



DISTRICT BOARD MEETING AGENDA
September 28, 2021
1515 N Flagler Drive, Suite101
West Palm Beach, FL 33401

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, Chair

- A. Roll Call
- B. Invocation
- C. Pledge of Allegiance
- D. 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.

2. Agenda Approval

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

3. Awards, Introductions and Presentations

- A. Recognition of Cory Neering (Darcy Davis)
- B. Health Care District Community COVID Vaccination Initiatives (Belma Andric, MD)
- C. Conflicts of Interest Education and Information Update (Heather Bokor)

4. Disclosure of Voting Conflict

5. Public Comment

6. Election of Officers

- A. Chair
- B. Vice Chair
- C. Secretary

7. Committee Reports

- 7.1 Finance and Audit Committee – (No Report)
- 7.2 Good Health Foundation Committee – (No Report)
- 7.3 Quality, Patient Safety and Compliance Committee – (Commissioner Alonso)
- 7.4 Lakeside Health Advisory Board – (No Report)
- 7.5 Primary Care Clinics Board – (No Report)

8. Consent Agenda – Motion to Approve Consent Agenda Items

HEALTH CARE DISTRICT

A. ADMINISTRATION

8A-1 RECEIVE AND FILE:

September 2021 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 [Page 1]

8A-3 RECEIVE AND FILE:

Lakeside Medical Center Confidential Public Records Request Quarterly Report
(Bernabe Icaza) [Pages 2-4]

8A-4 Staff Recommends a MOTION TO APPROVE:

Insurance Broker Services Agreement (Bernabe Icaza) [Pages 5-6]

9. Regular Agenda

A. ADMINISTRATION

9A-1 Staff Recommends a MOTION TO APPROVE:

Board Resolution Regarding Policy and Procedures (Bernabe Icaza)
[Pages 7-10]

9A-2 Staff Recommends a MOTION TO APPROVE:

District Fund Balance Policy (Candice Abbott) [Pages 11-17]

9A-3 Staff Recommends a MOTION TO APPROVE:

Board Resolution Setting the Stabilization Fund Balance for FY22
(Candice Abbott) [Pages 18-20]

Meeting Agenda
September 28, 2021

- 10. CEO Comments**
- 11. HCD Board Member Comments**
- 12. Establishment of Upcoming Board Meetings**

December 15, 2021

- 2:00PM, Health Care District Board Meeting
- 13. Motion to Adjourn**

**HEALTH CARE DISTRICT OF
PALM BEACH COUNTY
BOARD OF COMMISSIONERS**

Board Meeting Attendance Tracking for 12/20 – 12/21

	12/8/20	3/11/21	6/29/21	9/16/21	9/28/21	12/15/21
Leslie Daniels	X	X	X	X		
Nancy Banner	X	X	X	X		
Sean O'Bannon	X	X		X		
Dr. Alonzo	X	X	X	X		
Cory Neering	X	X	X			
Ed Sabin	X	X		X		
Tammy Jackson-Moore	X	X	X	X		

HEALTH CARE DISTRICT BOARD

September 28, 2021

1. Description: Lakeside Medical Center Confidential Public Records Request Quarterly Report

2. Summary:

Under the provisions of Florida Statute 395.3035(9)(a), staff shall report in writing to the governing board on the number of records for which a public records request has been made and the records have been declared to be confidential under the statute. The report is attached for Board information.

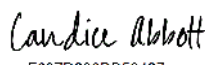
3. Substantive Analysis:

For each such record, the governing Board is provided with a general description of the record, the date on which the record became confidential, whether the public will have access to the record at a future time, and, if so, on what date the public will be granted access to such record. The report also includes each record that had been confidential to which the public has been granted access since the last report.

