



DISTRICT CLINIC HOLDINGS, INC.
d.b.a. C.L. BRUMBACK PRIMARY CARE CLINICS
BOARD OF DIRECTORS FINANCE COMMITTEE
MEETING MINUTES
April 24, 2019
1515 N. Flagler Drive
West Palm Beach, FL 33401

1. Call to Order

Mr. Elder called the meeting to order.

A. Roll Call

Committee members present: James Elder, Chairperson; Joseph Morel, Vice-Chairperson; Mike Smith, Treasurer

Excused:

Staff present included: Dr. Belma Andric, VP & Executive Director of Clinic Services; Dawn Richards, Chief Financial Officer and Valerie Shahriari, General Counsel; Mina Bayik, Director of Finance

Recording/transcribing Secretary: Alena Ranucci

- 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. Morel 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

A. None.

4. Disclosure of Voting Conflict

None.

5. Public Comment

6. Meeting Minutes

- A. Staff Recommends a MOTION TO APPROVE:
C.L. Brumback Primary Care Clinics Finance Committee Minutes of February 27, 2019

CONCLUSION/ACTION: Mr. Smith made a motion to approve the C.L. Brumback Primary Care Clinics Finance Committee minutes of February 27, 2019 as presented. The motion was duly seconded by Mr. Morel. A vote was called, and the motion passed unanimously.

7. Consent Agenda – Motion to Approve Consent Agenda Items

A. ADMINISTRATION

- 7A-1 RECEIVE AND FILE:
February 2019 Internet Posting of District Public Meeting
<https://www.hcdpbc.org/EventViewTrainingDetails.aspx?Bck=Y&EventID=230&m=0|0&DisplayType=C>

- 7A-2 RECEIVE AND FILE:
Attendance Tracking

CONCLUSION/ACTION: Mr. Morel made a motion to approve the Consent Agenda items. The motion was duly seconded by Mr. Elder. A vote was called, and the motion passed unanimously.

8. Regular Agenda

Reports

A. FINANCE

- 8A-1 RECEIVE AND FILE:
The January statements represent the financial performance of March 2019 for C.L. Brumback. Included are explanation of volume, revenue and expense variances.

Volume Analysis

Total medical clinic visits in all adult and pediatric clinics of 50,168 are 2,602 (4.9%) under the budget of 52,770 and 779 (1.5%) under the prior year of 50,947. Total dental visits of 13,415 are 3,422 (20.3%) under the budget of 16,837 and 2,518 (15.8%) under the prior year of 15,933.

Net Revenue

Clinic Medical net patient revenue of \$4.7M is \$1.1M (30.1%) over the budget of \$3.6M and \$709k (13.2%) under the prior year of \$5.4M. Medical net patient revenue per visit is \$92.90 compared to the budget of \$67.90 and prior year of \$105.39. Clinic Dental net patient revenue of \$1.5M is \$349k (30.9%) over the budget of \$1.1M and \$518k (25.9%) under the prior year of \$2.0M. Dental net patient revenue per visit is \$110.37 compared to the budget of \$67.20 and prior year of \$125.47. For both Clinic Medical and Clinic Dental, the positive variance in actual to budget net patient revenue per visit was caused by the unbudgeted HCD s subsidy and LIP payments.

Expenses

Variances in expenses were caused by the following: savings and timing in salaries (\$181k), benefits (\$164k), medical services (\$151k), drugs (\$76k), and medical supplies (\$63k). This accounts for all of the \$627k favorable variance in total Clinic operating expense. Clinic Medical operating expenses of \$9.7M are \$428k (4.2%) under the budget of \$10.1M and \$681k (7.6%) over the prior year of \$9.0M. Savings in salaries (\$121k), benefits (\$137k), and medical services (\$151k) are the main contributors to the favorable variance. Clinic Dental operating expenses of \$2.2M are \$199k (8.4%) under the budget of \$2.4M and \$9k (0.4%) over the prior year of \$2.2M. Savings in salaries (\$60k), benefits (\$27K), medical supplies (\$38k), other supplies (\$27k), and purchased services (\$17k) contribute to the favorable variance.

Mr. Smith asked why the contractual allowances gross revenue seems like it has doubled since last year. In addition to clinic to clinic gross revenue totals having such a broad range. Mrs. Davis noted that this just includes medical services, not dental. With this, were are going to reavlaute these YTD totals and unbundle and have gross patient revenue by service type.

9. VP and Executive Director of Clinic Services Comments

10. Board Member Comments

11. Establishment of Upcoming Meetings

May 29, 2019 (HCD Board Room)

12:15pm Finance Committee

June 26, 2019 (HCD Board Room)

12:15pm Finance Committee

July 31, 2019 (HCD Board Room)

12:15pm Finance Committee

August 28, 2019 (HCD Board Room)

12:15pm Finance Committee

September 25, 2019 (HCD Board Room)

12:15pm Finance Committee

October 30, 2019 (HCD Board Room)

12:15pm Finance Committee

November 27, 2019 (HCD Board Room)

12:15pm Finance Committee

December 18, 2019 (HCD Board Room)

12:15pm Finance Committee

12. Motion to Adjourn

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

There being no further business, the meeting was adjourned.



DCH Finance Committee Chair

5/28/19

Date