



**HEALTH CARE DISTRICT OF
PALM BEACH COUNTY
BOARD OF COMMISSIONERS AND FINANCE & AUDIT COMMITTEE
SUMMARY MEETING MINUTES
June 29, 2021
1515 N Flagler Drive, Suite101
West Palm Beach, FL 33401**

Remote Participation Link:

<https://zoom.us/j/5507895592?pwd=REZ4TWfYUXowQWNpWTBaVXRzZ1dDQT09>

Via Telephone dial-in access: (646) 558-8656 / Meeting ID: 550 789 5592 / Password: 946503

1. Call to Order

Les Daniels called the meeting to order.

A. Roll Call

Health Care District Board members present included: Les Daniels, Chair; Nancy Banner, Vice Chair; Dr. Alonso; Cory Neering; and Tammy Jackson-Moore. Sean O'Bannon, Secretary and Ed Sabin were absent.

Finance and Audit Committee members present: Michael Burke; Richard Sartory and Mark Marciano. Joseph Gibbons and Sophia Eccleston were absent.

Staff present included: Darcy Davis, Chief Executive Officer; Dr. Belma Andric, Chief Medical Officer; Christy Goddeau, Interim General Counsel; Karen Harris, VP of Field Operations; Steven Hurwitz, Chief Administrative Officer; Candice Abbott, Chief Clinical Integration Officer; Patty Lavelly, Chief Information & Digital Officer; Heather Bokor, Chief Compliance & Privacy Officer.

Recording/Transcribing Secretary: Heidi Bromley

B. Invocation

Ms. Davis led the invocation.

C. Pledge of Allegiance

The Pledge of Allegiance was recited.

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- D. 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
- B. Motion to Approve Agenda

CONCLUSION/ACTION: Commissioner Banner made a motion to approve the agenda. The motion was duly seconded by Commissioner Alonso. There being no opposition, the motion passed unanimously.

3. Awards, Introductions and Presentations

- A. Introduction of Heather Bokor, VP & Chief Compliance and Privacy Officer

Ms. Davis introduced Ms. Bokor to the Board and Finance & Audit Committee as the new VP & Chief Compliance and Privacy Officer.

- B. Introduction of Bernabe Icaza, VP & General Counsel

Ms. Davis introduced Mr. Icaza to the Board and Finance & Audit Committee as the new incoming VP & General Counsel.

- C. Introduction of Candice Abbott VP & Chief Financial Officer

Ms. Davis introduced Candice Abbott to the Board and Finance & Audit Committee as the VP & Chief Financial Officer.

- D. Introduction of Jessica Cafarelli, AVP & Controller

Ms. Abbott introduced Jessica Cafarelli to the Board and Finance & Audit Committee as the new AVP & Controller.

- E. 2021 Legislative Session Summary

Mat Forrest with Ballard Partners provided the Board and Finance & Audit Committee with a 2021 Legislative Update.

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3. Awards, Introductions and Presentations (Continued)

F. Economic Update and Investment Portfolio Strategy Review

John Grady with Public Trust Advisors provided the Board and Finance & Audit Committee with an Economic Update and Investment Portfolio Strategy.

G. Employee Engagement Results

Ms. Weymer provided the Board and Finance & Audit Committee with the results of the annual HCD Employee Engagement.

H. EPIC Update

Ms. Lavelly provided the Board and Finance & Audit Committee with an update on EPIC.

I. Budget Version 1

Ms. Davis provided the Board and Finance & Audit Committee with version 1 of the HCD Budget.

4. Disclosure of Voting Conflict

5. Public Comment

Public comment was made by Don Chester, Assistant Administrator of St. Mary's Medical Center and The Palm Beach Children's Hospital.

6. Meeting Minutes

A. **Staff Recommends a MOTION TO APPROVE:**
Board Meeting Minutes of March 11, 2021

CONCLUSION/ACTION: Commissioner Alonso made a motion to approve the Meeting Minutes of March 11, 2021 as presented. The motion was duly seconded by Commissioner Jackson-Moore. There being no objection, the motion passed unanimously.

7. FINANCE AND AUDIT COMMITTEE

A. **Staff Recommends a MOTION TO APPROVE:**
Finance & Audit Committee Meeting Minutes of March 10, 2021

CONCLUSION/ACTION: Commissioner Banner made a motion to approve the Finance & Audit Committee Meeting Minutes of March 10, 2021 as presented. The motion was duly seconded by Mr. Burke. There being no objection, the motion passed unanimously.

