

**Executive Committee Meeting Minutes**  
**Wednesday, August 12, 2020**  
**Central Florida Cares Health System, Inc.**  
**Via Zoom**



**ATTENDANCE**

**Board of Directors Present:**

Debbie Owens, President, Seminole Prevention Coalition  
Mark Broms, Treasurer, Brevard Homeless Coalition  
Ian Golden, Past President, Brevard County Housing & Human Services  
R. Wayne Holmes, Vice President, Retired Asst. State's Attorney/Community Advocate  
David Solomon, Secretary, Walt Disney World

**Central Florida Cares Health System, Inc. Staff**

Mike Lupton, Chief Information Officer (CIO)  
Daniel Nye, Chief Financial Officer (CFO)  
Trinity Schwab, Chief Operations Officer (COO)  
Nikaury Munoz, Chief Integration Officer  
Karla Pease, Executive Assistant (EA)

**Guests**

Mary Christie, Dept. of Children and Families, Contract Manager

**Meeting Called to Order**

The Central Florida Cares Health System, Inc. (CFCHS) Executive Committee meeting was held on Wednesday, August 12, 2020 at 2:00 p.m. via Zoom. The President called the meeting to order at 2:01 pm.

*A motion to approve the July 8, 2020 and July 17, 2020 minutes as written was made by Wayne Holmes, Ian Golden seconded; motion passed. Voting occurred individually and there were 5 ayes, and no nays.*

**Financial Report**

The Chief Information Officer (CIO) reviewed the year end status report, which is a summary of the master invoice showing funds burned, as CFCHS is still in the process of closing out the year. The CIO indicated state funds are carried forward into the new year fiscal year. Federal funds revert back to the federal government. It was important to note that carry forward funds are beneficial due to proposed budget reductions in FY 21-22, as well as the current fiscal year. Any carried forward funds now will potentially allow CFCHS to offset funds and make sure there is no disruption in client services. The CIO discussed each OCA with members.

Wayne Holmes commented he has a concern that the department could potentially taking the carry forward funds since the state cannot operate in a deficit. The COO commented that CFCHS is going on the assumption that the carry forward dollars will be available, knowing the department can take at any time. Ian Golden asked if the carry forward funds are under contract at this point or will be soon. Ian then asked what the provider contract termination clause says if

the state asked for the carry forward funds back. Most carry forward funds are with providers who have multiple funding sources.

The COO commented that the state is already withholding 1.5% of CFCHS' payments monthly for the first quarter and CFCHS is already going through the reduction process. Now CFCHS is in the reduction process with our providers.

*Mark Broms made a motion to approve the year end status report as presented. David Solomon seconded; motion passed. Voting occurred individually and there were 5 ayes and no nays.*

### **Organizational Updates**

- GHME1 Update and Budget Reduction
  - Tasked by DCF to calculate a 3% and 6% non-recurring reduction exercise off of the state-funded OCAs for FY 20-21.
  - CFCHS asked providers to take their OCA budget amounts, equate, and provide a summary to CFCHS showing their recommendations of what they would take for a 3% and 6% reduction that would have the least impact on individuals served.
  - CFCHS learned that DCF wants CFCHS to do the same reduction exercise for FY21-22. Next FY 21-22 budget cuts will be recurring instead of non-recurring.
  - Timeline is to have a reduction plan to DCF by August 21, plan presented to legislators who meet in January, final decision made by legislators in March, which would be too late to make reduction decisions.
  - COO shared her screen listing potential 6% reduction in budget line by line item. Members discussed in detail.
  - Budget reductions, if approved by the Executive Committee, would start immediately by notifying providers and amending provider's contracts.
  - David Solomon stated CFCHS is partnering with providers in an exemplary and thoughtful manner by giving providers a say in their own budget reduction process.
  - CIO commented regarding the carry forward, when CFCHS solicited the feedback from providers it was how to get to a 6% reduction on their end and did not include the carry forward dollars CFCHS had. Assuming CFCHS can use the carry forward as planned, most providers are going to be around 3% reduction. CFCHS has the higher in reserve if CFCHS needs it.