4. Fiscal Analysis & Economic Impact Statement:

	Amount	Budget
Capital Requirements	N/A	Yes <input type="checkbox"/> No <input type="checkbox"/>
Annual Net Revenue	N/A	Yes <input type="checkbox"/> No <input type="checkbox"/>
Annual Expenditures	N/A	Yes <input type="checkbox"/> No <input type="checkbox"/>

Reviewed for financial accuracy and compliance with purchasing procedure:

DocuSigned by:

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 VP & Chief Financial Officer

5. Reviewed/Approved by Committee:

N/A

 Committee Name

N/A

 Date

HEALTH CARE DISTRICT BOARD
September 28, 2021

6. Recommendation:

Staff recommends the Board receive and file the attached Lakeside Medical Center Confidential Public Records Request Quarterly Report.

DocuSigned by:
Bernabe Icaza
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VP & General Counsel

DocuSigned by:
Darcy Davis
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Chief Executive Officer

LAKESIDE MEDICAL CENTER
CONFIDENTIAL PUBLIC RECORDS REQUESTS

<u>Timeframe</u>	<u>Record Description under Section 395.3035</u>	<u>Date Record Declared Confidential</u>	<u>Date Record Accessible to Public</u>	<u>Date Record Released to Public</u>
OCT-DEC 2020	NO REQUESTS DECLARED CONFIDENTIAL	N/A	N/A	N/A
JAN-MAR 2021	NO REQUESTS DECLARED CONFIDENTIAL	N/A	N/A	N/A
APR-JUNE 2021	NO REQUESTS DECLARED CONFIDENTIAL	N/A	N/A	N/A
JULY-SEPT 2021				

HEALTH CARE DISTRICT BOARD

September 28, 2021

1. Description: Insurance Broker Services Agreement

2. Summary:

This agenda item provides the Board with a recommendation to approve Marsh USA, Inc.'s three (3) year insurance broker services agreement.

3. Substantive Analysis:

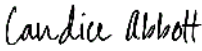
The District's agreement with its current insurance broker will expire on September 30, 2021. A solicitation for broker services was sent to three (3) experienced and qualified brokerage companies and two (2) subsequently responded to the solicitation, including the incumbent. A Selection Committee was internally convened and the two (2) respondents were ranked.

The Selection Committee determined that Marsh USA, Inc., was the most qualified and possesses the expertise and market leverage to meet the District's needs. Marsh USA has a dedicated team of professionals and wide range of subject matter experts in their national practice. Marsh USA is one of the largest service providers to Florida health care systems, inclusive of several large hospitals with sovereign immunity protection.

4. Fiscal Analysis & Economic Impact Statement:

	Amount	Budget
Capital Requirements	N/A	Yes <input type="checkbox"/> No <input type="checkbox"/>
Annual Net Revenue	N/A	Yes <input type="checkbox"/> No <input type="checkbox"/>
Annual Expenditures	\$140,000.00	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

Reviewed for financial accuracy and compliance with purchasing procedure:

DocuSigned by:

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 VP & Chief Financial Officer

5. Reviewed/Approved by Committee:

N/A

 Committee Name

N/A

 Date

HEALTH CARE DISTRICT BOARD
September 28, 2021

6. Recommendation:

Staff recommends the Board approve the agreement for broker services.

Approved for Legal sufficiency:

DocuSigned by:
Bernabe Icaza
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DocuSigned by:
Bernabe Icaza
0290C6C02014479... VP & General Counsel

DocuSigned by:
Darcy Davis
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HEALTH CARE DISTRICT BOARD

September 28, 2021

1. Description: Board Resolution Regarding Policy and Procedures

2. Summary:

Board approval is sought for this Resolution to clarify the Chief Executive Officer’s authority in regards to Policies and Procedures.

3. Substantive Analysis:

As part of the Health Care District’s efforts to streamline and improve operational practices, this Resolution clarifies the distinction between Board level guidance and the CEO’s authority to draft, approve and implement administrative, clinical and operational policy and procedures.

