



**DISTRICT CLINIC HOLDINGS, INC.  
d.b.a. C.L. BRUMBACK PRIMARY CARE CLINICS  
BOARD OF DIRECTORS FINANCE COMMITTEE  
MEETING MINUTES  
December 13, 2022  
Zoom Webinar Meeting**

**1. Call to Order**

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

**A. Roll Call**

Committee members present: Mike Smith, Joseph Gibbons  
Absent members: Tammy Jackson-Moore

Staff/Public present included: Darcy Davis; Dr. Belma Andric; Bernabe Icaza; Shannon Wynn; Candice Abbott, Jessica Cafarelli; Andrea Steele; Heather Bokor; Dr. Charmaine Chibar; Jeremy Blood; David Speciale; Lisa Hogans; Robin Kish; Shauniel Brown; Alexa Goodwin; Marisol Miranda; Annmarie Hankins; Macson Florvil; William Johnson; Robert Glass; John Mullen; Melissa Mastrangelo; Julia Bullard; James Elder.

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**

Remove pages 15 and 16 in the packet and replace them with insert.

**B. Motion to Approve Agenda**

**CONCLUSION/ACTION:** Mr. Gibbons made a motion to approve the agenda as presented/amended. The motion was duly seconded by Mr. Mike Smith. 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 August 24, 2022.

**CONCLUSION/ACTION:** Mr. Joseph Gibbons made a motion to approve the August 24, 2022, minutes as presented/amended. The motion was duly seconded by Mr. Mike Smith. A vote was called, and the motion passed unanimously.

## 7. Consent Agenda – Motion to Approve Consent Agenda Items

**CONCLUSION/ACTION:** Mr. Joseph Gibbons made a motion to approve the Consent Agenda as presented/amended. The motion was duly seconded by Mr. Mike Smith. A vote was called, and the motion passed unanimously

### A. **ADMINISTRATION**

- 7A-1 **RECEIVE AND FILE:**  
December 2022 Internet Posting of District Public Meeting.  
<https://www.hcdpbc.org/resources/public-meetings>

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

- 7A-3 **Staff recommends a MOTION TO APPROVE:**  
Proposed Schedule for the 2023 Finance Committee Meeting

**CONCLUSION/ACTION:** Mr. Joseph Gibbons motioned to approve the Proposed Schedule for the 2023 Finance Committee Meeting. The motion was duly seconded by Mr. Mike Smith. A vote was called, and the motion passed unanimously.

## 8. Regular Agenda

### A. **FINANCE**

- 8A-1 **RECEIVE AND FILE:**  
District Clinic Holdings, Inc. Pharmacy Sliding Fee Scale

The Pharmacy Sliding Fee scale for the District Clinic Holdings, Inc. is presented for Board review and approval.

Management has provided the Sliding Fee scale for Pharmacies to provide reasonable pharmacy fees to uninsured or underinsured patients in the CL Brumback Clinics.

**C. L. Brumback Primary Care Clinic  
2022 SLIDING FEE SCALE - PHARMACY**

Family Size	≤ 100%	>100% to 150%	>150% to 175%	>175% to 200%	Over 200%
1	\$13,590.00	\$13,590.01 - \$20,385.00	\$20,385.01 - \$23,782.50	\$23,782.51 - \$27,180.00	\$27,180.01
2	\$18,310.00	\$18,310.01 - \$27,465.00	\$27,465.01 - \$32,042.50	\$32,042.51 - \$36,620.00	\$36,620.01
3	\$23,030.00	\$23,030.01 - \$34,545.00	\$34,545.01 - \$40,302.50	\$40,302.51 - \$46,060.00	\$46,060.01
4	\$27,750.00	\$27,750.01 - \$41,625.00	\$41,625.01 - \$48,562.50	\$48,562.51 - \$55,500.00	\$55,500.01
5	\$32,470.00	\$32,470.01 - \$48,705.00	\$48,705.01 - \$56,822.50	\$56,822.51 - \$64,940.00	\$64,940.01
6	\$37,190.00	\$37,190.01 - \$55,785.00	\$55,785.01 - \$65,082.50	\$65,082.51 - \$74,380.00	\$74,380.01
7	\$41,910.00	\$41,910.01 - \$62,865.00	\$62,865.01 - \$73,342.50	\$73,342.51 - \$83,820.00	\$83,820.01
8	\$46,630.00	\$46,630.01 - \$69,945.00	\$69,945.01 - \$81,602.50	\$81,602.51 - \$93,260.00	\$93,260.01
For families/households with more than 8 persons, add \$4,720 for each additional person					

Federal Poverty Level	Price (Note: This is not a dispensing or administrative fee)
100% or below	\$1 copay per prescription (max \$10 per calendar month)
Between 100% to 150%	\$2 copay per prescription (max \$20 per calendar month)
Between 150% to 175%	\$3 copay per prescription (max \$30 per calendar month)
Between 175% to 200%	\$4 copay per prescription (max \$40 per calendar month)
Over 200%	Wholesale Acquisition Cost (WAC)

Based on 2022 Federal Poverty Guidelines published in the Federal Register- January 21, 2022

Mr. Smith asked how the pricing tiers were created.