*David Solomon made a motion to authorize these projected budget cuts as presented and submit the plan and authorize to put funds back into the budget if necessary and notify at the Board of Directors' meeting and the Executive Committee meeting if additional reductions are needed; Wayne Holmes seconded, motion approved. There were 5 ayes and no nays.*

- CFCHS Telework and Staffing
  - Staff are still working remotely.
- Network Update
  - Amendments 44 and 45 received to the GHME1 contract.
  - DCF still allowing prorated payments through September 30.

**Peer Support Space**

Members discussed a \$260 donation check received from Addition Financial. Members discussed that if a check was passed to Peer Support Space, it could be interpreted as a conflict of interest with a Director unless there was a structure/written need/invoice for passing it along. Members decided that CFCHS keep the flexible money due to the recent budget reductions.

**Chief Evaluations**

The President asked that the Executive Committee allow to give the CFCHS Chiefs 40 hours of personal time off in lieu of any raise since raises are not allowed due to budget reductions. Members discussed and agreed.

*Wayne Holmes made a motion to approve the 40 hours of personal time off in lieu of a raise increase, David Solomon seconded; motion passed. There were 5 ayes and 0 nays.*

**Other/Public Input**

The EA suggested a “draft” watermark be placed on the documents presented prior to posting on the website.

**Executive Committee Meeting**

Next meeting September 9, 2020 at 2 pm.

The meeting adjourned at 3:33 pm.

  
Debbie Owens, President

  
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Karla Pease, Recording Secretary

**Executive Committee Agenda**  
**Wednesday, August 12, 2020**  
**2:00 PM – 3:00 PM**  
**Central Florida Cares Health System, Inc.**  
**Via Zoom**



<b>I. Welcome/Introductions</b>	Debbie Owens	2 minutes
<b>II. Approve Minutes</b> <ul style="list-style-type: none"><li>July 8, 2020 Minutes</li><li>July 17, 2020 Emergency Meeting Minutes</li></ul>	Debbie Owens Group	5 minutes
<b>III. Financial Report</b> <ul style="list-style-type: none"><li>Year End Financials</li></ul>	Mark Broms Mike Lupton	30 minutes
<b>IV. Organizational Updates</b> <ul style="list-style-type: none"><li>GHME1 Update and budget reduction</li><li>CFCHS Telework and Staffing</li><li>Network Update</li></ul>	Trinity Schwab	15 minutes
<b>V. Peer Support Space</b>	Trinity Schwab	10 minutes
<b>VI. Chief's Evaluations</b>	Debbie Owens	5 minutes
<b>VII. Other/Public Input</b>	Group	3 minutes/person
<b>VI. Adjourn - Executive Committee Meeting</b> <ul style="list-style-type: none"><li>September 9, 2020 from 2:00 pm to 3:00 pm</li></ul>	Group	2 minutes

**Emergency Executive Committee Meeting  
Minutes  
Friday, July 17, 2020  
Central Florida Cares Health System, Inc.  
Via Zoom**



**ATTENDANCE**

**Board of Directors Present:**

Debbie Owens, President, Seminole Prevention Coalition  
Mark Broms, Treasurer, Brevard Homeless Coalition  
Ian Golden, Past President, Brevard County Housing & Human Services  
R. Wayne Holmes, Vice President, Retired Asst. State's Attorney/Community Advocate  
David Solomon, Secretary, Walt Disney World

**Central Florida Cares Health System, Inc. Staff**

Maria Bledsoe, Chief Executive Officer  
Mike Lupton, Chief Information Officer  
Trinity Schwab, Chief Operations Officer  
Daniel Nye, Chief Financial Officer  
Karla Pease, Executive Assistant and Recording Secretary

**Guests**

Mary Christie, Department of Children and Families, Contract Manager  
Farlen Halikman, Moore, Stephens, Lovelace, CPA

**Meeting Called to Order**

The Central Florida Cares Health System, Inc. (CFCHS) Emergency Executive Committee meeting was held on Friday, July 17, 2020 at 12:30 p.m. via Zoom. The President called the meeting to order at 12:33 pm.

