



**HEALTH CARE DISTRICT OF
PALM BEACH COUNTY
BOARD OF COMMISSIONERS
AND
FINANCE & AUDIT COMMITTEE
JOINT SUMMARY MINUTES
June 9, 2020
Zoom Webinar Meeting**

Remote Participation Link:

<https://zoom.us/j/5507895592?pwd=REZ4TWtYUXowQWNpWTBaVXRzZ1dDQT09>

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; Sean O'Bannon, Secretary; Dr. Alina Alonso; Cory Neering; Ed Sabin and Tammy Jackson-Moore.

Finance and Audit Committee members present included: Joseph Bergeron; Richard Sartory; Mark Marciano and Joseph Gibbons. Michael Burke was absent.

Staff present included: Darcy Davis, Chief Executive Officer; Dr. Belma Andric, Chief Medical Officer; Valerie Shahriari, General Counsel; Dr. Tom Cleare, AVP Planning & Community Engagement; Karen Harris, VP of Field Operations; Steven Hurwitz, Chief Administrative Officer; Deborah Hall, Chief Compliance Officer; Joel Snook, Chief Financial Officer and Nancy Stockslager, Chief Information Officer.

Recording/Transcribing Secretary: Heidi Bromley

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.

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2. Agenda Approval

- A. Additions/Deletions/Substitutions
- B. Motion to Approve Agenda

Ms. Davis stated that we have a substitution for item 10A-4. There was a separate e-mail that was sent with a revised agenda item for the tentative millage. We would like to substitute the one that was sent in the separate e-mail from the one that was incorporated in the packet.

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

3. Awards, Introductions and Presentations

- A. Economic Update and Investment Program Review

Mr. John Grady presented the Investment Program Review to the Board.

- B. Employee Engagement Results

Mr. Hurwitz presented the Employee Engagement Results to the Board.

- C. Budget Version 1

Mr. Snook presented the Health Care District Budget Version 1 to the Board.

4. Disclosure of Voting Conflict

5. Public Comment

Chair Daniels read a public comment (from Mr. Don Chester) into the Record.

6. Meeting Minutes

- A. **Staff Recommends a MOTION TO APPROVE:**
Board Meeting Minutes of March 11, 2020

CONCLUSION/ACTION: Commissioner Jackson-Moore made a motion to approve the Board Meeting Minutes of March 11, 2020 as presented. The motion was duly seconded by Commissioner Alonso. There being no objection, the motion passed unanimously.

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6. Meeting Minutes (Continued)

B. Staff Recommends a MOTION TO APPROVE:

Board Meeting Minutes of May 12, 2020

CONCLUSION/ACTION: Commissioner Alonso made a motion to approve the Board Meeting Minutes of May 12, 2020 as presented. The motion was duly seconded by Commissioner O'Bannon. There being no objection, the motion passed unanimously.

7. Finance & Audit Committee Meeting Minutes & Attendance

A. Staff Recommends a MOTION TO APPROVE:

Finance & Audit Committee Meeting Minutes of May 28, 2019

CONCLUSION/ACTION: Mr. Bergeron made a motion to approve the Finance & Audit Committee Meeting Minutes of May 28, 2020 as presented. The motion was duly seconded by Mr. Gibbons. There being no objection, the motion passed unanimously.

B. Staff Recommends a MOTION TO APPROVE:

Finance & Audit Committee Meeting Minutes of March 10, 2020

CONCLUSION/ACTION: Mr. Gibbons made a motion to approve the Finance & Audit Committee Meeting Minutes of March 10, 2020 as presented. The motion was duly seconded by Mr. Bergeron. There being no objection, the motion passed unanimously.

C. RECEIVE AND FILE

Finance & Audit Committee Attendance

8. Committee Reports

8.1 Finance and Audit Committee Report – (No Report)

8.2 Good Health Foundation Committee Report – (No Report)

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

Commissioner Alonso stated that we had our meeting today and we reviewed all the different entities. We have some new dashboards that were well done and captured a lot of really good information. We also went over some of the new data that is being collected. It was a very productive meeting.

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8.4 Lakeside Health Advisory Board Report – (Commissioner Alonso)

Commissioner Alonso stated that the Lakeside Health Advisory Board met on June 2, 2020. The Board voted to elect Inger Harvey as the new Board Secretary. Presentations discussed were:

COVID19 statistics/dashboard for Lakeside Medical Center.

OB Department at Lakeside and the transition.

COVID19 dashboard for the C.L. Brumback clinic testing locations throughout Palm Beach County.

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

Commissioner Jackson-Moore stated that we held a Zoom Board meeting on May 27, 2020. Since March of 2020, we have received three HRSA grant awards in response to the COVID-19 Pandemic. Certintell is a cloud-based telehealth platform that allows safety-net providers to reach underserved populations, as well as Phreesia which is a paperless registration software in anticipation of the “new normal” for operations. Employee Health Launched an employee health program to monitor team-member symptoms and offer free COVID-19 screening, testing and mitigation.

9. Consent Agenda – Motion to Approve Consent Agenda Items

CONCLUSION/ACTION: Commissioner O’Bannon made a motion to approve the Consent agenda as presented. 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 2020 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

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9. Consent Agenda (Continued)

9A-3 RECEIVE AND FILE:

Health Care District Financial Statements April 2020

9A-4 Staff Recommends a MOTION TO APPROVE:

Proclamation Recognizing Trauma System for Trauma Awareness Month

9A-5 Staff Recommends a MOTION TO APPROVE:

Proclamation Recognizing National Nurses Week

9A-6 Staff Recommends a MOTION TO APPROVE:

Compliance & Privacy Policies

DISTRICT HOSPITAL HOLDINGS, INC.

