



**FINANCE and AUDIT COMMITTEE MEETING
SUMMARY MINUTES
March 26, 2019 12:00 P.M.
Health Care District Board Room
1515 N. Flagler Drive, Suite 101
West Palm Beach, FL 33401**

1. Call to Order

Mr. Edward Sabin called the meeting to order.

A. Roll Call

Health Care District Finance and Audit Committee members present included: Edward Sabin, Chair; Nancy Banner, Vice Chair; Joseph Bergeron; Michael Burke; and Les Daniels

Staff present included: Darcy Davis, Chief Executive Officer; Dawn Richards, VP & Chief Financial Officer; Dr. Belma Andric, Chief Medical Officer; Dr. Tom Cleare, VP of Strategy; Karen Harris, VP of Field Operations; Cindy Yarbrough, Chief Information Officer; Steven Hurwitz, VP of Human Resources and Communications; Valerie Shahriari, General Counsel; Stephanie Dardanello, Administrator of Lakeside Medical Center; Lisa Sulger, Manager of Records; and Shelly Ann Lau, Administrator of Edward J. Healey Rehabilitation and Nursing Center

Others present included: John Grady, Public Trust Advisors; Harry Torres, Crowe Healthcare; Harry Kimball, Crowe Healthcare; Carlos Hernandez, RSM US LLP; Anil Harris, RSM US LLP; Richard Sartory; and Dr. Mark Marciano.

Recording/Transcribing Secretary: Tanya McCain

- B. Affirmation of Mission:** The mission of the Health Care District of Palm Beach County is to be the health care safety net for Palm Beach County. Our vision is meeting changes in health care to keep our community healthy.

2. Agenda Approval

A. Additions/Deletions/Substitutions

Mr. Bergeron recommended that agenda item 7B-1 (IT Audits and Assessments) be moved from the Consent Agenda to the Regular Agenda as Receive and File item 8A-9.

B. Motion to Approve Agenda

CONCLUSION/ACTION: Mr. Bergeron made a motion to amend the Agenda to reflect the removal of item 7B-1 from the Consent Agenda to the Regular Agenda as item 8A-9 and approve the revised agenda as amended. The motion was duly seconded by Mr. Burke. There being no opposition, the motion passed unanimously.

3. Awards, Introductions and Presentations

- A. Health Care District of Palm Beach County Portfolio Update with Short Term Strategy Investment Review – John Grady, Public Trust Advisors

Mr. Grady provided a portfolio update and reviewed the short term investment strategy. He stated that the full Quarterly Report will be reviewed after quarter-end.

4. Disclosure of Voting Conflict

None

5. Public Comment

None

6. Meeting Minutes

- A. **Staff Recommends a MOTION TO APPROVE:**
Finance and Audit Committee Meeting Minutes of January 29, 2019.

CONCLUSION/ACTION: Mr. Bergeron made a motion to approve the Finance and Audit Committee Meeting Minutes of January 29, 2019 as presented. The motion was duly seconded by Ms. Banner. There being no opposition, the motion passed unanimously.

- B. **Staff Recommends a MOTION TO APPROVE:**
Finance and Audit Committee Meeting Minutes of November 27, 2018.

CONCLUSION/ACTION: Mr. Bergeron made a motion to approve the Finance and Audit Committee Meeting Minutes of November 27, 2018 as presented. The motion was duly seconded by Ms. Banner. There being no opposition, the motion passed unanimously.

- C. **Staff Recommends a MOTION TO APPROVE:**
Finance and Audit Committee Meeting Minutes of September 25, 2018.

CONCLUSION/ACTION: Mr. Bergeron made a motion to approve the Finance and Audit Committee Meeting Minutes of September 25, 2018 as presented. The motion was duly seconded by Ms. Banner. There being no opposition, the motion passed unanimously.

7. Consent Agenda – Motion to Approve Consent Agenda Items

CONCLUSION/ACTION: Mr. Bergeron made a motion to approve the Consent Agenda items. The motion was duly seconded by Mr. Burke. There being no opposition, the motion passed unanimously.

- A. **ADMINISTRATION**

- 7A-1. **RECEIVE AND FILE:**
March 2019 Internet Posting of District Public Meeting.
<http://www.hcdpbc.org> – Resources – Public Meetings

- 7A-2. **RECEIVE AND FILE:**
Finance and Audit Committee Attendance of January 29, 2019

Prior Month Action Items

- 7A-3. **Staff Recommends a MOTION TO APPROVE:**
District Cares Changes
- 7A-4. **Staff Recommends a MOTION TO APPROVE:**
Belle Glade Primary Care clinic Construction
- 7A-5. **Staff Recommends a MOTION TO APPROVE:**
340B Discount Program Report
- 7A-6. **Staff Recommends a MOTION TO APPROVE:**
Patient Access Audit
- 7A-7. **Staff Recommends a MOTION TO APPROVE:**
Audit Plan 2018/2019 Status Update
- 7A-8. **Staff Recommends a MOTION TO APPROVE:**
FY 2019/2020 Audit Plan and Risk Assessment