CEO thanked everyone for attending the Emergency Executive Committee meeting. She informed members that the Managing Entities had a call on Wednesday with DCF's Secretary who informed them there will be budget reductions across the state. The Secretary is in the process of trying to determine the actual amount of the reduction but the projections could be anywhere from 6-8% of the budget (anywhere from \$4.4M to \$6.2M and includes ME operational but also the System of Care). The CEO spoke with the President, and Past President (separate calls) in preparation for this meeting. The CEO spoke with TD Bank and Farlen Halikman (CFCHS' auditor) about the Paycheck Protection Program (PPP) in order to help with potential reductions and the impact for CFCHS' administration and the network. CFCHS would like to apply for the Paycheck Protection Program (PPP) to help offset any reduction coming down that will affect CFCHS' operational side. Internally, CFCHS is asking the network who has applied and received PPP and work with each provider individually to look at their reduction in the System of Care and determine several plans moving forward. As CFCHS applies the reduction, we are keeping in mind the entire System of Care across our region.

Members discussed and felt it was a good idea to apply for the PPP and make up revenues any way possible.

*Ian Golden make a motion to support the organization and allow CFCHS to apply for the PPP, David Solomon seconded; motion passed. There were 5 ayes and no nays.*

The auditor commented that the dollars from PPP would constitute around 10% of total admin budget, so this is good money to help achieve CFCHS' mission.

The CEO stated the amount applied for would be \$288K based on the program's criteria.

Mary Christie, DCF, asked if the program was to retain employees, and how this will work if CFCHS is using for services or operational expenses. Farlen commented the PPP will be used supplant dollars that would have otherwise been spent on payroll up to 24 weeks. Those dollars can be used for other things. CFCHS spends \$2M on running CFCHS. The rest of the money comes through CFCHS and goes out to providers. Up to 40% of the dollars can be spent on payroll and things like rent and utilities. It is the expectation that 100% of the PPP money will be spent on payroll and is a forgivable loan. Mary concluded it was a great idea to apply and hope that CFCHS receives the PPP.

The meeting ended at 12:50 pm.

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Debbie Owens, President

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Karla Pease, Recording Secretary

**Executive Committee Meeting Minutes  
Wednesday, July 8, 2020  
Central Florida Cares Health System, Inc.  
Via Zoom**



**ATTENDANCE**

**Board of Directors Present:**

Debbie Owens, President, Seminole Prevention Coalition  
Mark Broms, Treasurer, Brevard Homeless Coalition  
Ian Golden, Past President, Brevard County Housing & Human Services  
R. Wayne Holmes, Vice President, Retired Asst. State's Attorney/Community Advocate  
David Solomon, Secretary, Walt Disney World

**Central Florida Cares Health System, Inc. Staff**

Maria Bledsoe, Chief Executive Officer  
Mike Lupton, Chief Information Officer  
Trinity Schwab, Chief Operations Officer  
Daniel Nye, Chief Financial Officer

**Guests**

Mary Christie, DCF Contract Manager

**Meeting Called to Order**

The Central Florida Cares Health System, Inc. (CFCHS) Executive Committee meeting was held on Wednesday, July 8, 2020 at 2:00 p.m. via Zoom. The President called the meeting to order at 2:01 pm.

*A motion to approve the June 10, 2020 minutes as written was made by Wayne Holmes, Mark Broms seconded, motion passed. Voting occurred individually and there were 5 ayes, and no nays.*

**Financial Report**

The Treasurer stated the Finance Committee met on June 26, 2020 and reviewed the May financials and recommended them to the Executive Committee.

The interim CFO shared May financials. Cash in the bank is significantly lower than in April and the receivable is higher due to DCF being able to provide a portion of the payment to CFCHS for March invoices. Provider payments will be paid at 100%.

On page 3, the revenues and expenses are quite standard. There was a reduction in program service expenses compared to April, which was driven in part by data correction and some was driven by a lower level of service provision.

