



**DISTRICT CLINIC HOLDINGS, INC.
d.b.a. C.L. BRUMBACK PRIMARY CARE CLINICS
BOARD OF DIRECTORS FINANCE COMMITTEE
MEETING MINUTES
May 28, 2019
39200 Hooker Highway
Belle Glade, FL 33430**

1. Call to Order

Mr. Elder, Chairperson called the meeting to order.

A. Roll Call

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

Absent: Joseph Morel

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

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. Smith 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

- A. Staff Recommends a MOTION TO APPROVE:
C.L. Brumback Primary Care Clinics Finance Committee Minutes of April 24, 2019

CONCLUSION/ACTION: Mr. Smith made a motion to approve the C.L. Brumback Primary Care Clinics Finance Committee minutes of April 24, 2019 as presented. 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

A. ADMINISTRATION

- 7A-1 RECEIVE AND FILE:
May 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. Smith 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 April statements represent the financial performance for the first seven months of the 2019 fiscal year for C. L. Brumback.

Volume Analysis

Total medical clinic visits in all adult and pediatric clinics of 59,785 are 2,525 (4.1%) under the budget of 62,310 and 456 (0.8%) under the prior year of 60,241. Total dental visits of 15,986 are 3,965 (19.9%) under the budget of 19,951 and 2,633 (14.1%) under the prior year of 18,619.

Net Revenue

Clinic Medical net patient revenue of \$5.5M is \$1.3M (30.5%) over the budget of \$4.2M and \$760k (12.2%) under the prior year of \$6.2M. Medical net patient revenue per visit is \$91.88 compared to the budget of \$67.55 and prior year of \$103.81. Clinic Dental net patient revenue of \$1.7M is \$377k (28.4%) over the budget of \$1.3M and \$643k (27.4%) under the prior year of \$2.3M. Dental net patient revenue per visit is \$106.62 compared to the budget of \$66.51 and prior year of \$126.09. 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 subsidy and LIP payments.

Expenses

Variances in expenses were caused by the following: savings and timing in salaries (\$203k), benefits (\$185k), medical services (\$181k), drugs (\$58k), and medical supplies (\$72k). This accounts for all of the \$652k favorable variance in total Clinic operating expense. Clinic Medical operating expenses of \$11.5M are \$423k (3.6%) under the budget of \$11.9M and \$832k (7.8%) over the prior year of \$10.6M. Savings in salaries (\$133k), benefits (\$154k), and medical services (\$181k) are the main contributors to the favorable variance. Clinic Dental operating expenses of \$2.6M are \$229k (8.2%) under the budget of \$2.8M and \$39k (1.5%) over the prior year of \$2.5M. Savings in salaries (\$70k), benefits (\$32K), purchased services (\$25k), medical supplies (\$40k), and other supplies (\$37k) contribute to the favorable variance.

Graphs Reviewed

- Funding Sources
- Net Margins
- Clinic Expenditures per Unduplicated Patient
- Clinic Revenue per Visit
- Total Operating Expenses per Visit by Clinic

Mr Smith Asked a question about the colors in the chart and what they represent.

Dr. Andric made a point that HCD money is being reallocated to the clinics. One of the increases are in the lab bill and being moved under the clinic budget.

Dawn presented two new Graphs:

- HCD's Clinic Revenue and Patient Visits YTD Charges in the clinics and Variances
- Gross Patient Services/Visit

Finance will be reviewing the Lantana Obgyn services referenced in the Graphs.

9. VP and Executive Director of Clinic Services Comments

None

10. Board Member Comments

None

11. Establishment of Upcoming Meetings

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

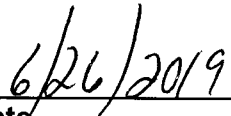
12. Motion to Adjourn

Mr. Smith 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.



DCHI Finance Committee Chair



Date