



**DISTRICT CLINIC HOLDINGS, INC.  
d.b.a. C.L. BRUMBACK PRIMARY CARE CLINICS  
BOARD OF DIRECTORS FINANCE COMMITTEE  
MEETING MINUTES  
September 30, 2020  
Zoom Webinar Meeting**

**1. Call to Order**

Mr. Smith called the meeting to order at 12:19 p.m.

A. Roll Call

Committee members present: Mike Smith, James Elder, Tammy Jackson-Moore  
Committee members excused:

Staff present included: Darcy Davis, CEO; Dr. Belma Andric, VP & Executive Director of Clinic Services; Valerie Shahriari, General Counsel; Joel Snook, VP & Chief Financial Officer; Dr. Hyla Fritsch, Executive Director of Clinic Operations and Pharmacy Services; Andrea Steele, Director of Corporate Quality

Recording/transcribing Secretary: Jonathan Dominique

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

Mr. Smith asked if it would be possible to expand the finance committee to include more board members in the review of clinic financials. Ms. Shahriari answered that the subject could be brought back as an agenda item in order for action to be taken.

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

**3. Awards and Presentations**

None.

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**4. Disclosure of Voting Conflict**

None.

**5. Public Comment**

None.

**6. Meeting Minutes**

6A-1 **Staff recommends a MOTION TO APPROVE:**  
Finance Committee Meeting Minutes of August 26, 2020.

**CONCLUSION/ACTION:** Mr. Elder made a motion to approve the Meeting Minutes of August 26, 2020. 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:** Mr. Elder made a motion to approve the Consent Agenda items. The motion was duly seconded by Ms. Jackson-Moore. A vote was called, and the motion passed unanimously.

**A. ADMINISTRATION**

7A-1 **RECEIVE AND FILE:**  
September 2020 Internet Posting of District Public Meeting  
<http://www.hcdpbc.org-Resources-Public Meetings>

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

**8. Regular Agenda**

**A. FINANCE**

8A-1 **Staff recommends a MOTION TO APPROVE:**

C.L. Brumback Primary Care Clinics Finance Report: July 2020

The July statements represent the financial performance for the tenth month of the 2020 fiscal year for C.L. Brumback Primary Care Clinics. Total YTD revenue was unfavorable to budget by (\$232k) due mostly to grant revenue timing and closure

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of clinics starting mid-March through May. Net patient revenue YTD was unfavorable to budget by (\$762k). The COVID-19 national emergency started mid-March and 9 clinics were closed to start countywide COVID-19 testing. Expenses before depreciation were over budget by (\$763k) or (3.5%) due mostly to negative variances in salaries, wages, and benefits (\$454k), purchase services (\$87k), medical services (\$171k), and repair and maintenance (\$146k). Total YTD net margin was (\$10.5M) compared to budget of (\$9.6M) for a negative variance of (\$944k) or (9.8%). The Medical clinics total YTD revenue was favorable to budget by \$651k, this favorable variance resulted from the recognition of COVID-19 related grant funding of \$1.4M. Gross patient revenue under budget of (\$3.0M) or (19.1%) was a result of reduced clinic operation and closure from mid-March through May. During clinic closure, staff were reassigned to start countywide COVID-19 testing. Total operating expenses of \$18.8M were unfavorable to budget of \$17.8M by (\$1.0M) or (5.8%). This negative variance is mostly related to salaries, wages and benefits (\$632k), purchase services (\$74k), medical supplies (\$62k), medical services (\$171k) and repairs and maintenance (\$167k). Purchase services are unfavorable to budget due to higher collection fees from Athena. Medical supplies and medical services are unfavorable to budget due to unanticipated service use and supplies purchases. Repairs and maintenance is unfavorable to budget primarily due to unanticipated Allscripts software maintenance cost. Total YTD net margin of (\$8.9M) was unfavorable to budget of (\$8.6M) by (\$325k) or (3.8%). The Dental clinics gross patient revenue was unfavorable to budget by (\$1.1M) or (30.3%). Total revenue of \$2.7M was under budget of \$3.6M by (\$883k) or (24.5%) due to grant revenue recognition timing, as well as reduced services. Total operating expenses of \$3.6M were favorable to budget by \$262k or 6.8% due mainly to combined salaries, wages, and benefits \$178k, medical supplies of \$42k, and repairs and maintenance \$20k. Total YTD net margin was (\$1.6M) compared to a budgeted loss of (\$977k) for a negative variance of (\$620k). As of July 2020, the Clinics has been awarded \$3.1M in COVID-19 grants from HRSA (\$3.0M) and the CARES Act (\$51K) to make up for lost revenue related to the pandemic and to prevent, prepare, respond with increase healthcare capacity and staffing levels for COVID-19. These funds were appropriated under the HRSA and the CARES Act to cover health care related expenses or lost revenues that are attributable to coronavirus and to expand testing and increase health care capacity. The Clinics through July have recognized \$1.6M of the \$3.1M and the remaining monies will be recognized in coming months as the Clinics incur payroll and other expenses related to COVID-19 due to the implementation of countywide testing to respond to COVID-19. The District has established strong internal control systems to ensure compliance with grantor requirements. On the Comparative Statement of Net Position, due from other governments decreased by (\$727k) to \$2.9M, this balance is due mainly from Health Resources and Service Administration (HRSA). The District subsidy YTD for the Medical and Dental clinics are \$9.2M, and \$1.4M respectively for a combined subsidy of \$10.6M.

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Mr. Smith asked about the plan in approaching salaries and benefits while expenses are over budget and revenue under budget. Mr. Snook answered that patient volume and operations have been on a steady increase, and the team will continue to take that into account. Mr. Elder asked about the higher collection fees from Athena and anticipated Allscripts software maintenance costs. Mr. Snook explained that the change from Allscripts to Athena took place about a year ago, however there is still some time remaining before the Allscripts contract comes to term. As for Athena, the clinics are charged for all collections done. Changes in Revenue cycle have allowed for better collections in comparison to previous years. The budget for charges were based on the trends from previous years. This is why the collections charges are over budget.

**CONCLUSION/ACTION: Ms. Jackson-Moore made a motion to approve the finance report as presented/amended. The motion was duly seconded by Mr. Elder. 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 28, 2020 (TBD)**

12:15pm Finance Committee

**November 30, 2020 (TBD)**

12:15pm Finance Committee

**December 16, 2020 (TBD)**

12:15pm Finance Committee

**12. Motion to Adjourn**

**Ms. Jackson-Moore made a motion to adjourn. The motion was duly seconded by Mr. Elder. A vote was called, and the motion passed unanimously.**

There being no further business, the meeting was adjourned at 12:34 p.m.

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DocuSigned by:  
*Mike Smith*  
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**DCHI Finance Committee Chair**

11/2/2020

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**Date**