

**DISTRICT CLINIC HOLDINGS, INC.
d.b.a. C.L. BRUMBACK PRIMARY CARE CLINICS
BOARD OF DIRECTORS FINANCE COMMITTEE
MEETING MINUTES
March 31, 2021
Zoom Webinar Meeting**

1. Call to Order

Mr. Smith called the meeting to order at 12:18 p.m.

A. Roll Call

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

Staff present included: Darcy Davis, Belma Andric, Hyla Fritsch, Shannon Wynn, Mina Bayik, Jessenia Bruno, Jonathan Dominique, Andrea Steele, Patricia Lavelly; Donald Moniger; Carla Trivino; Hector Sanchez; Glen Torcivia, Outside Counsel

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

Due to a lack of quorum, all agenda items have been postponed until next month's regularly scheduled meeting.

B. Motion to Approve Agenda

CONCLUSION/ACTION: Due to a lack of quorum, all agenda items have been postponed until next month's regularly scheduled meeting.

3. Awards and Presentations

None.

4. Disclosure of Voting Conflict

Due to a lack of quorum, all agenda items have been postponed until next month's regularly scheduled meeting.

5. Public Comment

None.

6. Meeting Minutes

6A-1 **Staff recommends a MOTION TO APPROVE:**
Finance Committee Meeting Minutes of February 24, 2021.

CONCLUSION/ACTION: Due to a lack of quorum, all agenda items have been postponed until next month's regularly scheduled meeting.

7. Consent Agenda – Motion to Approve Consent Agenda Items

CONCLUSION/ACTION: Due to a lack of quorum, all agenda items have been postponed until next month's regularly scheduled meeting.

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 February statements represent the financial performance through the fifth month of 2021 fiscal year for C.L. Brumback Primary Care Clinics. Total YTD revenue was unfavorable to budget by (\$3.4M) due primarily to timing of COVID-19 stimulus funds. Net patient revenue YTD was favorable to budget by \$312k. Expenses before depreciation were under budget by \$686k or 6.0% due mostly to positive variances in medical supplies \$353k, salaries and wages \$97k, medical services \$88k, other expense \$83k, and other supplies \$72k. Total YTD net margin was (\$7.6M) compared to budget of (\$5.3M) resulting in an unfavorable variance of (\$2.3M) or 42.4%.

The Medical clinics total YTD revenue was unfavorable to budget by (\$3.4M). This unfavorable variance resulted from the timing of COVID-19 related stimulus funding. Gross patient revenue was over budget by \$2.1M or 45.5%, 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 and vaccination. Total operating expenses of \$9.2M were favorable to budget of \$9.9M by \$665k or 6.7%. This positive variance is mostly related to medical supplies \$326k, salaries and wages \$129k, medical services \$88k, and other expense \$71k. Medical supplies, other supplies, lease and rental, and other expense are favorable to budget due to the usage timing and supplies purchases. Total YTD net margin was (\$6.7M) compared to budget of (\$4.3M) resulting in an unfavorable variance of (\$2.3M) or 54.1%.

The Dental clinics total YTD gross patient revenue was unfavorable to budget by (\$5k) or (0.4%). Total revenue of \$1.2M was under budget by \$495 due to unanticipated funds received from HRSA. Total operating expenses of \$1.6M were favorable to budget by \$22k or 1.3%. Total YTD net margin was (\$903k) compared to a budget loss of (\$990k) for a favorable variance of \$88k or 8.9%.

On the Comparative Statement of Net Position, due from other governments decreased from \$4.0M to \$3.6M. This balance is due mainly from Health Resources and Service Administration (HRSA). The District subsidy YTD for the Medical and Dental clinics are \$4.9M, and \$1.1M respectively for a combined subsidy of \$6.0M.

Mr. Smith asked what health plan the employees of The Health Care District participates in.

Ms. Bayik responded that we are self-insured for health insurance and United (UMR) is the third party administrator.

Mr. Smith stated there is a variance of cost per visit between all clinics which have a similar scope in services.

Dr. Fritsch answered by stating each clinic visit can vary. Example being Mangonia Park handles more behavioral health visit and the cost per visit will vary compared to a regular schedule medical visit at another clinic.

CONCLUSION/ACTION: Due to a lack of quorum, all agenda items have been postponed until next month's regularly scheduled meeting.

9. VP and Executive Director of Clinic Services Comments

Dr. Fritsch stated that we received a grant for 13.8 million dollars.

10. Board Member Comments

None.

11. Establishment of Upcoming Meetings

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

12. Motion to Adjourn

Due to a lack of quorum, all agenda items have been postponed until next month's regularly scheduled meeting.

There being no further business, the meeting was adjourned at 12:30 p.m.



DCHI Finance Committee Chair

4/28/21

Date