



**HEALTH CARE DISTRICT OF
PALM BEACH COUNTY
BOARD OF COMMISSIONERS
AND
FINANCE & AUDIT COMMITTEE
JOINT SUMMARY MINUTES
September 10, 2020
Zoom Webinar Meeting**

Remote Participation Link:

<https://zoom.us/j/5507895592?pwd=REZ4TWtYUXowQWNpWTBaVXRsZ1dDQT09>

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; Michael Burke and Joseph Gibbons.

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; Josh Burrill, Director of Compliance and Internal Audit; Joel Snook, Chief Financial Officer and Patricia Lavelly, Interim 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

CONCLUSION/ACTION: Commissioner O'Bannon 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. Investment Committee Update

Mr. John Grady provided the Board with an investment update.

- B. Epic Journey Update

Ms. Lavelly presented the Board with a brief update on the Epic project.

- C. 2021 Budget – Version 2

Mr. Snook presented the Health Care District Budget Version 2.

4. Disclosure of Voting Conflict

5. Public Comment

6. Meeting Minutes

- A. **Staff Recommends a MOTION TO APPROVE:**
Joint Board and Finance & Audit Committee Meeting Minutes of June 9, 2020.

CONCLUSION/ACTION: Commissioner Alonso made a motion to approve the Board Meeting Minutes of June 9, 2020 as presented. The motion was duly seconded by Commissioner Neering. There being no objection, the motion passed unanimously.

8. Committee Reports

- 8.1 Finance and Audit Committee Report – (No Report)
- 8.2 Good Health Foundation Committee Report – (No Report)

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8.3 Quality, Patient Safety and Compliance Committee – (No Report)

8.4 Lakeside Health Advisory Board Report – (Commissioner Alonso)

Commissioner Alonso stated that the Lakeside Health Advisory Board met on September 1, 2020. The Board voted to keep Rev. Robert Rease as Chair and Dr. Alina Alonso as Vice Chair.

Presentations discussed:

- OB Service line remaining open at Lakeside.
- OB Simulation Lab being added to Lakeside with a collaboration with FIU or USF to provide training using a mobile simulation unit during the interim.
- Current OB census and current hospital overall census and engaging the Lakeside Health Advisory Board, Commissioner Jackson-Moore and the staff at Lakeside in communicating with the community about the services offered at Lakeside. The Lakeside Health Advisory Board made suggestions about utilizing Facebook and a virtual platform.

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

Commissioner Jackson-Moore stated that Zoom Board meetings were held on June 24, July 29, and August 26, 2020. As of 6/16/2020 all clinics have been re-opened and all services are being offered. As of 8/31/2020 dental is limited to pediatrics and dental emergencies only. We successfully submitted our Annual Reporting application for re-accreditation for our five largest sites on 7/9/2020. Reaccreditation was attained on 7/20/2020. Our organization is under consideration as a participant in the virtual Operational Site Visit process and we are working on a contract with Abbott for Point of Care Covid-19 PCR testing that takes less than twenty minutes to process.

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 Jackson-Moore. There being no objection, the motion passed unanimously.

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HEALTH CARE DISTRICT

A. ADMINISTRATION

8A-1 RECEIVE AND FILE:

September 2020 Internet Posting of District Public Meeting.

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

8A-2 RECEIVE AND FILE

Health Care District Board Attendance

8A-3 RECEIVE AND FILE:

Health Care District Financial Statements July 2020

8A-4 Staff Recommends a MOTION TO APPROVE:

Credentialing and Privileging of Healey Center Practitioner(s)

8A-5 Staff Recommends a MOTION TO APPROVE:

Department of Security Services Policy of Operations

8A-6 Staff Recommends a MOTION TO APPROVE:

Records Management/HIM Policy Updates and Retired Policies

8A-7 RECEIVE AND FILE:

Lakeside Medical Center Confidential Public Records Request Quarterly Report

8A-8 RECEIVE AND FILE

Good Health Foundation Tax Form 990

DISTRICT HOSPITAL HOLDINGS, INC.

B. ADMINISTRATION

8B-1 Staff Recommends a MOTION TO APPROVE:

Medical Staff Appointments for Lakeside Medical Center

9. Regular Agenda

A. ADMINISTRATION

9A-1 Staff Recommends a MOTION TO APPROVE:

FY 2020 Budget Amendment

Mr. Snook stated that Per Florida Statute 189.016, budget amendments must be adopted by Board resolution, and the budget can be amended within 60 days following the end of the fiscal year. Expenditures are expected to exceed the

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adopted budgets for the Healey Center, Lakeside, the Primary Care Clinics, and the Capital Replacement Fund basically due to COVID 19. Staff recommends the Board approve the Fiscal Year 2020 budget amendment through the adoption of Resolution #2020R-001.

