



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
February 23, 2022
Zoom Webinar Meeting**

1. Call to Order

Mr. Smith called the meeting to order at 12:17 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; Jessica Cafarelli; Thomas Cleare; Jonathan Dominique; Marisol Miranda; Heather Bokor; Donald Moniger; Annmarie Hankins; Beatrice Bittar; Karan Patel

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 December 14, 2021.

CONCLUSION/ACTION: Ms. Jackson-Moore made a motion to approve the December 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:**
February 2022 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 **RECEIVE AND FILE:**
District Clinic Holdings, Inc. Financial Report December 2021

The December financial statements represent the financial performance through the third month of the 2022 fiscal year for the C.L. Brumback Primary Care Clinics. On the Comparative Statement of Net Position, deferred revenue increased from \$783k to \$2.2M. This balance is due mainly to Provider Relief Funds received that will be recognized as revenue as qualifying expenses are identified.

On the Statement of Revenues and Expenses, net patient revenue YTD was unfavorable to budget by (\$317k). An increase in actual charity care recognized compared to budgeted charity care contributes to this unfavorable variance. Gross patient revenue YTD was favorable to budget by \$904k. Total YTD revenue was unfavorable to budget by (\$1.0M), partially due to a timing difference in grant funds recognized. Operational expenses before depreciation were favorable to budget by \$1.5M due mostly to positive variances in salaries, wages, and benefits of \$756k, purchased services of \$185k, other supplies of \$109k, drugs of \$109k, and lease and rental of \$189k. The total YTD net margin was

(\$3.6M) compared to budget of (\$4.5M), resulting in a favorable variance of \$828k or (18.5%).

Net patient revenue YTD for the Medical clinics was unfavorable to budget by (\$530k). The Medical clinic's YTD gross patient revenue is unfavorable to budget by \$(603k). The Medical clinic's total YTD revenue was unfavorable to budget by (\$1.1M). This unfavorable variance resulted from lower net patient revenue than budgeted and a timing difference in revenue recognition for grant funds. Total operating expenses of \$5.9M were favorable to budget of \$7.3M by \$1.4M. The positive variance is most due to salaries, wages, and benefits of \$705k, purchased services of \$180k, other supplies of \$102k, drugs of \$109k, and lease and rental of \$179k. The total YTD net margin was favorable to budget by \$634k or (15.4%).

Net patient revenue YTD for the Dental clinics was favorable to budget by \$213k. The Dental clinic's total YTD gross patient revenue was favorable to budget by \$1.5M. Total operating expenses of \$1.0M were favorable to budget by \$59k. The total YTD net margin was (\$164k) compared to a budgeted loss of (\$358k) for a favorable variance of \$194k or (54.3%).

Mr. Smith asked what an equity adjustment is.

Ms. Abbott explains that it is the same as a market adjustment. We want to make sure we are in line with others in the market.

Mr. Smith asked if we had finalized our retention bonus.

Dr. Fritsch stated we finalized our retention bonus program for providers and nurses only.

8A-2 Staff recommends a MOTION TO APPROVE:
Medical and Dental Sliding Fee 2022

The sliding fee scale is updated to reflect the 2022 Federal Poverty Guidelines published by the Federal Register/Vol. 84, No. 22/ January 21, 2022. The guidelines in this 2022 notice reflect the 4.7 percent price increase between the calendar years 2020 and 2021. After this inflation adjustment, the guidelines are rounded and adjusted to standardize the differences between family sizes.

Mr. Smith asked if this would be the flat fee if seeing a provider.

Ms. Abbott stated that it would be a flat fee, as shown on the sliding fee scale.

CONCLUSION/ACTION: Ms. Tammy Jackson-Moore made a motion to approve the Medical and Dental Sliding Fee 2022. 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

None.

11. Establishment of Upcoming Meetings

May 25, 2022 (HCD Board Room)

12:15 p.m. Finance Committee

August 24, 2022 (HCD Board Room)

12:15 p.m. Finance Committee

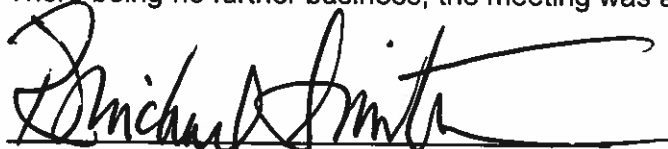
November 29, 2022 (HCD Board Room)

12:15 p.m. Finance Committee

12. Motion to Adjourn

Ms. Tammy Jackson-Moore 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 12:35 p.m.


DCHI Finance Committee Chair

5/25/22
Date