

**Board of Directors' Meeting Minutes
Thursday, October 15, 2020
Central Florida Cares Health System, Inc.
Via Zoom**



ATTENDANCE

Central Florida Cares Health System Board of Directors

Debbie Owens, President, Seminole Prevention Coalition
Robert Wayne Holmes, Vice President, Retired Asst. State Atty./Consumer Advocate
Mark Broms, Treasurer, Brevard Homeless Coalition
David Solomon, Secretary, Walt Disney World
Ian Golden, Past President, Brevard County Housing & Human Services
Enrique Aponte, Consumer Advocate
Richard Barlow, Park Place Behavioral Health
Yasmin Flasterstein, Peer Support Space
Babette Hankey, Aspire Health Partners
Valerie Holmes, Brevard Family Partnership
Tara Hormell, Children's Home Society
Kristen Hughes, Lassiter-Ware Insurance
Joel Hunter, Community Resource Network
Mary Kogut Lowell, Attorney
Ken Peach, Health Council of East Central Florida
Thomas Todd, Connection Church
Bill Vintroux, Circles of Care
Donna Walsh, Seminole County Health Dept.
Eric Welch, NAMI of Greater Orlando

Central Florida Cares Health System, Inc. Staff

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

Guests

Jill Krohn, Regional SAMH Director, Department of Children and Families
Mary Christie, Contract Manager, Department of Children and Families
Isabel Velasquez, CFO of IMPOWER

Meeting Called to Order

Central Florida Cares Health System, Inc. (CFCHS) Board of Directors' meeting was held on Thursday, October 15, 2020, at 3:00 p.m. at 707 Mendham Blvd., Suite 201, Orlando, FL 32825, via Zoom. The President called the meeting to order at 3:05 p.m.

Representative David Smith

The representative was not in attendance.

Financial Report

The Treasurer stated the August financials and provider reconciliation will be presented by the CFO.

The CFO indicated the first page is the balance sheet consisting of assets and liabilities. CFCHS started with a 2-months cash advance from DCF where cash in the bank and accounts receivable differentiated due to DCF behind in their payment by about 5 days but has since cleared up.

Page 3 is the Statement of Revenues and Expenses where everything is as expected. Expenditures in personnel are in line, rent was \$16,150 a month last year. CFCHS entered into a new lease which reduced rent by \$1200 each month. Software expenses - FivePoints FASAMS upgrades was \$32K. Dues and Subscriptions was \$31K in July and reflects an annual payment. The CFO reported all normal activity.

Page 4 is the Schedule of Funds where the federal and state total funding for FY20-21 and FY19-20 were compared and differences noted. State opioid funding will increase with Amendment #46.

Mark Broms made a motion to approve the August financial report as presented; Ken Peach seconded; motion passed. There were 19 ayes and 0 nays.

Provider Reconciliations

The CFO stated the Provider Reconciliations are going well. CFCHS has received 14 reconciliations so far. CFCHS is in the process of reviewing the reconciliations. The remaining provider reconciliations should be coming in over the next few days. CFCHS will be sending FY2019-20 PAN's to providers over next 5-7 business days.

Consent Agenda

Motion to approve consent agenda items made by Tara Hormell, Bill Vintroux seconded; motion passed. There were 19 ayes and 0 nays.

Organizational Updates:

- GHME1 Update and budget reduction – did receive direction from DCF to implement 3% reduction (\$1.6M) in the system of care. CFCHS worked with the network to assist on what services can be reduced and how it would impact clients. CFCHS used Admin and carry forward funds, and terminated two contracts. Aspire Health Partners had cuts in JARF and CCSU, but after meeting with community partners, these services will be continued by other providers. The first year of budget reductions are non-recurring funds

but next year's fiscal budget will be recurring funds. There was discussion among members.

- Legislative meetings - CFCCHS is sharing with legislatives the impact on the budget reduction.
- CFCCHS Telework and Staffing – Building is under construction. Staff will return when finished.
- Collaboration for CIT training with Melbourne Police Department, FDLE, and Community members on the discussion panel. Duplicate training at Palm Bay Police Department next month.
- Strategic Plan – Ken Peach will present at February Board of Directors' Meeting.
- Project Opioid Ted Talks – Some of the opioid funds received will be designated for Ted Talks related to education awareness and using subject matter experts from our own network.
- Phase 3 Open – Governor's Executive Order will expire at end of October stating meetings could occur virtually.
- CFCCHS has a new website to launch at the end of October.

Sunshine Law Presentation

The Vice President, Wayne Holmes, provided the Sunshine Law refresher training.

Planning Council – Nelson Kull, Pathways Drop-In Center, was not in attendance.

Other/Public Input - None

The next Board of Directors' Meeting will be Thursday, December 17, 2020 at 3 pm.

Ian Golden made a motion to adjourn, Ken Peach second, motion passed. There were 19 ayes and 0 nays.

The meeting adjourned at 4:08 p.m.