CONCLUSION/ACTION: Commissioner Alonso made a motion to approve the FY 2020 Budget Amendment. The motion was duly seconded by Commissioner Jackson-Moore. There being no objection, the motion passed unanimously.

9A-2 **Staff Recommends a MOTION TO APPROVE:**
FY 2020 Budget Transfers

Mr. Snook stated that the District's Budget Policy requires the Board to approve all budget transfers greater than or equal to \$250,000 within a fund or between General Fund programs. Budget transfers do not increase or decrease the approved budget. We would like to transfer \$300,000 to create a new department called Community Engagement Planning. Staff recommends the Board approve the Fiscal Year 2020 budget transfers.

CONCLUSION/ACTION: Commissioner Jackson-Moore made a motion to approve the FY 2020 Budget Transfers. The motion was duly seconded by Commissioner Alonso. There being no objection, the motion passed unanimously.

9A-3 **Staff Recommends a MOTION TO APPROVE:**
Low Income Pool Participation for Palm Beach County Hospitals and Federally Qualified Health Centers

Mr. Snook explained that this agenda item is a request to provide a Local Intergovernmental Transfer for Palm Beach County Hospitals and Federally Qualified Health Centers. Staff recommends the Board approve funding the 2020-21 Low Income Program IGT funding for the hospitals and FQHCs and authorize the CEO to execute the required agreements.

CONCLUSION/ACTION: Commissioner Jackson - Moore made a motion to approve the LIP Participation for Palm Beach County Hospitals and Federally Qualified Health Centers. The motion was duly seconded by Commissioner O'Bannon. There being no objection, the motion passed unanimously.

9A-4 **Staff Recommends a MOTION TO APPROVE:**
Lakeside Medical Center Equipment Replacement

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Mr. Snook stated that this agenda item presents the replacement of operating rooms 2 and 3 overhead lights and boom system at Lakeside Medical Center. The evaluation committee met to discuss the four proposals received. Charles Perry Partners ended up as the top ranked firm based on their knowledge of design criteria, past performance, understanding of the project, quality of the proposal and adequate personnel to perform the project. Staff is looking for Board approval to award Charles Perry Partners to design/build OR Suites 2 and 3 overhead lights and equipment boom replacement.

CONCLUSION/ACTION: Commissioner Jackson-Moore made a motion to approve the Lakeside Medical Center Equipment Replacement. The motion was duly seconded by Commissioner Banner. There being no objection, the motion passed unanimously.

9A-5 **Staff Recommends a MOTION TO APPROVE:**
Transition Plan for In-House Internal Audit Model

Management has considered various scenarios and reviewed the cost-benefit of a fully outsourced model and has concluded that it is in the District's best interest to transition to an in-house internal audit model over the course of several years. The model would include the recruitment of one FTE as a Senior Internal Auditor. During the transition, the Senior Internal Auditor would be responsible for the day-to-day responsibilities of the internal audit and would collaborate with a third-party firm as deemed necessary. Staff recommends the Board approve the recommendations to hire a Senior Internal Auditor and begin the transition to a more fully in-house internal audit model. Staff also recommends that Cherry Bekaert be selected as the external internal audit resource.

CONCLUSION/ACTION: Commissioner O'Bannon made a motion to approve the hire of a Senior Internal Auditor and select Cherry Bekaert as the external internal audit resource. The motion was duly seconded by Commissioner Alonso. There being no objection, the motion passed unanimously.

10. CEO Comments

Ms. Davis provided an update on the helicopter that had issues on 8/25. The FAA has released the aircraft to us for repair in conjunction with Sikorsky recommendations. The root cause of why this happened is still under investigation.

The Security Guards are ready and will start training as we are going to an in house model throughout the Health Care District.

Ms. Davis stated that conversations have started about administering vaccines and although this is further down the road, we are presently working with the County on it.

“Hero” our next mobile coach should be delivered on September 25th... It will look very much like “Warrior” which is parked at the Ballpark.

In our budget, there’s a 500k dollar lump sum to move forward with Ground Transport. The process has been delayed 6 months due to COVID so the deadline has been pushed out.

And lastly, there’s a tremendous cooperation between the Health Department, the School District and the Health Care District putting the medical protocols in place for COVID and training the school nurses to prepare for back to school.

11. Finance and Audit Committee Member Comments

12. HCD Board Member Comment

13. Establishment of Upcoming Board Meetings

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

14. Motion to Adjourn


There being no further business, the meeting was adjourned.

DocuSigned by:


Sean O'Bannon, Secretary
Health Care District Board

12/9/2020

Date

DocuSigned by:


Edward G. Sabin, Chair
Finance & Audit Committee

12/10/2020

Date