



DISTRICT CLINIC HOLDINGS, INC.
d.b.a. C.L. BRUMBACK PRIMARY CARE CLINICS
BOARD OF DIRECTORS FINANCE COMMITTEE
MEETING MINUTES
January 27th, 2021
Zoom Webinar Meeting

1. Call to Order

Mr. Smith called the meeting to order at 12:17 p.m.

A. Roll Call

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

Staff present included: Darcy Davis, Belma Andric, Hyla Fritsch, Tony Colby, Heidi Bromley, Shannon Wynn, Donald Moniger, Valerie Shahriari, Thomas Cleare, Mina Bayik, Jessenia Bruno, Hector Sanchez, Jonathan Dominique, Nicole Glasford, June Shipek, Shauniel Brown, Robin Kish, Alexa Goodwin, Rosella Weymer

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: Mr. Smith made a motion to approve the agenda as presented/amended. The motion was duly seconded by Ms. Jackson-Moore. 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 December 16, 2020.

CONCLUSION/ACTION: Mr. Elder made a motion to approve the Meeting Minutes of December 16, 2020. The motion was duly seconded by Ms. Jackson-Moore. A vote was called, and the motion passed unanimously.

7. Consent Agenda – Motion to Approve Consent Agenda Items

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

A. ADMINISTRATION

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

The December statements represent the financial performance for the first quarter of 2021 fiscal year for C.L. Brumback Primary Care Clinics. Total YTD revenue was unfavorable to budget by (\$2.0M) due primarily to timing of COVID-19 stimulus funds. Net patient revenue YTD was favorable to budget by \$5.9k. Expenses before depreciation were under budget by \$642k or 9.2% due mostly to positive variances in salaries and wages \$264k, medical supplies \$240k and other supplies \$64k. Total YTD net margin was (\$5.4M) compared to budget of (\$4.3M) resulting in an unfavorable variance of (\$1.0M) or 23.3%.

The Medical clinics total YTD revenue was unfavorable to budget by \$2.1M, this unfavorable variance resulted from the timing of COVID-19 related grant funding. Gross patient revenue was over budget by \$1.5M or 56.1%, this resulted from the Clinic efforts to respond to the pandemic offering telemedicine visits in addition to office visits. Clinic staff continue to providing countywide COVID-19 testing. Total operating expenses of \$5.3M were favorable to budget of \$6.0M by \$634k or 10.6%. This positive variance is mostly related to salaries and wages \$277k, medical supplies \$229k, other supplies \$42k, and other expense \$38k. Medical supplies, other supplies and other expense are favorable to budget due to the usage timing and supplies purchases. Total YTD net margin was (\$4.7M) compared to budget of (\$3.5M) resulting in an unfavorable variance of (\$1.2M) or 33.9%

The Dental clinics gross patient revenue was favorable to budget by \$104k or 13.0%. Total revenue of \$597k was over budget of \$483k by \$114k or 23.5% due to unanticipated funds received from HRSA. Total operating expenses of \$1.0M were favorable to budget by \$8k or 0.8%. Total YTD net margin was (\$687k) compared to budget of (\$856k) resulting in a favorable variance of \$169k or (19.7%).

As of fiscal YTD December 2020, the Clinics has recognized \$589k in COVID-19 grants to make up for lost revenue related to the pandemic and to prevent, prepare, respond with increase healthcare capacity and staffing levels for COVID-19.

On the Comparative Statement of Net Position, due from other governments increased by \$958k to \$2.4M, this balance is due mainly from Health Resources and Service Administration (HRSA). The District subsidy YTD for the Medical and Dental clinics are \$4.6M, and \$693k respectively for a combined subsidy of \$5.3M.

Mr. Smith asked about gross patient revenue being down 13% with no fee increase as he believes The District is recovering well because of the closures due to COVID-19. The contractual allowance is up – last year was 18% now 28 % Mr. Smith asked, do we have any reason why contractual is up from last year?

Mr. Colby informed the Board that the District was still inquiring about this.

Mr. Smith inquired about the Blue Cross incentive payment- The Board was informed that it was other revenue.

Mr. Smith inquired about the Dental Clinics revenue being over budget and HRSA overage funds- Why was this considered unexpected?

Ms. Bruno responded to Mr. Smith that The District received Covid-19 Provider relief funding.

Mr. Smith asked if we apply for funds or does HRSA just give out?

Dr. Belma Andric answered that we apply for grant funds and sometimes they are just given.

Ms. Jackson-Moore questioned if we have received all of our Cares Dollars or are we still awaiting?

Mr. Colby informed we are still receiving Cares Dollars.

Mr. Smith wanted to know and compare overhead allocations from last year to this year. Mr. Smith states this year is under budget yet way over budget compared to last year.

Ms. Bayik explained the overhead allocation is based on the % of clinic budget relative to the Districts budgets. There was an increase in expenses compared to last year.

Mr. Smith questioned why the Lewis Center's total operation expenses per visit is cost so low.

Ms. Bayik informed the Board that the Lewis center is mainly Mental Health and doesn't require other medical equipment like a routine office visit. Dr. Fritsch also informed the Board that we don't pay rent at the Lewis Center.

CONCLUSION/ACTION: Ms. Jackson-Moore made a motion to approve the 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 Board to consider changing the meeting time for February from 12:15pm to 11:30am for HRSA. The Board members approved of this with a follow up email.

10. Board Member Comments

Mr. Elder commented about the uncertainties of the Covid-19 pandemic and how the District is handling it.

Ms. Davis replied that we have been very reactive and working with the County. All the vaccinations require a lot of people to run. We as a District will work diligently.

11. Establishment of Upcoming Meetings

February 24, 2021 (HCD Board Room)

11:30am Finance Committee

March 31, 2021 (HCD Board Room)

12:15pm Finance Committee

April 28, 2021 (HCD Board Room)

12:15pm Finance Committee

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)

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

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 12:42 p.m.



DCH Finance Committee Chair

4/28/21

Date