



FINANCE COMMITTEE
May 19, 2021
12:15 P.M.

Meeting Location
1515 N. Flagler Drive, Suite 101
West Palm Beach, FL 33401

If a person decides to appeal any decision made by the board, with respect to any matter at such meeting or hearing, he will need a record of the proceedings, and that, for such purpose, he may need to ensure that a verbatim record of the proceedings made, which record includes the testimony and evidence upon which the appeal is to be based.

Remote Participation Login: <https://tinyurl.com/yda3vnks>

or

DIAL +1 (646) 558 8656; Meeting ID: 550 789 5592; Access number: 946503

1. Call to Order

A. Roll Call

2. Agenda Approval

A. Additions/Deletions/Substitutions

B. Motion to Approve Agenda

3. Awards, Introductions and Presentations

4. Disclosure of Voting Conflict

5. Public Comment

6. Meeting Minutes

A. **Staff recommends a MOTION TO APPROVE:**
Finance Committee Meeting Minutes of April 28, 2021. [Pages 1-6]

7. Consent Agenda – Motion to Approve Consent Agenda Items

A. **ADMINISTRATION**

7A-1 **RECEIVE AND FILE:**
May 2021 Internet Posting of District Public Meeting.
<https://www.hcdpbc.org/resources/public-meetings>

7A-2 **RECEIVE AND FILE:**
Attendance Tracking. [Page 7]

8. Regular Agenda

A. FINANCE

8A-1 Staff recommends a RECEIVE AND FILE:

District Clinic Holdings, Inc. 2021 YTD Grant Status Report. [Page 8-10]

9. AVP and Executive Director of Clinic Services Comments

10. Board Member Comments

11. Establishment of Upcoming Meetings

June 23, 2021 (HCD Board Room)

12:15pm Finance Committee

July 28, 2021 (HCD Board Room)

12:15pm Finance Committee

August 25, 2021 (HCD Board Room)

12:15pm Finance Committee

September 29, 2021 (HCD Board Room)

12:15pm Finance Committee

October 27, 2021 (HCD Board Room)

12:15pm Finance Committee

November 30, 2021 (HCD Board Room)

12:15pm Finance Committee

December 14, 2021 (HCD Board Room)

12:15pm Finance Committee

12. Motion to Adjourn

*District Clinic Holdings, Inc. welcomes public comment during its regular monthly meetings. This month, public comment should be emailed to swynn@hcdpbc.org or submitted via phone (561) 829-1211 prior to Noon on The Scheduled Meeting Date. All comments received during this time frame will be read aloud and included in the official meeting record.

Any person(s) not adhering to the Board's guidelines or who make comments which could be perceived as slanderous or disruptive may be barred from making future comments before the Board.



**DISTRICT CLINIC HOLDINGS, INC.
d.b.a. C.L. BRUMBACK PRIMARY CARE CLINICS
BOARD OF DIRECTORS FINANCE COMMITTEE
MEETING MINUTES
April 28th, 2021
Zoom Webinar Meeting**

1. Call to Order

Mr. Smith called the meeting to order at 12:15 p.m.

A. Roll Call

Committee members present: Mike Smith, James Elder, Tammy Jackson-Moore

Staff present included: Darcy Davis, Belma Andric, Hyla Fritsch, Shannon Wynn, Mina Bayik, Jonathan Dominique, Patricia Lavelly; Michael Maldonado; Christy Goddeau, Outside Legal Counsel; Marisol Miranda; David Speciale; Shauniel Brown; Martha Hyacinthe; Nicole Glasford; Candice Abbott; June Shipek

Recording/transcribing Secretary: Shannon Wynn

B. Affirmation of Mission: To provide compassionate, comprehensive health services to all Palm Beach County residents, through collaboration and partnership, in a culturally sensitive environment.

2. Agenda Approval

A. Additions/Deletions/Substitutions

None.

B. Motion to Approve Agenda

CONCLUSION/ACTION: Ms. Jackson-Moore made a motion to approve the agenda as presented/amended. The motion was duly seconded by Mr. Elder. A vote was called, and the motion passed unanimously.

3. Awards and Presentations

None.

4. Disclosure of Voting Conflict

None.

5. Public Comment

None.

6. Meeting Minutes

6A-1 **Staff recommends a MOTION TO APPROVE:**

Finance Committee Meeting Minutes of February 24, 2021.

CONCLUSION/ACTION: Ms. Jackson-Moore made a motion to approve the February 2021 minutes as presented/amended. The motion was duly seconded by Mr. Elder. A vote was called, and the motion passed unanimously.

6B-1 **Staff recommends a MOTION TO APPROVE:**

Finance Committee Meeting Minutes of March 31, 2021.

