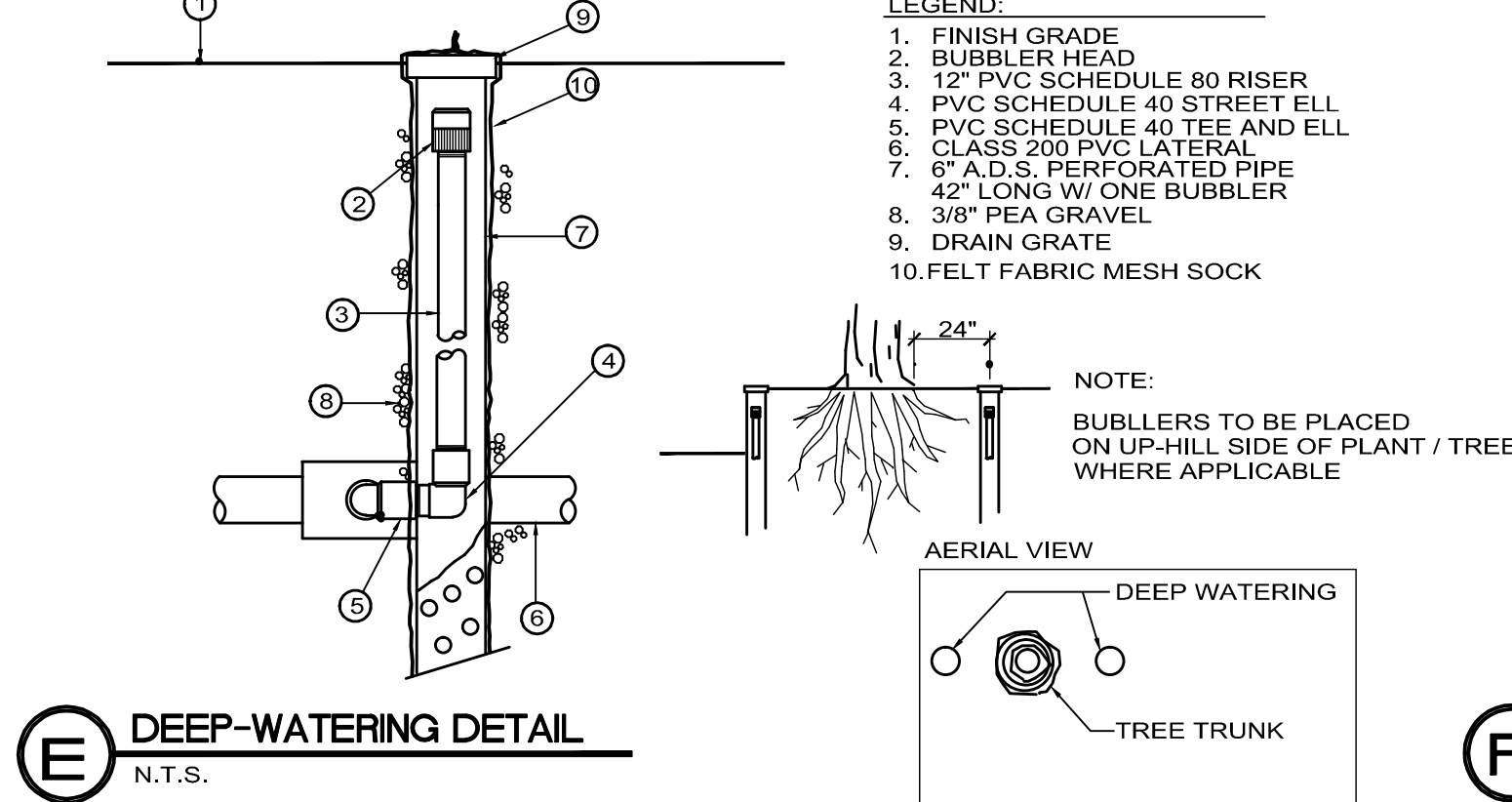
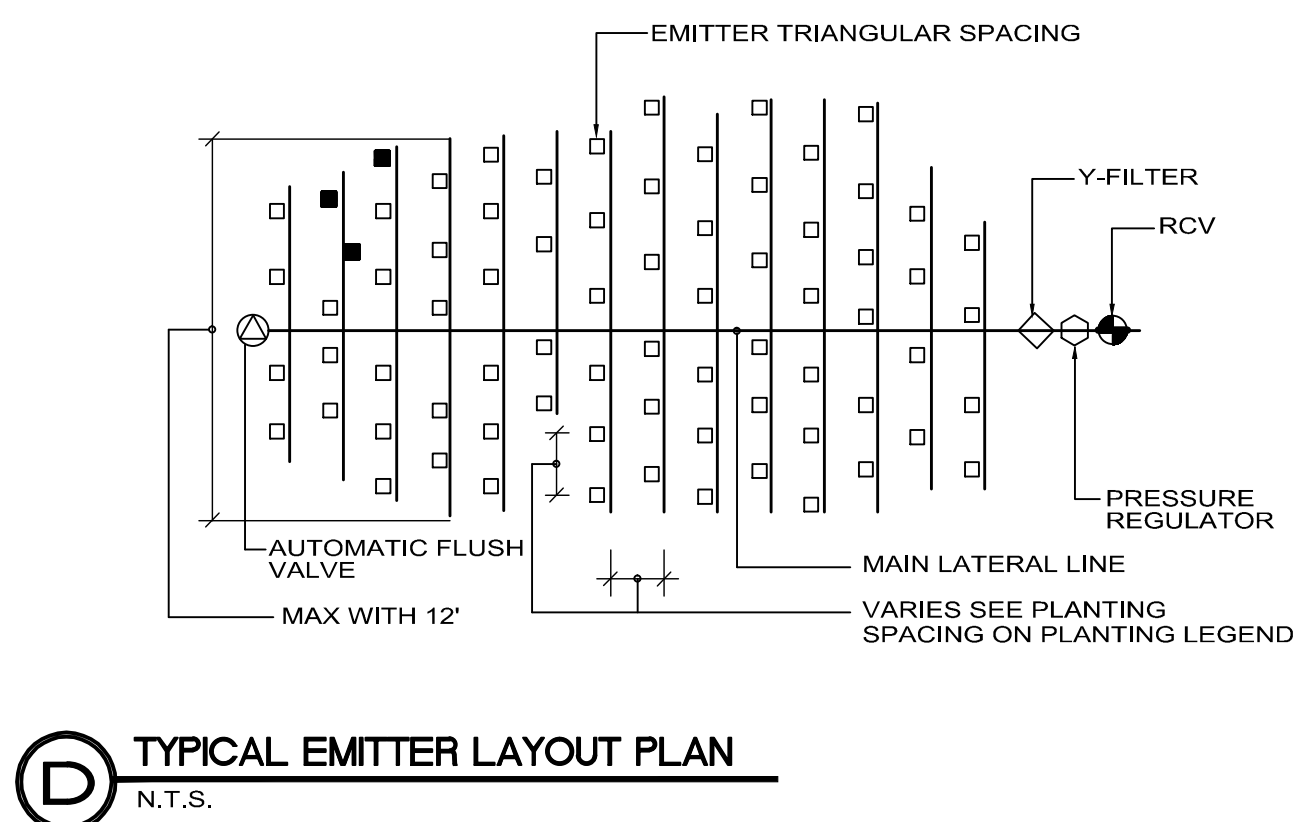
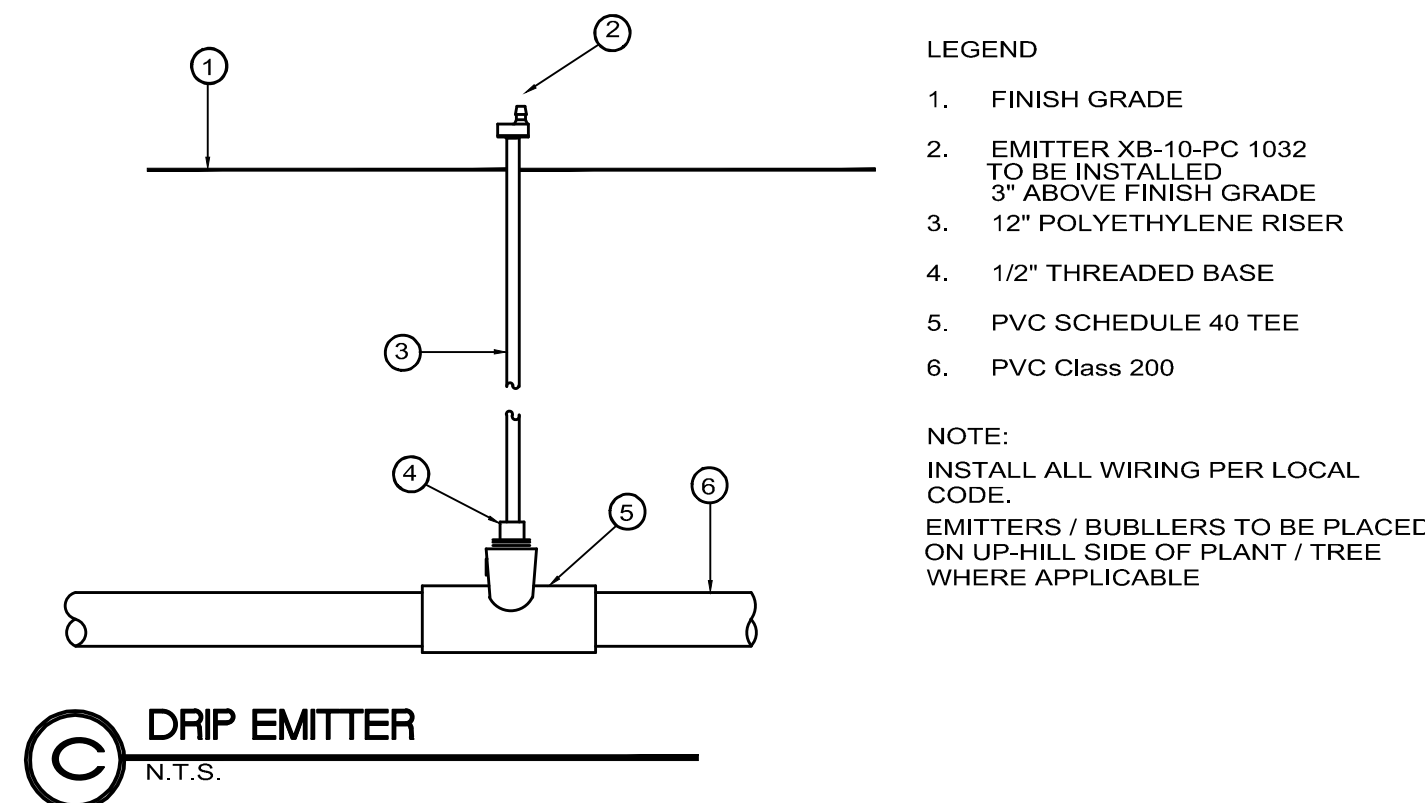
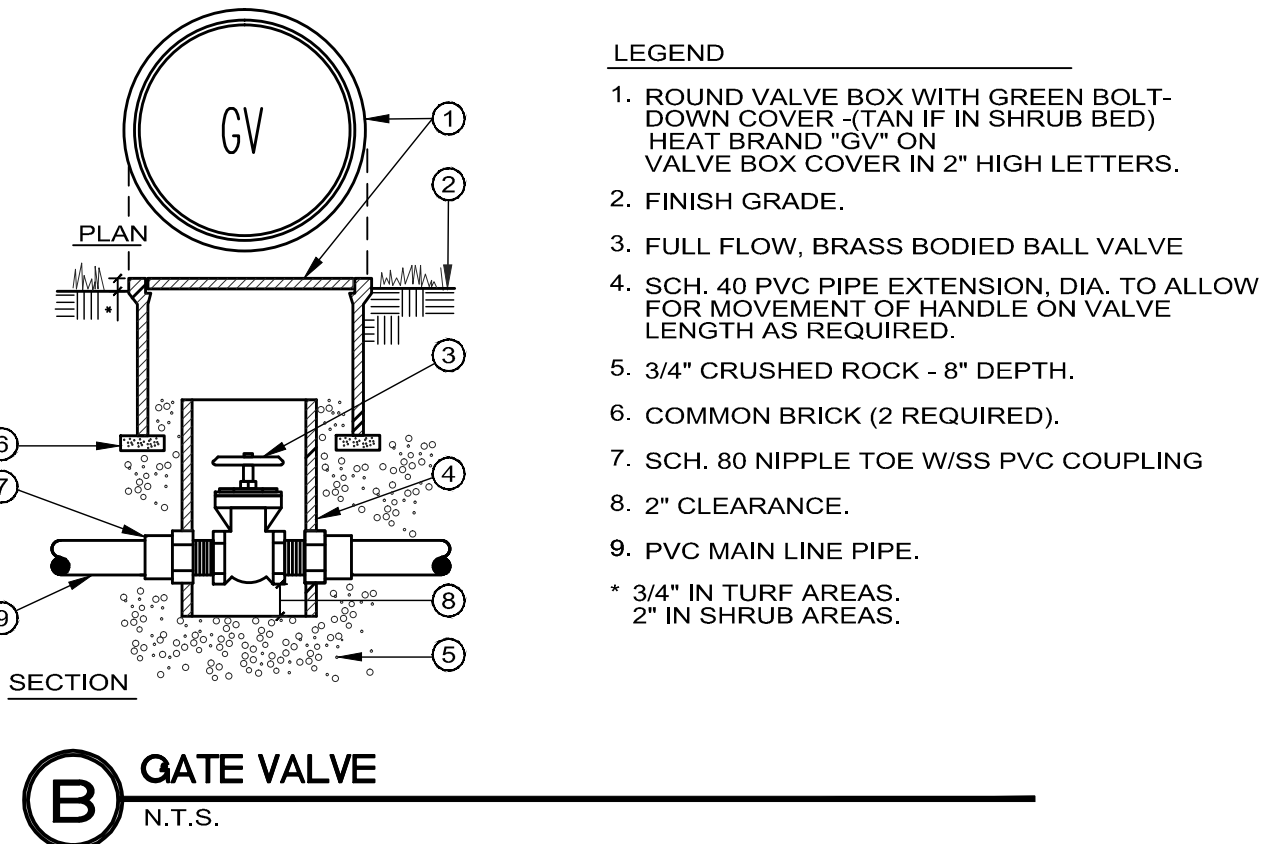
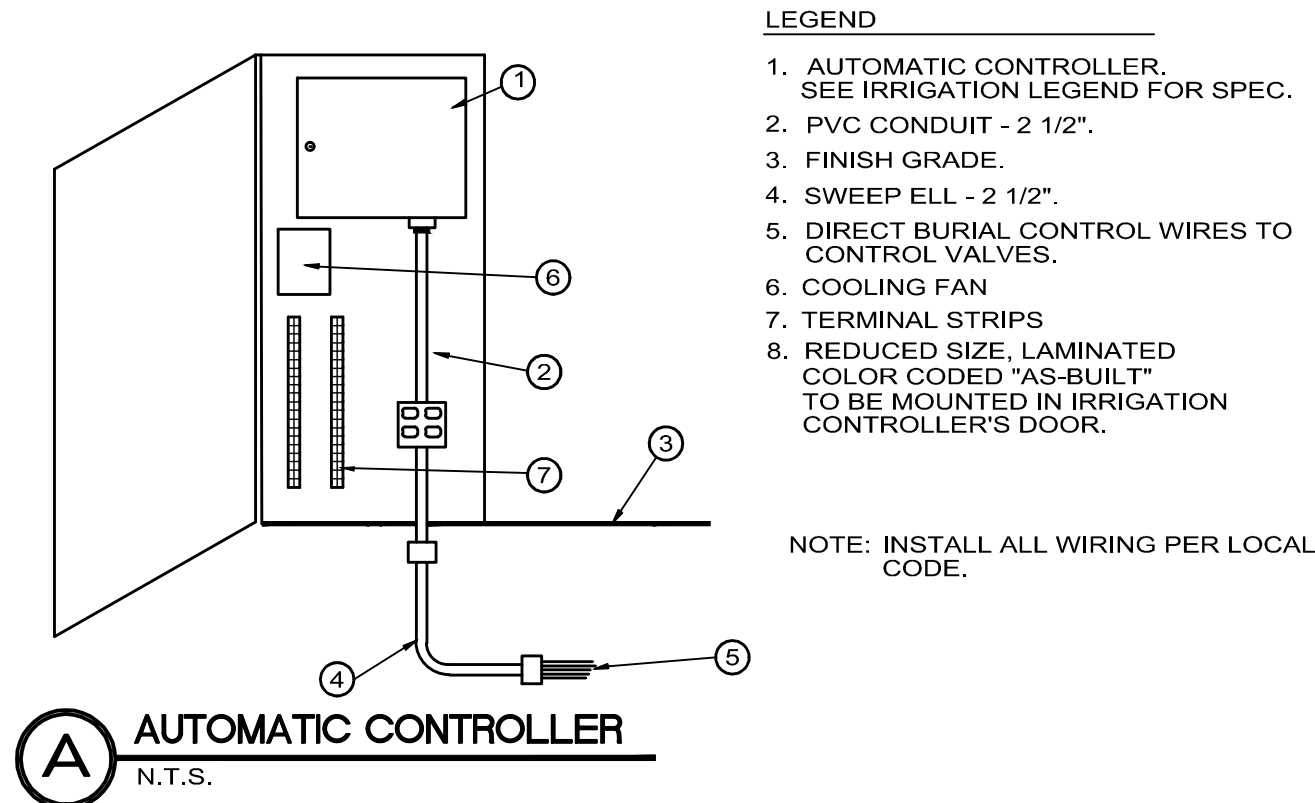
REMODEL LANDSCAPE PLANS FOR
LAS PALMAS MEDICAL PLAZA
555 E. TACHEVAH DRIVE,
PALM SPRINGS, CALIFORNIA

DESERT MODERN
LANDSCAPE DESIGN
71755 SAN Geronimo RD #102
RANCHO MESA, CALIFORNIA 92270
TELEPHONE (760) 337-1144 E-mail: ad@desertmodern.com
www.desertmodernlandscape.com

REVISION
11-18-19

SCALE: 1/8"=1'-0"

SHEET
L-2.6

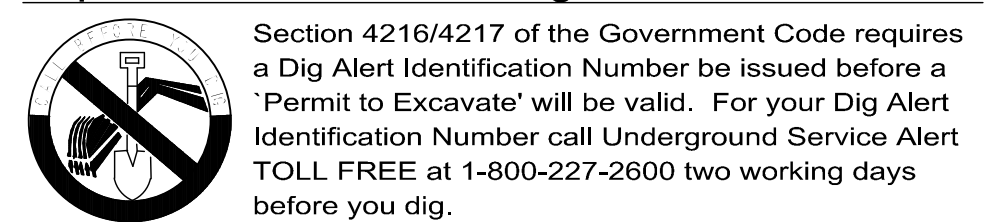


- ### GENERAL INSTALLATION NOTES
1. SPRINKLER IRRIGATION PLAN IS DIAGRAMMATIC. FINAL LOCATION OF PIPING WILL BE DETERMINED AT TIME OF INSTALLATION. MAINLINE AND LATERALS SHALL BE PLACED IN SAME TRENCH WHEN POSSIBLE. EQUIPMENT SHOWN IN PAVED AREAS ARE FOR DESIGN CLARIFICATION ONLY AND SHALL BE INSTALLED IN PLANTED AREAS.
 2. INSTALL ALL EQUIPMENT AS SHOWN IN DETAILS. ALL EQUIPMENT REQUIRED BUT NOT SPECIFIED ON THE DRAWING SHALL BE PROVIDED BY THE IRRIGATION CONTRACTOR.
 3. ALL EQUIPMENT SHALL BE INSTALLED IN ACCORDANCE WITH MFG.'S INSTRUCTIONS AND SPECIFICATIONS.
 4. BACKFLOW PROTECTION UNIT(S) SHALL BE INSTALLED IN ACCORDANCE WITH LOCAL CODED.
 5. IRRIGATION CONTRACTOR SHALL BE RESPONSIBLE FOR PROPER WORKMANSHIP DURING INSTALLATION.
 6. ALL MAINLINE PIPING SHALL HAVE A MINIMUM OF 18" COVER (24" UNDER ROADS AND STREETS AND IF RING SEALED PIPE). ALL LATERAL PIPING SHALL BE TRENCHED A MINIMUM OF 12" DEEP. ALL CONTROL WIRE GOING UNDER DRIVEWAYS AND STREETS SHALL BE SLEEVED IN A PVC PIPE. LATERAL PIPING GOING UNDER DRIVEWAYS AND STREETS SHALL BE SCHEDULE 40 PVC.
 7. ALL VALVE CONTROL WIRE SHALL BE INSTALLED IN SAME TRENCH WITH MAINLINE WHEREVER POSSIBLE AND SHALL BE SOLID COPPER, AWG #14 TYPE UF, DIRECT BURIAL WIRE USING SNAPTITE OR SCOTCH-LOC WIRE CONNECTORS.
 8. ALL TRENCH BACK FILL SOIL SHALL BE CLEAN, FREE OF ROCKS, TRASH, GLASS, SOLVENT CEMENT CONTAINERS AND RAGS. CONTRACTOR SHALL COMPACT ALL TRENCHES TO A DENSITY EQUAL TO THE UNDISTURBED SOIL AND SHALL BE RESPONSIBLE FOR BRINGING ANY SETTLED TRENCHES BACK TO FINISH GRADE.
 9. CONTRACTOR SHALL FLUSH ALL PIPE LINES PRIOR TO INSTALLING SPRINKLER HEADS AND PRIOR TO INSTALLING NOZZLES.
 10. CONTRACTOR SHALL INSTALL VALVE BOXES AT GRADE OVER ALL ELECTRIC VALVES AND INSTALL ANTI-DRAIN VALVES AS NECESSARY TO PREVENT LOW HEAD DRAINAGE EROSION OR DAMAGE.
 11. 120 VOLT POWER FOR CONTROLLER(S) IS TO BE PROVIDED BY OTHERS ON A SEPARATE CIRCUIT BREAKER. IRRIGATION CONTRACTOR SHALL BE RESPONSIBLE FOR MAKING CONNECTIONS TO CONTROLLER. CONTROLLER(S) FINAL LOCATION SHALL BE DETERMINED BY OWNER'S AUTHORIZED REPRESENTATIVE.
 12. THE IRRIGATION CONTRACTOR SHALL COORDINATE THE PLACEMENT AND INSTALLATION OF THE BACK FLOW DEVICE AND WATER METER .
 13. SHRUB DRIP EMITTERS AND TREE BUBLERS SHALL BE PLACED ON SEPARATE VALVES.
 14. CONTRACTOR SHALL INSTALL MIPT X FIPT "HEAD LOK" BELOW GRADE AS MFG. BY KING BROTHERS IND. OR EQUIVALENT UNDER EACH EMITTER THAT MIGHT BE SUSCEPTIBLE TO HEAD LOSS OR VANDALISM.
 15. ALL EMITTERS TO BE PLACED 6"-12" FROM EACH CENTER OF PLANT AND AT THE TOP OF SLOPE WHERE APPLICABLE.
 16. CONTRACTOR TO PROVIDE A DRIP EMITTER FOR EACH PLANT WITHIN DRIP ZONES.
 17. CONTRACTOR TO PROVIDE REDUCED SIZE, COLOR CODED "AS-BUILT" TO BE MOUNTED IN IRRIGATION CONTROLLER'S DOOR. "AS-BUILT" TO BE LAMINATED.

