



**DISTRICT CLINIC HOLDINGS, INC.  
d.b.a. C.L. BRUMBACK PRIMARY CARE CLINICS  
BOARD OF DIRECTORS FINANCE COMMITTEE  
MEETING MINUTES  
February 22, 2023**

**1. Call to Order**

Mr. Smith called the meeting to order at 12:15 p.m.

**A. Roll Call**

Members present: Mike Smith, Joseph Gibbons

Members absent: Tammy Jackson-Moore

Staff/Public present included: Darcy Davis; Dr. Belma Andric; Bernabe Icaza; Candice Abbott; Alicia Ottmann; Dr. Charmaine Chibar; Alexa Goodwin; David Speciale; Marisol Miranda; Shauniel Brown; Andrea Steele; Macson Florvil; Luis Rodriguez; Annmarie Hankins; Dr. Ana Ferwerda; Jon Van Arnam; Daniel Scott; Heather Bokor

Recording/transcribing Secretary: Shannon Wynn/ Nicole Glasford

**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 Mr. Gibbons. 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 December 13, 2022.

**CONCLUSION/ACTION: Mr. Gibbons made a motion to approve the December 13, 2022, 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: Mr. Smith made a motion to approve the Consent Agenda as presented/amended. The motion was duly seconded by Mr. Gibbons. A vote was called, and the motion passed unanimously.**

A. **ADMINISTRATION**

- 7A-1 **RECEIVE AND FILE:**  
February 2023 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:**  
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.

Mr. Smith inquired how this scale was done comparatively to last year to the fees.

Chief Financial Officer, Candice Abbott, answered that nothing has relatively changed on the sliding fee scale. She noted the federal poverty limits have been taken into consideration based on the 2022-2023 consumer price index, and how they have slightly changed, but not enough to alter our scale.

Mr. Smith asked for clarification on how Medicare reimbursements are adjusted based on the economy, and this scale is not based on the same.

Ms. Abbott confirmed the Medicare locality used to determine how the reimbursement will be processed.

**CONCLUSION/ACTION: Mr. Smith made a motion to approve the District Clinic Holdings, Inc. Pharmacy Sliding Fee Scale as presented/amended. The motion was duly seconded by Mr. Gibbons. A vote was called, and the motion passed unanimously.**

**8A-2 Staff recommends a MOTION TO APPROVE:**  
District Clinic Holdings, Inc. Financial Report December 2022

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

Mr. Smith asked about the Revenue area, how the category “Other Financial Assistance” appears to be over budget.

Ms. Abbott explained how the team recognized the provider relief funding and noted on the diagram that where the offset and expense are listed, the revenue aspect can be reflected.

Mr. Smith inquired about the “Overhead Allocations” and why its dollar amount is what is listed.

Ms. Davis noted how within the packet, the Information Technology department is making up that variance.

**CONCLUSION/ACTION: Mr. Gibbons made a motion to approve the District Clinic Holdings, Inc. Financial Report December 2022 as presented/amended. The motion was duly seconded by Mr. Smith. A vote was called, and the motion passed unanimously.**

**9. AVP and Executive Director of Clinic Services Comments**

None.

**10. Board Member Comments**

Mr. Gibbons expressed how all his anticipated financial questions were answered well throughout the meeting.

**11. Establishment of Upcoming Meetings**

**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

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Board of Directors Finance Committee  
Meeting Minutes  
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**12. Motion to Adjourn**

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

There being no further business, the meeting was adjourned at 12:27 p.m.

  
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DCHI Finance Committee Chair

8/23/2023  
Date