



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

1. Call to Order

Mr. Smith called the meeting to order at 12:16 p.m.

A. Roll Call

Committee members present: Mike Smith; Tammy Jackson-Moore
Excused: Joseph Gibbons

Staff present included: Darcy Davis; Belma Andric; Hyla Fritsch; Shannon Wynn;
Mina Bayik; Bernabe Icaza; Candice Abbott; Andrea Steele; Heather Bokor;
Jessica Cafarelli; Marisol Miranda; Betsy Bittar; Jonathan Dominique; Dominique
Domond; David Speciale; Donald Moniger; Gabriel Solages

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. **Staff recommends a MOTION TO APPROVE:**
Finance Committee Meeting Minutes of September 29, 2021.

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

7. Consent Agenda – Motion to Approve Consent Agenda Items

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

A. **ADMINISTRATION**

- 7A-1 **RECEIVE AND FILE:**
October 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 August 2021.

The August statements represent the financial performance through the eleventh month of the 2021 fiscal year for the C.L. Brumback Primary Care Clinics. Gross patient revenue YTD was favorable to budget by \$6.5M due to increased patient volumes. Net patient revenue YTD was favorable to budget by \$2.1M. Total YTD revenue was favorable to budget by \$206k. Increased unanticipated grant revenues, as well as patient visits, are contributing to this favorable variance. Operational expenses before depreciation were favorable to budget by \$681k due mostly to positive variances in medical supplies \$665k, medical services \$217k, and lease and rental of \$338k. Total YTD net margin was (\$12.1M) compared to budget of (\$13.1M) resulting in a favorable variance of \$1.0M or (8.1%).

The Medical clinics gross patient revenue exceeded budget by \$4.7M. This resulted from the clinics being able to resume in-person visits earlier than anticipated. Net patient

revenue YTD for the Medical clinics was favorable to budget by \$1.3M. The Medical clinics total YTD revenue was unfavorable to budget by (\$791k). This unfavorable variance resulted from recognition timing of COVID-19 related stimulus funding. Total operating expenses of \$21.7M were favorable to budget of \$22.3M by \$642k. The positive variance of \$642k is primarily due to purchase timing of medical supplies, including COVID-19 test kits. Total YTD net margin was (\$11.3M) compared to budget of (\$11.3M) resulting in a small variance of \$12k or (.01%).

The Dental clinics total YTD gross patient revenue was favorable to budget by \$1.9M. Net patient revenue YTD for the Dental clinics was favorable to budget by \$771k. Total revenue of \$4.0M exceeded budget by \$997k due to increased patient visits. Total operating expenses of \$3.7M were favorable to budget by \$39k. Total YTD net margin was (\$801k) compared to a budget loss of (\$1.9M) for a favorable variance of \$1.1M or (56.9%).

On the Comparative Statement of Net Position, due from other governments decreased from \$6.2M to \$1.7M. This balance is due mainly from Health Resources and Service Administration (HRSA). The District subsidy YTD for the Medical and Dental clinics are \$9.0M and \$961k respectively for a combined subsidy of \$10.0M.

Mr. Smith questioned the collection percentage and what the status was.

Ms. Candice Abbott was pleased to report that collections received have gone up in the past few months. Credentialing providers has been a factor in the past, but moving forward, we are in the process of making sure that all providers are credentialed with all the payers. Candice also stated denials are not an issue.

Mr. Smith asked how many payers we have contracts with and if our providers are credentialed with all payers?

Ms. Candice Abbott stated the clinics have about 23 contracted payers, and each provider has an NPI number that needs to be credentialed with each payer.

Mr. Smith asked about the overhead allocations from last year to this year.

Ms. Mina Bayik stated the IT department was a single department the previous year. IT split out into different departments; therefore, you will see the split between the overheads.

Mr. Smith asked what the overall basis for the allocation is.

Ms. Mina Bayik stated that generally look at the percentage of each program of budgeted expenditure before splitting it among the departments.

Mr. Smith stated the gross patient revenue has decreased in the past months and he would like to know why.

Ms. Candice Abbott stated we are in the process of managing open encounters and closing them out on time. This process also holds for the clinic visits.

CONCLUSION/ACTION: Ms. Tammy Jackson-Moore motioned to approve the Financial Report for August 2021 as presented/amended. The motion was duly seconded by Mr. Smith. A vote was called, and the motion passed unanimously.

8A-2 Staff recommends a MOTION TO APPROVE:
C.L. Brumback Primary Care Clinics Fiscal Year 2022 Adopted Budget

This item presents the fiscal year 2022 budget for the C.L. Brumback Primary Care Clinics adopted by the Health Care District Board. The fiscal year 2022 budget, which the Health Care District Board previously adopted on September 28, 2021, is attached for your review. The budget includes total expenditures and capital of \$43,854,839 and District support of \$16,700,000.

Mr. Smith stated that salaries and benefits have gone up about 7 percent and would like to know if it's due to FTE's.

Ms. Candice Abbott explained that it has gone up more due to special pay, incentives, sign-on bonuses and weekend pay.

CONCLUSION/ACTION: Ms. Jackson-Moore motioned to approve the C.L. Brumback Primary Care Clinics Fiscal Year 2022 Adopted Budget as presented/amended. The motion was duly seconded by Mr. Smith. A vote was called, and the motion passed unanimously.

9. VP and Executive Director of Clinic Services Comments
None.

10. Board Member Comments
None.

11. Establishment of Upcoming Meetings

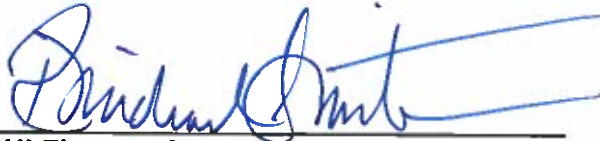
November 30, 2021 (HCD Board Room)
12:15 p.m. Finance Committee

December 14, 2021 (HCD Board Room)
12:15 p.m. Finance Committee

12. Motion to Adjourn

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

There being no further business, the meeting was adjourned at 12:33 p.m.



DCHI Finance Committee Chair

11/30/21

Date