IRRIGATION DETAILS

SCALE: N.T.S.

Important Notice - Underground Service Alert



Section 4216/4217 of the Government Code requires a Dig Alert Identification Number be issued before a "Permit to Excavate" will be valid. For your Dig Alert Identification Number call Underground Service Alert TOLL FREE at 1-800-227-2600 two working days before you dig.

Construction contractor agrees that in accordance with generally accepted construction practices, construction contractor will be required to assume sole and complete responsibility for job site conditions during the course of construction of the project, including safety of all persons and property; that this requirement shall be made to apply continuously and not be limited to normal working hours, and construction contractor further agrees to defend, indemnify and hold design professional harmless from any and all liability, real or alleged, in connection with the performance of work on this project, excepting liability arising from the sole negligence of design professional.



BEFORE

PROPOSED BUTIA PINDO PALM
WITH BOULDERS AND TRAILING ROSMARY

PROPOSED MEDITERRANEAN FAN PALM
WITH BOULDERS AND GROUNDCOVER

EXISTING JACARANDA TREE
TO BE REMOVED

EXISTING TIPU TREE
TO REMAIN

PROPOSED PARKING
LOT TREE
OAK, MESQUITE OR TIPU TREE



AFTER

PROPOSED MULTI TRUNK
OLIVE TREE WITH AGAVE,
BOULDERS AND GROUNDCOVER

PROPOSED ICEBERG
DESERT ROSES

PROPOSED SALVIA
LEUCANTHA - WILL
ATTRACT HUMIMBIRDS

PROPOSED BOUGAINVILLEA
'OH LA LA' GROUNDCOVER

LANDSCAPE ARCHITECTURAL SERVICES BY:
DESERT MODERN
LANDSCAPE DESIGN

REMODEL LANDSCAPE PLANS FOR
LAS PALMAS MEDICAL PLAZA
555 E. TACHEVAH DRIVE
PALM SPRINGS, CALIFORNIA

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75-755 SAN Geronimo ROAD
BAGWOOD BRIDGE, CALIFORNIA 92223
TELEPHONE: (951) 657-7844 E-mail: ash@desertmodern.com
www.desertmodernlandscape.com

REVISION	
11-18-19	
SCALE:	

SHEET
L-2.7



BEFORE ALLEY



AFTER ALLEY

PROPOSED DWARF
LITTLE OLLIE SHRUBS

PROPOSED GRASSES
WITH GROUDCOVERS

PROPOSED ROSMARY
TRAILING GROUDCOVER

PROPOSED DURANTA
'SWEET MEMORY'
COLORFUL SHRUB

PROPOSED RHUS LANCEA
TREE TO REMAIN

REVISION	
11-18-19	

SCALE: 1/8"=1'-0"



BEFORE ALLEY BEHIND PARKING LOT
PROPOSED TECOMA STANS SHRUBS

PROPOSED GRASSES WITH GROUDCOVERS

PROPOSED TECOMA STANS SHRUBS

ALTERNATE TECOMA STANS WITH DURANTA 'SWEET MEMORY' SHRUBS TO CREATE PRIVACY



BEFORE ALLEY BEHIND PARKING LOT

REMOVE ALL THEVETIA HEDGE ALONG THE EXISTING WALL

PROPOSED GRASSES

ADD DECOMPOSED GRANITE TO FRESHEN UP EXISTING

REVISION	
11-18-19	
SCALE: 1/8"=1'-0"	



Date: March 24, 2020
To: Board of Directors
Subject: Consideration to Approve the Revised Bylaws; and New and Revised Policies

Staff Recommendation: Consideration to approve the Revised Bylaws; and New and Revised Policies

Background:

- At the February 27, 2020 Board & Staff Communications and Policies Committee meeting, the Committee recommended forwarding the following Bylaws and to the Board for consideration of approval.
- NOTE: The Clean version of each document is presented first. Followed by the Redlined version that shows the specific revisions.
- District Bylaws - *revised to include Board & Staff Communications and Policies Committee as a Standing Committee*
- Policy #OP-5 Grant Policy – *multiple revisions included*
- Policy #OP-14 Staff Expense Authorization – *a new policy for Staff Expense Authorization to be included with the ACHD certification*
- Policy #OP-15 – Engagement of the Community, Public, and Subject Matter Experts – *The policy was approved at the March 27, 2018, but was not assigned a policy number.*
- Policy #BOD-8 Board Meetings – *minor revision*
- Policy #BOD-15 Conflict of Interest – *revised positions for reporting requirements*
- Policy #BOD-17 CEO Compensation and Performance Evaluation – *significant revisions included*
- Staff recommends approval of the Bylaws and Policies as presented.

Fiscal Impact:
None

**AMENDED AND RESTATED BYLAWS AND RULES
OF
DESERT HEALTHCARE DISTRICT**

ARTICLE I. DEFINITIONS

- 1.1 “Hospital” means Desert Regional Medical Center, 1140 North Indian Canyon Drive, Palm Springs, California 92262.
- 1.2 “Board” means the Board of Directors of the District.
- 1.3 “Director” means a member of the Board.
- 1.4 “District” means the Desert Healthcare District.
- 1.5 “Lease” means lease of the Hospital to Tenet HealthSystem Desert, Inc.
- 1.6 “President” means the president of the Board.
- 1.7 “Vice President/Secretary” means the vice president/secretary of the Board.
- 1.8 “Treasurer” means the treasurer of the Board.

ARTICLE II. ORGANIZATION, POWERS, AND MISSION STATEMENT

- 2.1 NAME. The name of the District is the “Desert Healthcare District.”

Updated March 24, 2020

- 2.2 SEAL. The District shall have a seal which shall be circular in form and have in the perimeter thereof the following inscription:

“Desert Healthcare District
Incorporated December 14, 1948
California”

- 2.3 ORGANIZATION. The District is a political subdivision of the State of California organized under the Local Healthcare District Law, Division 23 of the California Health and Safety Code as now in effect or as amended in the future. The District operates under and has all of the rights and responsibilities set forth in The Ralph M. Brown Act, Government Code section 54950 and following as now in effect or as amended in the future.
- 2.4 PURPOSES AND POWERS. The District is organized for the purposes described in the Local Healthcare District Law and shall have and exercise such powers in the furtherance of its purposes as are now or may hereafter be set forth in the Local Healthcare District Law and any other applicable statutes, rules, or regulations of the State of California. The Hospital is operated by Tenet HealthSystem Desert, Inc., pursuant to a lease dated May 31, 1997, as amended between Tenet Healthcare, Inc., and the District. The District oversees Tenet’s compliance with said lease and ensures that the District asserts all of its rights and obligations pursuant to the terms of the lease.
- 2.5 MISSION STATEMENT. The mission of the Desert Healthcare District is to achieve optimal health for all stages of life for all District residents.

ARTICLE III. OFFICES

- 3.1 PRINCIPAL OFFICE. The principal office of the District is located at 1140 North Indian Canyon Drive, Palm Springs, California 92262.

ARTICLE IV. BOARD

- 4.1 GENERAL POWERS. The Board is the governing body of the District. All District powers shall be exercised by or under the direction of the Board. The Board is authorized to make appropriate delegations of its powers and authority to officers and employees of the District.
- 4.2 NUMBER AND QUALIFICATION. The Board shall consist of seven (7) members, each of whom shall be a registered voter residing in the District.
- 4.3 ELECTION AND TERM OF OFFICE. An election shall be held in the District on the first Tuesday after the first Monday in November in each even-numbered year, at which time a successor shall be chosen to each Director whose term shall expire at noon on the first Friday of December following such election. The election of Board members shall be an election by zones pursuant to Health & Safety Code 32499.3 and shall be consolidated with the statewide general election. The candidates receiving the highest number of votes for the offices to be filled at the election shall be elected thereto. The term of office of each elected Board member shall be four (4) years or until the Board member's successor is elected and has qualified, except as otherwise provided by law in the event of a vacancy.
- 4.4 VACANCIES. The remaining Board members may fill any vacancy on the Board by appointment in accordance with Government Code section 1780, as

amended, which sets forth the procedure for filling a vacancy of an elective office on a governing board of a special district.

- 4.5 RESIGNATION OR REMOVAL. Any Board member may resign effective upon giving written notice to the President, the Secretary, or the Board, unless the notice specified a later time for the effectiveness of such resignation. In accordance with Health & Safety Code section 32100.2, as amended, the term of any member of the Board shall expire if the member is absent from three (3) consecutive regular meetings or from three (3) of any five (5) consecutive meetings of the Board, and if the Board by resolution declares that a vacancy exists on the Board. All or any of the members may be recalled at any time by the voters following the recall procedure set forth in Division 11 of the Election Code.
- 4.6 COMPENSATION. The Board shall serve without compensation except that the Board, by resolution adopted by majority vote, may provide compensation for attendance at meetings in accordance with Health and Safety Code section 32103 as amended.
- 4.7 HEALTH BENEFITS. Pursuant to Government Code section 53200 et seq., the Board, by resolution adopted by a majority vote, may provide for health benefits to Board members, employees, retired employees, and retired Board members as allowed by law.

ARTICLE V. BOARD MEETINGS

- 5.1 REGULAR MEETINGS. Regular meetings of the Board of Directors shall be held on the fourth Tuesday of each month, excepting August, at 5:30 p.m. in the Regional Access Project (RAP) Foundation Building, 41550 Eclectic Street, Palm Desert, California 92260 unless otherwise designated in the Agenda Notice; provided, however, that should said date fall upon a legal holiday, then the meeting shall be held at the same time on the next business day.
- 5.2 ORGANIZATION MEETING. At the first regular Board meeting in December, the Board shall organize by the election of one of its members as President, one as Vice-President/Secretary, and one as Treasurer.
- 5.3 SPECIAL MEETING. A special meeting may be called at any time by the President, or by four (4) Board members by delivering written notice to each Board member and to each local newspaper of general circulation, radio or televisions station requesting such notice in writing, personally or by mail. Such notice must be delivered personally or by mail at least twenty-four (24) hours before the time of such meeting as specified in the notice. The call and notice shall specify the time and place of the special meeting and the business to be transacted. No other business shall be considered at special meetings. Such written notice may be dispensed with as to any Board member who, at or prior to the time the meeting convenes, files with the Secretary a written waiver of notice. Such waiver may be given by telegram. Such written notice may also be dispensed with as to any member who is actually present at the meeting at the time it convenes.

- 5.4 QUORUM. A majority of the members of the Board shall constitute a quorum for the transaction of business. The act of a majority of the Board members present at a meeting at which a quorum is present shall be the act of the Board.
- 5.5 ADJOURNMENT. The Board may adjourn any regular, adjourned regular, special, or adjourned special meeting to a time and place specified in the order of adjournment. Less than a quorum may so adjourn from time to time. A copy of the order or notice of adjournment shall be conspicuously posted on or near the door of the place where the meeting was held within twenty-four (24) hours after the time of adjournment.
- 5.6 RULES AND REGULATIONS. The Board may adopt rules and regulations governing the Board, the District, its facilities and programs, which rules and regulations shall not conflict with these bylaws.
- 5.7 RULES OF ORDER. Unless otherwise provided by law, these bylaws, or Board rules, Board meeting procedures shall be in accordance with *Robert's Rules of Order Newly Revised*. However, technical failure to follow *Robert's Rules of Order* shall not invalidate any action taken. The President may make and second motions and vote in the same manner as other Board members.

ARTICLE VI. COMMITTEES

- 6.1 APPOINTMENT. All Board committee members, whether standing or special (ad hoc), shall be appointed by the President. The chairperson of each committee shall be appointed by the President. All committees shall be advisory only to the Board unless otherwise specifically authorized to act by the Board.

6.2 STANDING COMMITTEES. Standing committees shall meet periodically to review reports from District staff, legal counsel, and consultants relating to the particular subject matter of the committee. There shall be the following standing committees:

- (a) Finance, Legal, Administration and Real Estate. This committee shall be responsible for making recommendations to the Board where appropriate on matters related to finance, administration, human resources, property management, legal affairs, (including legislation) real estate, and information systems (IS).
- (b) Strategic Planning. This committee shall meet quarterly, or more often if needed, and shall be responsible for monitoring the District's progress in achieving the expectations outlined in its strategic plan.
- (c) Hospital Lease Oversight. This committee shall meet quarterly, or more often if needed, and shall be charged with oversight responsibilities to ensure compliance with the terms of the current lease of Desert Regional Medical Center.
- (d) Program Committee. This committee shall be responsible for the oversight and for making recommendations to the Board where appropriate on District matters related to its grant making and related programs.
- € Board & Staff Communications and Policies Committee. This committee shall meet quarterly or more often, if needed, and shall be responsible for monitoring and developing the District's Board and staff communications and relations. The committee is also responsible for developing and maintaining the District's policies and policies manual.

- 6.3 SPECIAL COMMITTEES. Special, Ad-hoc committees may be appointed by the President for special tasks as circumstances warrant, and upon completion of the task for which appointed such special committees shall stand discharged.
- 6.4 CONSULTANTS. A committee chairman may invite additional individuals with expertise in a pertinent area to meet with and assist the committee. Such consultants shall not vote or be counted in determining the existence of a quorum and may be excluded from any committee session. A committee chairman may exclude any or all consultants from attending a committee meeting.
- 6.5 MEETING AND NOTICE. Meetings of a committee may be called by the President of the Board, the chairman of the committee, or by a majority of the committee's members.
- 6.6 QUORUM. A majority of the Board members of a committee shall constitute a quorum for the transaction of business at any meeting of such committee. A committee member may designate an alternate Board member to attend a scheduled committee meeting in the event the committee member is unable to attend. Each committee shall keep minutes of its proceedings and shall report periodically to the Board.
- 6.7 MANNER OF ACTING. The act of a majority of the members of a committee present at a meeting which a quorum is present shall be the act of the committee. No act taken at a meeting at which less than a quorum was present shall be valid unless approved in writing by the absent members.

- 6.8 TENURE. Each member of a committee shall hold office until the organizational meeting of the Board at its first meeting in December and until a successor is appointed. Any member of a committee may be removed at any time by the President subject to the consent of the Board. A member of the Board shall cease to hold committee membership upon ceasing to be a Board member.
- 6.9 TEMPORARY APPOINTMENTS. The President may appoint a temporary committee member to serve during the absence of a regular committee member or the President may serve.

ARTICLE VII. OFFICERS

- 7.1 PRESIDENT. The Board shall elect one of its members as President at the first regular meeting in December of each year, and the President shall hold office until a successor is elected. The President shall be the principal officer of the District and the Board and shall preside at all meetings of the Board. The President shall appoint all Board committee members and committee chairman and shall perform all duties incident to the office and such other duties as may be prescribed by the Board from time to time.
- 7.2 VICE PRESIDENT/SECRETARY. The Board shall elect one of its members as Vice President/Secretary at the first regular meeting in December of each year, and the Vice President shall hold office until a successor is elected. In the absence of the President, the Vice President/Secretary shall perform the duties of the President. The Vice President/Secretary shall provide for keeping of the minutes of all meetings of the Board. The Vice President/Secretary shall give or cause to be given appropriate notices in accordance with these bylaws or as

required by law and shall act as custodian of District records and reports and of the District's seal.

- 7.3 TREASURER. The Board shall appoint a Treasurer who shall serve at the pleasure of the Board. The Treasurer shall be charged with the safekeeping and disbursal of the funds in the treasury of the District.

ARTICLE VIII. LOCAL GOVERNING BOARD

- 8.1 In accordance with the 1997 Lease Agreement, the District appoints two (2) District Board members to serve on the Desert Regional Medical Center governing board. Said members shall act as liaisons to the District Board and shall periodically report to the District Board on the affairs of the governing board. The President shall be responsible for appointing the two (2) District Board members to serve on the Hospital governing board in accordance with the rules and regulations of the bylaws of the governing board.

ARTICLE IX. AMENDMENT

- 9.1 These bylaws may be amended or repealed by vote of at least four (4) members of the Board at any Board meeting. Such amendments or repeal shall be effective immediately.

AMENDED AND RESTATED BYLAWS AND RULES
OF
DESERT HEALTHCARE DISTRICT

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ARTICLE II. ORGANIZATION, POWERS, AND MISSION STATEMENT

- 2.1 NAME. The name of the District is the “Desert Healthcare District.”

Updated ~~April 23, 2019~~ March 24, 2020

- 2.2 SEAL. The District shall have a seal which shall be circular in form and have in the perimeter thereof the following inscription:

“Desert Healthcare District
Incorporated December 14, 1948
California”

- 2.3 ORGANIZATION. The District is a political subdivision of the State of California organized under the Local Healthcare District Law, Division 23 of the California Health and Safety Code as now in effect or as amended in the future.

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Updated ~~April 23, 2019~~ March 24, 2020

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Updated ~~April 23, 2019~~ March 24, 2020

amended, which sets forth the procedure for filling a vacancy of an elective office on a governing board of a special district.

- 4.5 RESIGNATION OR REMOVAL. Any Board member may resign effective upon giving written notice to the President, the Secretary, or the Board, unless the notice specified a later time for the effectiveness of such resignation. In accordance with Health & Safety Code section 32100.2, as amended, the term of any member of the Board shall expire if the member is absent from three (3) consecutive regular meetings or from three (3) of any five (5) consecutive meetings of the Board, and if the Board by resolution declares that a vacancy exists on the Board. All or any of the members may be recalled at any time by the voters following the recall procedure set forth in Division 11 of the Election Code.
- 4.6 COMPENSATION. The Board shall serve without compensation except that the Board, by resolution adopted by majority vote, may provide compensation for attendance at meetings in accordance with Health and Safety Code section 32103 as amended.
- 4.7 HEALTH BENEFITS. Pursuant to Government Code section 53200 et seq., the Board, by resolution adopted by a majority vote, may provide for health benefits to Board members, employees, retired employees, and retired Board members as allowed by law.

ARTICLE V. BOARD MEETINGS

- 5.1 REGULAR MEETINGS. Regular meetings of the Board of Directors shall be held on the fourth Tuesday of each month, excepting August, at 5:30 p.m. in the Regional Access Project (RAP) Foundation Building, 41550 Eclectic Street, Palm Desert, California 92260 unless otherwise designated in the Agenda Notice; provided, however, that should said date fall upon a legal holiday, then the meeting shall be held at the same time on the next business day.
- 5.2 ORGANIZATION MEETING. At the first regular Board meeting in December, the Board shall organize by the election of one of its members as President, one as Vice-President/Secretary, and one as Treasurer.
- 5.3 SPECIAL MEETING. A special meeting may be called at any time by the President, or by four (4) Board members by delivering written notice to each Board member and to each local newspaper of general circulation, radio or televisions station requesting such notice in writing, personally or by mail. Such notice must be delivered personally or by mail at least twenty-four (24) hours before the time of such meeting as specified in the notice. The call and notice shall specify the time and place of the special meeting and the business to be transacted. No other business shall be considered at special meetings. Such written notice may be dispensed with as to any Board member who, at or prior to the time the meeting convenes, files with the Secretary a written waiver of notice. Such waiver may be given by telegram. Such written notice may also be dispensed with as to any member who is actually present at the meeting at the time it convenes.

Updated April 23, 2019

- 5.4 QUORUM. A majority of the members of the Board shall constitute a quorum for the transaction of business. The act of a majority of the Board members present at a meeting at which a quorum is present shall be the act of the Board.
- 5.5 ADJOURNMENT. The Board may adjourn any regular, adjourned regular, special, or adjourned special meeting to a time and place specified in the order of adjournment. Less than a quorum may so adjourn from time to time. A copy of the order or notice of adjournment shall be conspicuously posted on or near the door of the place where the meeting was held within twenty-four (24) hours after the time of adjournment.
- 5.6 RULES AND REGULATIONS. The Board may adopt rules and regulations governing the Board, the District, its facilities and programs, which rules and regulations shall not conflict with these bylaws.
- 5.7 RULES OF ORDER. Unless otherwise provided by law, these bylaws, or Board rules, Board meeting procedures shall be in accordance with *Robert's Rules of Order Newly Revised*. However, technical failure to follow *Robert's Rules of Order* shall not invalidate any action taken. The President may make and second motions and vote in the same manner as other Board members.

