

**FINANCE AND AUDIT COMMITTEE MEETING
SUMMARY MINUTES**

**September 25, 2018, 12:00 p.m.
1515 N. Flagler Drive, Suite 101
West Palm Beach, FL 33401**

1. Call to Order – Chair

Brian Lohmann called the meeting to order.

A. Roll Call

Health Care District Finance and Audit Committee members present included: Brian Lohmann, Chair; Nancy Banner, Vice Chair; Joe Bergeron; Michael Burke; Leslie Daniels; Joan Roude; Edward Sabin and Michael Smith.

Staff present included: Darcy Davis, Chief Executive Officer; Dawn Richards, VP & Chief Financial Officer; Dr. Belma Andric, Chief Medical Officer; Dr. Tom Cleare, VP of Strategy; Karen Harris, VP of Field Operations; Ellen Pentland, Chief Compliance Officer; Cindy Yarbrough, Chief Information Officer; Steven Hurwitz, VP of Human Resources and Communications; Valerie Shahriari, General Counsel and Stephanie Dardanella, Administrator of Lakeside Medical Center.

Others present included: John Grady, Public Trust Advisors; Harry Torres, CHAN Healthcare; and Harry Kimball, CHAN Healthcare

Recording/Transcribing Secretary: Tanya McCain

- B. Affirmation of Mission:** This 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

It was requested that agenda item 7A-4 (Auditor General Final Response) be moved from the Consent Agenda to the Regular Agenda as item 8A-8.

B. Motion to Approve Agenda

CONCLUSION/ACTION: Chair Lohmann made a motion to approve the agenda as amended. The motion was duly seconded by Mr. Sabin. There being no opposition, the motion passed unanimously.

3. Awards, Introductions and Presentations

A. Investment review and Economic Update (3Q Ending 6/30/2018) – John Grady, Public Trust Advisors

Mr. Grady presented the quarterly investment report for the period ending June 30, 2018.

4. Disclosure of Voting Conflict

None

5. Public Comment

None

6. Meeting Minutes

A. Staff Recommends a MOTION TO APPROVE:

Finance and Audit Committee Meeting Minutes of May 22, 2018.

CONCLUSION/ACTION: Ms. Banner made a motion to approve the Finance and Audit Committee Meeting Minutes of May 22, 2018 as presented. The motion was duly seconded by Mr. Smith. There being no opposition, the motion passed unanimously.

B. RECEIVE AND FILE:

Health Care District Board and Finance and Audit Committee Joint Meeting Minutes of July 24, 2018.

7. Consent Agenda – Motion to Approve Consent Agenda Items

CONCLUSION/ACTION: Ms. Roude made a motion to approve the Consent Agenda items. The motion was duly seconded by Mr. Burke. There being no opposition, the motion passed unanimously.

A. ADMINISTRATION

7A-1. RECEIVE AND FILE:

September 2018 Internet Posting of District Public Meeting.
<http://www.hcdpbc.org> - Resources- Public Meetings

7A-2. RECEIVE AND FILE:

Finance and Audit Committee Attendance

7A-3. RECEIVE AND FILE:

RSM Renewal of Audit Arrangement Letter

7A-4. MOVED TO REGULAR AGENDA AS ITEM 8A-8

7A-5. RECEIVE AND FILE:

2019 Budget – Version 2

8. Regular Agenda

A. ADMINISTRATION

8A-1. Health Care District Financial Statements – August 2018.

Ms. Richards reviewed the information provided in the Management Discussion and Analysis and responded to questions.

CONCLUSION/ACTION: Received and filed.

8A-2. Purchasing Policy Revisions

Ms. Richards identified the revised sections of the proposed Policy and responded to questions.

CONCLUSION/ACTION: Ms. Roude made a motion to forward the Purchasing Policy Revisions to the Board for approval. The motion was duly seconded by Mr. Burke. There being no opposition, the motion passed unanimously.

8A-3. Fund Balance Policy Revisions

Ms. Richards identified the revised sections of the proposed Policy and responded to questions.

CONCLUSION/ACTION: Mr. Edward Sabin made a motion to forward the Fund Balance Policy Revisions to the Board for approval. The motion was duly seconded by Ms. Joan Roude. There being no opposition, the motion passed unanimously.

8A-4. Meaningful Use Audit Report

Mr. Kimball discussed the results of the Meaningful Use Audit and responded to questions.

CONCLUSION/ACTION: Ms. Roude made a motion to forward the Meaningful Use Audit Report to the Board for approval. The motion was duly seconded by Ms. Banner. There being no opposition, the motion passed unanimously.

8A-5. AR Allowance Audit Report

Mr. Kimball discussed the results of the Accounts Receivable Reserves Audit and responded to questions.

CONCLUSION/ACTION: Mr. Smith made a motion to forward the AR Allowance Audit Report to the Board for approval. The motion was duly seconded by Ms. Roude. There being no opposition, the motion passed unanimously.

8A-6. **Gift Shop Audit Report**

Mr. Kimball discussed the results of the Gift Shop Audit Report and responded to questions.

CONCLUSION/ACTION: Mr. Bergeron made a motion to forward the Gift Shop Audit Report to the Board for approval. The motion was duly seconded by Ms. Banner. There being no opposition, the motion passed unanimously.

8A-7. **FY2018 Audit Plan Status Update**

Mr. Kimball reported on the status of proposed audits for all entities of the District. The FY 2018 Audit Plan Status Update includes 12 audits.

CONCLUSION/ACTION: Mr. Burke made a motion to forward the FY2018 Audit Plan Status Update to the Board for approval. The motion was duly seconded by Ms. Roude. There being no opposition, the motion passed unanimously.

8A-8. **Auditor General Final Response**

Ms. Richards reported on the status and outcome of the 2016 investigation by the Auditor General.

CONCLUSION/ACTION: Chair Lohmann made a motion to forward the Auditor General Final Response to the Board for approval. The motion was duly seconded by Mr. Sabin. There being no opposition, the motion passed unanimously.

9. Comments

A. CEO Comments

None.

B. CFO Comments

None.

C. Committee Member Comments

None.

10. Establishment of Upcoming Meetings

Date:	Time:
November 27, 2018	12:00 P.M.

Unless otherwise noted, these meetings will take place in the Health Care District Board Room at 1515 N. Flagler Drive, West Palm Beach, Florida.

11. Motion to Adjourn

There being no further business, the meeting was adjourned.

Brian Lohmann
Brian Lohmann, Finance Committee Chairman

3/26/19
Date