

**DISTRICT CLINIC HOLDINGS, INC.
d.b.a. C.L. BRUMBACK PRIMARY CARE CLINICS
BOARD OF DIRECTORS FINANCE COMMITTEE
MEETING MINUTES
April 28th, 2021
Zoom Webinar Meeting**

1. Call to Order

Mr. Smith called the meeting to order at 12:15 p.m.

A. Roll Call

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

Staff present included: Darcy Davis, Belma Andric, Hyla Fritsch, Shannon Wynn, Mina Bayik, Jonathan Dominique, Patricia Lavelly; Michael Maldonado; Christy Goddeau, Outside Legal Counsel; Marisol Miranda; David Speciale; Shauniel Brown; Martha Hyacinthe; Nicole Glasford; Candice Abbott; June Shipek

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.

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: Ms. Jackson-Moore made a motion to approve the February 2021 minutes as presented/amended. The motion was duly seconded by Mr. Elder. A vote was called, and the motion passed unanimously.

- 6B-1 **Staff recommends a MOTION TO APPROVE:**
Finance Committee Meeting Minutes of March 31, 2021.

CONCLUSION/ACTION: Ms. Jackson-Moore made a motion to approve the March 2021 minutes as presented/amended. 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 as presented/amended. The motion was duly seconded by Ms. Tammy Jackson-Moore. A vote was called, and the motion passed unanimously.

A. **ADMINISTRATION**

- 7A-1 **RECEIVE AND FILE:**
April 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:**
C. L. Brumback Primary Care Clinics Financial Report February 2021.
(Mina Bayik) [Pages 12-29]

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.

CONCLUSION/ACTION: CONCLUSION/ACTION: Ms. Jackson-Moore made a motion to approve February 2021 Finance report as presented/amended. The motion was duly seconded by Mr. Elder. A vote was called, and the motion passed unanimously.

8A-2 Staff recommends a MOTION TO APPROVE:

C. L. Brumback Primary Care Clinics Financial Report March 2021.
(Mina Bayik) [Pages 12-29]

The March statements represent the financial performance through the sixth month of the 2021 fiscal year for C.L. Brumback Primary Care Clinics. Total YTD revenue was unfavorable to budget by (\$4.2M) due primarily to timing of COVID-19 stimulus funds. Net patient revenue YTD was favorable to budget by \$346k. Expenses before depreciation were under budget by \$725k or 5.2% due mostly to positive variances in salaries and wages \$71k, medical supplies \$442k, other supplies \$95k, medical services \$96k, lease and rental \$96k, and other expenses \$96k. Total YTD net margin was (\$9.1M) compared to budget of (\$6.0M) resulting in an unfavorable variance of (\$3.1M) or 52.1%. The Medical clinics total YTD revenue was unfavorable to budget by (\$4.0M). This unfavorable variance resulted from the timing of COVID-19 related stimulus funding. Gross patient revenue was over budget by \$2.7M or 47.2%, 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 \$11.3M were favorable to budget of \$12.0M by

\$681k or 5.7%. This positive variance is mostly related to salaries and wages \$97k, medical supplies \$409k, medical services \$96k, lease and rental \$91k, and other expense \$81k. 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 (\$7.9M) compared to budget of (\$4.9M) resulting in an unfavorable variance of (\$3.0M) or 61.0%. The Dental clinics total YTD gross patient revenue was unfavorable to budget by (\$64k) or (3.9%). Total revenue of \$1.4M was under budget by \$214k due to timing of grant funds. Total operating expenses of \$2.0M were favorable to budget by \$44k or 2.2%. Total YTD net margin was (\$1.2M) compared to a budget loss of (\$1.1M) for an unfavorable variance of \$(122k) or 11.4%. On the Comparative Statement of Net Position, due from other governments decreased from \$3.6M to \$1.2M. 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.

Ms. Bayik informed the Board that the clinics were awarded an additional 1.01 million dollars from HRSA for construction and capital improvement.

Mr. Smith asked if there was a plan in hand for the 1.01 million dollar HRSA grant for construction and improvement.

Dr. Andric answered that because we just learned about the grant, there are no plans on at this point but we are looking to move West Palm Beach, Lantana, and Delray Beach clinics out of the Health Department buildings.

Ms. Davis also stated that the West Palm Beach clinic is working with the RISE group. The renovation will be borne by the RISE group.

Ms. Jackson-Moore will like RISE to bring us up to date with where they are on moving forward with clinic projects.

Ms. Jackson-Moore asked if there will be adjustments or allocations to the budget.

Ms. Bayik answered by explaining that each year there are budget projects and reviews for the next fiscal year.

Ms. Jackson-Moore also asked if we could keep in mind a budget for boosters in the event that it's needed to move forward.

Mr. Smith asked about how the grants are allocated when the District receives them.

Ms. Bayik explained that the grants are allocated by the volume of each clinic. There are also grants specific to departments.

Ms. Smith also asked about staffing for the vaccine administration.

Dr. Fritsch explained that all employees available are helping the vaccine sites. We also have hired temporary employees to assist just at vaccine sites.

Mr. Smith asked about the percentage of past due bills owed by patients and if the District is willing to write them off?

Ms. Abbott responded with the procedure we use for bills that are past due from patients.

CONCLUSION/ACTION: CONCLUSION/ACTION: Ms. Jackson-Moore made a motion to approve March 2021 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

Dr. Fritsch asked the Committee to consider changing the May 26, 2021 meeting to May 19, 2021 and June 30, 2021 meeting to June 23, 2021.

The Finance Committee was in agreement to change the meeting dates.

10. Board Member Comments

None.

11. Establishment of Upcoming Meetings

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

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 12:35 p.m.



DCHI Finance Committee Chair

6/23/21
Date