ARTICLE VI. COMMITTEES

- 6.1 APPOINTMENT. All Board committee members, whether standing or special (ad hoc), shall be appointed by the President. The chairperson of each committee shall be appointed by the President. All committees shall be advisory only to the Board unless otherwise specifically authorized to act by the Board.

Updated April 23, 2019

6.2 STANDING COMMITTEES. Standing committees shall meet periodically to review reports from District staff, legal counsel, and consultants relating to the particular subject matter of the committee. There shall be the following standing committees:

- (a) Finance, Legal, Administration and Real Estate. This committee shall be responsible for making recommendations to the Board where appropriate on matters related to finance, administration, human resources, property management, legal affairs, (including legislation) real estate, and information systems (IS).
- (b) Strategic Planning. This committee shall meet quarterly, or more often if needed, and shall be responsible for monitoring the District's progress in achieving the expectations outlined in its strategic plan.
- (c) Hospital Lease Oversight. This committee shall meet quarterly, or more often if needed, and shall be charged with oversight responsibilities to ensure compliance with the terms of the current lease of Desert Regional Medical Center.
- (d) Program Committee. This committee shall be responsible for the oversight and for making recommendations to the Board where appropriate on District matters related to its grant making and related programs.
- € Board and Staff Communications & Policies Committee. This committee shall meet quarterly or more often, if needed, and shall be responsible for monitoring and developing the District's Board and staff communications and relations. The committee is also responsible for developing and maintaining the District's policies and policies manual.

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Updated April 23, 2019

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- 6.3 SPECIAL COMMITTEES. Special, Ad-hoc committees may be appointed by the President for special tasks as circumstances warrant, and upon completion of the task for which appointed such special committees shall stand discharged.
- 6.4 CONSULTANTS. A committee chairman may invite additional individuals with expertise in a pertinent area to meet with and assist the committee. Such consultants shall not vote or be counted in determining the existence of a quorum and may be excluded from any committee session. A committee chairman may exclude any or all consultants from attending a committee meeting.
- 6.5 MEETING AND NOTICE. Meetings of a committee may be called by the President of the Board, the chairman of the committee, or by a majority of the committee's members.
- 6.6 QUORUM. A majority of the Board members of a committee shall constitute a quorum for the transaction of business at any meeting of such committee. A committee member may designate an alternate Board member to attend a scheduled committee meeting in the event the committee member is unable to attend. Each committee shall keep minutes of its proceedings and shall report periodically to the Board.
- 6.7 MANNER OF ACTING. The act of a majority of the members of a committee present at a meeting which a quorum is present shall be the act of the committee. No act taken at a meeting at which less than a quorum was present shall be valid unless approved in writing by the absent members.

Updated April 23, 2019

- 6.8 TENURE. Each member of a committee shall hold office until the organizational meeting of the Board at its first meeting in December and until a successor is appointed. Any member of a committee may be removed at any time by the President subject to the consent of the Board. A member of the Board shall cease to hold committee membership upon ceasing to be a Board member.
- 6.9 TEMPORARY APPOINTMENTS. The President may appoint a temporary committee member to serve during the absence of a regular committee member or the President may serve.

ARTICLE VII. OFFICERS

- 7.1 PRESIDENT. The Board shall elect one of its members as President at the first regular meeting in December of each year, and the President shall hold office until a successor is elected. The President shall be the principal officer of the District and the Board and shall preside at all meetings of the Board. The President shall appoint all Board committee members and committee chairman and shall perform all duties incident to the office and such other duties as may be prescribed by the Board from time to time.
- 7.2 VICE PRESIDENT/SECRETARY. The Board shall elect one of its members as Vice President/Secretary at the first regular meeting in December of each year, and the Vice President shall hold office until a successor is elected. In the absence of the President, the Vice President/Secretary shall perform the duties of the President. The Vice President/Secretary shall provide for keeping of the minutes of all meetings of the Board. The Vice President/Secretary shall give or cause to be given appropriate notices in accordance with these bylaws or as

required by law and shall act as custodian of District records and reports and of the District's seal.

- 7.3 TREASURER. The Board shall appoint a Treasurer who shall serve at the pleasure of the Board. The Treasurer shall be charged with the safekeeping and disbursement of the funds in the treasury of the District.

ARTICLE VIII. LOCAL GOVERNING BOARD

- 8.1 In accordance with the 1997 Lease Agreement, the District appoints two (2) District Board members to serve on the Desert Regional Medical Center governing board. Said members shall act as liaisons to the District Board and shall periodically report to the District Board on the affairs of the governing board. The President shall be responsible for appointing the two (2) District Board members to serve on the Hospital governing board in accordance with the rules and regulations of the bylaws of the governing board.

ARTICLE IX. AMENDMENT

- 9.1 These bylaws may be amended or repealed by vote of at least four (4) members of the Board at any Board meeting. Such amendments or repeal shall be effective immediately.



POLICY TITLE: Grant & Mini-Grant Policy

POLICY NUMBER: OP-5

DRAFT DATE: 02/27/2020

BOARD APPROVAL DATE: 03/24/2020
05/28/2019
05/24/2016
02/20/2012 Original

POLICY: GRANT & MINI-GRANT POLICY

Policy #OP-5:

In accordance with Desert Healthcare District's mission and strategic plan it is the policy of the Desert Healthcare District to provide guidelines for Grants & Mini-Grants to provide health and wellness programs/projects for the benefit of the District residents and in alignment with the California Health and Safety Code requirements. Each year the Board of Directors will allocate a budget for both grants and mini grants.

The District Board may amend this policy as needed to be consistent with any state legislation regarding healthcare district grant programs.

GUIDELINES:

1. The District will administer the grant funds to assure responsible distribution of monies and to maximize the benefit to community members and fairness to grant recipients.
 - 1.a. All grants must align with the Desert Healthcare District's strategic plan. The strategic plan is available on our website, www.dhcd.org
 - 1.b. The Board will adopt a grant budget allocation each fiscal year during the annual budget process. (July – June)
 - 1.c. Grant recipients should not assume there exists an entitlement to continued funding nor that similar funding will be available in future years.



1.d. Grant recipients must accept the District's standard grant/contract terms and conditions as a stipulation of any grant award. Grantee who is not in compliance as identified in the Grant Contract may become ineligible to apply for future grants for a period of up to two (2) years

1.e. The District will place a priority on collaboration with community agencies applying for grants, to maximize use of funds and impact while avoiding the fostering of competing programs that may make each such competing programs to become less effective.

Applicants who choose not to collaborate must demonstrate a distinction between their proposed services and those that may already be in place.

1.1 Grant requestors utilizing a fiscal agent may be considered; the application shall include a copy of a resolution adopted by the fiscal agent organization's board of directors approving of the action to act as an agent on behalf of the requestor.

1.2 Per AB 2019 and revised California Health and Safety Code Section 32139(c)(5), individual meetings regarding grants between an applicant and a District Board member, officer or staff outside of the established grant process is prohibited. Staff may provide technical assistance, upon request, from potential and current Grantees.

2. **Mini Grants** allow the Desert Healthcare District community to access support for small health initiatives that possibly do not have the capacity for a large program or project. The mini grant application is processed by the administration of DHCD. Consideration is contingent upon the availability of funds, community health priorities, and the ability of the applicant to effectively administer the project programmatically and financially. The mini grant provides up to \$5,000 per one request in a fiscal year. The request must align with the DHCD strategic goals and objectives.



3. Grant Application Process

a. Program Committee

The Program Committee shall be responsible for oversight and for making recommendations to the Board, where appropriate, on District matters related to grant-making and related programs.

b. Eligibility/Criteria

3.b.1 The District awards grants only to organizations exempt from federal taxation under Section 501(c) (3) of the Internal Revenue Code or equivalent exemption; such as a public/governmental agency, program or institution. Except for mini grant recipients, all organizations must have current audited financial statements.

3.b.2 Some small organizations (annual revenue of \$500,000 or less) may be financially unable to provide audited financial statements. Under certain circumstances defined by the ability of the organization and if the organization is able to provide a service to meet the mission of the District, the District may consider providing grant funds to complete a financial audit. The District may also consider providing grant funds to develop capacity building.

3.b.3 Organizations must directly serve residents of the Desert Healthcare District. Agencies physically located outside District boundaries be eligible for funds upon demonstration that the residents of the District will be proportionately served.

3.b.4 Grants are available to organizations whose activities improve residents' health within one or more focus areas of the District's strategic plan. Through investment of its grant dollars, the District supports programs, organizations and community collaborations with potential for achieving measurable results. Through the use of a grant scoring structure, consideration is given to projects or organizations that:

- Have proven records of success and capacity
- Have potential to impact the greatest numbers of District residents in alignment with strategic goals



- Can demonstrate the greatest potential to positively change health-related behaviors
- Are based on research and/or best practices that demonstrate effectiveness
- Have data available to measure progress, outcomes and relevance
- Have strong fiscal and operational governance

4. Funding Restrictions

4.1 The District's grants will NOT support the following:

- Individuals
- Endowment campaigns
- Retirement of debt
- Annual campaigns, fundraising events, or expenses related to fundraising
- Programs that proselytize or promote any religion or sect, or deny services to potential beneficiaries based upon religious beliefs
- Expenses related to lobbying public officials
- Political campaigns or other partisan political activities
- Unfunded government mandates
- Replacement funds to allow funding to be shifted to other programs or budget areas
- Any organization who discriminates against others based on, including, but not limited to race, color, creed, gender, gender identity sexual orientation or national origin.

4.2 Only one open grant per grant recipient is allowed.

4.3 Multiyear grant funding may be considered for approval. The total amount of funding for multi-year grants may not exceed 30% of the total aggregate amount of the annual approved Grant budget by the District Board.

5. Online Application Process



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- **STEP 1:** Staff receives online Stage 1 Letter of Interest (LOI) and supporting documents from applicant.
- **STEP 2:** Staff Review and preliminary due diligence is performed on all LOIs and if applicable, conduct a site visit. Grantees, via email, receive authorization to move to Stage 2 - the grant application.
- **STEP 3:** Staff reviews full grant applications, performs full due diligence and brings forward to the Program Committee for consideration.
- **STEP 4:** Program Committee brings forward recommendations for review and consideration of approval by the Board of Directors.
- **Note:** Grant requests may be declined at any stage of the application process.

Staff may consider various options for grantmaking during the application process that include refining a grant applicant's plans, reframing the goals of the project; proposing a new scope; funding a project, along with capacity-building support; identifying partners to help solving complex problems that may require the involvement of multiple parties working on solutions from a variety of angles. Other options may be explored.

6. No-Cost Grant Extension

6.1 Under a No-Cost Extension, grantees may extend a grant's project period one time for up to 12 months. A No-Cost Extension may be requested when the following conditions are met:

- 6.1.1 No term of award specifically prohibits the extension
- 6.1.2 Project's originally approved scope will not change
- 6.1.3 The end of the project/grant period is approaching
- 6.1.4 There is a programmatic need to continue
- 6.1.5 There are sufficient funds remaining to cover the extended effort

6.2 The Desert Healthcare District always retains the right to decline the request. Examples of reasons to decline might include:

- a. An extension may not be granted solely because there is money left over. Programmatic benefit must be justified.
- b. Deliverables as outlined in Exhibit B (Payment Schedule, Requirements & Deliverables) have been met.

6.3 Process:



Grantee must submit a written request to the DHCD at least 30 days before the end of the current project period. The request should be sent to the Grant Department and include the following information:

1. The amount of funds remaining, and an explanation for why they have not been spent
2. Rationale for continuing the project
3. An explanation of why the project has not been completed
4. Inclusion of a detailed work plan and how all unfinished activities will be completed by the proposed end date



POLICY TITLE: Grant & Mini-Grant Policy

POLICY NUMBER: OP-5

DRAFT DATE: 02/27/2020

BOARD APPROVAL DATE: 03/24/2020
05/28/2019
05/24/2016
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 - 1.c. Grant recipients should not assume there exists an entitlement to continued funding nor that similar funding will be available in future years.



1.d. Grant recipients must accept the District's standard grant/contract terms and conditions as a stipulation of any grant award. Grantee who is not in compliance as identified in the Grant Contract may become ineligible to apply for future grants for a period of up to two (2) years

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4.2 Only one open grant per grant recipient is allowed.

4.3 Multiyear grant funding may be considered for approval. The total amount of funding for multi-year grants may not exceed 30% of the total aggregate amount of the annual approved Grant budget by the District Board.

5. Online Application Process

Policy #OP-5 Page 4 of 6



- ~~STEP 1: Program Committee works with staff to assist with the development of proposed Outcomes/Goals/Objectives driven by the strategic plan focus areas, research and community engagement.~~
- ~~STEP 21:~~ Staff receives online Stage 1 Letter of Interest (LOI) and supporting documents from applicant.
- ~~STEP 32:~~ Staff Review and preliminary due diligence is performed on all LOIs and if applicable, conduct a site visit. ~~invites grantees~~ Grantees, via email, receive authorization to move to Stage 2 - the grant application.
- ~~STEP 43:~~ Staff reviews full grant applications, performs full due diligence and brings forward to the Program Committee for consideration.
- ~~STEP 54:~~ Program Committee brings forward recommendations for review and consideration of approval by the Board of Directors.
- Note: Grant requests may be declined at any stage of the application process.

Staff may consider various options for grantmaking during the application process that include refining a grant applicant's plans, reframing the goals of the project; proposing a new scope; funding a project, along with capacity-building support; identifying partners to help solving complex problems that may require the involvement of multiple parties working on solutions from a variety of angles. Other options may be explored.

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6. No-Cost Grant Extension

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 - 6.1.2 Project's originally approved scope will not change
 - 6.1.3 The end of the project/grant period is approaching
 - 6.1.4 There is a programmatic need to continue
 - 6.1.5 There are sufficient funds remaining to cover the extended effort
- 6.2 The Desert Healthcare District always retains the right to decline the request. Examples of reasons to decline might include:
- a. An extension may not be granted solely because there is money left over. Programmatic benefit must be justified.
 - b. Deliverables as outlined in Exhibit B (Payment Schedule, Requirements & Deliverables) have been met.



6.3 Process:

Grantee must submit a written request to the DHCD at least 30 days before the end of the current project period. The request should be sent to the Grant Department and include the following information:

1. The amount of funds remaining, and an explanation for why they have not been spent
2. Rationale for continuing the project
3. An explanation of why the project has not been completed
4. Inclusion of a detailed work plan and how all unfinished activities will be completed by the proposed end date



POLICY TITLE: STAFF EXPENSE AUTHORIZATION

POLICY NUMBER: OP-14

DRAFT DATE: 02/27/2020

BOARD APPROVAL DATE: 03/24/2020

POLICY: EXPENSE AUTHORIZATION

Policy #OP-14:

Employees of the Desert Healthcare District & Foundation (DHCD) are entitled to reimbursement for actual and necessary expenses incurred in the performance of official business, including expenses relating to driving on DHCD business (mileage), travel, meals, lodging and other actual and necessary expenses incurred on behalf of DHCD. Mileage shall be reimbursed in accordance with IRS regulations and lodging expenses shall not exceed the maximum group rate published by the conference or activity sponsor of the governmental rate, if available.

- a) Requests for reimbursement for travel expenses or meals must be submitted to the CEO or employee's supervisor for approval on a DHCD approved Expense Statement form. Receipts must be attached to the Expense Statement form. Receipts for meals must be itemized. The District does not reimburse for alcoholic beverages.
- b) Mileage must be submitted to the CEO or employee's supervisor for approval on a DHCD approved Mileage Reimbursement form. Mileage will be reimbursed at the currently approved Internal Revenue Service rates.
- c) All travel by DHCD personnel on official business outside of the County of Riverside shall require approval in advance from the CEO or employee's supervisor. The DHCD will arrange and pay direct for airfare, lodging and



conferences where practical.

- d) Rental of automobiles for DHCD business must be approved in advance by the CEO or employee's supervisor.

Attendees of events that are at the expense of DHCD may be required to provide brief reports on the events attended at the next regular meeting that the attendee is a member of or at the next Board of Directors meeting.

DHCD Credit Cards are used and/or authorized by the DHCD CEO and Chief Administration Officer. Credit card statements and reports are provided for review to the Finance & Administration Committee.

Expense reimbursements and credit card charges must have a good faith basis and in conformance with the approved DHCD budget. Expenses and charges without such a basis shall subject the requestor to appropriate sanctions, up to and including termination of employment.



POLICY TITLE: STAFF EXPENSE AUTHORIZATION

POLICY NUMBER: OP-14 NEW

DRAFT DATE: 02/27/2020

BOARD APPROVAL DATE: 03/24/2020

POLICY: EXPENSE AUTHORIZATION

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Attendees of events that are at the expense of DHCD may be required to provide brief reports on the events attended at the next regular meeting that the attendee is a member of or at the next Board of Directors meeting.

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POLICY TITLE: ENGAGEMENT OF THE COMMUNITY, PUBLIC,
AND SUBJECT MATTER EXPERTS

POLICY NUMBER: OP-15

DRAFT DATE: 03/27/2018

BOARD APPROVAL DATE: 03/27/2018 Original

POLICY: ENGAGEMENT OF THE COMMUNITY, PUBLIC, AND SUBJECT MATTER
EXPERTS

PURPOSE

1.1 This Community Engagement policy outlines the importance of engaging with the community and the principles that define the District/Foundation's commitment and approach to interaction with the community, public and subject matter experts.

1.2 This Community Engagement policy is to ensure that key stakeholders across the Coachella Valley have a voice to influence the development of policies and strategies that will affect their lives and inform the way in which District/Foundation services are planned and implemented.

1.3 The District/Foundation is committed to engaging with stakeholders and communities and this policy provides the strategic direction to ensure quality interaction and consistent engagement across the spectrum of services our organization provides.

SCOPE

2.1 This policy applies to all District/ Foundation employees, management, Board Members, contractors, consultants, interns, and volunteers, residents and service providers.



DEFINITION

3.1 Community engagement is defined as the range of opportunities for public involvement in decision-making, relationship-building and community strengthening. Community engagement is achieved when the community is a part of – and *feels a part of* – a project, process, or relationship.

3.2 Community engagement deepens the innovative, silo-busting partnerships that are signatures of successful programs by connecting the concerns of communities to the decisions that allocate funding – local and regional public investment dollars. Engagement brings meaning and relevance to sustainability goals across a broad spectrum of players; and it encourages local innovations in sustainable development through creative problem solving.

STANDARDS

4.1 Community engagement encompasses a more comprehensive approach, creating practices and institutionalized mechanisms that share the power and decision-making control in marginalized communities, groups, subject matter experts and all other stakeholders. When utilized for the purposes of increasing community empowerment and problem solving, community engagement is guided by specific key principles.

KEY POLICY PRINCIPLES FOR ENGAGEMENT

Following the District/Foundation's culture of commitment to the community, these key policy tenets reflect this and help the organization move to action effectively.

- Honor the wisdom, voice, and experience of residents and partners.
- Treat participants with integrity and respect.
- Be transparent about motives and power dynamics.



MEETING ELEMENTS

Engagement meetings will be designed to adhere to specific elements:

- Include all those that represent the group(s) affected.
- Educate with District/Foundation information and/or information the organization has gathered and assure the District/Foundation is educated by those attended who can share their lived experience.
- Listen to those with lived experience to ensure understanding of key subject information and areas where the District/Foundation can learn from.
- Assure the District/Foundation is seeking out and meeting with the experts in the field to learn from and understand what their needs are for continued and future success.
- Work in partnership and co-create a plan/ budget/ focused subject priority.
- Build-in evaluative measures to assure for as-needed course corrections.
- Report out to Board of Directors and/or request approvals as necessary.
- The culture needs to be, the community feels heard and knows we will move into action.
- Utilize information gathered and leverage resources, both financially and with District and partner personnel.
- Provide meeting materials and/or verbally communicated information in the necessary languages to ensure communication is effective to attendees.
- As a follow-up to said meetings, disperse the information via District/Foundation communication vehicles so the general public and others have an opportunity to contribute.
- Meetings within the District/Foundation service area will maintain a baseline structure with the understanding that what is done in one community may not work in others; each is unique with its own circumstances and the



District/Foundation will work to always honor the communities and members that live there.

RESPONSIBILITY

It is the responsibility of District/Foundation management to enforce all organizational policies and Board of Directors to oversee implementation.



POLICY TITLE: ENGAGEMENT OF THE COMMUNITY, PUBLIC, AND SUBJECT MATTER EXPERTS

POLICY NUMBER: OP-15

DRAFT DATE: 03/27/2018

BOARD APPROVAL DATE: 03/27/2018 Original

Commented [C1]: Assigning a Policy # only. The Policy was approved at the 03/27/2018 Board meeting.

POLICY: ENGAGEMENT OF THE COMMUNITY, PUBLIC, AND SUBJECT MATTER EXPERTS

PURPOSE

1.1 This Community Engagement policy outlines the importance of engaging with the community and the principles that define the District/Foundation's commitment and approach to interaction with the community, public and subject matter experts.

1.2 This Community Engagement policy is to ensure that key stakeholders across the Coachella Valley have a voice to influence the development of policies and strategies that will affect their lives and inform the way in which District/Foundation services are planned and implemented.