CONCLUSION/ACTION: Ms. Jackson-Moore made a motion to approve the March 2021 minutes as presented/amended. The motion was duly seconded by Mr. Elder. A vote was called, and the motion passed unanimously.

7. Consent Agenda – Motion to Approve Consent Agenda Items

CONCLUSION/ACTION: Mr. Elder made a motion to approve the Consent agenda as presented/amended. The motion was duly seconded by Ms. Tammy Jackson-Moore. A vote was called, and the motion passed unanimously.

A. **ADMINISTRATION**

7A-1 **RECEIVE AND FILE:**

April 2021 Internet Posting of District Public Meeting.

<https://www.hcdpbc.org/resources/public-meetings>

7A-2 **RECEIVE AND FILE:**

Attendance Tracking

8. Regular Agenda

A. **FINANCE**

8A-1 **Staff recommends a MOTION TO APPROVE:**

C. L. Brumback Primary Care Clinics Financial Report February 2021.

(Mina Bayik) [Pages 12-29]

The February statements represent the financial performance through the fifth month of 2021 fiscal year for C.L. Brumback Primary Care Clinics. Total YTD revenue was unfavorable to budget by (\$3.4M) due primarily to timing of COVID-19 stimulus funds. Net patient revenue YTD was favorable to budget by \$312k. Expenses before depreciation were under budget by \$686k or 6.0% due mostly to positive variances in medical supplies \$353k, salaries and wages \$97k, medical services \$88k, other expense \$83k, and other

supplies \$72k. Total YTD net margin was (\$7.6M) compared to budget of (\$5.3M) resulting in an unfavorable variance of (\$2.3M) or 42.4%. The Medical clinics total YTD revenue was unfavorable to budget by (\$3.4M). This unfavorable variance resulted from the timing of COVID-19 related stimulus funding. Gross patient revenue was over budget by \$2.1M or 45.5%, which resulted from the Clinic efforts to respond to the pandemic offering telemedicine visits in addition to office visits. Clinic staff continue to provide countywide COVID-19 testing and vaccination. Total operating expenses of \$9.2M were favorable to budget of \$9.9M by \$665k or 6.7%. This positive variance is mostly related to medical supplies \$326k, salaries and wages \$129k, medical services \$88k, and other expense \$71k. Medical supplies, other supplies, lease and rental, and other expense are favorable to budget due to the usage timing and supplies purchases. Total YTD net margin was (\$6.7M) compared to budget of (\$4.3M) resulting in an unfavorable variance of (\$2.3M) or 54.1%. The Dental clinics total YTD gross patient revenue was unfavorable to budget by (\$5k) or (0.4%). Total revenue of \$1.2M was under budget by \$495 due to unanticipated funds received from HRSA. Total operating expenses of \$1.6M were favorable to budget by \$22k or 1.3%. Total YTD net margin was (\$903k) compared to a budget loss of (\$990k) for a favorable variance of \$88k or 8.9%. On the Comparative Statement of Net Position, due from other governments decreased from \$4.0M to \$3.6M. This balance is due mainly from Health Resources and Service Administration (HRSA). The District subsidy YTD for the Medical and Dental clinics are \$4.9M, and \$1.1M respectively for a combined subsidy of \$6.0M.

CONCLUSION/ACTION: CONCLUSION/ACTION: Ms. Jackson-Moore made a motion to approve February 2021 Finance report as presented/amended. The motion was duly seconded by Mr. Elder. A vote was called, and the motion passed unanimously.

8A-2 Staff recommends a MOTION TO APPROVE:

C. L. Brumback Primary Care Clinics Financial Report March 2021.
(Mina Bayik) [Pages 12-29]

The March statements represent the financial performance through the sixth month of the 2021 fiscal year for C.L. Brumback Primary Care Clinics. Total YTD revenue was unfavorable to budget by (\$4.2M) due primarily to timing of COVID-19 stimulus funds. Net patient revenue YTD was favorable to budget by \$346k. Expenses before depreciation were under budget by \$725k or 5.2% due mostly to positive variances in salaries and wages \$71k, medical supplies \$442k, other supplies \$95k, medical services \$96k, lease and rental \$96k, and other expenses \$96k. Total YTD net margin was (\$9.1M) compared to budget of (\$6.0M) resulting in an unfavorable variance of (\$3.1M) or 52.1%. The Medical clinics total YTD revenue was unfavorable to budget by (\$4.0M). This unfavorable variance resulted from the timing of COVID-19 related stimulus funding. Gross patient revenue was over budget by \$2.7M or 47.2%, which resulted from the Clinic efforts to respond to the pandemic offering telemedicine visits in addition to office visits. Clinic staff continue to provide countywide COVID-19 testing and vaccination. Total operating expenses of \$11.3M were favorable to budget of \$12.0M by

