



**DISTRICT CLINIC HOLDINGS, INC.  
d.b.a. C.L. BRUMBACK PRIMARY CARE CLINICS  
BOARD OF DIRECTORS FINANCE COMMITTEE  
MEETING MINUTES  
August 25, 2021  
Zoom Webinar Meeting**

**1. Call to Order**

Mr. Smith called the meeting to order at 12:26 p.m.

**A. Roll Call**

Committee members present: Tammy Jackson-Moore (Zoom); Mike Smith (Zoom)  
Excused: Joseph Gibbons

Staff present included: Darcy Davis; Belma Andric; Hyla Fritsch; Shannon Wynn;  
Mina Bayik; Sparticus Gunn; Bernabe Icaza; Candice Abbott; Andrea Steele;  
Marisol Miranda; John Wright; Heather Bokor; Jessica Cafarelli; Patricia Lavelly;  
Alexa Goodwin

Recording/transcribing Secretary: Shannon Wynn

**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: Due to a lack of quorum, all agenda items have been postponed until next month's regularly scheduled meeting.**

**3. Awards and Presentations**

None.

**4. Disclosure of Voting Conflict**

None.

**5. Public Comment**

None.

District Clinic Holdings, Inc.  
d.b.a. C.L. Brumback Primary Care Clinics  
Board of Directors Finance Committee  
Meeting Minutes  
August 25, 2021  
Page 2 of 4

## 6. Meeting Minutes

- 6A. **Staff recommends a MOTION TO APPROVE:**  
Finance Committee Meeting Minutes of June 23, 2021.

**CONCLUSION/ACTION:** Due to a lack of quorum, all agenda items have been postponed until next month's regularly scheduled meeting.

- 6B. **Staff recommends a MOTION TO APPROVE:**  
Finance Committee Meeting Minutes of July 28, 2021.

**CONCLUSION/ACTION:** Due to a lack of quorum, all agenda items have been postponed until next month's regularly scheduled meeting.

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

**CONCLUSION/ACTION:** Due to a lack of quorum, all agenda items have been postponed until next month's regularly scheduled meeting.

### A. **ADMINISTRATION**

- 7A-1 **RECEIVE AND FILE:**  
August 2021 Internet Posting of District Public Meeting.  
<https://www.hcdpbc.org/resources/public-meetings>

- 7A-2 **RECEIVE AND FILE:**  
Attendance Tracking

- 7A-3 **RECEIVE AND FILE:**  
C.L. Brumback Primary Care Clinics Financial Report May 2021.

## 8. Regular Agenda

### A. **FINANCE**

- 8A-1 **Staff recommends a MOTION TO APPROVE:**  
C.L. Brumback Primary Care Clinics Financial Report June 2021.

The June statements represent the financial performance through the ninth month of the 2021 fiscal year for the C.L. Brumback Primary Care Clinics. Gross patient revenue YTD was favorable to budget by \$5.6M due to increased patient volumes. Net patient revenue YTD was favorable to budget by \$1.4M. Total YTD revenue was unfavorable to budget by (\$2.9M) due primarily to the timing of COVID-19 stimulus funds. Operational expenses

District Clinic Holdings, Inc.  
d.b.a. C.L. Brumback Primary Care Clinics  
Board of Directors Finance Committee  
Meeting Minutes  
August 25, 2021  
Page 3 of 4

before depreciation were favorable to budget by \$406k due primarily to positive variances in medical supplies \$576k, medical services \$156k, and lease and rental of \$193k. Total YTD net margin was (\$11.2M) compared to budget of (\$8.8M) resulting in an unfavorable variance of (\$2.4M) or 26.7%. The Medical clinic's gross patient revenue exceeded the budget by \$4.3M. This resulted from the clinics being able to resume patient-facing visits earlier than anticipated. Net patient revenue YTD for the Medical clinics was favorable to budget by \$925k. The Medical clinic's total YTD revenue was unfavorable to budget by (\$3.1M). This unfavorable variance resulted from the recognition timing of COVID-19 related stimulus funding. Total operating expenses of \$17.8M were favorable to the budget of \$18.1M by \$376k. The temporary positive variance of \$573k is primarily due to the delayed timing of medical supplies, including COVID-19 test kits. Total YTD net margin was (\$10.1M) compared to a budget of (\$7.5M), resulting in an unfavorable variance of (\$2.6M) or 34.6%. The Dental clinic's total YTD gross patient revenue was favorable to budget by \$1.3M. Net patient revenue YTD for the Dental clinics was favorable to budget by \$429k. Total revenue of \$2.9M was over budget by \$206k due to increased visits. Total operating expenses of \$3.0M were favorable to budget by \$30k. Total YTD net margin was (\$1.0M) compared to a budget loss of (\$1.3M) for a favorable variance of \$250k or (19.3%). On the Comparative Statement of Net Position, due from other governments increased from \$4.1M to \$5.4M. This balance is due mainly from Health Resources and Service Administration (HRSA). The District subsidy YTD for the Medical and Dental clinics are \$9.0M and \$961k, respectively, for a combined subsidy of \$10.0M.

Mr. Smith asked if there was a way to report the anticipated or confirmed Covid-19 stimulus funding to understand the financial performance better.

Ms. Abbott stated that the legislation changed last year, which caused it to be more challenging to recognize this year. She will try to be more specific as we advance.

Mr. Smith stated the gross pay revenue was more than 4 million dollars over budget in June. He noted that was great.

Ms. Abbott said that she is hoping the contractual allowances will look even better come next year.

Mr. Smith stated that the contractual allowances are up tremendously.

Ms. Abbott explained that is due to the revenue increasing and that she has to write off some account due to timely filing or credentialing issues.

Mr. Smith asked why the decrease in the cash and cash equivalent was from May to June.

Ms. Abbott explained the decrease in the cash on the balance sheet was due to vendor payment and payroll.

Ms. Jackson-Moore thanked the staff for staying on top of the financial situation.

District Clinic Holdings, Inc.  
d.b.a. C.L. Brumback Primary Care Clinics  
Board of Directors Finance Committee  
Meeting Minutes  
August 25, 2021  
Page 4 of 4

**CONCLUSION/ACTION: Due to a lack of quorum, all agenda items have been postponed until next month's regularly scheduled meeting.**

**9. VP and Executive Director of Clinic Services Comments**  
None.

**10. Board Member Comments**  
None.

**11. Establishment of Upcoming Meetings**

**September 29, 2021 (HCD Board Room)**

12:15 p.m. Finance Committee

**October 27, 2021 (HCD Board Room)**

12:15 p.m. Finance Committee

**November 30, 2021 (HCD Board Room)**

12:15 p.m. Finance Committee

**December 14, 2021 (HCD Board Room)**

12:15 p.m. Finance Committee

**12. Motion to Adjourn**

**Due to a lack of quorum, all agenda items have been postponed until next month's regularly scheduled meeting.**

There being no further business, the meeting was adjourned at 12:36 p.m.

  
**DCHI Finance Committee Chair**

9/29/21  
**Date**