1.3 The District/Foundation is committed to engaging with stakeholders and communities and this policy provides the strategic direction to ensure quality interaction and consistent engagement across the spectrum of services our organization provides.

SCOPE

2.1 This policy applies to all District/ Foundation employees, management, Board Members, contractors, consultants, interns, and volunteers, residents and service providers.



DEFINITION

3.1 Community engagement is defined as the range of opportunities for public involvement in decision-making, relationship-building and community strengthening. Community engagement is achieved when the community is a part of – and *feels a part of* – a project, process, or relationship.

3.2 Community engagement deepens the innovative, silo-busting partnerships that are signatures of successful programs by connecting the concerns of communities to the decisions that allocate funding – local and regional public investment dollars. Engagement brings meaning and relevance to sustainability goals across a broad spectrum of players; and it encourages local innovations in sustainable development through creative problem solving.

STANDARDS

4.1 Community engagement encompasses a more comprehensive approach, creating practices and institutionalized mechanisms that share the power and decision-making control in marginalized communities, groups, subject matter experts and all other stakeholders. When utilized for the purposes of increasing community empowerment and problem solving, community engagement is guided by specific key principles.

KEY POLICY PRINCIPLES FOR ENGAGEMENT

Following the District/Foundation's culture of commitment to the community, these key policy tenets reflect this and help the organization move to action effectively.

- Honor the wisdom, voice, and experience of residents and partners.
- Treat participants with integrity and respect.
- Be transparent about motives and power dynamics.



MEETING ELEMENTS

Engagement meetings will be designed to adhere to specific elements:

- Include all those that represent the group(s) affected.
- Educate with District/Foundation information and/or information the organization has gathered and assure the District/Foundation is educated by those attended who can share their lived experience.
- Listen to those with lived experience to ensure understanding of key subject information and areas where the District/Foundation can learn from.
- Assure the District/Foundation is seeking out and meeting with the experts in the field to learn from and understand what their needs are for continued and future success.
- Work in partnership and co-create a plan/ budget/ focused subject priority.
- Build-in evaluative measures to assure for as-needed course corrections.
- Report out to Board of Directors and/or request approvals as necessary.
- The culture needs to be, the community feels heard and knows we will move into action.
- Utilize information gathered and leverage resources, both financially and with District and partner personnel.
- Provide meeting materials and/or verbally communicated information in the necessary languages to ensure communication is effective to attendees.
- As a follow-up to said meetings, disperse the information via District/Foundation communication vehicles so the general public and others have an opportunity to contribute.
- Meetings within the District/Foundation service area will maintain a baseline structure with the understanding that what is done in one community may not work in others; each is unique with its own circumstances and the



District/Foundation will work to always honor the communities and members that live there.

RESPONSIBILITY

It is the responsibility of District/Foundation management to enforce all organizational policies and Board of Directors to oversee implementation.



POLICY TITLE: BOARD MEETINGS

POLICY NUMBER: BOD-8

DRAFT DATE: 02/27/2020

BOARD APPROVAL DATE: 03/24/2020
07/23/2019
03/23/2016 Original

POLICY: BOARD MEETINGS

Policy #BOD-8: It is the policy of the Desert Healthcare District ("District") Board of Directors to hold Regular meetings and Special meetings when necessary of the Board of Directors. All District Board meetings will be held in accordance with the Brown Act (Government Code Section 54950 et seq.), Health and Safety Code Section 32106, and Health and Safety Code Section 32155.

GUIDELINES:

1. Regular meetings are held on the fourth Tuesday of each calendar month, except August, at 5:30 p.m. in the Regional Access Project (RAP) Foundation Building, 41550 Eclectic Street, Palm Desert, California, 92260, unless otherwise designated in the meeting Agenda. If that date falls upon a legal holiday, of a quorum of the Board of Directors is known to be unavailable for a regular meeting date, the meeting shall be held at the same time on the next business day as an adjourned meeting. In accordance with California Govt. code 54955, and the methods described therein, an adjourned regular meeting is a regular meeting for all purposes.

The location of regular meeting may be changed at times, must be held within the District service boundaries and properly noticed. It is the policy of the Board of Directors that if the regular meeting location is changed, that a notification will be made on the District website.

2. Organizational Meeting. At the regular Board meeting in December, the Board shall organize by the election of one of its members as President, one as Vice-President/Secretary and one as Treasurer.



3. Special meetings (non-emergency) of the Board of Directors may be called by the Board President, or by four (4) Board members by delivering written notice to each Board member and to each local newspaper of general circulation, radio or television stations requesting such notice in writing, personally or by mail. Such notice must be delivered personally or by mail at least twenty-four (24) hours before the time of such meeting as specified in the notice. The call and notice shall specify the time and place of the special meeting and the business to be transacted. No other business shall be considered at special meetings. Such written notice may be dispensed with as to any board member who, at or prior to the time of the meetings convenes, files with the Secretary a written waiver of notice. Such waiver may be given by email. Such written notice may also be dispensed with as to any member who is actually present at the meeting at the time it convenes.

3.1 All Directors, the Chief Executive Officer, and District Counsel shall be notified of the special Board meeting and the purpose or purposes for which it is called. Said notification shall be in writing, delivered to them at least twenty-four (24) hours prior to the meeting.

3.2 Any organization or individual who have requested notice of special meetings in accordance with the Ralph M. Brown Act (California Government Code §54950 through §54926) shall be notified, including business to be transacted, will be given by email during business hours as soon after the meeting is scheduled as practicable.

3.3 An agenda shall be prepared as specified for regular Board meetings in Policy# BOD-7 and shall be delivered with the notice of the special meeting to those specified above.

3.4 Only those items of business called for the special meeting shall be considered by the Board at any special meeting.

4.. Emergency Meetings. In the event of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board of Directors may hold an emergency special meeting without complying with the 24-hour notice required 3.1, above. An emergency situation means a crippling disaster that severely impairs public health, safety, or both, as determined by the Chief Executive Officer, Board President or Vice-President in the President's absence.

4.1 Any organizations or individuals that have requested notice of special meetings in accordance with the Ralph M. Brown Act (California Government Code §54950 through §54926) shall be notified by telephone or email at least



one hour prior to the emergency special meeting. In the event that telephone or email services are not functioning, the notice requirement of one hour is waived, but the Chief Executive Officer, or his/her designee, shall notify such organizations or individuals of the fact of the holding of the emergency special meeting, and of any action taken by the Board, as soon after the meeting as possible.

4.2 No closed session may be held during an emergency special meeting, and all other rules governing special meetings shall be observed with the exception of the twenty-four (24)-hour notice. The minutes of the emergency special meeting, a list of persons the Chief Executive Officer or designee notified or attempted to notify, a copy of the roll call vote(s), and any actions taken at such meeting shall be posted for a minimum of ten (10) days in the District office as soon after the meeting as possible.

5. Quorum A majority of the members of the Board shall constitute a quorum for the transaction of business. The act of a majority of the Board members present at the meeting at which a quorum is present shall be the act of the Board.

6. Adjournment The Board may adjourn any regular, adjourned regular, special, or adjourned special meeting to a time and place specified in the order of adjournment. A copy of the order or notice of adjournment shall be conspicuously posted on or near the door of the place where the meeting was held within twenty-four (24) hour after the time of adjournment.



POLICY TITLE: BOARD MEETINGS

POLICY NUMBER: BOD-8

DRAFT DATE: 02/27/2020

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07/23/2019
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POLICY TITLE: CONFLICT OF INTEREST CODE

POLICY NUMBER: BOD-15*

REVISED DATE: 02/27/2020

BOARD APPROVAL DATE: 03/24/2020
01/23/2018
03/28/2017
12/16/2014

Resolution #14-03

POLICY: CONFLICT OF INTEREST CODE

Policy #BOD-15: It is the policy of the Desert Healthcare District ("District") to ensure complete transparency and follow The Political Reform Act which require all public agencies to adopt and maintain a conflict of interest code establishing the rules for disclosure of personal assets and the disqualification from making or participating in the making of any decisions that may affect any personal asset. The California Fair Political Practices Commission has adopted a regulation (2 California Code of Regulations Section 18730, hereinafter "Regulation") which contains the terms of a standard Conflict of Interest Code which can be incorporated by reference and may be amended by the Fair Political Practices Commission ("FPPC") after public notice and hearings to conform to amendments in the Political Reform Act. The Regulation further provides that incorporation of its terms by reference along with the designation of employees and the formulation of disclosure categories by the District shall constitute the adoption and promulgation of a conflict of interest code within the meaning of Government Code Section 87300 or the amendment of a conflict of interest code within the meaning of Government Code Section 87307. Therefore, the terms of the Regulation and any amendments to it, duly adopted by the Fair Political Practices Commission, are hereby incorporated by reference, as augmented herein, as the Conflict of Interest Code of the District.

A public official at any level of state or local government has a prohibited conflict of interest and may not make, participate in making, or in any way use or attempt to use his or her official position to influence a governmental decision when he or she knows or has reason to know he or she has a disqualifying financial interest. A financial interest can exist when the decision impacts the official's personal financial interests or the financial interests of a source of income to the official. A financial interest can also exist when the decision impacts an asset or investment of the public official's, or a business entity in which the public official is associated by ownership, officer status, or employment. It is the responsibility of each Board member and officer of the District to identify any conflicts



of interest, actual or potential, that they may have in a decision to be made or an action to be taken by the District. If a Board member or officer becomes aware of an actual or potential conflict of interest, he or she shall promptly disclose the conflict or potential conflict to the Board President, the District CEO, or legal counsel. The Board member shall not participate in the subject matter of the conflict, or shall have the matter assessed by legal counsel, or shall seek the advice of the FPPC.

GUIDELINES:

1. The Board of Directors are mandated to file the California Fair Political Practices Commission Form 700 disclosure statements (Form 700) under Government Code Section 87200 et seq. (Regulations 18730(b)(3).
2. The following designated staff positions and committee members are governed by the Conflict of Interest Code (Resolutions #14-03) and must file the Form 700 designated categories as listed for each position:

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Chief Executive Officer	1, 2
Chief Administration Officer	1, 2
Chief Program Officer	1, 2
Senior Program Officer	4, 5
Senior Development Officer	4, 5
Program Officer & Outreach Director	4, 5
General Counsel	1, 2
Members of Board Committees & Consultants	
Program Committee & Finance Committee	5
Consultants and New Positions	See *

*Individuals providing services as a Consultant defined in Regulation 18701 or in a new position created since this Code was last approved that makes or participates in making decisions shall disclose pursuant to the broadest disclosure category in this Code subject to the following limitation:

The Chief Executive Officer may determine that, due to the range of duties or contractual obligations, it is more appropriate to assign a limited disclosure requirement. A clear explanation of the duties and a statement of the extent of the disclosure requirements must be in a written document. (Gov. Code Sec. 82019; FPPC Regulations 18219 and 18734.) The Chief Executive Officer's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code. (Gov. Code Sec. 81008.)

2.1 The disclosure categories listed below identify the types of economic interests that the designated position must disclose for each disclosure category to which he or she is assigned.³ Such economic interests are



reportable if they are either located in or doing business in the jurisdiction, are planning to do business in the jurisdiction, or have done business during the previous two years in the jurisdiction of the District.

Category 1: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that are located in, that do business in or own real property within the jurisdiction of the District.

Category 2: All interests in real property which is located in whole or in part within, or not more than two (2) miles outside, the jurisdiction of the District.

Category 3: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that provide services, products, materials, machinery, vehicles, or equipment of a type purchased or leased by the District.

Category 4: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that provide services, products, materials, machinery, vehicles, or equipment of a type purchased or leased by the designated position's department, unit or division.

Category 5: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, or income from a nonprofit organization" if the source is of the type to receive grants or other monies from or through the District.

2.2 The Conflict of Interest Code does not require the reporting of gifts from outside the agency's jurisdiction if the source does not have some connection with or bearing upon the functions or duties of the position.

3. All officials and designated positions required to submit a statement of economic interests shall file their statements with the Special Assistant to the CEO/Board Relations Officer as the District's Filing Officer. The Special Assistant to the CEO/Board Relations Officer shall make and retain a copy of all statements filed by members of the Board of Directors and the Chief Executive Officer and forward the originals of such statements to the Clerk of the Board of Supervisors of the County of Riverside. The Special Assistant to the CEO/Board Relations Officer shall retain the originals of the statements filed by all other officials and designated positions and make all statements available for public inspection and reproduction during regular business hours.

4. The Conflict of Interest Code will be amended when necessitated by changed circumstances which include the need to designate new positions or revise disclosure categories.



POLICY TITLE: CONFLICT OF INTEREST CODE

POLICY NUMBER: BOD-15*

REVISED DATE: 02/27/2020

BOARD APPROVAL DATE: 03/24/2020
01/23/2018
03/28/2017
12/16/2014

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Policy #BOD-15 Page 1 of 4



identify any conflicts of interest, actual or potential, that they may have in a decision to be made or an action to be taken by the District. If a Board member or officer becomes aware of an actual or potential conflict of interest, he or she shall promptly disclose the conflict or potential conflict to the Board President, the District CEO, or legal counsel. The Board member shall not participate in the subject matter of the conflict, or shall have the matter assessed by legal counsel, or shall seek the advice of the FPPC.

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Chief Executive Officer	1, 2
Chief Financial-Administration Officer	1, 2
Chief Operating-Program Officer	1, 2
Senior-Program Officer	4, 5
Senior Development Officer	4, 5
Community Relations Director/Clerk of the Board	3
Controller	1, 2
Program Officer & Outreach Director	4, 5
General Counsel	1, 2
Program Manager	1, 2
Members of Board Committees & Consultants	
Program Committee & Finance Committee	5
Consultants and New Positions	See *

*Individuals providing services as a Consultant defined in Regulation 18701 or in a new position created since this Code was last approved that makes or participates in making decisions shall disclose pursuant to the broadest disclosure category in this Code subject to the following limitation:

The Chief Executive Officer may determine that, due to the range of duties or contractual obligations, it is more appropriate to assign a limited disclosure requirement. A clear explanation of the duties and a statement of the extent of the disclosure requirements must be in a written document. (Gov. Code Sec. 82019; FPPC Regulations 18219 and 18734.) The Chief Executive Officer's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code. (Gov. Code Sec. 81008.)



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Category 1: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that are located in, that do business in or own real property within the jurisdiction of the District.

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2.2 The Conflict of Interest Code does not require the reporting of gifts from outside the agency's jurisdiction if the source does not have some connection with or bearing upon the functions or duties of the position.

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4. The Conflict of Interest Code will be amended when necessitated by changed circumstances which include the need to designate new positions or revise disclosure categories.



POLICY TITLE: COMPENSATION & PERFORMANCE EVALUATION OF THE CHIEF EXECUTIVE OFFICER

POLICY NUMBER: BOD-17

BOARD APPROVAL DATE: 03/24/2020

Policy #BOD-17

It is the policy of the Desert Healthcare District ("District") to establish the compensation, as well as the methodology and schedule for evaluating the job performance of the President & Chief Executive Officer ("CEO").

1. The CEO of the District is retained and serves at the will of the District's Board of Directors ("Board"). The CEO has general authority over administration, operations, and personnel matters of the District.
2. The Board has a responsibility to provide the CEO with frequent and constructive feedback. In addition to on-going monitoring, the Board will provide a specific opportunity for the Chief Executive to present a written self-evaluation, and a response to the Board's evaluation of their performance. Board members shall organize their evaluation of the CEO's performance and have it presented in a face-to-face debriefing with the CEO.
3. The Board shall review the performance of the CEO after the initial six (6) months of active service following appointment to the position and every March thereafter. The annual executive evaluation process will begin on a date that will ensure that the evaluation process is completed by March of each calendar year.
4. Performance will be gauged using a tool that allows Board members to provide a fair and comprehensive evaluation of the CEO. The performance measure tool will be designed to provide for discussion and inform feedback in the development of business goals, operational objectives and requirements of the District's Strategic Plan.
5. The Board retains the right to periodically evaluate the methodology used to evaluate the CEO's performance, and to prospectively establish a new methodology that reflects the business needs of the District and the Board.



6. The Board shall prepare input on the CEO Board Input and Evaluation Form (see Board President's Guide) prior to the Board of Directors meeting. Regardless of the methodology used to measure performance, the Board retains the right to seek input on the CEO's performance from external and internal stakeholders. The Board President has lead responsibility for accomplishing the CEO's annual evaluation. In some cases, an organizational consultant or District Legal Counsel may be used to assist the Board and the CEO through the evaluation process.
7. The Board shall meet as a group in closed session with the CEO to verbally discuss performance outcomes for each of the components of the performance evaluation.
8. The District's Legal Counsel, or organizational consultant may attend the closed-session meeting to present the evaluation findings at the request of the Board and/or the CEO. At the conclusion of the formal evaluation meeting to evaluate the previous year's evaluation, the Board and CEO shall jointly develop mutually agreed upon written goals and objectives, and general performance goals in alignment with the District's Strategic Plan for the year ahead.
9. A copy of the formal assessment shall be provided to the CEO, and a copy shall be kept in the CEO's personnel file. The performance evaluation shall be kept confidential.
10. The CEO's compensation is negotiated between the CEO and the Board and is memorialized in the CEO's Employment Agreement. In addition to a salary, the CEO is entitled to the all benefits (insurance and retirement plans) offered to District Employees.
11. The CEO's compensation package will be reviewed following the performance evaluation process. The Board, or a committee of the Board, will review compensation using appropriate salary comparison data. Any decision on a change in compensation shall be made at a public meeting following the closed session evaluation meeting.



AUTHORITIES

Desert Healthcare District By-law Article VI

DOCUMENT HISTORY

02/24/2016	Created
07/23/2019	Revised



POLICY TITLE: **COMPENSATION & PERFORMANCE EVALUATION OF THE CHIEF EXECUTIVE OFFICER**

POLICY NUMBER: BOD-17

BOARD APPROVAL DATE: _____

~~POLICY: COMPENSATION, ANNUAL PERFORMANCE EVALUATION AND PROCEDURE FOR THE CHIEF EXECUTIVE OFFICER AND PROCEDURE~~

Policy #BOD-17

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DESERT HEALTHCARE
DISTRICT & FOUNDATION

~~Annually, the evaluation process will begin on a date that will support the process to accomplish the formal CEO Evaluation in March.~~

5. The Board retains the right to periodically evaluate the methodology used to evaluate the CEO's performance.

6. The Board shall prepare input on the CEO Board Input and Evaluation Form (see Board President's Guide) prior to the Board of Directors meeting. Regardless of the methodology used to measure performance, the Board retains the right to seek input on the CEO's performance from external and internal stakeholders. The Board President has lead responsibility for accomplishing the CEO's annual evaluation. In some cases, an organizational consultant or District Legal Counsel may be used to assist the Board and the CEO through the evaluation process.

7. The Board shall meet as a group in closed session with the CEO to verbally discuss performance outcomes for each of the components of the performance evaluation.

8. The District's Legal Counsel, or organizational consultant may attend the closed-session meeting to present the evaluation findings at the request of the Board and/or the CEO. At the conclusion of the formal evaluation meeting to evaluate the previous year's evaluation, tThe Board of Directors and CEO shouldshall jointly develop mutually agreed upon written goals and objectives, and general performance goals in alignment with the District's Strategic Plan for the year aheadves for the subsequent evaluation period.

2. These goals and objectives should include expectation that coincide with the District Strategic Plan deliverables for a given year. If requested by the Board and/or the CEO, the District's Legal Counsel, or organizational consultant may attend the evaluation session.

3. The Board of Directors will utilize the evaluation methodology below. Board of Directors shall be encouraged to prepare input on the form belowCEO Board Input and Evaluation Form (see Board President's Guide) prior to the Board of Directors meeting. In some cases, the Board may choose to get third party input on performance from various sectors such as employees, or other stakeholders as defined by the Board. The Board President has lead responsibility for accomplishing the evaluation each year. In some cases, an organizational consultant or District Legal Counsel will be used to assist the Board through the process.

4. Prior to the scheduled formal evaluation meeting the Board should meet as a group with the CEO to verbally discuss the components of the performance evaluation and received feedback from the CEO relative to his/her assessment. The Board of Directors and CEO should jointly develop mutually agreed upon written goals and objectives for the subsequent evaluation period. These goals

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DESERT HEALTHCARE
DISTRICT & FOUNDATION

~~and objectives should include expectation that coincide with the District Strategic Plan deliverables for a given year. If requested by the Board and/or the CEO, the District's Legal Counsel, or organizational consultant may attend the evaluation session.~~

9. A copy of ~~this the formal written~~ assessment ~~should~~ shall be provided to the CEO, and a copy shall be kept in the CEO's personnel file. The performance evaluation shall be kept confidential.

10. The CEO's compensation is negotiated between the CEO and the Board and is memorialized in the CEO's Employment Agreement. In addition to a salary, the CEO is entitled to all benefits (insurance and retirement plans) offered to District Employees.

11. The CEO's compensation package will be reviewed following the performance evaluation process. The Board, or a committee of the Board, will review compensation using appropriate salary comparison data. Any decision on a change in compensation ~~award~~ shall be made at a public meeting following the closed session evaluation meeting.