Current Action Items

- 7B-1. **Staff Recommends a MOTION TO APPROVE:**
Audit Plan 2018-2019 Status Update and Follow-up of
Management Action Plan Items for Completed Audits
- 7B-2. **Staff Recommends a MOTION TO APPROVE:**
Audit Plan 2019-2020 Status Update
- 7B-3. **RECEIVE AND FILE:**
2018 Health Care District Audit
- 7B-4. **RECEIVE AND FILE:**
2018 Healthy Palm Beaches, Inc. Audit
- 7B-5. **RECEIVE AND FILE:**
2018 Good Health Foundation, Inc. Audit
- 7B-6. **RECEIVE AND FILE:**
2018 District Clinic Holdings, Inc. Audit

8. Regular Agenda

A. ADMINISTRATION

- 8A-1. **RECEIVE AND FILE:**
Good Health Foundation Board Appointment

Dr. Cleare outlined the rationale for the appointment of the members of the Finance and Audit Committee to the Good Health Foundation Board and responded to questions.

CONCLUSION/ACTION: Received and Filed

- 8A-2. **RECEIVE AND FILE:**
Health Care District Financial Statements – February 2019.

Ms. Richards reviewed the information provided in the Management Discussion and Analysis of the February 2019 Financial Statements and responded to questions.

CONCLUSION/ACTION: Received and Filed

- 8A-3. **RECEIVE AND FILE:**
Aeromedical Program Dashboard

Ms. Richards provided statistical information on the Aeromedical Program including flight statistics, financial data, payor sources, and a summary of full time equivalent positions and responded to questions. The Aeromedical dashboard will be provided to the Committee on a semi-annual basis.

CONCLUSION/ACTION: Received and Filed

- 8A-4. **Staff Recommends a MOTION TO APPROVE:**
Amendment to the Finance and Audit Committee Charter

Ms. Richards presented a proposed amendment to the Finance and Audit Committee as it pertains to 1.) The number of Committee members needed at any meeting to constitute a quorum and 2.) The members of the Finance and Audit Committee will act as the governing board of the Good Health Foundation.

CONCLUSION/ACTION: Mr. Bergeron made a motion to forward the Amendment to the Finance and Audit Committee Charter to the Board for approval. The motion was duly seconded by Mr. Daniels. There being no opposition, the motion passed unanimously.

- 8A-5. **Staff Recommends a MOTION TO APPROVE:**
Controlled Substance Audit – Primary Care Clinic Pharmacies

Mr. Kimball reported on the results of the Controlled Substance Audit and responded to questions.

CONCLUSION/ACTION: Mr. Burke made a motion to forward the Controlled Substance Audit – Primary Care Clinic Pharmacies to the Board for approval. The motion was duly seconded by Mr. Daniels. There being no opposition, the motion passed unanimously.

8A-6. **Staff Recommends a MOTION TO APPROVE:**
PTO Benefits Audit

Mr. Kimball reported on the results of the PTO Benefits Audit and responded to questions.

CONCLUSION/ACTION: Mr. Bergeron made a motion to forward the PTO Benefits Audit to the Board for approval. The motion was duly seconded by Mr. Daniels. There being no opposition, the motion passed unanimously.

8A-7. **Staff Recommends a MOTION TO APPROVE:**
Third Party Vendor Management Audit

Mr. Torres reported on the results of the Third Party Vendor Management Audit and responded to questions.

CONCLUSION/ACTION: Mr. Bergeron made a motion to forward the Third Party Vendor Management Audit to the Board for approval. The motion was duly seconded by Mr. Daniels. There being no opposition, the motion passed unanimously.

8A-8. **Staff Recommends a MOTION TO APPROVE:**
Revenue Charge Capture Controls Assessment

Mr. Torres reported on the results of the Revenue Charge Capture Controls Assessment and responded to questions.

CONCLUSION/ACTION: Mr. Bergeron made a motion to forward the Revenue Charge Capture Controls Assessment to the Board for approval. The motion was duly seconded by Ms. Banner. There being no opposition, the motion passed unanimously.

8A-9. **RECEIVE AND FILE:**
IT Audits and Assessments

Ms. Yarbrough reported on the correlation between Internal Audit and other ongoing security assessments and responded to questions.

CONCLUSION/ACTION: Received and Filed

9. Comments

A. CEO Comments

Ms. Davis stated that the next meeting will be in Belle Glade. She also stated that Joan Roude of the Finance and Audit Committee resigned and hopefully 2 new members will be appointed at the upcoming Board meeting.

B. CFO Comments

None

C. Committee Member Comments

None

10. Upcoming Events

- A. Budget Transfer and Amendments – September 2019
- B. Insurance Schedule – November 2019 - 2020

11. Establishment of Upcoming Meetings

Date:	Time:
May 28, 2019	12:00 P.M. – Annual Meeting – Lakeside Medical Center, Belle Glade
July 30, 2019	12:00 P.M. – Joint meeting with the Health Care District Board (Location TBD)
September 24, 2019	12:00 P.M.
November 26, 2019	12:00 P.M.

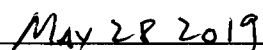
Unless otherwise noted, these meetings will take place in the Health Care District Board Room at 1515 N. Flagler Drive, Suite 101, West Palm Beach.

12. Motion to Adjourn

There being no further business, the meeting was adjourned.



Edward G. Sabin, Finance Committee Chairman



Date