



**DISTRICT CLINIC HOLDINGS, INC.  
d.b.a. C.L. BRUMBACK PRIMARY CARE CLINICS  
BOARD OF DIRECTORS FINANCE COMMITTEE  
MEETING MINUTES  
December 16, 2020  
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, James Elder  
Committee members excused: Tammy Jackson-Moore

Staff present included: Darcy Davis, CEO; Dr. Belma Andric, VP & Executive Director of Clinic Services; Valerie Shahriari, General Counsel; Dr. Hyla Fritsch, Executive Director of Clinic Operations and Pharmacy Services; Andrea Steele, Director of Corporate Quality; Mina Bayik, Director of Finance; Jesenia Bruno, Director of Accounting

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. Elder 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.

**5. Public Comment**

None.

**6. Meeting Minutes**

- 6A-1 **Staff recommends a MOTION TO APPROVE:**  
Finance Committee Meeting Minutes of October 28, 2020.

**CONCLUSION/ACTION:** Mr. Elder made a motion to approve the Meeting Minutes of September 30, 2020. 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:** Mr. Elder 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 2020 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 Finance Report: September 2020

The September statements represent the financial performance for the twelve months of the 2020 fiscal year for C.L. Brumback Primary Care Clinics. Total YTD revenue was favorable to budget by \$2.4M due to the COVID-19 stimulus funds. Net patient revenue YTD was unfavorable to budget by (\$967k). The COVID-19 national emergency started mid-March and 9 Clinics were closed to start

countywide COVID-19 testing. Expenses before depreciation were over budget by (\$712k) or (2.7%) due mostly to negative variances in salaries and wages (\$656k), purchased services (\$83k), medical services (\$94k), and repair and maintenance (\$148k). Total YTD net margin was (\$11.7M) compared to budget of (\$13.7M) for a favorable variance of \$1.9M or 14.2%. The Medical Clinics total YTD revenue was favorable to budget by \$2.9M. This favorable variance resulted from the additional recognition of HRSA and COVID-19-related grant funding of \$1.9M and unbudgeted incentive payment from Blue Cross Blue Shield of \$557k. Gross patient revenue was under budget by (\$3.2M) or (17.1%), this resulted from reduced Clinics operation and closure from mid-March through May. During Clinic closure, staff were reassigned to start countywide COVID-19 testing. Total operating expenses of \$23.2M were unfavorable to budget of \$22.1M by (\$1.1M) or (4.8%). This negative variance is mostly related to salaries and wages (\$800k), purchased services (\$74k), medical supplies (\$130k), medical services (\$93k), and repairs and maintenance (\$172k). Purchased services are unfavorable to budget due to higher collection fees from Athena. Medical supplies and medical services are unfavorable to budget due to unanticipated service use and supplies purchases. Repairs and maintenance is unfavorable to budget primarily due to unanticipated Allscripts software maintenance cost. Total YTD net margin of (\$10.3M) was favorable to budget of (\$12.3M) by \$2.0M or 16.4%. The Dental Clinics gross patient revenue was unfavorable to budget by (\$1.5M) or (34.8%). Total revenue of \$3.6M was under budget of \$4.1M by (\$441k) or (10.8%) due to reduced services from COVID 19 closures and now social distancing reduced volumes. Total operating expenses of \$4.3M were favorable to budget by \$339k or 7.4%, due mainly to positive variances of combined salaries, wages, and benefits \$243k, medical supplies of \$62k, and repairs and maintenance \$24k. Total YTD net margin was (\$1.5M) compared to a budgeted loss of (\$1.4M) for a negative variance of (\$66k). As of September 2020, the Clinics has been awarded \$3.2M in COVID-19 grants from HRSA (\$3.0M) and the CARES Act (\$227K) to make up for lost revenue related to the pandemic and to prepare and respond to an increase healthcare capacity and staffing levels for COVID-19. The Clinics through August have recognized \$2.4M. 3 of the \$3.2M. The remaining monies will be recognized in coming months as the Clinics incur payroll and other expenses related to COVID-19. On the Comparative Statement of Net Position, due from other governments increased by \$782k to \$5.1M, this balance is due mainly from Health Resources and Service Administration (HRSA). The District subsidy YTD for the Medical and Dental Clinics are \$9.6M, and \$1.7M respectively, for a combined subsidy of \$11.2M.

Mr. Smith asked about the changes between last year between the grant funds, other financial assistance, and other revenue categories. Ms. Bruno informed Mr. Smith that for the grant funding, it is based on how the district is choosing to recognize the revenue due to the HRSA grant. For other financial assistance, Ms. Bruno explained that it was part of the COVID-19 stimulus fund which is classified as a non-budgeted item. Other revenue was related to incentive payments from

Blue Cross/Blue Shield which decreased this fiscal year. LIP pool monies also contributed last year team will return with report on this next month.

**CONCLUSION/ACTION: Mr. Elder made a motion to approve the finance report 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:**  
Budget – Fiscal Year 2021.

Mina Bayik, Director of Finance presented the budget for Fiscal Year 2021.

Mr. Smith asked about the difference of \$2.5 million in gross patient revenue in FY 2020 and 2021, and how close the Clinics are to being at full capacity as they once were. Ms. Bayik explained that the budget was prepared at the height of COVID and it was estimated that the Clinics would be able to function at 50% capacity at the time. This is why the budgeted volumes reflect the numbers they do. Ms. Bayik did point out that actual volume in the Clinics have been greater than budgeted along with the quick adoption of telehealth. Mr. Smith asked if the team plans to adjust the budget accordingly. Dr. Andric answered that there was/is so much unknown. The Clinics have become better at adjusting quickly to change. The number of providers have increased with increased knowledge of testing (less in the field now). A better understanding of social distancing and where our services are really needed has improved effectiveness. Mr. Smith asked about the 'other financial assistance' category. Ms. Bayik explained that those are funds from the COVID stimulus money and the CARES act. They help cover incurred COVID-19 expenses. Mr. Smith asked if the funding is sure. Ms. Davis explained that the funds are there, they just have to be recognized. Mr. Elder asked Dr. Andric if vaccines will be distributed by the Clinics. Dr. Andric answered that the Clinics will soon mobilize to distribute vaccines.

**CONCLUSION/ACTION: Mr. Elder made a motion to approve the 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**

### **January 27, 2021 (HCD Board Room)**

12:15pm Finance Committee

### **February 24, 2021 (HCD Board Room)**

12:15pm 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**

**Mr. Elder 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 12:45 p.m.



**DCHI Finance Committee Chair**



**Date**