The governing framework for the Health Care District follows the below hierarchy:

- (1) US Constitution
- (2) Florida Constitution
- (3) Florida Statutes
- (4) HCD Enabling Legislation
- (5) Organizational By-Laws
- (6) District Board Policies
- (7) CEO approved Administrative, Clinical and Operational Policies and Procedures

The Board has set forth specific guidance through its policy setting and resolution adoption which all Operational, Administrative and Clinical Policies and Procedures will support.

This resolution identifies the seven (7) policies requiring Board Approval.

4. Fiscal Analysis & Economic Impact Statement:

	Amount	Budget
Capital Requirements	N/A	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Annual Net Revenue	N/A	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Annual Expenditures	N/A	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

Reviewed for financial accuracy and compliance with purchasing procedure:



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 VP & Chief Financial Officer

HEALTH CARE DISTRICT BOARD

September 28, 2021

5. Reviewed/Approved by Committee:

N/A
Committee Name

N/A
Date

6. Recommendation:

Staff recommends the Board approve the Resolution regarding policy and procedures.

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Bernabe Icaza

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VP & General Counsel

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Darcy Davis

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Chief Executive Officer

RESOLUTION #2021R-002

A RESOLUTION OF THE BOARD OF THE HEALTH CARE DISTRICT OF PALM BEACH COUNTY REGARDING POLICIES AND PROCEDURES

WHEREAS, pursuant to the Bylaws of the District (“Bylaws”) and the District’s enabling legislation, Chapter 2003-326, Laws of Florida (“Enabling Legislation”), the Board of the Health Care District of Palm Beach County (“District”) is responsible for promulgating and adopting general policies for the operation of the District and its subsidiaries; and

WHEREAS, pursuant to the Bylaws and the Enabling Legislation the District employs a Chief Executive Officer (“CEO”) who is responsible for implementing the general policies of the District and its subsidiaries by taking such actions that include, among others, drafting new or amending existing administrative and operational policies and procedures and adoption and implementation of administrative, clinical and operational policies and procedures for the District and its subsidiaries; and

WHEREAS, the Board has historically reviewed all policies and procedures adopted by the District and its subsidiaries and desires to clarify that the CEO has responsibility over the approval process of policies and procedures that are necessary for the day to day operations of the District and its subsidiaries; and

WHEREAS, all policies and procedures of the District are available for viewing at any time; and

NOW, THEREFORE, BE IT RESOLVED, that the CEO is authorized to draft, approve, and implement policies and procedures for the District and its subsidiaries which help supplement the general nature of the policies of the District and its Bylaws and Enabling Legislation; and

BE IT FURTHER RESOLVED, that the CEO is authorized to establish an administrative, clinical and operational policy and procedure review committee with responsibility for providing the necessary oversight over the policies and procedures process, including making recommendations to the CEO for the need for new policies or for the need to amend existing policies; and

BE IT FURTHER RESOLVED, that the CEO is authorized to provide the necessary final approval over all policies and procedures over the District and its subsidiaries, except for the following general policies of the District, which will continue to require final Board approval: 1) Purchasing Policy; 2) Real Property Acquisition Policy; 3) Compensation and Benefits Policy; 4) Investment Policy; 5)

Conflicts of Interest Policy; 6) Standards of Conduct Policy and 7) Fund Balance Policy.

DULY ADOPTED the 28th day of September 2021.

**PALM BEACH COUNTY, FLORIDA
HEALTH CARE DISTRICT OF PALM BEACH COUNTY**

Les Daniels
Chair

ATTEST: _____
Sean O'Bannon
Secretary

HEALTH CARE DISTRICT BOARD

September 28, 2021

1. Description: Modification to the District Fund Policy - Stabilization Fund Balance

2. Summary:

Board Approval is sought to modify the District Fund Balance policy to classify our Stabilization Fund balance as a committed fund and increase the balance to be 15%-25% of annual total expenditures and capital expenditures of all combined funds.

