



**DISTRICT CLINIC HOLDINGS, INC.
d.b.a. C.L. BRUMBACK PRIMARY CARE CLINICS
BOARD OF DIRECTORS FINANCE COMMITTEE
MEETING MINUTES
February 24, 2021
Zoom Webinar Meeting**

1. Call to Order

Mr. Smith called the meeting to order at 11:38 a.m.

A. Roll Call

Committee members present: Mike Smith, James Elder, Tammy Jackson-Moore

Staff present included: Darcy Davis, Belma Andric, Hyla Fritsch, Tony Colby, Shannon Wynn, Jerome Robinson, Valerie Shahriari, Mina Bayik, Jessenia Bruno, Jonathan Dominique, June Shipek, Shauniel Brown, Alexa Goodwin, Jimmy Girard, David Speciale, Andrea Steele, Robert Glass, Candice Abbott, Martha Benghie Hyacinthe

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: Ms. Jackson-Moore made a motion to approve the agenda as presented/amended. The motion was duly seconded by Mr. Elder. A vote was called, and the motion passed unanimously.

3. Awards and Presentations

None.

4. Disclosure of Voting Conflict

None.

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5. Public Comment

None.

6. Meeting Minutes

6A-1 **Staff recommends a MOTION TO APPROVE:**
Finance Committee Meeting Minutes of January 27, 2021.

CONCLUSION/ACTION: Ms. Jackson-Moore made a motion to approve the Meeting Minutes of December 16, 2020. The motion was duly seconded by Mr. Elder. 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 Ms. Jackson-Moore. A vote was called, and the motion passed unanimously.

A. ADMINISTRATION

7A-1 **RECEIVE AND FILE:**
February 2021 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:**

The January statements represent the financial performance through the fourth month of 2021 fiscal year for C.L. Brumback Primary Care Clinics. Total YTD revenue was unfavorable to budget by (\$1.3M) due primarily to timing of COVID-19 stimulus funds. Net patient revenue YTD was favorable to budget by \$252k. Expenses before depreciation were under budget by \$624k or 6.7% due mostly to positive variances

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in medical supplies \$270k, salaries and wages \$192k, and other supplies \$78k. Total YTD net margin was (\$5.1M) compared to budget of (\$4.9M) resulting in an unfavorable variance of (\$283k) or 5.8%.

The Medical clinics total YTD revenue was unfavorable to budget by (\$1.7M). This unfavorable variance resulted from the timing of COVID-19 related stimulus funding. Gross patient revenue was over budget by \$1.7M or 46.6%, which resulted from the Clinic efforts to respond to the pandemic offering telemedicine visits in addition to office visits. Clinic staff continue to provide countywide COVID-19 testing. Total operating expenses of \$7.3M were favorable to budget of \$7.9M by \$620k or 7.8%. This positive variance is mostly related to medical supplies \$253k, salaries and wages \$226k, medical services \$53k, and other supplies \$49k. Medical supplies, other supplies and other expense are favorable to budget due to the usage timing and supplies purchases. Total YTD net margin was (\$4.7M) compared to budget of (\$3.9M) resulting in an unfavorable variance of (\$818k) or 20.8%

The Dental clinics gross patient revenue was favorable to budget by \$55k or 5.2%. Total revenue of \$1.3M was over budget of \$844k by \$480k or 56.9% due to unanticipated funds received from HRSA. Total operating expenses of \$1.3M were favorable to budget by \$4k or 0.3%. Total YTD net margin was (\$395k) compared to a budget loss of (\$930k) for a favorable variance of \$534k or 57.5%.

On the Comparative Statement of Net Position, due from other governments increased by \$1.7k to \$4.0M. This balance is due mainly from Health Resources and Service Administration (HRSA). The District subsidy YTD for the Medical and Dental clinics are \$4.6M, and \$693k respectively for a combined subsidy of \$5.3M.

Mr. Smith asked about gross patient revenue at the Lantana Clinic being higher and grant funds where higher. Is there a reason for that?

Mr. Colby informed the Board that the District was because the volume is up.

Mr. Smith comment about the number of visits at the West Palm Beach Clinic. The volume seem to be a rollercoaster from month to month.

Hyla Fritsch replied stating the numbers are usually down during the holiday and in person is being seen by Telehealth.

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CONCLUSION/ACTION: Ms. Jackson-Moore made a motion to approve the finance report as presented/amended. The motion was duly seconded by Mr. Elder. 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

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

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12. Motion to Adjourn

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

There being no further business, the meeting was adjourned at 11:45 a.m.

DocuSigned by:

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DCHI Finance Committee Chair

5/5/2021

Date