~~The CEO's compensation is negotiated between the CEO and Board of Directors and included in the CEO's Employment Agreement. The current CEO salary range is \$175,000-\$225,000. The CEO is entitled to the benefits (insurance and retirement plans) offered to District Employees.~~

5. Evaluation periods are defined in the Employment Agreement.

AUTHORITIES

Desert Healthcare District By-law Article VI

DOCUMENT HISTORY

02/24/2016 Created
07/23/2019 Revised

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via electronic mail

March 4, 2020

**CALL FOR NOMINATIONS FOR A SPECIAL DISTRICT MEMBER
AND AN ALTERNATE SPECIAL DISTRICT MEMBER OF THE
RIVERSIDE LOCAL AGENCY FORMATION COMMISSION**

To the Special District Selection Committee (Presiding Officers of Independent Special Districts of Riverside County c/o District Clerks):

As you were recently notified (see attached letter), we are commencing the appointment process for a Regular Member and an Alternate Member of the Riverside Local Agency Formation Commission (LAFCO). I have determined that a physical meeting of the Special District Selection Committee (SDSC) is not feasible at this time. Therefore, selection proceedings will be conducted by electronic mail (e-mail). Specifically, the two positions are as follows:

Regular Special District Member-must be a board member from a district in the eastern portion of the County (any district with the majority of its assessed value east of the intersection of Interstate 10 and Highway 111).

Alternate Special District Member-must be a board member from any district with the majority of its assessed value within Riverside County.

Terms of LAFCO Members are four years and until appointment of a successor or reappointment of the incumbent. The term of this position will run until May 6, 2024.

The nomination period for the two positions will begin on Thursday, March 4, 2020 and close on Friday, April 3, 2020. Any member of the Special District Selection Committee (presiding officer or an alternate board member designated by the governing body) may nominate a member of the legislative body of an independent special district board to fill the position, consistent with the geographic requirements noted above.

All nomination forms must be signed and dated by the presiding officer, or the designee of your District Board of Directors. Once complete, please scan the form and email it to Rebecca Holtzclaw at rholtzclaw@lafco.org. **Nominations must be received in our office by 5 p.m., April 3, 2020.**

Following the nomination period, ballots and voting instructions will be sent to SDSC members. However, if only one candidate is nominated, that candidate will be deemed selected with no further proceedings.

If you have any questions, please contact our office.

Sincerely,



Gary Thompson
Executive Officer

cc: District Managers



via electronic mail

March 2, 2020

Notice to all Special District Board Presiding Officers c/o District Clerks:

Later this month, we will begin the process of selecting a Special District Member and an Alternate Special District Member of the Riverside Local Agency Formation Commission (LAFCO). The purpose of this letter is to inform all districts of the process in advance in order to avoid any confusion. Historically, the Special District Selection Committee (SDSC) has conducted its elections at a physical meeting in conjunction with a dinner meeting hosted by the Special District Association of Riverside County. Due to cost and logistics, it has been determined such a physical meeting is not entirely feasible. Therefore, this next election (and likely subsequent elections) will be conducted by electronic mail (e-mail), as explained below, and as was conducted for the most recent Special District Elections.


Specifically, the election will be for two LAFCO positions as follows: a Regular Special District Member from the eastern portion of the County (any district with the majority of its assessed value east of the intersection of I-10 and Highway 111) and an Alternate Special District Member from any special district within the County. Presiding officers from all Districts are eligible to vote for both positions. The terms of the incumbents, Nancy Wright, the eastern District Member, and Robert Stockton, the Alternate District Member, expire on May 4, 2020. However, by statute incumbents will continue to serve until a successor is appointed. The new terms will run through May 6, 2024.

The SDSC is comprised of the presiding officers of each independent special district of Riverside County. In approximately 2 days, Riverside LAFCO will transmit a formal call for nominations to SDSC members, in care of each District's Clerk. The District Clerks are responsible for transmitting the nomination package to the Board Presiding Officer. Formal nominations must be submitted by SDSC members (i.e., presiding officers) or designated alternates (see below). The nomination period will be approximately 30 days. If only one candidate is nominated, that candidate will be deemed appointed. After nominations are received, an emailed ballot will be sent mailed to the voting member, in care of the District Clerks, to cast a vote.

If the presiding officer is unable to submit a nomination or vote, the governing body of the District may designate another board member to act in place of the presiding officer. District managers or other staff members may not nominate candidates or vote. Please note that neither nominations nor votes of the presiding officer require action of the governing body. Board members designated by their governing body to vote in place of the presiding officer should provide that authorization (in the form of a resolution or minute order) to LAFCO no later than the time the ballot is cast. Ballots will be due approximately 30 days from receipt. A quorum consisting of ballots from a majority of the SDSC members is required to conduct a valid election.

Again, in order to expedite this process, please ensure this information is passed to your Presiding Officer when received. Please send this information to Rebecca Holtzclaw at rholtzclaw@lafco.org.

Sincerely,



Gary Thompson
Executive Officer

cc: District General Managers

RIVERSIDE LOCAL AGENCY FORMATION COMMISSION
6216 BROCKTON AVENUE, SUITE 111-B, RIVERSIDE, CA 92506 • PHONE (951) 369-0631 • www.lafco.org

I, _____ of the _____
 Print Name of Presiding Officer or alternate* Name of District

Page 131 of 173

FEASIBILITY REPORT

PROJECT OVERVIEW

HARC is partnering with DHCD/F to conduct a Community Health Needs Assessment (CHNA) and Community Health Implementation Plan (CHIP). The aim of a CHNA is to gather comprehensive information about the community's current health status, needs, and issues. The information gathered from a CHNA is the foundation to developing a CHIP as the documented needs justify how and where resources should be allocated in order to best meet the needs of the community.

SUMMARY OF TASKS ACCOMPLISHED

To date, HARC and DHCD/F have accomplished the following tasks:

- Defined our community
- Reviewed and summarized past CHNAs that have been conducted in the region
- Developed a list of about 400 secondary data indicators
- Recruited the Steering Committee and met on February 19th, 2020
 - Had one-on-one discussions with the Steering Committee on data-sharing
- Recruited the Advisory Council and will first meet once large meetings are deemed safe.

DEFINED COMMUNITY

The Desert Healthcare District geographic boundaries will be considered the “community” of interest, with a focus on health across the lifespan.

STEERING COMMITTEE

There are nine individuals on the Steering Committee, representing organizations across the District. The role of the Steering Committee is to help with providing community data they have available, assist with interpreting results of the CHNA and prioritizing the health needs, and to help with developing the CHIP and mobilizing efforts to accomplish long-term goals. The organizations and their representatives are listed in the table below:

ORGANIZATION	CONTACT
Borrego Health	Corina Velasquez
California Endowment	Margarita Luna
Coachella Valley Economic Partnership	Joe Wallace
Desert Regional Medical Center	Michele Finney
First 5 of Riverside	Tammi Graham
Inland Empire Health Plan	Marci Coffey
RUHS – Behavioral Health	Dr. Matthew Chang
RUHS – Public Health	Kim Saruwatari
UCR School of Medicine	Dr. Deborah Deas

ADVISORY COMMITTEE

A total of 74 individuals from organizations across the Coachella Valley were invited to join the Advisory Council. Sectors represented in this group include health care, education, employment, housing, the environment, and justice, just to name a few. The role of the Advisory Council is to serve as a liaison to the community, and help with help us better understanding our community, help interpret our data findings, help develop our Community Health Improvement Plan and help promote the community forums to the public. The first meeting will take place once large community meetings are deemed safe.

DATA INDICATORS AND SOURCES

To evaluate the health of our community, the key health indicators we will use as a metric will be comprised of indicators from a few different sources. First, we will examine most of the Leading Health Indictors for Healthy People 2020 established by the U.S. Department of Health and Human Services. Next, we will include indicators that measure social determinants of health. Lastly, we will include indicators that are deemed high priority in our local community (e.g., mental health, homelessness, etc.).

To assess these indicators, HARC will be drawing from a number of publicly available data sources to add local data to the CHNA report (e.g., American Community Survey, California's Office of Statewide Health Planning and Development, Point-In-Time Count, etc.). HARC is also reaching out to partners to get as much Coachella Valley specific data as possible, including their proprietary data and internal reports/assessments.

TIMELINE AND NEXT STEPS

Timeline of Tasks

A detailed timeline is attached on page 3 of this document.

Next Steps

HARC is currently working on the following:

- Compiling secondary data for the CHNA report
- Working with partner agencies to obtain their proprietary data

[illegible]

Month	J.	Feb.				March				April					May				June				July				August				September				Oct.				Nov.				Dec.					
Week	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48
Step 6: Document & Communicate Results																																																
Add section to CHNA report re: priorities & outreach																																																
Create, review, & finalize CHNA report & handout																																																
Share results with AC and SC																																																
Schedule community meetings																																																
Publicize community meetings																																																
Host 14 community meetings																																																
Step 7: Plan Implementation Strategies																																																
Share community meeting input with DHCD/F																																																
Logic modeling (goals, outputs, outcomes, etc.) with DHCD and SC																																																
Create CHIP report from logic model																																																
Step 8: Implement Strategies																																																
Identify next steps (partners, timelines, budgets, etc.) with SC and DHCD																																																
Add "next steps" to CHIP report																																																
Create "community dashboard" content																																																
Deliver community dashboard content to DHCD																																																
Step 9: Evaluate Progress																																																
Design evaluation plan																																																
Finalize CHIP report (with evaluation plan)																																																
Share final report with AC and SC (via email, since it's holiday time)																																																

*This timeline is predicated on the assumption that COVID-19 will be controlled and isolation measures will not be needed after April 30.
Release findings to public in January in conjunction with the DHCD/F history book*



Date: March 24, 2020
To: Board of Directors
Subject: Consideration to Approve the Remainder of the Grant-Funding Allocation

Staff Recommendation: Consideration to approve the Remainder of the Grant-Funding Allocation

Background:

- To repurpose the remainder of the District grant-funding allocation (\$2.5 million) to address COVID-19 related needs, prioritizing healthcare infrastructure needs.
 - To authorize the staff to streamline grant-making process and authorize CEO to negotiate and execute contracts with grantees and contractors in accordance with the following recommendations.
 - Direct the CEO to provide weekly electronic updates to the Board regarding how allocated funds are being disbursed.
 - Direct the CEO to work closely with the Board President and/or the Board Vice-President during the implementation of this emergency funding.
 - Direct the CEO to seek additional approval when new emergency needs are identified.
- A. To adopt a collective impact approach to join other funders in Coachella Valley that are aiming at collective support, and leverage \$200,000, specifically from Regional Access Project (RAP) Foundation, to be allocated as follows:
1. \$50,000 to support regional economic protection plan and support fund (to be managed and implemented by Lift to Rise)
 - a. Match RAP Foundation's allocation with \$100,000 from DHCD
 - b. Additionally, Lift to Rise is allocating \$50,000, United Way of the Desert is allocating \$25,000 and Inland Empire Community Foundation is allocating \$15,000
 - c. Lift to Rise, United Way, Rap Foundation, and DHCD's monies will be used as seed funds to seek private foundations' matching funds
 - d. Additional support will be provided by the County of Riverside's various agencies, workforce development, public health, and public social services
 - e. The funds will help support low-income families affected by COVID-19 by helping them access benefits, including but not limited to unemployment, food assistance, utility bill payments, housing and rent support, medical care and education needs
 - f. This will be a one-time only, up to \$200.00 per household and with strict eligibility guidelines



- g. DHCD funds would be authorized contingent on Lift to Rise being able to raise equal amounts.
- 2. \$100,000 to support human service providers
 - a. Allocate \$100,000 from DHCD for a total of \$200,000
 - b. This will help offer core operation support grants of up to \$10,000 to at least 20 organizations.
 - c. Eligible organizations are nonprofits currently serving populations at higher risk of exposure and infection to COVID-19, including seniors, and medically compromised people.
 - d. It will exclude some organizations serving the homeless as they would be supported with funds allocated to DHCF's homelessness fund
- 3. \$50,000 to support the healthcare safety net infrastructure
 - a. Allocate \$950,000 from DHCD for a total of \$1,000,000
 - b. Of this \$1M allocation, grants for core operation support would go to the healthcare safety net*, primarily to FQHCs currently addressing COVID-19 outbreak (Borrego, CDSDP, and DAP) for up to \$550,000
 - c. Reserve up to \$400,000 to support COVID-19 testing activities
 - d. Up to \$50,000 for health education and accurate health information dissemination

*The Institute of Medicine defines the health care safety net as: "Those providers that organize and deliver a significant level of health care and other related services to uninsured, Medicaid, and other vulnerable populations"

Fiscal Impact:
\$2.5M



Date: 3/24/20

To: Board of Directors

Subject: Grant # 1045 FIND Food Bank

Grant Request: Ending Hunger Today, Tomorrow, and for a Lifetime

Amount Requested: \$401,380.00

Project Period: 4/1/2020 to 3/31/2021

Project Description and Use of District Funds: FIND Food Bank, in alignment with Desert Healthcare District's initiatives "Healthy Eating, Active Living" and "Homelessness", proposes "Ending Hunger Today, Tomorrow and for a Lifetime". This programmatic vision also supports Feeding America's 2025 strategic plan:

- **Ending Hunger Today:**
 - Fresh Produce Distribution to low-income individuals and families in need in the District. In addition, FIND will leverage the DHCD grant, as we have done in years past, to fund Fresh Produce Distribution for areas outside of the District to ensure equitable healthy food distribution to the entire Coachella Valley and desert region.
 - Distribution of fresh produce to Kids' Farmers Markets within the District:
 - Agua Caliente Elementary School, Cathedral City
 - Della S. Lindley Elementary School, Thousand Palms
 - Painted Hills Middle School, Desert Hot Springs
- **Ending Hunger Tomorrow:**
 - Whole person Outreach Services: Community Health Worker (DHCD west region); CalFresh/Medi-Cal Outreach Team



- All outreach services will utilize CVHIP Platform ensuring a unified approach to social services.
- **Ending Hunger for a Lifetime:**
 - Utilizing FIND's root cause of hunger research funded by DHCD last year, FIND initiates Root Cause Programming:
 - Case Management – Building on the successful pilot of the summer DHCD CalFresh nutrition education outreach, FIND will partner with the DHCD to support, promote, and assist in implementing their Behavioral Economics program through both our Agency Network and our Mobile Markets ensuring nutrition education to food insecure clients.

Strategic Plan Alignment: Healthy Eating, Active Living

Geographic Area(s) Served: All District Areas

Action by Program Committee: (Please select one)

- ✓ Full recommendation and forward to the Board for consideration with the Committee's recommendation that a grant amount of \$401,380.00 be approved.

Recommendation with modifications

Deny

2020 Grant Request Summary

FIND Food Bank, Grant #1045

About the Organization

FIND Food Bank
P.O. Box 10080
Indio, CA 92202
Tel: (760) 775-3663
Fax: (760) 775-0252
www.findfoodbank.org

Organization Type:

501(c)(3) \Medical

Primary Contact:

Lorena Marroquin
Tel: (760) 775-3663
Fax: (760) 775-0252
lmarroquin@findfoodbank.org

Historical (approved Requests)

Grant Year	Project Title	Grant Amount	Type	Disposition Date	Fund
2000	purchase a cargo van	\$25,000	Grant	10/17/2000	Grant budget
2003	Hunger's Hope for the Coachella Valley	\$40,000	Grant	11/18/2003	Grant budget
2007	Capital Fund Raising Campaign	\$1,700,000	Grant	9/25/2007	Grant budget
2007	SUMMER FOOD PROGRAM	\$2,500	Grant	6/18/2008	Grant budget
2008	Desert Kids Summer Food Program	\$5,000	Food Assistance	4/8/2009	
2009	Emergency Food Distribution	\$5,000	Food Assistance	2/9/2010	Grant budget
2009	Desert Childrens Summer Feeding Program	\$5,000	Food Assistance	6/1/2010	Grant budget
2010	Healthy Alternative Initiative in conjunction with Hunger Action Month	\$5,000	Food Assistance	11/8/2010	Grant budget
2011	Maintain distribution of healthy emergency food to underserved District residents to promote healthy eating and determine feasibility of administering a pilot food assistance program in partnership with DHCD to enhance District food grant efforts.	\$72,763	Achievement Building	7/26/2011	Grant budget
2012	Food Assistance Transition Plan	\$47,310	Food Assistance	10/23/2012	

2012	Project Produce 2013-16	\$543,288	Grant	1/11/2013	Grant budget
2012	Food-Assistance Research & Pilot Project: Considering Local Market Conversions, Mobile Farmers' Markets, and Other Models to Increase Access to Healthy, Affordable Food in Food-Insecure Areas	\$38,938	Grant	6/25/2013	Grant budget
2013		\$159,923	Foundation	10/17/2013	Grant budget
2013	Year 2 Project Produce 2013-16	\$530,000	Achievement Building	1/28/2014	Grant budget
2014	Year 3, Project Produce 2013-16	\$635,775	Achievement Building	4/28/2015	Grant budget
2015	From Hunger to Health	\$390,151	Achievement Building	6/28/2016	Grant budget
2017	Project Produce	\$387,068	Grant	11/28/2017	Grant budget
2018	FIND's Healthy Food First / Pathways Out of Hunger pilot	\$396,345	Grant	11/27/2018	Grant budget

Proposal

Project Title: Ending Hunger Today, Tomorrow, and for a Lifetime

Total Project Budget: \$1,096,051

Requested Amount: \$401,379

Length of Project: 12 months

Start Date: 4/1/2020

End Date: 4/1/2021

Background:

Background

FIND, recognized by California and Feeding America as our desert's Regional Food Bank, ensures equitable food distribution over a 5,000-square-mile area using client-centric approaches.

FIND has evolved its "produce program" to a paradigm where fresh produce/healthy meals is a primary lens which helps develop all food banking programs.

FIND's Ending Hunger for Today, Tomorrow, and a Lifetime model combines being the primary supplier of food to 132 food pantries, homeless shelters, soup kitchens, and food deserts (through FIND's 22 Mobile Markets) ensuring equity in nutritious food, and providing whole person care through our CalFresh/Medi-Cal Team and Community Health Worker Programs.

Community Health Focus Area

Healthy Eating, Active Living

Community Need:

FIND Food Bank, in alignment with Desert Healthcare District's initiatives "Healthy Eating, Active Living" and "Homelessness", proposes "Ending Hunger for Today, Tomorrow and A Lifetime". This programmatic vision also supports Feeding America's 2025 strategic plan:

- Ending Hunger for Today:
 - Fresh Produce Distribution to low-income individuals and families in need in the District. In addition, FIND will leverage the DHCD grant, as we have done in years past, to fund Fresh Produce Distribution for areas outside of the District to ensure equitable healthy food distribution to the entire Coachella Valley.
- Distribution of fresh produce to Mobile Kids' Farmers Markets within the District:
 - Agua Caliente Elementary School, Cathedral City
 - Painted Hills Middle School, Desert Hot Springs
- Ending Hunger for Tomorrow:
 - CalFresh/Medi-Cal Outreach (Community Health Workers)
 - All outreach services will utilize CVHIP Platform ensuring a unified approach to social services.
- Ending Hunger for a Lifetime:
 - Utilizing FIND's root cause of hunger research funded by DHCD last year, FIND initiates Root Cause Programming:
 - Case Management – Building on the successful pilot of the summer DHCD CalFresh nutrition education outreach, FIND will partner with the DHCD Nutrition Education CalFresh Team to support, promote, and assist in implementing their Nutrition Education program through both our Agency Pantry Network and our Mobile Pantries ensuring direct education access to food insecure clients.
 - Financial Literacy Education Expansion – Building on the more than 500 surveys conducted in partnership with Loma Linda Health Care and DHCD 2019 funding, FIND identified 5 specific areas of Financial Literacy concerns for people struggling with hunger. FIND will create a financial literacy program at District food distribution sites, and sites outside the District where DHCD funds will be leveraged for programming in the entire Coachella Valley.

FIND Food Bank's focus is Ending Hunger Today, Tomorrow, and for a Lifetime which aligns with DHCD's Strategic Plan Community Health Focus Areas of Healthy Eating, Active Living and Homelessness.

Committed to healthy food banking, FIND was nationally recognized in 2019, as a leader and best practice model in Healthy Food Banking moving strategically from a produce "program" into a full organizational culture shift incorporating produce into our way of work as a norm. FIND has utilized the USDA My Plate Distribution for more than 8 years thoughtfully distributing the ingredients that comprise a healthy, nutritious meal.

With support from DHCD, FIND supplies almost all food distribution sites across the Coachella Valley. Last year, with DHCD as a partner, FIND distributed more than 5.5 million pounds of produce – 75% of which was sourced from outside of our desert region – from throughout California and the west coast.

The injection of more than 5.5 million pounds of produce has altered the health trajectories of our community immeasurably. Produce thwarts obesity, diabetes and a host of co-morbid conditions such as heart disease (the #1 killer), hypertension, cancer, etc. FIND, with DHCD,

teaches our community nutrition and healthy life choices while simultaneously and responsibly fighting hunger.

Feeding those in need is one of the most significant homeless prevention strategies. One must eat to live. Food nourishes the hungry and supports strength and stability. Monies not spent on one's essential need – food, are then available to be spent on housing, medicine, health care. Studies consistently demonstrate that hunger precedes housing when ranking hardships.

In addition, FIND leverages DHCD funding to equitably distribute food throughout the entire DHCD, and more importantly, our entire Valley. West valley dollars leverage east valley dollars...and ensure produce and healthy foods are equally accessible to all.