Page 4 reflects Budget versus actuals reflects software development where CFCHS has been invoiced for care coordination to update to data system and a small-scale document exchange platform to meet some contractual requirements costing \$34K being billed to the ME Road to Recovery. The care coordinating module will streamline processes for care coordinators and the

ME to manage enrollment and simplify reporting. A provider can securely transmit a file to another provider or the ME directly. Both are being tested now and hopefully it will roll out in the 1<sup>st</sup> quarter of next year. FASAMS work should be invoiced over this year and next year, and a great deal of work has been accomplished. This budget to actual report is very much like prior months with no unusual ME expenses.

Pages 5-7 are utilization expenditures for Mental Health and Substance Use by OCAs, providers, and rates. The CIO provided details related to the highlighted cells in red.

Page 8 is Provider Payment Guidance and has been extended through the end of September 2020. This means the prorated payment process for those providers who wanted the prorated payment within the eligible OCAs will continue into the new fiscal year for first quarter. There are 8 of 29 providers using the prorated payment ranging from 1% of their total fiscal year payment to about 9%.

Pages 9-10 are tables in graph form of the same information on pages 6-7. Pages 11-12 are provider expenditures and were explained.

Page 13 shows Amendment #42 was signed on May 29, 2020 and currently, Amendment #43 has been signed and processed for the ME contract 3-year renewal. The renewal is for the original amount and did not include non-recurring funds. CFCHS has FTEs that fall under non-recurring and are shifting those FTEs into the final ME Admin cost center for the new fiscal year.

*Mark Broms made a motion to approve the May financials as presented. Wayne Holmes, seconded, motion passed. Voting occurred individually and there were 5 ayes, and no nays.*

The CEO thanked the Treasurer for his time and assistance in the CFO interview process. She then welcomed Daniel Nye as the new CFO of CFCHS.

#### **Organizational Updates:**

- GHME1 Amendment has been signed for a 3-year contract renewal.
- Governor's Budget and Special Provisos – Veto list was sent to BOD and network. Waiting on approved special provisos.
- CFCHS Telework and Staffing – Staff are working remotely until further notice due to increased number of COVID-19 cases.
- Network Update – CFCHS has discussed utilization and priorities to fund that will increase capacity throughout the network. Once we receive the final budget, we will plan.
- CEO Evaluation – CEO will send out.

#### **Executive Committee Meeting Dates**

- 2<sup>nd</sup> Wednesday, November 11<sup>th</sup> is Veteran's Day and the office is closed. Members discussed and the November meeting was cancelled and if anything is urgent and a meeting needs to occur in November, a meeting will be scheduled at that time.

*David Solomon made a motion to cancel the November 11<sup>th</sup> meeting due to a holiday office closure and choose a new meeting date in November if there is an urgent need to meet. Ian Golden seconded, motion passed. There were 5 ayes and no nays.*

- 2<sup>nd</sup> Wednesday, April 14<sup>th</sup> is day before Board of Directors' meeting and the Compliance Committee meets before Board of Directors' meeting. Members discussed and it was decided to move the meeting to April 7, 2021.

*Ian Golden made a motion to move the April 14<sup>th</sup> Executive Committee since it falls a day before the scheduled Board of Directors' meeting and move to April 7, 2021 instead. Wayne Holmes seconded; motion passed. There were 5 ayes and no nays.*

### **Other/Public Input**

The CEO stated at the June Board of Directors' meeting, while voting on provider contracts, there was no language for a final motion to approve. Each individual Board of Director voted. Ian Golden said CFCHS has the results of the vote, but the motion language was omitted. Ian stated to disclose at the next board meeting that the final motion was not in the minutes because the language was not actually stated, but the provider contracts did pass. Wayne Holmes said to bring to closure at the August board meeting and for the President to make a comment about language omitted and for the record, it was accepted. CFCHS had the total number of votes to pass and there were no nays and they were voted on and approved at Executive Committee.

### **Executive Committee Meeting**

Next meeting August 12, 2020 at 2 pm.