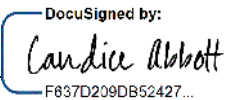
3. Substantive Analysis:

As part of the District’s efforts to accurately account for amounts held in the general fund, the District recommends we maintain the Stabilization Fund balance in a committed fund and increase the fund balance to 25% of total annual expenditures to ensure the District has an adequate “rainy day” policy in the event of an economic downturn, unexpected budget shortfall and any other material unforeseen event.

4. Fiscal Analysis & Economic Impact Statement:

	Amount	Budget
Capital Requirements	N/A	Yes <input type="checkbox"/> No <input type="checkbox"/>
Annual Net Revenue	N/A	Yes <input type="checkbox"/> No <input type="checkbox"/>
Annual Expenditures	N/A	Yes <input type="checkbox"/> No <input type="checkbox"/>

Reviewed for financial accuracy and compliance with purchasing procedure:


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 VP & Chief Financial Officer

5. Reviewed/Approved by Committee:

N/A

 Committee Name

N/A

 Date

6. Recommendation:

Staff recommends the Board approve the policy to classify the Stabilization Fund as a committed fund and increase the balance to 25% of the total annual expenditures.

HEALTH CARE DISTRICT BOARD

September 28, 2021

Approved for Legal sufficiency:

DocuSigned by:
Bernabe Icaza
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VP & General Counsel

DocuSigned by:
Candice Abbott
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VP& Chief Financial Officer

DocuSigned by:
Darcy Davis
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Chief Executive Officer



Fund Balance Policy

Policy #:	201410-FBP	Effective Date:	10/1/ 2018 <u>2021</u>
Business Unit:	Finance	Last Review Date:	
Approval Group:	HCD Finance Policy Board	Document Owner(s):	Finance
Board Approval Date:	09/25/2018 <u>9/28/2021</u>		

PURPOSE

This policy provides clarification regarding District Fund Balances and corresponding reserve funds.

SCOPE

This policy applies to all District Funds.

DEFINITIONS

GOVERNMENTAL FUNDS

General Fund – The main operating fund of the District is used to account for all financial resources except those required to be accounted for in another fund.

Special Revenue Funds – The District accounts for all revenues and expenditures related to the Medicaid Match program in this fund.

Capital Projects Funds – These funds are used to account for and report financial resources that are restricted, committed, or assigned to expenditures for capital outlays, including acquisition or construction of capital facility and other capital assets.

PROPRIETARY FUNDS

Enterprise Funds – These funds are used to account for operations that are financed and operated in a manner similar to private business enterprises, where the intent is that the costs of providing goods or services to the general public on a continuing basis are financed or recovered primarily through user charges. The District reports the Healey Center, Healthy Palm Beaches, Lakeside Medical Center and Primary Care Clinics as enterprise funds.

FIDUCIARY FUNDS

Fiduciary Funds – These funds are used to account for assets held by the District in a trustee capacity for individuals, private organizations, other governmental units, and other funds. Since the assets do not



belong to the District, they are not included in the government-wide financial statements. The District has Pension Trust Funds and Resident Agency Fund for which it is the fiduciary.

POLICY

Measurement focus and basis of accounting – The measurement focus and basis of accounting used is dependent upon the fund or funds involved.

Governmental funds use the flow of current financial resources measurement focus and the modified accrual basis of accounting. Under this method, revenues are recognized if they are measurable and available for use during the year. For this purpose, the District considers revenue to be available if it is collected within 60 days of year-end. Expenditures are recognized when the related fund liability is incurred, if measurable.

The government-wide, proprietary, and pension funds use the economic resources measurement focus and the accrual basis of accounting. Under these accounting principles, revenues are recognized in the period earned, and expenses are recognized in the period the liabilities are incurred.

Fund Balance Reporting - In the fund financial statements, governmental funds report equity classifications that comprise a hierarchy based primarily on the extent to which the District is legally bound to honor constraints on the specific purposes for which amounts in fund balance can be spent. The fund balance classification hierarchy is summarized as follows:

Nonspendable – Nonspendable fund balances include amounts that cannot be spent because they are either: a) not in spendable form, or b) legally or contractually required to be maintained intact.