Program Area

Direct Services;Direct Services

Project Description:

FIND Food Bank, in alignment with Desert Healthcare District's initiatives "Healthy Eating, Active Living" and "Homelessness", proposes "Ending Hunger Today, Tomorrow and for a Lifetime". This programmatic vision also supports Feeding America's 2025 strategic plan:

- Ending Hunger Today:
 - Fresh Produce Distribution to low-income individuals and families in need in the District. In addition, FIND will leverage the DHCD grant, as we have done in years past, to fund Fresh Produce Distribution for areas outside of the District to ensure equitable healthy food distribution to the entire Coachella Valley and desert region.
- Distribution of fresh produce to Kids' Farmers Markets within the District:
 - Agua Caliente Elementary School, Cathedral City
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 - Painted Hills Middle School, Desert Hot Springs
- Ending Hunger Tomorrow:
 - Whole person Outreach Services: Community Health Worker (DHCD west region); CalFresh/Medi-Cal Outreach Team
 - All outreach services will utilize CVHIP Platform ensuring a unified approach to social services.
- Ending Hunger for a Lifetime:Utilizing FIND's root cause of hunger research funded by DHCD last year, FIND initiates Root Cause Programming:
 - Case Management – Building on the successful pilot of the summer DHCD CalFresh nutrition education outreach, FIND will partner with the DHCD to support, promote, and assist in implementing their Behavioral Economics program through both our Agency Network and our Mobile Markets ensuring nutrition education to food insecure clients.

Proposed Program / Project Evaluation Plan

Because FIND Food Bank is recognized as the Desert's Regional Food Bank by the state of California, and nationally, by Feeding America, extensive qualitative and quantitative assessments are required by both entities. For example, the age groups specified above are for the west District only and are unduplicated numbers; however, we also track duplicated numbers.

FIND's qualitative assessments are based upon the percentage of healthy foods of the total pounds of food distributed, the percentage of healthy foods distributed to comprise nutritionally balanced meals based on the USDA My Plate recommendations, the number of people served

and the geographic locations served throughout the region ensuring equitability, the types of services provided to food insecure clients, beyond food, that address increased self-sufficiency and/or the root causes of hunger.

Annually, FIND Food Bank is required to submit to Feeding America a comprehensive activity report that tracks more than 75 quantifiable metrics including food distribution benchmarks, the total pounds of food/number of meals distributed, outreach services, agency and community partner assessments, FIND’s direct Mobile Market distributions, food insecurity and advocacy work, board governance, equity, diversity and inclusion, and financial health.

At the state level, FIND Food Bank submits monthly and quarterly reports on FIND’s service numbers by city and by zip code and statistics on CalFresh outreach activities.

From these complex metrics, that are clear and transparent, FIND derives the majority of metrics that are specified below.

Specific goals and evaluations are noted for each goal in the next section.

Program/Project Goals and Evaluation

<p>Goal #1: In alignment with DHCD’s mission “to achieve optimal health at all stages of life for all District residents”, FIND Food Bank has a long history of healthy food banking and a commitment to providing healthy meal components, using the USDA My Plate model. In fact, FIND was recently recognized nationally for “healthy and progressive food banking”, acknowledging our landmark partnership with DHCD, at the national Feeding America conference.</p> <p>In September 2019, FIND President & CEO Debbie Espinosa presented FIND’s model to a national audience of CEOs highlighting FIND’s prominent healthcare partnerships, such as DHCD, and their ability to move produce from a “program” to full integration throughout all programs, ensuring that healthy food banking is an organizational, cultural norm and a lens through which all food banking programs are developed. This vision coupled with FIND’s unique 38,000-square-foot warehouse and infrastructure designed to process the sheer volume of produce, and the operations/distribution partnerships model that efficiently spreads the produce, equitably, throughout our large service area, are the hallmarks of healthy, enlightened, and advanced food banking.</p> <p>Ending Hunger Today denotes healthy food choices to strengthen our community, heal our community, and prevent chronic diseases such</p>	<p>Evaluation #1: All food at FIND Food Bank is inventoried, and as standard practice in food banking, measured by weight. In the FIND Food Bank warehouse and at every food distribution, FIND knows which foods are distributed and the overall weights are tracked. FIND therefore knows that, in Calendar year 2019, 14,075,942 pounds of food were distributed, of which 5,554,419 pounds of fresh produce or 40% were fresh produce. FIND, then, can extrapolate, using the Feeding America/USDA meal equivalence metric, that 14,075,942 pounds of food is approximately 11,633,010 meals.</p> <p>During the grant period, FIND Food Bank will track and measure the total pounds of fresh produce distributed both within the western District region and outside of the western District region.</p> <p>FIND Food Bank will track and measure the total pounds of food distributed in the western District region and outside the western District region within the grant period.</p> <p>While FIND Food Bank will measure the pounds of produce distributed, the impact on the community well-being of injecting 5 million pounds of fresh produce is truly immeasurable. The healthy living, and healthy habits formed, when utilizing a high percentage of fresh produce in lieu of high-carbohydrate, low-nutrition, alternative foods are incalculable and life-changing.</p>
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<p>as heart disease, diabetes and obesity.</p> <p>Ending Hunger Today, FIND's SMART Goal #1 is to provide 5 million pounds of fresh produce, 2.5 million pounds of which will be in the western District region. FIND is the vital pipeline providing healthy produce to over 132 feeding sites in our region.</p> <p>As we have done for many years, FIND will leverage DHCD's seminal support to fund fresh produce distribution to areas outside the western District boundaries. FIND is committed to ensuring equitable healthy food distribution to the entire Coachella Valley and FIND's partnership with DHCD has ignited and compelled crucial funding to support fresh produce in other regions.</p>	
<p>Goal #2: In alignment with DHCD's mission "to achieve optimal health at all stages of life for all District residents" and goal to "increase access to healthy foods especially for vulnerable populations including seniors, the food insecure, and children living in poverty", FIND Food Bank will continue to serve the food insecure children and families through Kids' Farmers Markets.</p> <p>According to the Council on Community Pediatrics' Committee on Nutrition, early childhood malnutrition and food insecurity is strongly linked to adult diseases, including diabetes, pre-diabetes, and cardiovascular disease. Food insecurity in children is also linked to lower cognitive indicators, dysregulated behavior, and emotional distress. Furthermore, longitudinal studies have shown that food insecurity in kindergarten students predicts reduced academic achievement in math and reading. ("Promoting Food Security for All Children," Nov. 2015, Vol. 136.)</p> <p>The California Board of Education 2018/19 Student Poverty Free and Reduced-Price Meal (FRPM) Data reveals that at Della S. Lindley Elementary School in Thousand Palms the number of children qualifying for the FRPM is 85.2%; at Painted Hills High School in Desert Hot Springs, the number of children qualifying for the FRPM is 94.5%; and, at Agua Caliente Elementary School in Cathedral City, that number exceeds 96.5%.</p>	<p>Evaluation #2: At each Kids' Farmers Market, FIND distributes approximately 20 — 30 pounds of food (nearly 50% in the form of fresh produce) to each child to take home for their families.</p> <p>FIND Food Bank will track and measure the total pounds of food distributed at these 3 Kids' Farmers Markets. FIND will also track the total pounds of fresh produce distributed at each school ensuring a healthy impact in these communities.</p> <p>In addition to tracking total food distributed, FIND Food Bank also tracks, by count, the number of individuals who receive food. In aggregating these numbers, FIND Food Bank uses food banking standards of measuring the one-day highs, each month, at every distribution site. In 2018/19, FIND estimates that an average of 90,000 people in need received food every month.</p> <p>Last year, FIND Food Bank distributed a total of 182,580 pounds of food at these 3 Kids' Farmers Markets. In 2018/19, FIND Food Bank served 732 (unduplicated, monthly high) children at Agua Caliente Elementary. At Della S. Lindley Elementary FIND Food Bank served 595 (unduplicated, monthly high) children in need. At Painted Hills Middle School, FIND Food Bank served 488 (unduplicated, monthly high) children in need.</p>

<p>Ending Hunger Today, FIND’s SMART Goal #2 is to provide Kids’ Farmers Markets at Agua Caliente Elementary School, in Cathedral City, at Della S. Lindley Elementary School in Thousand Palms, and at Painted Hills Middle School, in Desert Hot Springs. Initiated in partnership with DHCD in 2019, the Cathedral City and Desert Hot Springs Kids’ Farmers Markets have garnered much enthusiasm from the community.</p> <p>FIND’s Kids’ Farmers Markets are a critical component of FIND’s children’s nutritional programming and vital to breaking the cycles of poverty and poor health. Further, FIND is exploring the Kids’ Farmers Markets link to reducing chronic absenteeism in schools.</p>	
<p>Goal #3: In alignment with DHCD’s mission “to achieve optimal health at all stages of life for all District residents” and vision to connect “Coachella Valley residents to health and wellness services and programs through philanthropy, health facilities, information and community education, and public policy,” FIND Food Bank will augment the nationally recognized FIND Outreach Team adding a second Community Health Worker. These staff are trained to assist clients in submitting multiple, public-benefit program applications. The barriers to accessing these benefits are many and complex, and often deter eligible individuals from applying.</p> <p>The FIND CalFresh Team provides direct, hands-on assistance using mobile devices to fill out online applications, scan and upload relevant documents, track client applications, notify clients of appointments and facilitate the lengthy process overall. The FIND CalFresh Team annually submits nearly 2,000 CalFresh applications for individuals in need.</p> <p>Going beyond the work of the CalFresh Outreach Team, the FIND Community Health Workers are certified professionals, conversant in the multitude of social service benefits available to individuals in need. FIND’s Community Health Workers can assess the root causes that may be preventing individuals from food self-sufficiency and provide referrals to low-income medical resources, government program, low-income housing agencies, financial counseling resources, education</p>	<p>Evaluation #3: Successfully piloted last year in partnership with Loma Linda University Health, the FIND Community Health Worker has been a resounding success. FIND’s Community Health Worker analyzes the social determinants of health, economic stability, education, health and healthcare, neighborhood and environment, as well as the social and community context for each client. Moreover, FIND’s Community Health Worker serves as an important referral resource for FIND’s CalFresh Outreach Team.</p> <p>In 2019, FIND’s Community Health Worker assisted with 273 CalFresh/Medi-Cal applications, 87 economic stability applications, including unemployment, SSI, utility assistance, employment applications, and general assistance. FIND’s Community Health Worker helped 17 individuals receive assistance with education, including GED classes, language classes, scholarship programs, and financial aid. In addition, 54 individuals received neighborhood and built environment assistance, including housing, transportation and safety. Further, 38 individuals received help in social and community context, including legal aid and community service.</p> <p>FIND Food Bank will track and measure similar benchmarks for the new Community Health Worker. These measurements may include the quantities of:</p> <ul style="list-style-type: none">• CalFresh/Medi-Cal applications• economic stability applications• education assistance• neighborhood and built environment

<p>services, mental health counseling, etc. In addition, FIND's Community Health Workers support clients with applications to government programs including Medi-Cal, WIC, CalFresh, free and reduced-price school meals, as well as unemployment benefits.</p> <p>Ending Hunger for Tomorrow, FIND's SMART Goal #3 is to add a new Community Health Worker to serve the western region of the District, moving our current Community Health Worker, funded by Loma Linda University Health, to the eastern region of the District. FIND's Community Health Workers directly address root cause issues and rapidly foster change, initiating protocols and programs to enhance household stability and create independence.</p>	<p>assistance, and</p> <ul style="list-style-type: none">• social and community assistance
<p>Goal #4: In alignment with DHCD's Coachella Valley Health Information Place (CVHIP) initiative, FIND Food Bank participates in CVHIP data collection and input to enhance the health and well-being of the Coachella Valley. Integral to DHCD's vision to connect "Coachella Valley residents to health and wellness services and programs through philanthropy, health facilities, information and community education, and public policy," FIND's robust Community Outreach Team provides needed referrals and assistance to individuals in need.</p> <p>Last year, FIND's Community Health Worker participated in the CVHIP program. This year, FIND will expand our Community Outreach Team's participation and support of CVHIP.</p> <p>Ending Hunger for Tomorrow, FIND's SMART Goal #4 is to have FIND's entire Community Outreach Team participate in CVHIP. With the new Community Health Worker, the FIND Community Outreach Team totals 6 professionals who would actively utilize the CVHIP platform. Consistent with identifying root causes of hunger, FIND's Team provides application assistance, in addition to multiple referrals. During this grant period, FIND's Outreach Team establishes a goal to connect 2,800 individuals to services on the CVHIP platform.</p>	<p>Evaluation #4: FIND Food Bank has expertise in measuring, tracking and providing detailed outreach data. For many years, FIND has utilized a comprehensive management system designed for tracking CalFresh applications and other social service interventions. The current management system is designed to capture the number of CalFresh applications submitted, the number of application approved, the number of applications denied and some demographic data, as well.</p> <p>Last year, FIND Food Bank instituted a system to track the broad spectrum of social service interventions of FIND's new Community Health Worker. In addition, this new Community Health Worker utilized CVHIP to assist clients in accessing a wide range of services and resources in the region.</p> <p>FIND Food Bank's Outreach Team are all equipped with mobile electronic tablets and devices for use in the field and can directly access the CVHIP resources for clients. All FIND Food Bank Outreach Team members will be trained to utilize CVHIP and their CVHIP access tracked and measured. FIND's Director of Community Impact will work closely with DHCD monitoring the input of all outreach workers' data into CVHIP.</p>
<p>Goal #5: In alignment with DHCD's vision to connect "Coachella Valley residents to health and wellness services and programs through philanthropy, health facilities, information and</p>	<p>Evaluation #5: FIND Food Bank has an intricate matrix for tracking pounds of food distributed, pounds of produce distributed, distribution of educational materials, outreach activities, client</p>

<p>community education, and public policy,” FIND Food Bank will build upon the successful pilot of the summer DHCD CalFresh nutrition education outreach. Utilizing FIND’s root cause of hunger research funded by DHCD last year, FIND initiates Root Cause Programming in Case Management.</p> <p>Both Feeding America and FIND Food Bank, have strong track records of implementing programs to effect social change. FIND is currently partnering with UC Riverside, Borrego Health and the Patient-Centered Outcomes Research Institute, on Behavioral Economics in the east valley utilizing the “My Plate Dissemination for Latinos in Rural Communities” project. The multi-year partnership provides for nutritional education and includes the development of recipes that accompany FIND’s Mobile Market distributions and the dissemination of healthy cookbooks in year 2.</p> <p>Nutritional education is a cornerstone of healthy food banking. Food banks have been promoting nutrition in various manners for 10-15 years. FIND Food Bank has a strong network in Feeding America and can utilize recipe cards, best practices, and other materials from food banks across the nation.</p> <p>Ending Hunger for a Lifetime, FIND’s SMART Goal #5 is to partner with the DHCD to support, promote, and assist in implementing their Behavioral Economics program through FIND’s Agency Network and Mobile Markets ensuring nutrition education to food insecure clients. FIND Food Bank will provide over 15 varieties of fresh fruits and vegetables to our agency pantry networks to ensure that the DHCD’s Behavioral Economics program can be implemented.</p> <p>FIND Food Bank will also develop, print, and distribute recipe cards, to accompany fresh produce. In addition, FIND will commit to having DHCD attend all of our agency meetings. These meetings occur quarterly and 40 – 60 agencies typically attend.</p>	<p>applications, social service interventions, etc. Moreover, FIND Food Bank has a proven track record of reporting complex data to various entities, such as SoCal Gas Company, the IE Census Bureau, Feeding America, and CalFresh/SNAP.</p> <p>FIND Food Bank will track the number of agencies who have worked with DHCD’s Behavioral Economics. In addition, FIND will track the number of agencies attending the quarterly agency meetings and receiving DHCD’s Behavioral Economics training at the meetings. FIND will track all foods provided to the agencies where DHCD’s Behavioral Economics program is offered.</p> <p>FIND will also help develop, produce, and then track recipe cards for distribution, as well as the distribution of any other nutritional education materials. FIND envisions disseminating recipe cards 6 times per year – delivering 100 recipe cards to 15 agencies – for an annual distribution total of 9,000 recipe cards.</p>
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Participants:
Population Served
Other

Geographical Area Served

All District Areas

Age Group

(0-5) Infants

(06-17) Children

(18-24) Youth

(25-64) Adults

(65+) Seniors

Number Served Per Age Group**0-5:** 3,900**6-17:** 9,000**18-24:** 6,000**25-64:** 12,000**65 or more:** 10,500**Total:****Participant Community**

Cutting across all demographics, hunger is a pervasive trauma, existing daily, for 1 in every 7 Americans. In 2018/19, FIND Food Bank fed more than 90,000 people, every month. Of that total, 42% or 37,800, were children, 26% or 23,400, were seniors, and 32% or 28,800, were adults. Overall, 2% or 1,800 were homebound, and 3% or 2,700 were homeless. FIND Food Bank will continue to feed people of all ages, all ethnicities, all races, all religions, all orientations, abled and disabled...anyone who is hungry. In 2018/19, FIND Food Bank distributed more than 10 million meals to people in need.

Organizational Capacity and Sustainability**Organizational Capacity**

FIND Food Bank is uniquely qualified to provide services to the desert as the California designated Regional Food Bank and as the Feeding America partner. FIND holds the area's USDA contract and is a member of the California Association of Food Banks (CAFB). FIND procures and distributes food from FIND's hub, a 38,000-square-foot warehouse space designed for large volume receiving, storing, commercial refrigeration/freezing and inventory-management. FIND's network of 132+ distribution sites includes senior centers, after-school programs, recovery programs, homeless shelters and local pantries. There is no organization in our area with such capacity.

FIND's strength in carrying out this work is attributable to a seasoned team of 30 full-time staff and over 5,000 volunteers lead by FIND's uniquely qualified President and CEO Debbie Espinosa. Ms. Espinosa has served as the Director of Programs for a 16-county food bank in the San Francisco Bay Area, and as a Feeding America Compliance and Capacity Development Manager for 37 southwest food banks, a food insecurity advisor to the California Department of Social Services, a charitable food safety advisor to CAFB/Environmental Health Departments, and an advisor to Feeding America on Equity, Diversity and Inclusion.

Organizational Sustainability:

The vision and benchmarks of Ending Hunger Today, Tomorrow, and for a Lifetime are well-identified in FIND Food Bank's 2016-2020 Strategic Goals and form the basis of FIND's 2021 Strategic Plan. Ending Hunger Today mirrors FIND's Plank #4, Healthy Food Banking, which identifies 2 key measurements: % of fresh produce compared to all other food products, and % of healthy foods matching USDA My Plate. The Kids' Farmers Markets are part of FIND's Plank #3, Focus on Youth, with activities to "increase site location for summer feeding" and "expand feeding programs in local university and college locations."

Ending Hunger for Tomorrow adds a Community Health Worker to promote self-sufficiency. This proactive strategy is identified in Plank #3 which specifies the goal to increase access to nutritious foods and to increase the rate of equity. The CVHIP platform utilization identifies with FIND's Plank #1 which highlights the metrics needed to measure the "number of people served and understanding of the population we serve".

Ending Hunger for a Lifetime includes the implementation of Behavioral Economics which is exemplified by the focus on healthy food banking and the "creation of nutritional/literacy program for youth" in Plank #3.

Partnerships:

Key Partners:

FIND Food Bank has forged many strong community partnerships, too numerous to list.

Important partners that allow FIND to help so many individuals include:

- Feeding America, connecting FIND to national retail donors and funders
- California Association of Food Banks' "Farm to Family Program", a conduit for fresh produce from California and the west coast
- Hidden Harvest, accessing excess local produce
- Desert Healthcare District, steadfast partner in providing produce and programming to End Hunger
- Loma Linda University Health, piloting our Community Health Worker program, and conducting area needs assessments and program development
- The Community Foundation, assisting with Census education and participation
- UC Riverside, Borrego Health and the Patient-Centered Outcomes Research Institute, partnering on the "My Plate Dissemination for Latinos in Rural Communities"
- FIND's 88+ network agencies aiding FIND's food distribution efforts
- In all, FIND provides 75% – 100% of the food supply to over 140 agencies including Coachella Valley Rescue Mission, Martha's Village, Well in the Desert, Desert AIDS Project, Boys & Girls Clubs, College of the Desert, Desert Recreation District, and YMCAs, throughout Riverside, San Bernardino and Imperial Counties.
- In Riverside County, FIND's partners are found in the following communities: Anza, Blythe, Cathedral City, Coachella, Desert Hot Springs, Indian Wells, Indio, La Quinta, Mecca, North Shore, Oasis, Palm Desert, Palm Springs, Rancho Mirage, Thermal, and Thousand Palms.
- In San Bernardino County, FIND partners in the isolated communities of Joshua Tree, Morongo, Twentynine Palms, and Yucca Valley at the Armed Services of the YMCA, Calvary Christian Fellowship-Paying it Forward, Church of the Lighted Cross, Food for Life Ministry, Morongo Basin Unity Home, Inc., The Way Station, and Yucca Valley Church of Nazarene.
- In Imperial County, FIND serves the remote community of Salton City at Sea View Elementary School.