B. ADMINISTRATION

9B-1 Staff Recommends a MOTION TO APPROVE:

Medical Staff Appointments for Lakeside Medical Center

9B-2 Staff Recommends a MOTION TO APPROVE:

Second Amendment to License Agreement

10. Regular Agenda

A. ADMINISTRATION

10A-1 RECEIVE & FILE:

EPIC Update

Ms. Stockslager presented the Board with a brief update on the EPIC project.

CONCLUSION/ACTION: Received and filed.

10A-2 Staff Recommends a MOTION TO APPROVE:

Award for External Audit Services

Mr. Snook stated that this agenda item presents the Board and Finance & Audit Committee with the recommendation to continue our relationship with RSM at their five year contract bid of \$1,216,100.

The District's current external audit contract with RSM expires September 2020. Per our current Purchasing Policy a committee was formed with the CFO, Finance

Director, and Purchasing Manager to initiate receipt of an evaluation of competitive bids from qualified audit firms for future external auditing services. Four bids were received from national and regional firms – all with offices in West Palm Beach. Management compared all proposals and jointly reached consensus that RSM was better suited to serve the Health Care District as external auditors due to their current knowledge and experience with the Health Care District's unique operational and accounting needs. Staff recommends that the Board approve the award for External Audit Services to RSM.

CONCLUSION/ACTION: Commissioner Alonso made a motion to approve the Award for External Audit Services. The motion was duly seconded by Commissioner O'Bannon. There being no objection, the motion passed unanimously.

10A-3 **Staff Recommends a MOTION TO APPROVE:**
Atlantis Clinic Lease Proposal

Ms. Davis stated that the existing Lantana clinic, which has the highest annual volume of medical visits has outgrown the existing space where it is co-located with the Department of Health. The Lantana location serves as the pediatric hub for C. L. Brumback Primary Care Clinics, and offers dental services and medication assisted treatment in addition to the high medical visit volume. Staff has identified a building which still falls within the HRSA-identified, underserved area which would allow for an increase in square footage and additional efficiencies in the delivery of care to patients. Staff recommends the Board approve the move of the Lantana clinic location to 4801 S. Congress Avenue through the execution of the lease, not to exceed 10 years and a cost of \$772,000 for the first year with an inflation factor not to exceed 3% annually.

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

10A-4 **Staff Recommends a MOTION TO APPROVE:**
Tentative Millage Rate

Mr. Snook stated that the District tax rate in 2020 was 0.7261 mills. Staff is recommending the 2021 proposed tentative millage rate be set at 0.7261, which is 4.0% over the rolled-back rate of 0.6982 and equal to the 2020 tax rate. The rolled-back rate is the tax rate which generates the same amount of tax revenue as the previous year, excluding new construction. The proposed tentative millage rate represents the tax rate the Board cannot exceed when it sets the final rate at the

September TRIM hearings. Staff recommends the Board set a proposed tentative millage rate of 0.7261 mills.

CONCLUSION/ACTION: Commissioner Jackson-Moore made a motion to approve the Tentative Millage Rate as presented. The motion was duly seconded by Commissioner O'Bannon. There being no objection, the motion passed unanimously.

11. CEO Comments

Ms. Davis informed the group that Karen and her team have experienced a couple of surveys which they passed without finding. Lakeside has seen 148 positive patients since March 14, 2020. They experienced one spike around May 7, 2020, however, it has since subsided. Staff has done a phenomenal job in managing the volume and taking the very best care of the patients. Additionally, Warrior (the mobile van) and Scout (the new leased vehicle) has been doing mobile outreach since May 26, 2020 and has done over one thousand tests throughout the County. The new permanent mobile coach (Hero) is under construction and we hope to receive it soon. The corporate office has reopened and we are doing staggered shifts. We have tested almost everyone at the District and will continue every 30 days. The daily text screening that the employees get every day is a true model. Everyone seems to feel very safe coming back to work.

At this time, Ms. Shahriari requested that the District Board meet in a private session in order to discuss a litigation matter. She requested that the District Board meet on September 10, 2020 at 3:00PM prior to the scheduled Board meeting.

12. Finance and Audit Committee Member Comments

Mr. Sabin reminded the Finance and Audit Committee that there is a Good Health Foundation meeting immediately following this meeting.

Mr. Gibbons stated that he would like to congratulate Darcy for the way staff has handled this whole situation. He is very proud of the work they've done in the community and helping people. Excellent job.

Mr. Sartory congratulated Darcy and leadership for an epic job during these uncertain times.

Dr. Marciano thanked staff for all their help.

13. HCD Board Member Comments

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14. Establishment of Upcoming Board Meetings

September 10, 2020

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

September 24, 2020

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

December 8, 2020

- 2:00PM, Health Care District Board Meeting

15. Motion to Adjourn


There being no further business, the meeting was adjourned.

DocuSigned by:


Sean O'Bannon, Secretary
Health Care District Board

9/16/2020

Date

DocuSigned by:


Edward G. Sabin, Chair
Finance & Audit Committee

9/24/2020

Date