



**DISTRICT CLINIC HOLDINGS, INC.  
d.b.a. C.L. BRUMBACK PRIMARY CARE CLINICS  
BOARD OF DIRECTORS FINANCE COMMITTEE  
MEETING MINUTES  
September 29, 2021  
Zoom Webinar Meeting**

**1. Call to Order**

Mr. Smith called the meeting to order at 12:16 p.m.

**A. Roll Call**

Committee members present: Tammy Jackson-Moore; Mike Smith; Joseph Gibbons

Staff present included: Darcy Davis; Hyla Fritsch; Shannon Wynn; Mina Bayik; Bernabe Icaza; Candice Abbott; Andrea Steele; Heather Bokor; Jessica Cafarelli; Patricia Lavelly; Thomas Cleare; Annamarie Hankins; Jonathan Dominique; Shauniel Brown; Martha Hyacinthe; Donald Moniger

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: Mr.Gibbons made a motion to approve the agenda as presented/amended. The motion was duly seconded by Ms. Jackson-Moore. A vote was called, and the motion passed unanimously.**

**3. Awards and Presentations**

None.

**4. Disclosure of Voting Conflict**

None.

**5. Public Comment**

None.

## 6. Meeting Minutes

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

**CONCLUSION/ACTION:** Mr. Gibbons made a motion to approve the June 2021 minutes as presented/amended. The motion was duly seconded by Ms. Jackson-Moore. A vote was called, and the motion passed unanimously.

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

**CONCLUSION/ACTION:** Mr. Gibbons made a motion to approve the July 2021 minutes as presented/amended. The motion was duly seconded by Ms. Jackson-Moore. A vote was called, and the motion passed unanimously.

- 6C. **Staff recommends a MOTION TO APPROVE:**  
Finance Committee Meeting Minutes of August 25, 2021.

**CONCLUSION/ACTION:** Mr. Gibbons made a motion to approve the August 2021 minutes as presented/amended. The motion was duly seconded by Ms. Jackson-Moore. A vote was called, and the motion passed unanimously.

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

**CONCLUSION/ACTION:** Ms. Tammy Jackson-Moore made a motion to approve the Consent Agenda as presented/amended. The motion was duly seconded by Mr. Gibbons. A vote was called, and the motion passed unanimously.

### A. **ADMINISTRATION**

- 7A-1 **RECEIVE AND FILE:**  
September 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.

- 7A-4 **RECEIVE AND FILE:**  
C.L. Brumback Primary Care Clinics Financial Report June 2021.

## 8. Regular Agenda

### A. FINANCE

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

The July statements represent the financial performance through the tenth month of the 2021 fiscal year for the C.L. Brumback Primary Care Clinics. Gross patient revenue YTD was favorable to budget by \$6.0M due to increased patient volumes. Net patient revenue YTD was favorable to budget by \$1.7M. Total YTD revenue was unfavorable to budget by (\$1.3M) due primarily to timing of COVID-19 stimulus funds. The COVID funds were budgeted for the current year, but due to changing guidance, they were able to be recognized earlier than anticipated in the prior year, thus creating a timing difference. Operational expenses before depreciation were favorable to budget by \$440k due mostly to positive variances in medical supplies \$648k, lease and rental of \$259k, and medical services \$174k. Total YTD net margin was (\$11.6M) compared to budget of (\$11.0M) resulting in an unfavorable variance of (\$595K) or 5.4%.

The Medical clinics' gross patient revenue exceeded budget by \$4.5M. 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 \$1.3M. The Medical clinics' total YTD revenue was unfavorable to budget by (\$1.7M). Total operating expenses of \$19.8M were favorable to budget of \$20.2M by \$438k. The main reason for the positive variance of \$438k is primarily due to the delayed timing of medical supply purchases, including COVID-19 test kits. Total YTD net margin was (\$10.4M) compared to budget of (\$9.4M) resulting in an unfavorable variance of (\$1.0M) or 10.9%.

The Dental clinics' total YTD gross patient revenue was favorable to budget by \$1.5M. Net patient revenue YTD for the Dental clinics was favorable to budget by \$396k. Total operating expenses of \$3.3M were slightly favorable to budget by \$1.2k. Total YTD net margin was (\$1.2M) compared to a budget loss of (\$1.6M) for a favorable variance of \$428k or (27.0%).

On the Comparative Statement of Net Position, due from other governments increased from \$5.4M to \$6.2M. 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.

Ms. Jackson-Moore asked if the revenue on the balance sheet was reflective of the update on Epic.

Ms. Abbott stated that Epic recognizes revenue.

Mr. Gibbons asked how long it would take for Epic to update any data reporting or revenue changes.

Ms. Abbott stated that she thinks it will take about six months to see any changes.

Mr. Smith asked to date where would the clinics' be if Covid and the stimulus funds were more timely, and are the clinics waiting on any other funds or grants for this year?

Ms. Abbott said that the clinics were not looking for any more provider relief funds or covid relief funds, but a grant should be coming in August for the clinics.

Mr. Smith asked for a breakdown of each clinic location.

Ms. Abbott stated she would provide a breakdown of each clinic location and bring it back to the Board.

Mr. Smith asked why the clinics' charges never increased.

Ms. Abbott stated that an annual review is needed and she will provide a cost comparison for fees.

Ms. Steele stated that the chargemaster was last reviewed December 2019 and is an HRSA requirement.

Ms. Abbott stated she would provide the top 20 utilizations for the next Board meeting.

**CONCLUSION/ACTION: Ms. Jackson-Moore motioned to approve the Financial Report for July 2021 as presented/amended. The motion was duly seconded by Mr. Gibbons. A vote was called, and the motion passed unanimously.**

## **B. POLICIES**

### **8B-1 Staff recommends a MOTION TO APPROVE: Sliding Fee Discount Program Policy**

Ms. Jackson-Moore commented that she was pleased with this policy being updated from six months to twelve months. She feels this will make it easier for the patient.

Ms. Abbott also informed the Board that the policy was changed to match the District Cares eligibility.

**CONCLUSION/ACTION: Ms. Jackson-Moore motioned to approve the Sliding Fee Discount Program Policy as presented/amended. The motion was duly seconded by Mr. Gibbons. A vote was called, and the motion passed unanimously.**

### **8B-2 Staff recommends a MOTION TO APPROVE: Purchasing Policy**

**CONCLUSION/ACTION:** Ms. Jackson-Moore motioned to approve the Purchasing Policy as presented/amended. The motion was duly seconded by Mr. Gibbons. 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**

**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**

**Ms. Jackson-Moore made a motion to adjourn. The motion was duly seconded by Mr. Gibbons. 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

10/27/21  
Date