Ms. Abbott stated that we looked at our formulary pricing, which we get at 340B pricing. Amounts are fit to our patient population and their needs.

Mr. Smith asked if there were any free medications.

Ms. Abbott stated there were no free meds, but if a patient had a medical waiver, we would honor that. We would never reject a patient of their medication. We could bill the patient if needed.

**8A-2 Staff recommends a MOTION TO APPROVE:**

District Clinic Holdings, Inc. Financial Report October 2022

The October 2022 financial statements for the District Clinic Holdings, Inc. are presented for Finance Committee review.

Management has provided the income statements and key statistical information for District Clinic Holdings, Inc. Additional Management discussion and analysis are incorporated into the financial statement presentation.

The October financial statements represent the financial performance through the first month of the 2023 fiscal year for the C.L. Brumback Primary Care Clinics. On the Comparative Statement of Net Position, cash decreased \$2.2M as a result of normal operations, and the shortfall will be subsidized in the upcoming months. Due from Other Governments increased \$1.0M as a result of grant and LIP revenue recognition.

On the Statement of Revenues and Expenses, net patient revenue YTD was unfavorable to budget by (\$17k) or (2.0%). Gross patient revenue YTD was unfavorable to budget by \$212k. Total YTD revenue was unfavorable to budget by (\$314k), which was partially due to a timing difference in PRF and grant funds recognized. Operational expenses before depreciation were favorable to budget by \$518k due mostly to positive variances in salaries, wages, and benefits of \$261k, purchased services of \$50k, medical supplies of \$67k, and lease and rental of \$58k. Total YTD net margin was (\$1.4M) compared to the budgeted loss of (\$2.0M) resulting in a favorable variance of \$531k or (27.0%).

Net patient revenue YTD for the Medical clinics was marginally unfavorable to budget by (\$24k). The Medical clinics YTD gross patient revenue was unfavorable to budget by (\$310k). The Medical clinics total YTD revenue was unfavorable to budget by (\$300k). These unfavorable variances resulted from lower net patient revenue than budgeted, and a timing difference of revenue recognition for PRF and grant funds. Total operating expenses of \$2.1M were favorable to budget of \$2.6M by \$470k or 18.0%. The positive variance is mostly due to salaries, wages, and benefits of \$250k, medical supplies of \$63k, and lease and rental of \$53k. Staffing shortages as well as expense timing, are driving these favorable variances. Total YTD net margin was favorable to budget by \$447k or (25.9%).

Net patient revenue YTD for the Dental clinics was closely in line with budget for a slightly unfavorable variance of \$9k or (4.5%). The Dental clinic's total YTD gross patient revenue was favorable to budget by \$54k. Increased patient volume resulted in higher gross revenue; however, increased charity care and contractual allowances unfavorably impacted net patient revenue results. Total YTD operating expenses of \$409k were favorable to budget by \$49k. Total YTD net margin was (\$176k) compared to a budgeted loss of (\$244k) for a favorable variance of \$68k or (27.9%).

Mr. Smith stated the gross patient revenue year to date was unfavorable to budget by 200 thousand, but volumes were over budget. He would like a more in-depth understanding.

Ms. Abbott stated a bell curve analysis was used for this, and there was nothing off the mark.

Mr. Smith stated that it was too big to be misfiling charges.

Ms. Abbott stated that the clinics are in a 100% charge review. Once the providers finish the encounter, the coders review 100% of all visits and DX codes and make sure everything is coded correctly and in the correct order to get the claims paid promptly.

Mr. Smith asked if everyone (patient) sign-in. An example is if we have 100 patients sign in but only 99 charges. Is there a way to reconcile?

Ms. Abbott stated she would have to defer to operations to answer that question.

Mr. Smith stated that this year we lowered our budget on providers. He would like to know why.

Dr. Andric stated that during the budget, we didn't anticipate hiring new providers.

Ms. Darcy Davis also stated that the Mobile units were used last year and this year not as much.

Ms. Abbott did a pricing analysis with other FQHCs and local private practices. Our prices are 60-70%. We are right on target with other FQHCs

Ms. Darcy Davis stated that our salaries are our biggest expenses, and the market is moving quickly.

**9. V.P. and Executive Director of Clinic Services Comments**

None.

**10. Board Member Comments**

None.

**11. Establishment of Upcoming Meetings**

**February 22, 2023 (HCD Board Room)**

12:15 p.m. Finance Committee

**May 24, 2023 (HCD Board Room)**

12:15 p.m. Finance Committee

**August 23, 2023 (HCD Board Room)**

12:15 p.m. Finance Committee

**November 28, 2023 (HCD Board Room)**

12:15 p.m. Finance Committee

**12. Motion to Adjourn**

**CONCLUSION/ACTION:** Mr. Gibbons made a motion to adjourn. The motion was duly seconded by Mr. Mike Smith. A vote was called, and the motion passed unanimously.

There being no further business, the meeting was adjourned at 12:49 p.m.

  
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DCHI Finance Committee Chair

2/21/23  
Date