



**DISTRICT CLINIC HOLDINGS, INC.
d.b.a. C.L. BRUMBACK PRIMARY CARE CLINICS
BOARD OF DIRECTORS FINANCE COMMITTEE
MEETING MINUTES
December 11, 2019
1515 N. Flagler Drive
West Palm Beach, FL 33401**

1. Call to Order

Mr. Elder called the meeting to order at 12:25 p.m.

A. Roll Call

Committee members present: James Elder, Gary Butler, Michael Smith
Committee members excused:

Staff present included: Dr. Belma Andric, VP & Executive Director of Clinic Services; Valerie Shahriari, General Counsel; Joel Snook, VP & Chief Financial Officer; Darcy Davis, CEO; Nicole White

Recording/transcribing Secretary: Jonathan Dominique

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. Butler made a motion to approve the agenda as presented/amended. The motion was duly seconded by Mr. Smith. A vote was called, and the motion passed unanimously.

3. Awards and Presentations

None.

4. Disclosure of Voting Conflict

None.

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5. Public Comment

None.

6. Meeting Minutes

6A-1 **Staff recommends a MOTION TO APPROVE:**
Finance Committee Meeting Minutes of October 30, 2019.

CONCLUSION/ACTION: Mr. Smith made a motion to approve the Meeting Minutes of October 30, 2019. The motion was duly seconded by Mr. Butler. A vote was called, and the motion passed unanimously.

7. Consent Agenda – Motion to Approve Consent Agenda Items

CONCLUSION/ACTION: Mr. Butler made a motion to approve the Consent Agenda items. The motion was duly seconded by Mr. Smith. A vote was called, and the motion passed unanimously.

A. ADMINISTRATION

7A-1 **RECEIVE AND FILE:**
December 2019 Internet Posting of District Public Meeting
<http://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 Update of Current Charge Master

Per the HRSA Compliance Manual, District Clinic Holdings, Inc. must prepare a schedule of fees or payments for the provision of its services consistent with locally prevailing rates or charges and designed to cover its reasonable costs of operation. C. L. Brumback Primary Care Clinics requested and received an analysis from our Primary Care Association (FACHC) for 2018 which represents locally prevailing rates in several comparable MSA in the state of Florida. Per the attached analysis, a thorough review shows that amending the Charge Master to be at the 50th percentile would result in the smallest increase and align our organization with prevailing rates

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Mr. Butler asked what the basis was for determining fees. Mr. Snook explained that these numbers are taken from Fee Schedules from MSAs across the state, and places the different charges are placed on a percentile system. Mr. Butler asked why the column showing Medicare fees is present in the report. Mr. Snook explained that it is a comparative example of what the clinics would be reimbursed from Medicare for the various procedures and CPT codes. Ms. Davis went on to explain that one of the reasons is that in a hospital setting you always want to be equal to / higher than Medicare. Mr. Snook also stated that a lot of managed care plans are set based on Medicare rates, which is why you always want to be equal to or greater than in order to never sell yourself short. Mr. Smith asked what purpose it serves to compare to how other MSAs in Florida charge. Mr. Snook explained that we are the biggest player and Palm Beach County and we would be comparing to ourselves. So instead, we try to compare to similar health systems throughout the state of Florida in order to make sure that we are in line. Mr. Butler asked if the 50th percentile would be our self-pay fee without incorporating the sliding scale. Mr. Snook Confirmed. Mr. Butler asked if an analysis has been done of the procedures that have increased in price in terms of the historical volume. Mr. Snook stated that he has not conducted any analysis or made any calculations. Mr. Butler explained that the reason for his question is to see which patients would be most affected by these changes. Mr. Snook stated that the volumes were not factored into the decision to make the changes, it was more about the smallest increases that could be made. Ms. Davis points out that the notion might be that all charges are increasing when the reality is that prices for some procedures are actually decreasing, therefore this is more of a realignment of the Charge Master than anything. Mr. Butler suggested a review of every procedure that increases in excess of 30%-40%, and see whether or not they are high volume procedure codes (in terms of patient utilization). This way we can come to terms as to whether or not some will be impacted. Mr. Butler Suggested that Mr. Snook return with an analysis of procedures with cost increases in excess of 30% in order to put into context the impact on self-pay patients.

CONCLUSION/ACTION: Motion was not approved, will return with supporting analysis in January.

9. VP and Executive Director of Clinic Services Comments

None.

10. Board Member Comments

None.

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11. Establishment of Upcoming Meetings

January 29, 2020 (HCD Board Room)

12:15pm Finance Committee

February 26, 2020 (HCD Board Room)

12:15pm Finance Committee

March 25, 2020 (HCD Board Room)

12:15pm Finance Committee

April 29, 2020 (HCD Board Room)

12:15pm Finance Committee

May 27, 2020 (HCD Board Room)

12:15pm Finance Committee

June 24, 2020 (HCD Board Room)

12:15pm Finance Committee

July 29, 2020 (HCD Board Room)

12:15pm Finance Committee

August 26, 2020 (HCD Board Room)

12:15pm Finance Committee

September 30, 2020 (HCD Board Room)

12:15pm Finance Committee

October 28, 2020 (HCD Board Room)

12:15pm Finance Committee

November 25, 2020 (HCD Board Room)

12:15pm Finance Committee

December 16, 2020 (HCD Board Room)

12:15pm Finance Committee

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12. Motion to Adjourn

Mr. Butler 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 12:48 p.m.

DocuSigned by:

James Elder

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DCHI Finance Committee Chair

6/29/2020

Date