Line Item Budget Operational Costs

PROGRAM OPERATIONS		Total Program/Project Budget	Funds from Other Sources <i>Detail on sheet 3</i>	Amount Requested from DHCD
Total Staffing Costs <i>Detail on sheet 2</i>		459,251.12		197,379.07
Equipment (itemize)				
	1			-
	2			-
	3			-
	4			-
Supplies (itemize)				
	1	Produce, includes shipping charges	415,000.00	166,000.00
	2	Supplies	8,000.00	3,500.00
	3			-
	4			-
Printing/Duplication				-
Mailing/Postage				-
Travel/Mileage		7,800.00		3,500.00
Education/Training		5,000.00		
Office/Rent/Mortgage		51,000.00		
Telephone/Fax/Internet		12,000.00		5,000.00
Utilities		35,500.00		
Insurance		18,000.00		7,000.00
Other facility costs not described above (itemize)				
	1	FIND Transportation	67,500.00	12,500.00
	2			
	3			-
	4			-
Other program costs not described above (itemize)				
	1	In-Direct Expenses	12,000.00	4,000.93
	2	CAFB - F2F Fees	5,000.00	2,500.00
	3			-
	4			-
Total Program Budget		\$ 1,096,051.12	\$ 694,671.11	\$ 401,380.00
Budget Narrative	Fully describe items above in this cell. You may insert rows or create additional worksheets if more space is needed to fully describe your budget.			
	<p>- Produce packing fees and shipping costs: FIND is required to pay for packing fees associated with the donated produce and also pay for the logistical transportation (shipping) of the produce to the food bank from the fields</p> <p>- Supplies: Totes, Bins, Boxes, and other materials required to transform bulk loads of produce into packages that are able to be distributed to clients and agency partners</p> <p>- Telephone/fax/internet: operational needs to conduct business - self explanatory</p> <p>- CAFB - Farm to Family Fees: FIND is required to pay membership fees to be part of the California Association of Food Banks, who runs the Farm to Family program (F2F). Approximately 60% of the donated produce the food bank receives is through the F2F program.</p> <p>- FIND Transportation: The proportional cost of vehicle maintenance, repairs, registrations and fuel attributed to the percentage of lbs of produce distributed by FIND against the total amount of lbs processed through the food bank in all food categories.</p> <p>- Mileage Reimbursement: CalFresh Outreach Associates and Community Healthcare Worker mileage reimbursement.</p>			

Line Item Budget Staffing Costs

Staff Salaries		Annual Salary	% of Time Allocated to Program	Actual Program Salary	Amount of Salary Paid by DHCD Grant
Employee Position/Title					
1	Agency Relations and Program Coordinators (1.5 Coordinators)	53,828.50	43.00%	23,146.26	11,573.13
2	Logistics (4.5 Drivers)	156,600.63	43.00%	67,338.27	33,669.14
3	Director of Operations	62,079.52	43.00%	26,694.19	13,347.10
4	Warehouse Associates (5 Associates)	164,769.39	43.00%	70,850.84	35,425.42
5	Community Relations Coordinator	32,543.80	43.00%	13,993.83	6,996.92
6	Inventory Control Coordinator	34,643.40	43.00%	14,896.66	7,448.33
7	President & CEO	133,243.85	30.00%	39,973.15	-
8	CalFresh Outreach Associates (4 Outreach Staff)	131,176.00	43.00%	56,405.68	28,202.84
9	Associate Director of Communications	55,518.27	30.00%	16,655.48	8,327.74
10	Community Healthcare Worker	29,394.40	100.00%	29,394.40	14,697.20
11	Director of Community Impact	60,565.38	30.00%	18,169.62	9,084.81
12	Benefits	197,959.62		81,732.73	28,606.46
13					
Total Employee Benefits					
Enter this amount in Section 1; Staffing Costs				Total >	197,379.07
Budget Narrative	<p style="color: red;">Please describe in detail the scope of work and duties for each employee on this grant.</p> <p>SEE "SECTION 2 - NARRATIVE" TAB</p>				
Budget Narrative	<p style="color: red;">Please describe in detail the employee benefits including the percentage and salary used for calculation.</p> <p>Benefits are calculated using the Federal government approved calculation of 21.65%. The benefits include employer taxes, workers compensations insurance, Life and ADD insurance coverage of \$20,000 per employee, Critical Illness Insurance, and Supplemental Accident Insurance fully paid by FIND. Medical insurance is offered with 80% of the employee premium paid by FIND.</p>				
Professional Services / Consultants		Hourly Rate	Hours/Week	Monthly Fee	Fees Paid by DHCD Grant
Company and Staff Title					
1					
2					
3					
4					
5					
Enter this amount in Section 1; Staffing Costs				Total >	0
Budget Narrative	<p style="color: red;">Please describe in detail the scope of work for each professional service/consultant on this grant.</p> <p>N/A</p>				

Staffing Costs - Narrative

Agency Relations and Program Coordinator: Agency Relations and Programs Coordinator positions will be focused on the success of two main areas of the Community Impact Department, oversight and coordination of FIND's Partner Agencies and the coordination of direct service delivery programs *including KIDS Summer Club (KSC), KIDS Farmers Markets, College Hunger, Senior Hunger and Community Mobile Markets.*

Logistics: CDL driver are responsible for driving a company truck on a regularly schedule route to pick up donated food products from food donors and returning to the appropriate warehouse for unloading. Additionally, the drivers pick up product from unscheduled destinations and transport product to distribution sites.

Director of Operations: The Director of Operations provides overall management of the operational activities to FIND Food Bank in support of the established policies, goals and objectives. The Director of Operations insures that Food Bank warehouse/facilities, logistics, inventory, and other activities pertaining to FIND Food Bank's operations are in compliance with Feeding America, local, state, federal and AIB guidelines.

Warehouse Associates: Warehouse Associates load and unload product, handle the proper storage of food/non-food product with established operational policies, principles, and procedures. They are responsible for all inventory, storage, rotation, safe food handling and accounting of products. They are required to maintain a clean, sanitary, and organized warehouse facility.

Community Relations Coordinator: Community Relations Coordinator will oversee the volunteer events necessary to sort, process and ensure food safety requirements of all food processed through FIND's warehouse. The coordinator will be knowledgeable of the need for volunteers in the daily operations and special events. They will work to increase the donor base to assist FIND in serving the community.

Inventory Control Coordinator: The Inventory Control Coordinator is responsible for the day-to-day management and supervision of FIND Food Bank's inventory and the systems that record the transactions. This position is responsible for ensuring compliance with the FIND Food Bank and Feeding America standard operating procedures for inventory food safety and accuracy.

Staffing Costs - Narrative

President & CEO: Serves as the leader of the organization whose primary responsibilities include making major corporate decisions, managing the overall operations and resources of a company, acting as the main point of communication between the board of the directors and corporate operations and is the public face of the organization.

CalFresh Outreach Associates: CalFresh OutReach Associates provide services to assist the people in our communities with basic needs and administer CalFresh Program per Program requirements. They provide information and referrals for individuals in need of assistance who call or come to FIND Food Bank to address their needs.

Associate Director of Communications: Associate Director of Communications plans and executes FIND Food Bank's communication strategies to ensure the broader community is aware of FIND's work and its ability to serve the community. Oversight includes all media relations, printed and digital communications, public presentations, website management and development, social media and any other form of communications required for community awareness.

Community Healthcare Worker: Community Health Worker will be focused on the oversight and coordination of FIND's program strategies for recipients to THRIVE by providing Community Health Resources and whole person outreach services focusing on 1 to 1 in depth outreach support services. The CHW assists clients and families to develop their capacity and access to resources, including health insurance, food, housing, quality care and health information, and other root causal factors contributing to their food insecurity.

Director of Community Impact: The Director of Community Impact provides overall management of FIND Food Bank programs to meet the established policies, goals, and objectives of the organization. The DCI ensures that the programs, including but not limited to USDA, CalFresh and MediCal Outreach, agency services, food distributions, and all Ending Hunger for Today, Tomorrow and a Lifetime Programs, are in compliance with Feeding America, local, state, federal, and AIB policies and guidelines and that they are serving the needs of the community.

Line Item Budget Other Program Funds

Other funding received (actual or projected) SPECIFIC to this program/project			Amount
Fees			
Donations			110,000.00
Grants (List Organizations)			
	1	CAFB (actual)	93,545.25
	2	EFSP Phase 37 (projected)	24,175.00
	3	Feeding America Wells Fargo Matching Campaign (actual)	50,000.00
	4	Loma Linda University (24 month grant) (actual)	115,000.00
	5	Indio CDBG (actual)	19,000.00
	6	Desert Classic Charities (actual)	25,000.00
	7	Bank of America Economic Mobility (actual)	25,000.00
	8	Bighorn Golf Club Charities (actual)	15,000.00
	9		
Fundraising (describe nature of fundraiser)			
	1	2020 Telethon (projected)	100,000.00
	2	Major Gifts and Direct Mail (projected)	125,000.00
Other Income, e.g., bequests, membership dues, in-kind services, investment income, fees from other agencies, etc. (Itemize)			
	1	In-Kind Produce Donations	500,000.00
	2		
	3		
	4		
Total funding in addition to DHCD request			\$ 1,201,720.25
Budget Narrative	<p style="color: red;">Describe program/project income listed above. Note whether income is "projected" or actual.</p> <p>Lines 1 - 9 are notated as actual or projected with a high likelihood that they will be funded. Telethon, Major Gifts and Direct Mail are factored over a 12 month of time. The amount is conservative based on 3 years of actuals. All major gifts, direct mail and telethon are supported by our Board of Directors and are in alignment with organizational strategic plans and initiatives.</p>		

COMMUNITY IMPACT — ENDING HUNGER FOR TODAY, TOMORROW, AND A LIFETIME

For Today: (Width)

- Total Distribution Sites: 159
- Agency Network
- USDA / TEFAP: 32 sites
- Gap Sites: 7 sites
- Senior Nutrition: 13 sites
- Kids Farmers Markets: 9 Sites
- Kids Summer Club: 41 Sites

For Tomorrow: (Width + Depth)

- CalFresh Outreach
- MediCal Outreach
- Community Health Worker Outreach
- 2020 Census – Hard To Reach Communities

For a Lifetime: (Depth)

- Commitment to FIND Employee Living Wage and Health Benefits
- Nutrition Education
- Jobs Skills Training / Internships
- Financial Literacy
- Higher Education / Continuing Education Scholarships
- Low Income Grocery Stores

Grant Scoring Review

Reviewer: Donna Craig

Executive Summary: 9

Need and Alignment: 9

Goals: 9

Evaluation: 9

Organizational Capacity: 9

Organizational Sustainability: 9

Budget: 9

Percent of Funding Requested: 9

Fiduciary Compliance: 9

Financial Stability: 9

Key Partners/Collaborations: 9

Total Score: 99.00

Reviewer Comments: FIND Food Bank continues to distribute healthy food to approximately 159 sites, valley-wide, with an average of 90,000 clients per month utilizing the free food. FIND has launched an impressive campaign to end hunger for today, tomorrow and a lifetime, by taking the approach of incorporating programs that have immediate , mid and eventually long term results to end hunger. This request from FIND Food Bank addresses all three strategies.

Response Notes:

Average Review Score: Staff Review Stage: 93.333333333333333333333333333333 (3 of 3)

Sum of all Reviews: Staff Review Stage: 280 (3 of 3)

Grant Scoring Review

Reviewer: Alejandro Espinoza

- Executive Summary:** 9
 - Need and Alignment:** 9
 - Goals:** 8
 - Evaluation:** 8
 - Organizational Capacity:** 9
 - Organizational Sustainability:** 8
 - Budget:** 7
 - Percent of Funding Requested:** 7
 - Fiduciary Compliance:** 8
 - Financial Stability:** 8
 - Key Partners/Collaborations:** 9
-

Total Score: 90.00

Reviewer Comments: FIND Food Bank's proposed project, "End Hunger For Today, For Tomorrow, and a Lifetime" provides a great example of how successful community programs, such as "Project Produce" can evolve to not only address the immediate food insecurity needs, but also implement mid-term and long-term interventions to address additional social determinants of health. The inclusion of CalFresh enrollment specialists and community health workers to outreach activities will ensure community residents receive additional support and follow-up in their efforts to identify and secure additional health and wellness resources.

Response Notes:

Average Review Score: Staff Review Stage: 93.33333333333333333333333333 (3 of 3)

Sum of all Reviews: Staff Review Stage: 280 (3 of 3)

Grant Scoring Review

Reviewer: Meghan Kane

- Executive Summary:** 9
 - Need and Alignment:** 9
 - Goals:** 7
 - Evaluation:** 9
 - Organizational Capacity:** 8
 - Organizational Sustainability:** 8
 - Budget:** 8
 - Percent of Funding Requested:** 7
 - Fiduciary Compliance:** 9
 - Financial Stability:** 9
 - Key Partners/Collaborations:** 10
-

Total Score: 91.00

Reviewer Comments: FIND Food Bank’s initiative to End Hunger For Today, For Tomorrow, and a Lifetime focuses on addressing the immediate challenges of food insecure individuals and families while also focusing on root causes of hunger to help people thrive for a lifetime. FIND is diligently working to not only demonstrate output (meals served, people served, pounds of food provided, etc.) but to start to further look at different ways to demonstrate outcomes (behavioral changes, community change, societal change, etc.). This is not an easy task; however, with our continued support and their partnership networks they can continue to explore opportunities to address community needs and barriers. District funds will not only directly support providing fresh produce, but our funding will increase CALFRESH outreach and add additional Community Health Workers services to the Coachella Valley to connect people to supportive resources. I recommend approving this grant with the hopes that FIND continues to seek sustainable, future funding opportunities from additional organizations.

Response Notes:

Average Review Score: Staff Review Stage: 93.333333333333333333333333333333 (3 of 3)

Grant Scoring Review

Sum of all Reviews: Staff Review Stage: 280 (3 of 3)



Grant Application Scoring Rubric

Category	Exceeds expectations (7-10 points)	Meets expectations (3-6 points)	Does not meet expectations (0-2 points)
Executive Summary (10 points)	The applicant includes and effectively describes the project’s mission and vision, the specific population the project will serve, the expected benefits to the community, the support for applicant’s project in the community with evidence based proposed methods, approaches and strategies are realistic, reasonable, effective, outcome-oriented.	The applicant includes and describes the project’s mission and vision, the population the project will serve, the expected benefits to the community, the support for applicant’s project in the community with evidence based proposed methods, approaches and strategies are realistic, reasonable, effective, outcome-oriented.	The applicant is unclear or does not include or describe the project’s mission and vision, the general population the project will serve, the expected benefits to the community, the support for applicant’s project in the community with proposed methods, approaches and strategies are realistic, reasonable, effective, outcome-oriented.
Need & Alignment and Demonstrate (10 points)	The applicant explicitly defines a specific need for the project within the identified community and effectively describes the alignment of that need to one of the Community Focus Areas of the District/Foundation’s Strategic Plan by using data, case studies, interviews, focus group results, media attention, etc.	The applicant identifies a need within the identified community for the project and describes the alignment of that need to one of the Community Focus Areas of the District/Foundation’s Strategic Plan by using data, case studies, interviews, focus group results, media attention, etc.	The applicant does not clearly describe a need for the project that its alignment to one of the Community Focus Areas of the District/Foundation’s Strategic Plan by using data, and/or case studies, and/or interviews/focus group results, and/or media attention, etc.
Goals (10 points)	The applicant has provided SMART goals with an evaluation plan that is fully developed . The SMART goals are specific, measurable, ambitious, realistic and time-bound , and the evaluation plan will accurately measure the project’s effectiveness.	The applicant has provided SMART goals with an evaluation plan. The SMART goals are mostly specific, measurable, ambitious, realistic, and time-bound , and the evaluation plan will measure the aspects of the project’s effectiveness.	The applicant has provided very limited goals and evaluation plan. The goals are not specific, measurable, timebound and will weakly measure the project’s effectiveness.

Proposed Program/Project Evaluation Plan (10 points)	The applicant describes a specific detailed plan of action for evaluation, that includes both qualitative and quantitative assessment of the project that is well-defined with data reporting mechanisms and narrative that are clear and transparent. Evaluation is in alignment with Goals of the project.	The applicant describes a plan of action for evaluation that includes both qualitative and/or quantitative assessment of the project that is well-defined with data reporting mechanisms and /or narrative that are clear and transparent. Evaluation is in alignment with the Goals of the project.	The applicant does not describe, or vaguely describes a reasonable plan of action that can be completed during the grant period, involves some identified partners appropriately, and might make the project a reality.
% of Funding Requested – Leveraging of Outside Funds (10 points)	0-50% Budget shows mostly committed funds, in-kind funds for professional services and balance is from proposed funds have been identified and in place	51-70% Budget shows some committed funds, in-kind funds for professional services and proposed funds making up the majority, have been identified.	71 - 100% Budget shows limited to no committed funds, balance is made up of mostly identified proposed funds
Applicant Capacity and Infrastructure to Execute Proposal (10 points)	<p>The applicant includes concrete examples that strongly demonstrate that the human resource allocation to this project is appropriate (internal staff expertise, use of external consultants, advisory committee, etc.)</p> <p>The applicant strongly demonstrates credibility for this kind of work (strength, name recognition, a history or track record of achievements, related mission and letters of support)</p>	<p>The applicant includes solid examples that demonstrate that the human resource allocation to this project is appropriate (internal staff expertise, use of external consultants, advisory committee, etc.).</p> <p>The applicant demonstrates credibility for this kind of work (strength, name recognition, a history or track record of achievements, related mission and letters of support)</p>	<p>The applicant does not include examples that would demonstrate the human resource allocation to this project is appropriate (internal staff expertise, use of external consultants, advisory committee, etc.).</p> <p>The applicant is limited in its ability to demonstrate credibility for this kind of work (strength, name recognition, a history or track record of achievements, related mission and letters of support.</p>

Organizations’ Sustainability (10 Points)	The applicant strongly demonstrates that it has a current strategic plan and/or business plan with measurable outcomes. Strong board engagement and governance. The proposed program is identified within the strategic plan.	The applicant demonstrates that it has a current strategic plan and/or business plan with measurable outcomes Shows Board engagement and governance. Applicant has clearly identified that the program is supported by the strategic plan	The applicant does not demonstrate that it has a strategic plan and/or business plan. The program only reflects the applicant’s mission.
Budget (10 points)	The budget is specific and reasonable , and all items strongly align with the described project. The budget strongly demonstrates financial clarity/value and tells the same story as the proposal narrative. There are no unexplained amounts. The overall value of the project (the relationship of benefits and/or participants) to costs is effective . Additional leveraged funding sources and in-kind services are included. Staff FTE is identified clearly.	The budget is clear and reasonable , with the items aligned with the described project. There are no unexplained amounts. The overall value of the project (the relationship of benefits and/or participants to costs) is reasonable and/or some additional funding sources and/or in-kind services are included.	The budget is not specific and/or reasonable , and the items are somewhat aligned with the described project. The budget somewhat demonstrates financial clarity. There are no unexplained amounts.
Fiduciary Compliance (10 Points)	The applicant strongly demonstrates a financial history that shows a continuous cycle of fiduciary responsibility of the Board through unmodified audited financials produced in a timely fashion, positive cash flow at the end of each fiscal year, asset ratio meets required debt load, and the Board reviews financials on a regular basis.	The applicant demonstrates a financial history that shows a continuous cycle of fiduciary responsibility of the Board through unmodified audited financials produced in a timely fashion, and the board reviews financials on a regular basis.	The applicant demonstrates a financial history that shows a continuous cycle of fiduciary responsibility of the Board through audited financials produced. A positive cash flow at the end of each fiscal year is not consistent. and the Board does not review financials on a regular basis.