\$681k or 5.7%. This positive variance is mostly related to salaries and wages \$97k, medical supplies \$409k, medical services \$96k, lease and rental \$91k, and other expense \$81k. Medical supplies, other supplies, lease and rental, and other expense are favorable to budget due to the usage timing and supplies purchases. Total YTD net margin was (\$7.9M) compared to budget of (\$4.9M) resulting in an unfavorable variance of (\$3.0M) or 61.0%. The Dental clinics total YTD gross patient revenue was unfavorable to budget by (\$64k) or (3.9%). Total revenue of \$1.4M was under budget by \$214k due to timing of grant funds. Total operating expenses of \$2.0M were favorable to budget by \$44k or 2.2%. Total YTD net margin was (\$1.2M) compared to a budget loss of (\$1.1M) for an unfavorable variance of \$(122k) or 11.4%. On the Comparative Statement of Net Position, due from other governments decreased from \$3.6M to \$1.2M. This balance is due mainly from Health Resources and Service Administration (HRSA). The District subsidy YTD for the Medical and Dental clinics are \$4.9M, and \$1.1M respectively for a combined subsidy of \$6.0M.

Ms. Bayik informed the Board that the clinics were awarded an additional 1.01 million dollars from HRSA for construction and capital improvement.

Mr. Smith asked if there was a plan in hand for the 1.01 million dollar HRSA grant for construction and improvement.

Dr. Andric answered that because we just learned about the grant, there are no plans on at this point but we are looking to move West Palm Beach, Lantana, and Delray Beach clinics out of the Health Department buildings.

Ms. Davis also stated that the West Palm Beach clinic is working with the RISE group. The renovation will be borne by the RISE group.

Ms. Jackson-Moore will like RISE to bring us up to date with where they are on moving forward with clinic projects.

Ms. Jackson-Moore asked if there will be adjustments or allocations to the budget.

Ms. Bayik answered by explaining that each year there are budget projects and reviews for the next fiscal year.

Ms. Jackson-Moore also asked if we could keep in mind a budget for boosters in the event that it's needed to move forward.

Mr. Smith asked about how the grants are allocated when the District receives them.

Ms. Bayik explained that the grants are allocated by the volume of each clinic. There are also grants specific to departments.

Ms. Smith also asked about staffing for the vaccine administration.

Dr. Fritsch explained that all employees available are helping the vaccine sites. We also have hired temporary employees to assist just at vaccine sites.

Mr. Smith asked about the percentage of past due bills owed by patients and if the District is willing to write them off?

Ms. Abbott responded with the procedure we use for bills that are past due from patients.

CONCLUSION/ACTION: CONCLUSION/ACTION: Ms. Jackson-Moore made a motion to approve March 2021 Finance report as presented/amended. The motion was duly seconded by Mr. Elder. A vote was called, and the motion passed unanimously.

9. VP and Executive Director of Clinic Services Comments

Dr. Fritsch asked the Committee to consider changing the May 26, 2021 meeting to May 19, 2021 and June 30, 2021 meeting to June 23, 2021.

The Finance Committee was in agreement to change the meeting dates.

10. Board Member Comments

None.

11. Establishment of Upcoming Meetings

May 26, 2021 (HCD Board Room)

12:15pm Finance Committee

June 30, 2021 (HCD Board Room)

12:15pm Finance Committee

July 28, 2021 (HCD Board Room)

12:15pm Finance Committee

August 25, 2021 (HCD Board Room)

12:15pm Finance Committee

September 29, 2021 (HCD Board Room)

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October 27, 2021 (HCD Board Room)

12:15pm Finance Committee

November 30, 2021 (HCD Board Room)

12:15pm Finance Committee

December 14, 2021 (HCD Board Room)

12:15pm Finance Committee

12. Motion to Adjourn

Ms. Jackson-Moore made a motion to adjourn. The motion was duly seconded by Mr. Elder. A vote was called, and the motion passed unanimously.

There being no further business, the meeting was adjourned at 12:35 p.m.

DCHI Finance Committee Chair

Date

**C. L. Brumback Primary Care Clinics
Finance Committee**

Attendance Tracking

	1/27/21	2/24/21	3/31/21	4/28/21	5/26/21	6/30/21	7/28/21	8/25/21	9/29/21	10/27/21	11/30/21	12/15/21
James Elder	X	X	E	X								
Michael Smith	X	X	X	X								
Tammy Jackson-Moore	X	X	E	X								

X= Present

C= Cancel

E= Excused

A= Absent

1. Description: District Clinic Holdings, Inc. 2021 YTD Grant Status Report

2. Summary:

The 2021 YTD Grant Status Report for District Clinic Holdings, Inc. presented for Finance Committee review.

