



## **FINANCE & AUDIT COMMITTEE MEETING SUMMARY MINUTES**

**May 28, 2019 at 12:00 P.M.  
39200 Hooker Highway  
Belle Glade, FL 33430**

### **1. Call to Order – Edward Sabin, Chair**

#### **A. Roll Call**

Health Care District Finance and Audit Committee members present included: Edward Sabin, Chair; Nancy Banner, Vice Chair; Leslie Daniels; Joseph Bergeron; Michael Burke; Richard Sartory and Mark Marciano.

Staff present included: Darcy Davis, Chief Executive Officer; Dawn Richards, VP & Chief Financial Officer; Valerie Shahriari, General Counsel; Deborah Hall, Interim Chief Compliance Officer; Dr. Belma Andric, Chief Medical Officer; Dr. Thomas Cleare, VP of Strategy; Karen Harris, VP of Field Operations; Steven Hurwitz, VP, of Human Resources and Communications; Janet Moreland, Administrator of Lakeside Medical Center; Cindy Yarbrough, Director of IT Security; Shelly Ann Lau, Administrator of Healey Center; Mina Bayik, Director of Finance and Lisa Sulger, Records Manager.

Others present included: John Grady, Public Trust Advisors; Harry Torres, Crowe Healthcare Risk Consulting; Scott Gerard, Crowe Healthcare Risk Consulting and Harry Kimball, Crowe Healthcare Risk Consulting.

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**

None

#### **B. Motion to Approve Agenda**

**CONCLUSION/ACTION:** Mr. Bergeron made a motion to approve the agenda as presented. 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 Economic Update and Investment Portfolio Strategy Review – John Grady, Public Trust Advisors**

Finance and Audit Committee  
Summary Minutes  
May 28, 2019

Mr. Grady provided an economic update and reviewed the investment portfolio strategy and responded to questions.

**4. Disclosure of Voting Conflict**

None

**5. Public Comment**

None

**6. Meeting Minutes**

**Staff Recommends a MOTION TO APPROVE:**

Finance and Audit Committee Meeting Minutes of March 26, 2019

**CONCLUSION/ACTION: Mr. Bergeron made a motion to approve the Finance and Audit Committee Meeting Minutes of March 26, 2019. The motion was duly seconded by Mr. Burke. There being no opposition, the motion passed unanimously.**

**7. Consent Agenda – Motion to Approve Consent Agenda Items**

**CONCLUSION/ACTION: Mr. Daniels 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:**

May 2019 Internet Posting of District Public Meeting

<https://www.hcdpbc.org/EventViewTrainingDetails.aspx?Bck=Y&EventID=267&m=0|0&DisplayType=C>

**7A-2. RECEIVE AND FILE:**

Finance and Audit Committee Attendance of March 26, 2019

**7A-3. RECEIVE AND FILE:**

Management Action Plan Items for Completed Audits

**7A-4. Staff Recommends a MOTION TO APPROVE:**

Audit Plan 2018/2019 Status Update

**7A-5. Staff Recommends a MOTION TO APPROVE:**

Audit Plan 2019/2020 Status Update

Finance and Audit Committee  
Summary Minutes  
May 28, 2019

- 7A-6. **Staff Recommends a MOTION TO APPROVE:**  
Third Amendment to Lease Agreement
- 7A-7. **Staff Recommends a MOTION TO APPROVE:**  
First Amendment to License Agreement
- 7A-8. **Staff Recommends a MOTION TO APPROVE:**  
Amendment to the Finance and Audit Committee Charter

## 8. Regular Agenda

### A. **ADMINISTRATION**

- 8A-1. **RECEIVE AND FILE:**  
Health Care District Financial Statements – April 2019

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

**CONCLUSION/ACTION: Received and Filed**

- 8A-2. **RECEIVE AND FILE:**  
Special Project – Athena System Selection and Current State

Mr. Kimball provided a summary of the current state of the Athena HER system for the Clinics. He reported that Crowe conducted interviews of select Executive and District personnel to gather background information, documents to develop an understanding of the processes, activities and strategies and applied and results related to the Clinic's pre-existing EHR system, Request for Proposal (RFP), selection and implementation. He reported on the findings and responded to questions.

**CONCLUSION/ACTION: Received and Filed**

- 8A-3. **Staff Recommends a MOTION TO APPROVE:**  
Credit Balances Controls Audit

Mr. Kimball reported on the findings of the Credit Balances Controls Audit and responded to questions.

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

Finance and Audit Committee  
Summary Minutes  
May 28, 2019

8A-4. **Staff Recommends a MOTION TO APPROVE:**  
Billing and Collections (Aeromedical) Audit

Mr. Kimball reported on the findings of the completed Billing and Collections (Aeromedical) Audit and responded to questions.

**CONCLUSION/ACTION: Mr. Burke made a motion to forward the Sponsored Programs Award Recommendations to the Board for approval. The motion was duly seconded by Mr. Bergeron. There being no opposition, the motion passed unanimously.**

8A-5. **Staff Recommends a MOTION TO APPROVE:**  
Helicopter Purchase Request

Ms. Davis updated the Committee on the findings of the 2011 Board approved Ad Hoc Aeromedical Fleet Replacement Committee, which was convened to develop an aircraft replacement plan. She reported that as a result of releasing RFP 16-AHR/GP seeking proposals for two Aeromedical equipped helicopters, the District received four responses.

Ms. Davis reported that, following site visits, several meetings of the Fleet Replacement Committee, proposer presentations, and thorough vetting of the options in conjunction with the District's consultants, the executive selection team has enough information to finalize negotiations and proceed with the chosen manufacturer.

**CONCLUSION/ACTION: Mr. Daniels made a motion to forward the Helicopter Purchase Request to the Board for approval. The motion was duly seconded by Mr. Burke. There being no opposition, the motion passed unanimously.**

**9. Comments**

**A. CEO Comments**

Ms. Davis informed the Committee that Dawn Richards would be leaving her position of CFO with the District to pursue other ventures. Ms. Davis thanked Ms. Richards for her years of service at the District and wished her well in her endeavors.

Ms. Davis introduced Debbie Hall as the new VP and Chief Compliance Officer.

**B. CFO Comments**

None

Finance and Audit Committee  
Summary Minutes  
May 28, 2019

**C. Committee Member Comments**

None

**10. Motion to Adjourn**

There being no further business, the meeting was adjourned.

DocuSigned by:  
  
\_\_\_\_\_  
**Edward G. Sabin, Chair**

6/10/2020  
\_\_\_\_\_  
**Date**