8. Committee Reports

8.1 Finance and Audit Committee – (No Report)

8.2 Good Health Foundation Committee – (No Report)

8.3 Quality, Patient Safety and Compliance Committee – (Commissioner Alonso)

Commissioner Alonso stated they reviewed several dashboards and a lot of information was gathered today which was much appreciated.

8.4 Lakeside Health Advisory Board – (Commissioner Alonso)

Dr. Alonso stated that presentations were done by Tom Cleare who introduced - Juliza Kramer, HCD's new Marketing and Branding Manager. A presentation was done by Juliza Kramer about Lakeside Medical Center's utilization of Facebook. Patty Lavelly provided an EPIC update. Janet Moreland gave a hospital update on the COPCN and stated that the Lab had their Joint Commission Survey and received five (5) citations. All citations have been cleared. Dr. Jennifer Dorce-Medard gave an update on the Center's Residency Program.

8.5 Primary Care Clinics Board – (Commissioner Jackson-Moore)

Commissioner Jackson-Moore stated that Dental services returned to normal operations as of April 5th. The only exception is limited dental hygiene as the last of the hygienists return to the clinics from the mass vaccination sites. Operations at the mass vaccine sites have ended. We have now concentrated our efforts on using the mobile units to reach underserved and needy communities for targeted vaccination efforts. We are relocating the Boca, Delray, and Mangonia clinics and we are opening new clinics in Atlantis and eventually in West Palm (RISE project). The Atlantis clinic, which will be located on Congress Avenue near JFK hospital, will become the flagship site for our patient population. The grant application for the Fiscal Year (FY) 2021 American Rescue Plan – Health Center Construction and Capital Improvements (ARP-Capital) grant has been submitted. We have successfully submitted our Federal Tort Claims Act (FTCA) medical malpractice coverage deeming application to HRSA.

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9. Consent Agenda – Motion to Approve Consent Agenda Items

CONCLUSION/ACTION: Commissioner Banner made a motion to approve the Consent Agenda. The motion was duly seconded by Commissioner Alonso. There being no objection, the motion passed unanimously.

HEALTH CARE DISTRICT

A. ADMINISTRATION

9A-1 RECEIVE AND FILE:

June 2021 Internet Posting of District Public Meeting

<https://www.hcdpbc.org/EventViewTrainingDetails.aspx?Bck=Y&EventID=344&m=0|0&DisplayType=C>

9A-2 RECEIVE AND FILE:

Health Care District Board Attendance

9A-3 RECEIVE AND FILE:

Health Care District Financial Statements May 2021

9A-4 Staff Recommends a MOTION TO APPROVE:

Medical Staff Appointment(s) for Lakeside Medical Center

9A-5 Staff Recommends a MOTION TO APPROVE:

Re-credentialing and Privileging of Healey Center Practitioner

9A-6 Staff Recommends a MOTION TO APPROVE:

Proclamation Recognizing the Trauma System's 30th Year

9A-7 Staff Recommends a MOTION TO APPROVE:

Proclamation Recognizing National Nurses Week

9A-8 Staff Recommends a MOTION TO APPROVE:

Lakeside Medical Center Confidential Public Records Request Quarterly Report

9A-9 RECEIVE AND FILE:

Sponsored Programs Calendar Year 2020 Dashboard

9A-10 Staff Recommends a MOTION TO APPROVE:

Internal Audit Charter

9A-11 Staff Recommends a MOTION TO APPROVE:

Revisions to Purchasing Policy

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9. Consent Agenda (Continued)

9A-12 Staff Recommends a MOTION TO APPROVE:

RFQ for Pre-Qualified Architectural and Engineering Firms

10. Regular Agenda

A. ADMINISTRATION

10A-1 Staff Recommends a MOTION TO APPROVE:

Tentative Millage Rate

Ms. Davis stated that the District tax rate in 2021 was 0.7261 mills. Staff is recommending the 2022 proposed tentative millage rate be set at 0.7261, which is 3.6% over the rolled-back rate of 0.7009 and equal to the 2021 tax rate. The 2021 estimate of taxable values from the County showed an increase of 5.0% over 2020. The increase in taxable values in conjunction with keeping the millage rate flat results in an approximately \$7.1 million increase in ad valorem taxes relative to 2021. The proposed budget anticipates spending approximately \$21.0 million in reserves, including \$6.3 million in assigned reserves, which were designated for the replacement of the two Trauma Hawk helicopters.

