



**DISTRICT CLINIC HOLDINGS, INC.
d.b.a. C.L. BRUMBACK PRIMARY CARE CLINICS
BOARD OF DIRECTORS FINANCE COMMITTEE
MEETING MINUTES
February 26, 2020
1515 N. Flagler Drive
West Palm Beach, FL 33401**

1. Call to Order

Mr. Elder called the meeting to order at 12:21 p.m.

A. Roll Call

Committee members present: James Elder, Gary Butler, Michael Smith
Committee members excused:

Staff present included: Dr. Belma Andric, VP & Executive Director of Clinic Services; Valerie Shahriari, General Counsel; Joel Snook, VP & Chief Financial Officer; Dr. Ana Ferwerda, Medical Director, Director of Women's Health

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. Butler 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.

District Clinic Holdings, Inc.
d.b.a. C.L. Brumback Primary Care Clinics
Board of Directors Finance Committee
Meeting Minutes
February 26, 2020
Page 2 of 5

5. Public Comment

None.

6. Meeting Minutes

6A-1 **Staff recommends a MOTION TO APPROVE:**
Finance Committee Meeting Minutes of January 29, 2020.

CONCLUSION/ACTION: Mr. Smith made a motion to approve the Meeting Minutes of January 29, 2020. The motion was duly seconded by Mr. Butler. 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 items. The motion was duly seconded by Mr. Butler. A vote was called, and the motion passed unanimously.

A. ADMINISTRATION

7A-1 **RECEIVE AND FILE:**
February 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 **RECEIVE AND FILE:**
C.L. Brumback Primary Care Clinics Finance Report: December

Mr. Joel Snook, VP & Chief Financial Officer, presented the following financial report for the month of December:

The December statements represent the financial performance for the third month of the 2020 fiscal year for C.L. Brumback Primary Care Clinics. Total revenue is favorable to budget by \$258k due to an increase in actual visits of 33,756 versus projected visits of 30,714 or 9.9%. Expenses before depreciation are over budget by (\$249k) or (3.9%) mostly due to salaries, wages and benefits (\$181k), purchases services of (\$27k), repair and maintenance (\$26k), and lease and rental (\$40k). Within the medical clinics, revenue is ahead of budget by \$356k YTD. This

District Clinic Holdings, Inc.
d.b.a. C.L. Brumback Primary Care Clinics
Board of Directors Finance Committee
Meeting Minutes
February 26, 2020
Page 3 of 5

favorable variance is mostly a result of higher than expected visits to budget of 3,401 or 14.6%. Positive variance in other revenue is a result of bonus incentive revenue of \$19k. Total operating expenses of \$5.6M are unfavorable to budget of \$5.3M by (\$321k) or (6.1%). This negative variance is attributable to higher than expected salaries, wages and benefits expenses (\$215k). Purchased services has a negative variance of (\$21k); primarily due to higher collection fees from Athena. Repairs and maintenance is unfavorable by (\$32k) due to higher than anticipated repairs and software maintenance costs. Lease and rental is unfavorable to budget by (\$39k) due to delayed relocation of the Belle Glade clinic. The dental clinics gross revenue is in line with budget, resulting in a slightly unfavorable variance of (\$7k) or (0.7%). Patient volume YTD of 7,098 was under budget by (359) or (4.8%). Total revenue of \$599k is under budget of \$696k by (\$97k) or (14.0%). YTD revenue is unfavorable to budget due to increased charity care of (\$33k), as well as reduction patient volume compared to budget. Total operating expenses of \$1.1M are favorable to budget by \$71k due mainly to salaries, wages, benefits, and medical supplies of \$33k, and \$32k respectively. On the Comparative Statement of Net Position, due from other governments increased to \$1.4M as result of LIP anticipated payment of approximately \$1.3M from AHCA State Fiscal Year 2019-2020. The District subsidy year to date for the clinics is \$4.8M. Mr. Smith asked where the January Financials were. Mr. Snook explained that the decision was made to report a month behind in order to make sure that board packets were ready and sent out to the board members a week in advance of the meeting. Ms. Shahriari also points out that making sure that the board Members have the packet a week in advance will provide ample time for them to review the board packet and ask all the questions they might have in regards to the board packet. Mr. Butler asks if there is an abbreviated version of the committee packet that would allow for up to date financials. Ms. Shahriari explains that as a public entity we would prefer to present complete financials, and any decisions along those lines would be up to the governing board. Mr. Snook points out that this has led to improved accuracy, and has reduced the need for adjustments made after the fact. Mr. Butler rescinded his concerns with the timeliness of the financial information. Mr. Smith asked what falls into the category of 'other expense'. Mr. Snook said that he will provide a listing of 'Other Expenses' for the next meeting. Mr. Butler asked about the change in grant revenue. Mr. Snook explained that there was a recent change in how grant funds are recognized along with the changes in revenue cycle. As a result, that the funds are being spread out more and we should be able to compare next year's data with this current year. Dr. Andric went further to explain that the district cares reimbursement has moved to general funding and we essentially moved an expense component to its own fund. Mr. Butler suggests a notation that explains the reasons for what can appear to some as a discrepancy.

CONCLUSION/ACTION: Receive & File. No further action necessary.

District Clinic Holdings, Inc.
d.b.a. C.L. Brumback Primary Care Clinics
Board of Directors Finance Committee
Meeting Minutes
February 26, 2020
Page 4 of 5

9. VP and Executive Director of Clinic Services Comments

Dr. Andric Suggested that we start the next finance committee meeting at noon. The committee agreed to shift the start time to 12pm.

10. Board Member Comments

None.

11. Establishment of Upcoming Meetings

March 25, 2020 (HCD Board Room)

12:15pm Finance Committee

April 29, 2020 (HCD Board Room)

12:15pm Finance Committee

May 27, 2020 (HCD Board Room)

12:15pm Finance Committee

June 24, 2020 (HCD Board Room)

12:15pm Finance Committee

July 29, 2020 (HCD Board Room)

12:15pm Finance Committee

August 26, 2020 (HCD Board Room)

12:15pm Finance Committee

September 30, 2020 (HCD Board Room)

12:15pm Finance Committee

October 28, 2020 (HCD Board Room)

12:15pm Finance Committee

November 25, 2020 (HCD Board Room)

12:15pm Finance Committee

December 16, 2020 (HCD Board Room)

12:15pm Finance Committee

12. Motion to Adjourn

District Clinic Holdings, Inc.
d.b.a. C.L. Brumback Primary Care Clinics
Board of Directors Finance Committee
Meeting Minutes
February 26, 2020
Page 5 of 5

**Mr. Smith made a motion to adjourn. The motion was duly seconded by Mr. Butler.
A vote was called, and the motion passed unanimously.**

There being no further business, the meeting was adjourned at 12:49 p.m.

DocuSigned by:

James Elder

E0A434450656457...

DCHI Finance Committee Chair

6/29/2020

Date