Restricted – Restricted fund balances include amounts that are restricted to specific purposes either by: a) constraints placed on the use of resources by creditors, grantors, contributors, or laws and regulations of other governments, or b) imposed by law through constitutional provisions or enabling legislation.

Committed – Committed fund balances include amounts that can only be used for specific purposes pursuant to constraints imposed by the District's Board of Commissioners through a Board Resolution and remain in place until action is taken by the District Board to remove or revise the limitation.

Assigned – Assigned fund balances include amounts that are constrained by the District's intent to be used for specific purposes, but are neither restricted ~~nor~~ committed. Assignments are made by the



District's chief executive officer or upon direction of the District Board. Assignments are generally temporary and do not require District Board action for removal.

Unassigned – Unassigned fund balances include amounts that have not been assigned to other funds and have not been restricted, committed, or assigned to specific purposes within the General Fund.

The District considers restricted fund balances to be spent when an expenditure is incurred for the restricted purpose. The District considers committed, assigned, or unassigned fund balances to be spent when an expenditure is incurred for purposes for which amounts in any of those fund balance classifications should be used.

When the District has both restricted and unrestricted resources available to finance a particular program, it is the District's policy to use the restricted resources before using unrestricted resources.

Budgetary Basis - All encumbrances lapse at fiscal year-end.

~~Minimum Stabilization Fund Balance~~ Policy – The District's policy is to maintain an adequate ~~unassigned committed~~ balance in the General Fund to provide ~~liquidity~~ the District with a "rainy day" fund for use in ~~the event of an unforeseen, unbudgeted emergency situations, such as material sustained declines in real estate values, non-reimbursable natural disaster or global pandemic expenditures, unforeseen excessive litigation,~~ economic downturn or budget shortfall. ~~Enabling legislation prohibits~~ The target level for the ~~District Stabilization~~ Fund is 15-25% of all combined fund annual expenditures and capital expenditures. The need to draw funds from ~~increasing the annual millage levy more than .25 mills per year and total millage cannot exceed 2 mills. The District shall maintain an amount between 15% and 20~~ stabilization account, wherein the balance drops below the target level of 15-25% of all combined fund annual expenditures ~~in the General Fund as a minimum unassigned fund balance. This and capital expenditures will require District Board approval. The Stabilization Fund~~ balance will be ~~adjusted set~~ annually within the target level of 15-25% by the Board as part of the budget process.

Capital Improvement Policy - The District will develop a five-year capital improvement program as part of each year's annual budget process and will make capital improvements in accordance with the adopted annual budget. The District CFO will determine and recommend to the Board, the most appropriate financing method for all capital projects.

Depreciation Reporting – Depreciation is recorded in the proprietary funds as a non-cash expense, which



is not subsidized by the General Fund. This is done to better align the proprietary funds with their peers for benchmarking, as well as to give a more accurate estimate of the cost of running the business line. This expense is budgeted in order to align the budget with financial reporting. However, it is excluded from the adopted budget approved by the Board, in order to avoid over-estimating the annual resources necessary from the tax payers through millage assessments.

Capital Projects Reserve Balance – The balance in the capital projects reserve fund should be evaluated annually and funded at sufficient levels to avoid significant annual fluctuations in funding. The balance



should include funding for capital lease obligations, as well as approximately 20% of the total capital expenditures in the five-year capital improvement program, which will be re-evaluated annually.

This policy is intended to operate and be applied in conjunction with other approved District Finance policies. In the event of an inadvertent conflict among the policies, the Chief Financial Officer shall exercise judgment in applying policy until the conflicting language can be reasonably resolved. Additionally, should any guidance in this policy conflict with the pronouncements of authoritative government accounting standard-setting bodies, then the Chief Financial Officer shall have the discretion to comply with such pronouncements until a revised policy may be reasonably presented for approval.