Financial Stability (10 Points)	Funding sources for operations and programs are coming from multiple sources and is driven by a strategic plan for stability for both short- and long-term growth.	Source of funds for operations and programs are coming from multiple sources. There is a limited plan in place for stability for short term only.	Source of funds for operations and programs are coming from limited sources. There is no plan for stability in place currently.
Key Partners / Collaboration (10 points)	The applicant strongly demonstrates solid partnerships and collaborative approach with letters of commitment or an MOU that includes a scope of work.	The applicant demonstrates partnerships and collaborative approach with letters of commitment.	The applicant demonstrates limited or no partnerships and has not included any letters of commitment.
Comments/Notes:			

Total Score: ____/ 110 = ____%

Exceeds expectations:

Meets expectations:

Does not meet expectations:

77% or Higher

50%- 76%

49% or Lower

Fully Funded

Full to Partial – Possible restrictions/conditions

No funding to Partial funding with restrictions/conditions

HISTORY SUMMARY

Organization's Name contains 'Find Food Bank'

3/4/2020

Type/Status	Project Title	Request Amount	Grant Amount	Disposition
Grant Program Committee Review	Ending Hunger Today, Tomorrow, and for a Lifetime	\$401,380.00	\$0.00	Pending 3/2/2020 Start: 4/1/2020 End: 4/1/2021 (AESPINOZA)
Grant Active Grant	FIND's Healthy Food First / Pathways Out of Hunger pilot	\$396,345.00	\$396,345.02	Approved 11/27/2018 Start: 1/1/2019 End: 12/31/2019 (DCRAIG)
Grant Closed Grant	Project Produce	\$387,068.00	\$387,068.00	Approved 11/28/2017 Start: 12/1/2017 End: 11/30/2018 (DCRAIG)
Achievement Building Closed Grant	From Hunger to Health	\$390,151.00	\$390,151.00	Approved 6/28/2016 Start: 7/1/2016 End: 6/30/2017 (DCRAIG)
Achievement Building Closed Grant	Year 3, Project Produce 2013-16	\$639,731.00	\$635,774.85	Approved 4/28/2015 Start: 5/1/2015 End: 4/30/2016 (DCRAIG)
Achievement Building	Year 2 Project Produce 2013-16	\$530,000.00	\$0.00	Declined 1/28/2014 (DCRAIG)
Achievement Building Closed Grant	Year 2 Project Produce 2013-16	\$530,000.00	\$530,000.00	Approved 1/28/2014 Start: 2/1/2014 End: 1/31/2015 (DCRAIG)

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Type/Status	Project Title	Request Amount	Grant Amount	Disposition
Foundation Closed Grant		\$150,444.00	\$159,922.78	Approved 10/17/2013 Start: 10/21/2013 End: 2/16/2015 (DCRAIG)
Grant Closed Grant	Food-Assistance Research & Pilot Project: Considering Local Market Conversions, Mobile Farmers' Markets, and Other Models to Increase Access to Healthy, Affordable Food in Food-Insecure Areas	\$40,000.00	\$38,938.00	Approved 6/25/2013 Start: 7/1/2013 End: 8/30/2014 (DCRAIG)
Grant Closed Grant	Project Produce 2013-16	\$629,471.00	\$543,287.90	Approved 1/11/2013 Start: 2/1/2013 End: 1/31/2014 (DCRAIG)
Food Assistance Closed Grant	Food Assistance Transition Plan	\$50,000.00	\$47,310.09	Approved 10/23/2012 Start: 11/1/2012 End: 1/31/2013 (DCRAIG)
Achievement Building Closed Grant	Maintain distribution of healthy emergency food to underserved District residents to promote healthy eating and determine feasibility of administering a pilot food assistance program in partnership with DHCD to enhance District food grant efforts.	\$72,763.00	\$72,763.00	Approved 7/28/2011 Start: 8/1/2011 End: 7/31/2012 (TWHEELER)
Achievement Building	Build capacity on distribution of healthy foods to underserved district residents to promote healthy eating active lifestyles	\$275,249.00	\$0.00	Declined 6/20/2011 (TWHEELER)
Food Assistance Closed Grant	Healthy Alternative Initiative in conjunction with Hunger Action Month	\$5,000.00	\$5,000.00	Approved 11/8/2010 Start: 10/1/2010 End: 12/31/2010 (TWHEELER)
Food Assistance Closed Grant	Desert Childrens Summer Feeding Program	\$5,000.00	\$5,000.00	Approved 6/1/2010 Start: 6/14/2010 End: 9/13/2010 (TWHEELER)

Type/Status	Project Title	Request Amount	Grant Amount	Disposition
Food Assistance Closed Grant	Emergency Food Distribution	\$5,000.00	\$5,000.00	Approved 2/9/2010 Start: 2/1/2010 End: 4/30/2010 (DCRAIG)
Food Assistance Closed Grant	Desert Kids Summer Food Program	\$5,000.00	\$5,000.00	Approved 4/8/2009 Start: 6/1/2009 End: 8/28/2009 (DCRAIG)
Grant Closed Grant	SUMMER FOOD PROGRAM	\$2,500.00	\$2,500.00	Approved 6/18/2008 Start: 6/18/2008 End: 9/17/2008 (DCRAIG)
Grant Closed Grant	Capital Fund Raising Campaign	\$1,700,000.00	\$1,700,000.00	Approved 9/25/2007 Start: 9/25/2007 End: 1/30/2009 (RSMITH)
Grant Staff	purchase of used refrigerated truck	\$10,000.00	\$0.00	Declined 10/12/2004 (CPHILLIPS)
Grant Staff	Equipment repair	\$7,813.30	\$0.00	Declined 10/12/2004 (CPHILLIPS)
Grant Staff	Preventive health nutrition, education and outcomes program	\$100,000.00	\$0.00	Declined 9/22/2004 (CPHILLIPS)
Grant Closed Grant	Hunger's Hope for the Coachella Valley	\$75,000.00	\$40,000.00	Approved 11/18/2003 Start: 12/1/2003 End: 11/30/2004 (CPHILLIPS)
Grant Staff	Increase capacity and expand their range of foods	\$60,000.00	\$0.00	Declined 4/4/2003 (CPHILLIPS)

Type/Status	Project Title	Request Amount	Grant Amount	Disposition
Grant Closed Grant	purchase a cargo van	\$25,000.00	\$25,000.00	Approved 10/17/2000 Start: 11/29/2000 End: 12/29/2000 (0)
Grand Totals		\$6,492,915.30	\$4,989,060.64	

EXHIBIT B – Grant #1045

PAYMENT SCHEDULE, REQUIREMENTS & DELIVERABLES

<u>Project Title</u>	<u>Start/End</u>
Ending Hunger Today, Tomorrow, and for a Lifetime	4/1/2020 3/31/2021

PAYMENTS:

(4) Payments: \$90,310.50
10% Retention: \$40,138.00

Total request amount: \$401,380.00

GRANT AND PAYMENT SCHEDULE REQUIREMENTS:

Scheduled Date	Grant Requirements for Payment	Payment
4/01/2020	Signed Agreement submitted & accepted	Advance of \$90,310.50 for time period 4/01/2020 – 06/30/2020
8/01/2020	1 st quarter (4/01/2020 – 06/30/2020) progress report, budget reports and receipts submitted & accepted	Advance of \$90,310.50 for time period 7/01/2020 – 09/30/2020
11/01/2020	2 nd quarter (7/01/2020 – 09/30/2020) progress report, budget reports and receipts submitted & accepted	Advance of \$90,310.50 for time period 10/01/2020 – 12/31/2020
2/01/2021	3 rd quarter (10/01/2020 – 12/31/2020) progress report, budget reports and receipts submitted & accepted	Advance of \$90,310.50 for time period 1/01/2021 – 3/31/2021
5/01/2021	4 th quarter (1/01/2021 – 3/31/2021) progress report, budget reports and receipts submitted & accepted	\$0
5/31/2021	Final report (04/01/2020 – 3/31/2021) and final budget report submitted & accepted	\$40,138.00 (10 % retention)

TOTAL GRANT AMOUNT: \$401,380.00

DELIVERABLES:

Program/Project Goals and Evaluation

<p>Goal #1: In alignment with DHCD’s mission “to achieve optimal health at all stages of life for all District residents”, FIND Food Bank has a long history of healthy food banking and a commitment to providing healthy meal components, using the USDA My Plate model. In fact, FIND was recently recognized nationally for “healthy and progressive food banking”, acknowledging our landmark partnership with DHCD, at the national Feeding America conference.</p> <p>In September 2019, FIND President & CEO Debbie Espinosa presented FIND’s model to a national audience of CEOs highlighting FIND’s prominent healthcare partnerships, such as DHCD, and their ability to move produce from a “program” to full integration throughout all programs, ensuring that healthy food banking is an organizational, cultural norm and a lens through which all food banking programs are developed. This vision coupled with FIND’s unique 38,000-square-foot warehouse and infrastructure designed to process the sheer volume of produce, and the operations/distribution partnerships model that efficiently spreads the produce, equitably, throughout our large service area, are the hallmarks of healthy, enlightened, and advanced food banking.</p> <p>Ending Hunger Today denotes healthy food choices to strengthen our community, heal our community, and prevent chronic diseases such as heart disease, diabetes and obesity.</p> <p>Ending Hunger Today, FIND’s SMART Goal #1 is to provide 5 million pounds of fresh produce, 2.5</p>	<p>Evaluation #1: All food at FIND Food Bank is inventoried, and as standard practice in food banking, measured by weight. In the FIND Food Bank warehouse and at every food distribution, FIND knows which foods are distributed and the overall weights are tracked. FIND therefore knows that, in Calendar year 2019, 14,075,942 pounds of food were distributed, of which 5,554,419 pounds of fresh produce or 40% were fresh produce. FIND, then, can extrapolate, using the Feeding America/USDA meal equivalence metric, that 14,075,942 pounds of food is approximately 11,633,010 meals.</p> <p>During the grant period, FIND Food Bank will track and measure the total pounds of fresh produce distributed both within the western District region and outside of the western District region.</p> <p>FIND Food Bank will track and measure the total pounds of food distributed in the western District region and outside the western District region within the grant period.</p> <p>While FIND Food Bank will measure the pounds of produce distributed, the impact on the community well-being of injecting 5 million pounds of fresh produce is truly immeasurable. The healthy living, and healthy habits formed, when utilizing a high percentage of fresh produce in lieu of high-carbohydrate, low-nutrition, alternative foods are incalculable and life-changing.</p>
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<p>million pounds of which will be in the western District region. FIND is the vital pipeline providing healthy produce to over 132 feeding sites in our region.</p> <p>As we have done for many years, FIND will leverage DHCD’s seminal support to fund fresh produce distribution to areas outside the western District boundaries. FIND is committed to ensuring equitable healthy food distribution to the entire Coachella Valley and FIND’s partnership with DHCD has ignited and compelled crucial funding to support fresh produce in other regions.</p>	
<p>Goal #2: In alignment with DHCD’s mission “to achieve optimal health at all stages of life for all District residents” and goal to “increase access to healthy foods especially for vulnerable populations including seniors, the food insecure, and children living in poverty”, FIND Food Bank will continue to serve the food insecure children and families through Kids’ Farmers Markets.</p> <p>According to the Council on Community Pediatrics’ Committee on Nutrition, early childhood malnutrition and food insecurity is strongly linked to adult diseases, including diabetes, pre-diabetes, and cardiovascular disease. Food insecurity in children is also linked to lower cognitive indicators, dysregulated behavior, and emotional distress. Furthermore, longitudinal studies have shown that food insecurity in kindergarten students predicts reduced academic achievement in math and reading. ("Promoting Food Security for All Children," Nov. 2015, Vol. 136.)</p> <p>The California Board of Education 2018/19 Student Poverty Free and Reduced-Price Meal (FRPM) Data reveals that at Della S. Lindley Elementary School in Thousand Palms the number of children qualifying for the FRPM is 85.2%; at Painted Hills High School in Desert Hot Springs, the number of children qualifying for the</p>	<p>Evaluation #2: At each Kids’ Farmers Market, FIND distributes approximately 20 – 30 pounds of food (nearly 50% in the form of fresh produce) to each child to take home for their families.</p> <p>FIND Food Bank will track and measure the total pounds of food distributed at these 3 Kids’ Farmers Markets. FIND will also track the total pounds of fresh produce distributed at each school ensuring a healthy impact in these communities.</p> <p>In addition to tracking total food distributed, FIND Food Bank also tracks, by count, the number of individuals who receive food. In aggregating these numbers, FIND Food Bank uses food banking standards of measuring the one-day highs, each month, at every distribution site. In 2018/19, FIND estimates that an average of 90,000 people in need received food every month.</p> <p>Last year, FIND Food Bank distributed a total of 182,580 pounds of food at these 3 Kids’ Farmers Markets. In 2018/19, FIND Food Bank served 732 (unduplicated, monthly high) children at Agua Caliente Elementary. At Della S. Lindley Elementary FIND Food Bank served 595 (unduplicated, monthly high) children in need.</p>

<p>FRPM is 94.5%; and, at Agua Caliente Elementary School in Cathedral City, that number exceeds 96.5%.</p> <p>Ending Hunger Today, FIND’s SMART Goal #2 is to provide Kids’ Farmers Markets at Agua Caliente Elementary School, in Cathedral City, at Della S. Lindley Elementary School in Thousand Palms, and at Painted Hills Middle School, in Desert Hot Springs. Initiated in partnership with DHCD in 2019, the Cathedral City and Desert Hot Springs Kids’ Farmers Markets have garnered much enthusiasm from the community.</p> <p>FIND’s Kids’ Farmers Markets are a critical component of FIND’s children’s nutritional programming and vital to breaking the cycles of poverty and poor health. Further, FIND is exploring the Kids’ Farmers Markets link to reducing chronic absenteeism in schools.</p>	<p>At Painted Hills Middle School, FIND Food Bank served 488 (unduplicated, monthly high) children in need.</p>
<p>Goal #3: In alignment with DHCD’s mission “to achieve optimal health at all stages of life for all District residents” and vision to connect “Coachella Valley residents to health and wellness services and programs through philanthropy, health facilities, information and community education, and public policy,” FIND Food Bank will augment the nationally recognized FIND Outreach Team adding a second Community Health Worker. These staff are trained to assist clients in submitting multiple, public-benefit program applications. The barriers to accessing these benefits are many and complex, and often deter eligible individuals from applying.</p> <p>The FIND CalFresh Team provides direct, hands-on assistance using mobile devices to fill out online applications, scan and upload relevant documents, track client applications, notify clients of appointments and facilitate the lengthy process overall. The FIND CalFresh Team annually submits nearly 2,000 CalFresh applications for individuals in need.</p>	<p>Evaluation #3: Successfully piloted last year in partnership with Loma Linda University Health, the FIND Community Health Worker has been a resounding success. FIND’s Community Health Worker analyzes the social determinants of health, economic stability, education, health and healthcare, neighborhood and environment, as well as the social and community context for each client. Moreover, FIND’s Community Health Worker serves as an important referral resource for FIND’s CalFresh Outreach Team.</p> <p>In 2019, FIND’s Community Health Worker assisted with 273 CalFresh/Medi-Cal applications, 87 economic stability applications, including unemployment, SSI, utility assistance, employment applications, and general assistance. FIND’s Community Health Worker helped 17 individuals receive assistance with education, including GED classes, language classes, scholarship programs, and financial aid. In addition, 54 individuals received neighborhood and built environment assistance, including</p>

<p>Going beyond the work of the CalFresh Outreach Team, the FIND Community Health Workers are certified professionals, conversant in the multitude of social service benefits available to individuals in need. FIND’s Community Health Workers can assess the root causes that may be preventing individuals from food self-sufficiency and provide referrals to low-income medical resources, government program, low-income housing agencies, financial counseling resources, education services, mental health counseling, etc. In addition, FIND’s Community Health Workers support clients with applications to government programs including Medi-Cal, WIC, CalFresh, free and reduced-price school meals, as well as unemployment benefits.</p> <p>Ending Hunger for Tomorrow, FIND’s SMART Goal #3 is to add a new Community Health Worker to serve the western region of the District, moving our current Community Health Worker, funded by Loma Linda University Health, to the eastern region of the District. FIND’s Community Health Workers directly address root cause issues and rapidly foster change, initiating protocols and programs to enhance household stability and create independence.</p>	<p>housing, transportation and safety. Further, 38 individuals received help in social and community context, including legal aid and community service.</p> <p>FIND Food Bank will track and measure similar benchmarks for the new Community Health Worker. These measurements may include the quantities of:</p> <ul style="list-style-type: none">• CalFresh/Medi-Cal applications• economic stability applications• education assistance• neighborhood and built environment assistance, and• social and community assistance
<p>Goal #4: In alignment with DHCD’s Coachella Valley Health Information Place (CVHIP) initiative, FIND Food Bank participates in CVHIP data collection and input to enhance the health and well-being of the Coachella Valley. Integral to DHCD’s vision to connect “Coachella Valley residents to health and wellness services and programs through philanthropy, health facilities, information and community education, and public policy,” FIND’s robust Community Outreach Team provides needed referrals and assistance to individuals in need.</p> <p>Last year, FIND’s Community Health Worker participated in the CVHIP program. This year, FIND will expand our Community Outreach</p>	<p>Evaluation #4: FIND Food Bank has expertise in measuring, tracking and providing detailed outreach data. For many years, FIND has utilized a comprehensive management system designed for tracking CalFresh applications and other social service interventions. The current management system is designed to capture the number of CalFresh applications submitted, the number of application approved, the number of applications denied and some demographic data, as well.</p> <p>Last year, FIND Food Bank instituted a system to track the broad spectrum of social service interventions of FIND’s new Community Health Worker. In addition, this new Community</p>

<p>Team’s participation and support of CVHIP.</p> <p>Ending Hunger for Tomorrow, FIND’s SMART Goal #4 is to have FIND’s entire Community Outreach Team participate in CVHIP. With the new Community Health Worker, the FIND Community Outreach Team totals 6 professionals who would actively utilize the CVHIP platform. Consistent with identifying root causes of hunger, FIND’s Team provides application assistance, in addition to multiple referrals. During this grant period, FIND’s Outreach Team establishes a goal to connect 2,800 individuals to services on the CVHIP platform.</p>	<p>Health Worker utilized CVHIP to assist clients in accessing a wide range of services and resources in the region.</p> <p>FIND Food Bank’s Outreach Team are all equipped with mobile electronic tablets and devices for use in the field and can directly access the CVHIP resources for clients. All FIND Food Bank Outreach Team members will be trained to utilize CVHIP and their CVHIP access tracked and measured. FIND’s Director of Community Impact will work closely with DHCD monitoring the input of all outreach workers’ data into CVHIP.</p>
<p>Goal #5: In alignment with DHCD’s vision to connect “Coachella Valley residents to health and wellness services and programs through philanthropy, health facilities, information and community education, and public policy,” FIND Food Bank will build upon the successful pilot of the summer DHCD CalFresh nutrition education outreach. Utilizing FIND’s root cause of hunger research funded by DHCD last year, FIND initiates Root Cause Programming in Case Management.</p> <p>Both Feeding America and FIND Food Bank, have strong track records of implementing programs to effect social change. FIND is currently partnering with UC Riverside, Borrego Health and the Patient-Centered Outcomes Research Institute, on Behavioral Economics in the east valley utilizing the “My Plate Dissemination for Latinos in Rural Communities” project. The multi-year partnership provides for nutritional education and includes the development of recipes that accompany FIND’s Mobile Market distributions and the dissemination of healthy cookbooks in year 2.</p> <p>Nutritional education is a cornerstone of healthy food banking. Food banks have been promoting nutrition in various manners for 10-15 years. FIND Food Bank has a strong network in Feeding</p>	<p>Evaluation #5: FIND Food Bank has an intricate matrix for tracking pounds of food distributed, pounds of produce distributed, distribution of educational materials, outreach activities, client applications, social service interventions, etc. Moreover, FIND Food Bank has a proven track record of reporting complex data to various entities, such as SoCal Gas Company, the IE Census Bureau, Feeding America, and CalFresh/SNAP.</p> <p>FIND Food Bank will track the number of agencies who have worked with DHCD’s Behavioral Economics. In addition, FIND will track the number of agencies attending the quarterly agency meetings and receiving DHCD’s Behavioral Economics training at the meetings. FIND will track all foods provided to the agencies where DHCD’s Behavioral Economics program is offered.</p> <p>FIND will also help develop, produce, and then track recipe cards for distribution, as well as the distribution of any other nutritional education materials. FIND envisions disseminating recipe cards 6 times per year – delivering 100 recipe cards to 15 agencies – for an annual distribution total of 9,000 recipe cards.</p>

<p>America and can utilize recipe cards, best practices, and other materials from food banks across the nation.</p> <p>Ending Hunger for a Lifetime, FIND's SMART Goal #5 is to partner with the DHCD to support, promote, and assist in implementing their Behavioral Economics program through FIND's Agency Network and Mobile Markets ensuring nutrition education to food insecure clients. FIND Food Bank will provide over 15 varieties of fresh fruits and vegetables to our agency pantry networks to ensure that the DHCD's Behavioral Economics program can be implemented.</p> <p>FIND Food Bank will also develop, print, and distribute recipe cards, to accompany fresh produce. In addition, FIND will commit to having DHCD attend all of our agency meetings. These meetings occur quarterly and 40 - 60 agencies typically attend.</p>	
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LAW OFFICES
JEFFREY G. SCOTT

16935 WEST BERNARDO DRIVE, SUITE 170
SAN DIEGO, CA 92127

JEFFREY G. SCOTT

(858) 675-9896
FAX (858) 675-9897

Of Counsel
JAMES R. DODSON

Date: March 23, 2020

To: Board of Directors
Dr. Conrado E. Barzaga, CEO
Desert Healthcare District/Foundation

From: Jeffrey G. Scott, General Counsel

Re: **Brown Act and AB 2019 and Granting Emergency Authority to the CEO
During the State of Emergency**

The nation and state are facing an unprecedented State of Emergency. On March 4, 2020, Governor Newsome declared a State of Emergency for California. On March 19, 2020, the Governor ordered Californians to stay home except for very limited circumstances. The emergency declaration changes the legal and operational landscape in which governments, private organizations, and the public operate.

Brown Act Suspension

On March 12, 2020, the Governor issued Executive Order N-25-20. As part of that order, the Governor declared that, notwithstanding the provisions of the Brown Act, during the pendency of this emergency, all requirements which expressly or impliedly require the physical presence of board members, staff, or the public at board meetings are hereby waived. The order authorizes public agencies to hold public meetings via teleconferencing and to make public meetings accessible telephonically or otherwise electronically to all members of the public. Public agencies, however, are still required to provide notice of their meetings, post an agenda in the usual manner, and all votes of the public body must be taken by roll call. Most importantly, public agencies are asked to use their sound discretion and reasonable efforts in adhering to the Brown Act. It is understood and anticipated that during the period of the emergency, accidental Brown Act violations may occur.

AB 2019 Concerns

AB 2019 became effective last year and added section 32139 to the Health & Safety Code, which prohibits individual meetings between grant applicants and a District board or staff member outside of the District's established grant awards process. While the spirit of the prohibition should be honored whenever possible, given the emergency situation, there may be exigency situations where staff members will have to provide more hands-on assistance to applicants than would be normal. There may also be situations where staff members will have to reach out to potential applicants through social media and other means to ensure organizations are aware of the types of assistance that the District may be able to offer. Moreover, given the unprecedented emergency situation, the board may have to consider expedited funding without going through the normal grant processes.

Emergency Authority of the CEO

During a webinar conducted by the California Special District Association last Thursday, it was pointed out that special district boards may want to consider granting their agency's General Managers and CEOs emergency authority, which does not require board approval to ensure that critical decisions are timely and proactively made and may include granting increased spending authority. The District currently has no policy on authorizing the CEO spending authority without board approval. It may be appropriate to consider providing some reasonable emergency authority that could be exercised by the CEO in conjunction with consultation with the President and Vice-President. The action could then be ratified at a subsequent meeting. While the spending limitation varies depending upon the district, the authority for special districts is typically in the range of \$25,000 but given the urgent situation, it may be appropriate for the Board to consider a higher amount. It is important to keep in mind that under the Brown Act, the President can call a special meeting on 24-hours' notice, so consideration of any significant District funding can be considered very quickly. As elected public officials with fiduciary responsibilities, it is important that decisions relating to significant expenditures of public funds are made in a prudent and informed manner.

I will be available at the meeting, if the Board members have any questions.