



C. L. Brumback

Primary Care Clinics

Health Care District Palm Beach County

**DISTRICT CLINIC HOLDINGS, INC.
d.b.a. C.L. BRUMBACK PRIMARY CARE CLINICS
BOARD OF DIRECTORS FINANCE COMMITTEE
MEETING MINUTES
December 14, 2021
Zoom Webinar Meeting**

1. Call to Order

Mr. Smith called the meeting to order at 12:18 p.m.

A. Roll Call

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

Staff present included: Darcy Davis; Hyla Fritsch; Bernabe Icaza; Shannon Wynn; Candice Abbott; Andrea Steele; Jessica Cafarelli; Betsy Bittar; Jonathan Dominique; Marisol Miranda; Heather Bokor; James DellePietra; Christina Schiller

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. Gibbons made a motion to approve the agenda as presented/amended. The motion was duly seconded by Ms. Tammy 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 November 30, 2021.

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

A. ADMINISTRATION

- 7A-1 **RECEIVE AND FILE:**
December 2021 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 2022 Finance Committee Meetings

8. Regular Agenda

A. FINANCE

- 8A-1 **Staff recommends a MOTION TO APPROVE:**
District Clinic Holdings, Inc. Financial Report September 2021

The unaudited September statements represent the financial performance through the twelfth month of the 2021 fiscal year for the C.L. Brumback Primary Care Clinics. Gross patient revenue YTD was favorable to budget by \$7.3M due to higher patient volumes than initially anticipated. Net patient revenue YTD was favorable to budget by \$2.2M. Total YTD revenue was favorable to budget by \$2.0M. Increased patient traffic is contributing to this favorable variance. Operational expenses before depreciation were favorable to budget by \$791k due mostly to positive variances in medical supplies \$686k, medical services \$259k, and lease and rental of \$408k. Total YTD net margin was (\$13.1M) compared to budget of (\$16.1M) resulting in a favorable variance of \$3.0M or (18.4%).

The Medical clinic's YTD gross patient revenue exceeded budget by \$5.1M. Net patient revenue YTD for the Medical clinics was favorable to budget by \$1.8M. The Medical clinic's total YTD revenue was favorable to budget by \$1.1M. This favorable variance resulted from increased patient visits. Total operating expenses of \$24.2M were favorable to budget of \$25.0M by \$730k. The positive variance of \$730k is primarily due to purchase timing of medical supplies, including COVID-19 test kits. Total YTD net margin was (\$11.8M) compared to budget of (\$13.8M) resulting in a favorable variance of \$2.0M or (14.7%).

The Dental clinics total YTD gross patient revenue was favorable to budget by \$2.2M. Net patient revenue YTD for the Dental clinics was favorable to budget by \$398k. Total operating expenses of \$4.1M were favorable to budget by \$60k. Total YTD net margin was (\$1.4M) compared to a budget loss of (\$2.3M) for a favorable variance of \$945k or (40.9%).

On the Comparative Statement of Net Position, due from other governments increased from \$1.6M to \$3.7M. This balance is due mainly from Health Resources and Service Administration (HRSA) and American Rescue Plan. The District subsidy YTD for the Medical and Dental clinics is \$9.0M and \$961k respectively for a combined subsidy of \$10.0M.

Mr. Smith questioned why the other current liabilities increased from August 31, 2021, to September 30, 2021.

Ms. Abbott stated she was unsure why the current liabilities increased but will bring the information back to the committee in the next meeting.

Mr. Smith asked how November and December 2021 budget looks.

Ms. Abbott stated that the budget is on track for November and December 2021. Accounts Payable is tracking expenses and making adjustments until the end of the year. We are hoping to close out by the end of January 2022.

Mr. Smith stated the pay and salary increase dramatically in September 2021.

Ms. Abbott explained what we accrue the bonus, incentive pays and a sick time-off payout caused the increase.

CONCLUSION/ACTION: Ms. Tammy Jackson-Moore made a motion to approve the District Clinic Holdings, Inc. Financial Report September 2021. The motion was duly seconded by Mr. Joseph Gibbons. A vote was called, and the motion passed unanimously.

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

10. Board Member Comments

Mr. Gibbons stated he was impressed by the age range to which the EJ Healy Center caters to.

11. Establishment of Upcoming Meetings

January 26, 2022 (HCD Board Room)

12:15 p.m. Finance Committee

February 23, 2022 (HCD Board Room) – Proposed Quarterly Date

12:15 p.m. Finance Committee

March 30, 2022 (HCD Board Room)

12:15 p.m. Finance Committee

April 27, 2022 (HCD Board Room)

12:15 p.m. Finance Committee

May 25, 2022 (HCD Board Room) – Proposed Quarterly Date

12:15 p.m. Finance Committee

June 29, 2022 (HCD Board Room)

12:15 p.m. Finance Committee

July 27, 2022 (HCD Board Room)

12:15 p.m. Finance Committee

August 24, 2022 (HCD Board Room) – Proposed Quarterly Date

12:15 p.m. Finance Committee

September 28, 2022 (HCD Board Room)

12:15 p.m. Finance Committee

October 26, 2022 (HCD Board Room)

12:15 p.m. Finance Committee

November 29, 2022 (HCD Board Room) – Proposed Quarterly Date

12:15 p.m. Finance Committee

December 14, 2022 (HCD Board Room)

12:15 p.m. Finance Committee

12. Motion to Adjourn

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

There being no further business, the meeting was adjourned at 12:29 p.m.



DCHI Finance Committee Chair

1/26/22
Date