



**DISTRICT CLINIC HOLDINGS, INC.
d.b.a. C.L. BRUMBACK PRIMARY CARE CLINICS
BOARD OF DIRECTORS FINANCE COMMITTEE
MEETING MINUTES
July 25, 2018
1515 N. Flagler Drive
West Palm Beach, FL 33401**

1. Call to Order

David Kendle called the meeting to order at 12:18 p.m.

A. Roll Call

Committee members present: David Kendle, Chairperson; James Elder, Vice Chairperson, Frances Navarro, Bessie Brown.

Committee members absent: None

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

Recording/transcribing Secretary: Andrea Steele

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

Mr. Kendle requested the addition of item 8A-2 to add Joan Roude as a new Finance Committee member.

B. Motion to Approve Agenda

CONCLUSION/ACTION: Mrs. Brown 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

- A. Introduction of new Board Member – Joan Roude. Dr. Andric introduced Ms. Roude to the rest of the Board.

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 May 23, 2018.

CONCLUSION/ACTION: Mrs. Navarro made a motion to approve the C. L. Brumback Primary Care Clinics Finance Committee minutes of May 23, 2018 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

CONCLUSION/ACTION: Mr. Elder made a motion to approve the Consent Agenda items. The motion was duly seconded by Mrs. Navarro. A vote was called, and the motion passed unanimously.

A. ADMINISTRATION

- 7A-1 RECEIVE AND FILE:
July 2018 Internet Posting of District Public Meeting
<http://www.hcdpbc.org-Resources-Public Meetings>

- 7A-2 RECEIVE AND FILE:
Attendance Tracking

8. Regular Agenda

Reports

A. FINANCE

- 8A-1 Staff Recommends a MOTION TO APPROVE:
C. L. Brumback Primary Care Clinics Finance Committee Report and presented the following:

The June statements represent the financial performance for the nine months of the 2018 fiscal year for C.L. Brumback. Included below are year-to-date (YTD) explanations of volume, revenue and expense variances.

Summary

YTD Clinic volumes (both medical and dental combined), are below budget by 8.1% or 8,748 visits. Suboxone clinic visits YTD of 2,649 were below budget of 11,543 by 8,894 or 77.1% due to unanticipated changes to the MAT strategy. All other medical clinics combined (net of suboxone) were above budgeted volume by 3,480 visits or 5.0%. Total revenues, year to date, are over budget by 9.9% or \$1.6M due to volume variance in medical clinics. Total operating expenses are under budget by 7.0%, or \$1.3M due to unimplemented strategies. Net operating margin is a loss of \$1.7M compared to a budgeted loss of \$5.3M. YTD the Health Care District has subsidized the Primary Care Clinics with \$2.2M.

Volume Analysis

Total medical clinic visits YTD in all adult and pediatric clinics of 76,269 were under budget of 81,683 by 5,414 or 6.6% but are over prior year of 65,251 by 11,018 or 16.9%. Dental visits YTD of 23,371 were under budget of 26,705 by 3,334 or 12.5% and below prior year of 25,510 by 2,139 or 8.4%. Suboxone clinic visits YTD of 2,649 were below budget of 11,543 by 8,894 or 77.1% due to unanticipated changes to the MAT strategy. All other medical clinics combined (net of Suboxone) were above budgeted volume by 3,480 visits or 5.0%.

Net Revenue

Clinic net patient revenue YTD of \$12.1M exceeded budget of \$10.0M by \$2.0M or 20.3% and above of prior year of \$9.3M by \$2.7M or 29.1%. Clinics received a LIP payment in April 2018 of \$1.2M, this was unbudgeted. Grant revenue YTD of \$5.9M was below budget of \$6.4M by \$492k or 7.7% and exceeded prior year of \$4.9M by \$1.0M or 20.6%. Current year grants for mobile van and MAT program have not been realized.

Expenses

Clinic operating expenses YTD of \$17.2M were under budget of \$18.5M by \$1.3M or 7.0% and above prior year of \$14.4M by \$2.8M or 19.2%. Most of this positive variance related to salaries, benefits, and software costs. Salaries and benefits were under budget due to unimplemented strategies in West Boca, Lake Worth and Lantana (Suboxone).

CONCLUSION/ACTION: Mr. Elder made a motion to approve the C.L. Brumback Primary Care Clinics Finance Committee Report. The motion was duly seconded by Ms. Navarro. A vote was called, and the motion passed unanimously.

- 8A-2 **Staff Recommends a MOTION TO APPROVE:**
Mr. Kendle requested the addition of Joan Roude (new Board member) to the Finance Committee.

CONCLUSION/ACTION: Mr. Elder made a motion to approve the addition of Ms. Roude to the Finance Committee. The motion was duly seconded by Ms. Navarro. A vote was called, and the motion passed unanimously.

9. VP and Executive Director of Clinic Services Comments

None.

10. Board Member Comments

None.

11. Establishment of Upcoming Meetings

August 22, 2018 (HCD Board Room)

- 12:15 p.m., Finance Committee

September 26, 2018 (HCD Board Room)

- 12:15 p.m., Finance Committee

October 24, 2018 (HCD Board Room)

- 12:15 p.m., Finance Committee

November 28, 2018 (HCD Board Room)

- 12:15 p.m., Finance Committee

December 19, 2018 (HCD Board Room)

- 12:15 p.m., Finance Committee

12. Motion to Adjourn

Mr. Elder made a motion to adjourn. The motion was duly seconded by Ms. Navarro. A vote was called, and the motion passed unanimously.

There being no further business, the meeting was adjourned at 12:40 p.m.



DCHI Finance Committee Chair

8/22/2018
Date