*Debbie Owens asked for a motion to adjourn. Ian Golden indicated by saying so moved.*

The meeting ended at 2:54 pm.

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Debbie Owens, President

MINUTES WERE TAKEN FROM  
TRANSCRIPTION

Amendment 42

SOF OCA	Budget	Expenditures	Remaining	
MH000	\$25,363,135.00	\$ 25,338,065.61	\$ 25,069.39	carry forward
MH026	\$ 750,000.00	\$ 663,905.35	\$ 86,094.65	federal
MHSFP	\$ 232,652.00	\$ 232,652.00	\$ (0.00)	
MHOPG	\$ 431,667.00	\$ 416,975.54	\$ 14,691.46	federal
MHFLH	\$ 544,200.00	\$ 465,374.37	\$ 78,825.63	SERG grant
MHS52	\$ 500,000.00	\$ 500,000.00	\$ -	
MH071	\$ 390,183.00	\$ 378,424.68	\$ 11,758.32	carry forward
MH072	\$ 524,474.00	\$ 513,130.88	\$ 11,343.12	carry forward
MH073	\$ 3,558,091.00	\$ 3,558,091.00	\$ -	
MH076	\$ 69,078.00	\$ 64,852.72	\$ 4,225.28	carry forward
MH0BN	\$ 1,223,969.00	\$ 749,918.25	\$ 474,050.75	n/a
MHOCN	\$ 507,089.00	\$ 442,246.01	\$ 64,842.99	carry forward
MHOFH	\$ 652,000.00	\$ 529,214.03	\$ 122,785.97	carry forward
MHOTB	\$ 783,245.00	\$ 761,066.19	\$ 22,178.81	federal
MHCAT	\$ 3,000,000.00	\$ 2,764,504.02	\$ 235,495.98	carry forward
MHCME	\$ 357,664.00	\$ 357,664.00	\$ 0.00	
MHCOV	\$ 45,000.00	\$ 45,000.00	\$ -	
MHEMP	\$ 250,000.00	\$ 250,000.00	\$ -	
MHMCT	\$ 1,163,384.00	\$ 1,163,384.00	\$ -	
MHSCR	\$ 4,618,430.00	\$ 4,618,430.00	\$ 0.00	
MHSCV	\$ 264,000.00	\$ 264,000.00	\$ -	
MHTRV	\$ 189,009.00	\$ 189,009.00	\$ -	
MS000	\$18,103,112.00	\$ 18,062,242.85	\$ 40,869.15	carry forward
MS023	\$ 672,573.00	\$ 614,155.64	\$ 58,417.36	federal
MS025	\$ 2,690,290.00	\$ 2,690,290.00	\$ -	
MSOPP	\$ 571,106.00	\$ 571,106.00	\$ -	
MSSOH	\$ 1,241,851.00	\$ 250,155.15	\$ 991,695.85	federal, state requesting no cost extension
MSSOW	\$ 993,481.00	\$ 827,900.29	\$ 165,580.71	federal, state requesting no cost extension
MSSOP	\$ 99,348.00	\$ 99,348.00	\$ -	
MSSP2	\$ 186,278.00	\$ 186,278.00	\$ -	
MSSOR	\$ 1,401,454.00	\$ 1,197,801.12	\$ 203,652.88	federal, state requesting no cost extension
MSSM2	\$ 2,762,443.00	\$ 2,762,443.00	\$ 0.00	
MS081	\$ 1,883,426.00	\$ 1,883,426.00	\$ (0.00)	
MS091	\$ 1,062,183.00	\$ 1,062,183.00	\$ -	
MS920	\$ 310,463.00	\$ 310,463.00	\$ -	
MSOCN	\$ 217,324.00	\$ 217,324.00	\$ -	
MSOTB	\$ 660,359.00	\$ 660,359.00	\$ 0.00	
MSCBS	\$ 2,039,181.00	\$ 1,875,256.40	\$ 163,924.60	carry forward
MSTRV	\$ 122,734.00	\$ 122,734.00	\$ -	