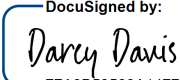
3. Substantive Analysis:

Attached, an overview on grants awarded to District Clinic Holdings, Inc. In this presentation, staff will provide a brief description of each award, analysis on where the clinics stand with grant monies at the midpoint of fiscal year 2021, and any plans for the aforementioned monies.

4. Fiscal Analysis & Economic Impact Statement:

	Amount	Budget
Capital Requirements	N/A	Yes <input type="checkbox"/> No <input type="checkbox"/>
Annual Net Revenue	N/A	Yes <input type="checkbox"/> No <input type="checkbox"/>
Annual Expenditures	N/A	Yes <input type="checkbox"/> No <input type="checkbox"/>

Reviewed for financial accuracy and compliance with purchasing procedure:

DocuSigned by:

 77A3B53589A1477...
 Darcy J. Davis
 Chief Executive Officer

5. Reviewed/Approved by Committee:

Finance Committee

 Committee Name

May 19, 2021

 Date Reviewed/Approved

6. Recommendation:

Staff recommends that the Finance Committee receive and file the District Clinic Holdings, Inc. 2021 YTD Grant Status Report.

Approved for Legal sufficiency:

DocuSigned by:

Christy Goddeau

A209254D917E48F...
Christy Goddeau

Interim General Counsel

DocuSigned by:

Darcy Davis

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Darcy J. Davis

Chief Executive Officer

Hyla Fritsch

Dr. Hyla Fritsch
AVP & Executive Director of Clinic and
Pharmacy Services



Primary Care Clinics: Grants Status Report

CONTRACT TITLE	Program Support	Description of expenses	Contract Period	Contract Total	Total Expenses	Remaining Balance
HRSA Primary Base CY 2021	All Services	Percentage of clinic salary expenses	1/1/21 - 12/31/21	6,984,070	2,429,748	4,554,322
HRSA- 2020 Quality Initiative	All Services	Non-salary expenses. Used for quality improvement initiatives, etc.	8/18/20-12/31/21	180,431	-	180,431
HRSA- 2021 Integrated BH Services (IBHS) (year 2)	Behavioral Health Services	Covers a percentage of salary and non-salary expenses of behavioral department	8/18/20 - 12/31/21	167,000	30,505	136,495
HRSA- American Rescue Plan: Funding for Health Centers	All Services	Salary and non-salary expenses including purchase of Scout mobile clinic	4/1/21 - 3/31/23	13,840,750		13,840,750
HRSA- American Rescue Plan: Health Center Construction and Capital Improvements (ARP-Capital)	All Services	Construction & capital improvements	pending	1,010,224		1,010,224
FAU RN Preceptor Program Year 2	Medical	Covers a percentage of the registered nurse's salary at Belle Glade clinic	7/1/20 - 6/30/21	39,000	32,259	6,741
Overdose to Action Program from Health Council of Southeast Florida (OD2A)	Medical	Covers a portion of salary expenses of behavioral department	9/1/20 - 8/31/21	126,000	61,679	64,321
Florida Alcohol & Drug Abuse Asso. (FADAA) Drug Assistance	Medical	Vivitrol drug cost and administration to FADAA approved patients	7/1/20 - 6/30/21	75,439	69,803	5,636
Delta Dental Grant	Dental	Dental supplies and equipment	1/1/20 - 12/31/20	53,470	53,470	-
Farris Foundation- Mobile Homeless Health	Medical	Mobile clinic salary and non-salary expenses	12/1/18 - 11/30/20	200,000	200,000	-
COVID19 Funding						
HRSA H8C COVID19	Medical	Salary and non-salary expenses related to COVID19	1/20/20 - 3/14/21	146,708	146,708	-
HRSA COVID19 H8D CARES	Medical	Salary and non-salary expenses related to COVID19	1/20/20 - 3/31/21	2,058,425	2,058,425	-
HRSA COVID19 H8E Expanded Capacity Testing	Medical	Salary and non-salary expenses related to COVID19	1/20/20 - 4/30/21	794,089	794,089	-
Stimulus HHS	Medical	Salary and non-salary expenses related to COVID19		448,788	401,465	47,323
Delta Dental- COVID19 Funding	Dental	Dental Covid19 expenses	7/1/20 - 12/31/20	50,000		50,000
Palm Beach County COVID19 Funding	Medical	COVID19 expenses including purchase of Hero mobile clinic	3/13/20 - 12/31/20	372,720	372,720	-
TOTAL: GRANT FUNDS				26,547,114	6,650,870	19,896,243