CONCLUSION/ACTION: Commissioner Tammy Jackson-Moore made a motion to approve the Tentative Millage Rate recommended by Staff. The motion was duly seconded by Commissioner Alonso. There being no objection, the motion passed unanimously.

10A-2 Staff Recommends a MOTION TO APPROVE:

OB Service Line at Lakeside Medical Center

Ms. Harris stated that this agenda item is to request an extension for the time needed for the OB Services Line to reach the required goal set forth by the Board. Due to COVID 19, the hospital has seen an overall decline in utilization. Lakeside Medical Center is requesting a twelve month extension to allow the facility to reach its goal as several factors such as community outreach, community events are still a barrier.

CONCLUSION/ACTION: Commissioner Banner made a motion to approve the OB Service Line at Lakeside. The motion was duly seconded by Commissioner Jackson-Moore. There being no objection, the motion passed unanimously.

10A-3 RECEIVE AND FILE:

Internal Audit Timeline

Ms. Bittar stated that From FY18 through FY20, the District fully out-sourced internal audit after a formal Request for Proposal (RFP). Although the firm was experienced in health care, the costs were prohibitive compared to the value received. In FY21, an in-house auditor was hired, along with an outside firm to co-source the internal audit function. For FY22, the proposal includes that the in-house internal audit function be further defined by charter, and that additional resources and tools will be added. The intent is to supplement the in-house function by performing a thorough search for a qualified outside firm(s) to co-source on an as needed basis.

CONCLUSION/ACTION: Received and filed.

10A-4 Staff Recommends a MOTION TO APPROVE:

Internal Audit Update

Ms. Bittar stated that included in your packet is an overview of the process that was utilized for the FY 2021 HCD Risk Assessment, which included a survey to 46 members of governance and leadership, and interviews on Entity Level Controls and Key Business Risks with key leaders. There was a 74% response rate to the survey, and the results were shared with a heat map, showing that there were no high risks noted, a few low significant risks, and the majority of risks falling into the categories of Moderate and Slight. The results of the HCD risk assessment are compared to other healthcare entities, and an internal audit work plan will be shared that addresses risks identified from the assessment.

CONCLUSION/ACTION: Commissioner Alonso made a motion to approve the Internal Audit Update as presented. The motion was duly seconded by Commissioner Banner. There being no objection, the motion passed unanimously.

10A-5 Staff Recommends a MOTION TO APPROVE:

2020 Health Care District Audit

Anil with RSM stated that the 2020 Health Care District audited Annual Financial Reports are presented for Board review. RSM completed the audit procedures for fiscal year end September 30, 2020. The opinion provides the assurance that the financial statements are presented fairly, with no material misstatements.

CONCLUSION/ACTION: Commissioner Banner made a motion to approve the 2020 Health Care District Audited Financial Report. The motion was duly seconded by Commissioner Alonso. There being no objection, the motion passed unanimously.

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B. **TRAUMA** – Public Hearing

10B-1 **Staff Recommends a MOTION TO APPROVE:**

Trauma Agency Five Year Plan

Dr. Andric stated that the 2021 proposed trauma five-year plan update demonstrates ongoing need and addresses the twelve required components for the Trauma Plan as set forth in Chapter 395, Part II, Florida Statutes, as well as additional components required by rule 64J-2.007. There are no substantive changes proposed in this five-year plan update.

CONCLUSION/ACTION: Commissioner Alonso made a motion to approve the Five-Year Trauma Plan. The motion was duly seconded by Commissioner Jackson-Moore. There being no objection, the motion passed unanimously.

11. **CEO Comments**
12. **Finance & Audit Committee Member Comments**
13. **HCD Board Member Comments**
14. **Establishment of Upcoming Board Meetings**

September 16, 2021

- 4:00PM, Joint Meeting with the Finance & Audit Committee
- 5:15PM, Truth In Millage (TRIM) Meeting

September 28, 2021

- 4:00PM, Health Care District Board Annual Meeting (Officer Elections)
- 5:15PM, Truth In Millage (TRIM) Meeting

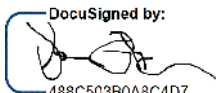
December 15, 2021

- 2:00PM, Health Care District Board Meeting

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15. Motion to Adjourn

There being no further business, the meeting was adjourned.

DocuSigned by:

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John C. Dutton, Secretary

9/21/2021

Date

DRAFT