EXCEPTIONS

N/A

RELATED DOCUMENTS	
Related Policy Document(s)	
Related Forms	
Reference(s)	
Last Revision	
Revision Information/Changes	
Next Review Date	

This policy is only intended to serve as a general guideline to assist staff in the delivery of patient care; it does not create standard(s) of care or standard(s) of practice. The final decision(s) as to patient management shall be based on the professional judgement of the health care providers(s) involved with the patient, taking into account the circumstances at that time. Any references are to sources, some parts of which were reviewed in connection with formulation of the policy/procedure. The references are not adopted in whole or in part by the hospital(s) or clinic(s) / provider(s).

The master document is controlled electronically. Printed copies of this document are not controlled. Document users are responsible for ensuring printed copies are valid prior to use.

HEALTH CARE DISTRICT BOARD**September 28, 2021****1. Description: Board Resolution Setting the Stabilization Fund Balance for FY 2022****2. Summary:**

Board Approval is sought for this Resolution to set the stabilization fund for FY 2022 to 25% of all combined fund annual expenditures (“Annual Expenditures”) pursuant to the Fund Balance Policy or an amount equal to \$67,253,000.

3. Substantive Analysis:

As part of the District’s efforts to maintain an adequate “rainy day” fund, the District seeks to set the minimum fund balance for FY 2022 to 25% of Annual Expenditures or \$67,253,000 based on uncertainties in the current healthcare economic environment.

4. Fiscal Analysis & Economic Impact Statement:

	Amount	Budget
Capital Requirements	N/A	Yes <input type="checkbox"/> No <input type="checkbox"/>
Annual Net Revenue	N/A	Yes <input type="checkbox"/> No <input type="checkbox"/>
Annual Expenditures	N/A	Yes <input type="checkbox"/> No <input type="checkbox"/>

Reviewed for financial accuracy and compliance with purchasing procedure:

DocuSigned by:

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 VP & Chief Financial Officer

5. Reviewed/Approved by Committee:

N/A

 Committee Name

N/A

 Date

6. Recommendation:

Staff recommends the Board approve the Resolution to set the stabilization fund balance at 25% or the amount of \$67,253,000 for FY 2022.

HEALTH CARE DISTRICT BOARD

September 28, 2021

Approved for Legal sufficiency:

DocuSigned by:
Bernabe Icaza
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VP & General Counsel

DocuSigned by:
Candice Abbott
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VP & Chief Financial Officer

DocuSigned by:
Darcy Davis
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Chief Executive Officer

RESOLUTION #2021R-005

A RESOLUTION OF THE BOARD OF THE HEALTH CARE DISTRICT OF PALM BEACH COUNTY SETTING THE STABILIZATION FUND BALANCE FOR FISCAL YEAR 2022.

WHEREAS, pursuant to the Fund Balance Policy, Policy 201410-FBP, it is the policy of the Board of the Health Care District of Palm Beach County (“District”) to maintain an adequate committed balance in the General Fund of 15-25% of all combined fund annual expenditures and capital expenditures (“Annual Expenditures”) to provide the District with a “rainy day” fund for use in unforeseen, unbudgeted emergency situations (“Stabilization Fund”).

WHEREAS, for Fiscal Year 2022, the Board shall authorize the District to set the Stabilization Fund to 25% of Annual Expenditures or an amount equal to \$67,253,000.

NOW THEREFORE, BE IT RESOLVED, that the Chief Executive Officer is authorized to direct District staff to set the Stabilization Fund for FY 2022 to 25% of Annual Expenditures or an amount equal to \$67,253,000.

DULY ADOPTED the 28th day of September 2021.

**PALM BEACH COUNTY, FLORIDA
HEALTH CARE DISTRICT OF PALM BEACH COUNTY**

Leslie B. Daniels
Chair

ATTEST:

Sean O’Bannon
Secretary