Debbie Owens
President



Karla K. Pease
Recording Secretary

Board of Directors' Agenda
Thursday, October 15, 2020
3:00 PM – 5:00 PM
Central Florida Cares Health System, Inc.
Via Zoom



I.	Welcome/Introductions	Debbie Owens	2 minutes
II.	Legislative Update	Rep. David Smith	15 minutes
III.	Financial Report	Mark Broms	
	<ul style="list-style-type: none"> • August Financial Report • Provider Reconciliation 	Daniel Nye	20 minutes
		Daniel Nye	5 minutes
IV.	Consent Agenda	Board	5 minutes
	<ul style="list-style-type: none"> • Approve August 20, 2020 Minutes • Board Member Renewals: <ul style="list-style-type: none"> Wayne Holmes Valerie Holmes Joel Hunter Thomas Todd Eric Welch 		
V.	Organizational Updates	Maria Bledsoe	15 minutes
	<ul style="list-style-type: none"> • GHME1 Update and budget reduction • CFCHS Telework and Staffing • Network Update 		
VI.	Sunshine Law Presentation	Wayne Holmes	30 minutes
VII.	Planning Council	Nelson Kull	3 minutes
VIII.	Other/Public Input	Group	3 minutes/person
IX.	Adjourn - Next Board of Directors' Meeting	Group	1 minute
	<ul style="list-style-type: none"> • Thursday, December 17, 2020, 3:00-5:00 pm 		

**Board of Directors' Meeting Minutes
Thursday, August 20, 2020
Central Florida Cares Health System, Inc.
Via Zoom**



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Robert Wayne Holmes, Vice President, Retired Asst. State Atty./Consumer Advocate
Mark Broms, Treasurer, Brevard Homeless Coalition
David Solomon, Secretary, Walt Disney World
Ian Golden, Past President, Brevard County Housing & Human Services
Enrique Aponte, Consumer Advocate
Jules Brace, Orange County Sheriff Office
Luis Delgado, Consumer Advocate
Yasmin Flasterstein, Peer Support Space
Babette Hankey, Aspire Health Partners
Valerie Holmes, Brevard Family Partnership
Tara Hormell, Children's Home Society
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Guests

Jill Krohn, Department of Children and Families

Meeting Called to Order

Central Florida Cares Health System, Inc. (CFCHS) Board of Directors' meeting was held on Thursday, August 20, 2020, at 3:00 p.m. at 707 Mendham Blvd., Suite 201, Orlando, FL 32825, via Zoom. The President called the meeting to order at 3:02 p.m.

Financial Report

The Treasurer stated the June financials will be reviewed and Daniel Nye, the new CFO, will present them. He then thanked the CIO for all his work during the interim.

The CFO started with the balance sheet showing no major changes other than funds going from DCF in receivables to more cash in the bank and the flow between the cash in the bank and cash receivables. The other activity is on the liability side, where deferred revenue is built up of carry forward funds. Once the final reconciliation is complete, funds move from deferred revenue into carry forward funds.

Page 3 shows the statement of revenue and expenses. Revenue came in as budgeted, expenditures are steady, and software development was a big expense. The CIO commented that \$42K were related to care coordination; one is a module in the data system and one system to exchange data between providers, and both are in testing. Another expense of \$15K was due to FASAMS needing to be compliant with the new version of FASAMS and CFCHS expects the remaining two pieces of the approved amount to come in the first quarter this year.

Page 4 is the Budget to Actual comparison where CFCHS has open positions and due to the timing of hiring, is underspent at \$253K, software development had not yet been spent out yet as the CIO noted earlier, and professional services have not been spent due to COVID.

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

Page 8 is Provider Payment Guidance from DCF that allows General Revenue-based OCAs to be paid on a pro-rated monthly fee, but providers will be responsible for meeting service thresholds established between the providers and CFCHS. All information remains the same and DCF has approved this process through the end of September. All existing requirements for federal grants still apply. DCF is working on guidance to help draw federal grant funds within existing requirements.

Pages 9-10 are tables in graph form of the same information on pages 6-7. Pages 10-11 are provider expenditures and were explained. Page 12 shows the GHME1 Contract extension for 3 years and Amendments #44 includes new funding for FY20-21 and #45 has contract language changes and both are pending.

Mark Broms made a motion to accept the June financial report as presented, Ken Peach seconded; motion passed. There were 18 ayes, no nays.

Consent Agenda Items

Luis Delgado made a motion to approve the consent agenda items, Enrique Aponte seconded, motion passed. There were 18 ayes and zero nays.

Organizational Updates – Presented by the CEO

- GHME1 Update and budget reduction – Contract renewed for 3 years
- CFCHS Telework and Staffing – still working remotely until further notice

- Network Update – Appreciative of the partnership with the network and how quickly they have been able to shift and obtain the services being delivered during COVID-19.
- Budget reduction exercise – CFCHS was asked to facilitate a budget reduction exercise of 3% and 6% by DCF. CFCHS reached out to the network and asked them to go through the reduction exercise, 3% and 6% within their structure, and submit their plan to CFCHS. CFCHS wanted to make sure they could maintain services in their community. The plan was due DCF on August 21st. The budget reduction exercise for FY 20-21 is for non-recurring funds and 3% is \$1.6M and 6% is \$3.6M. In FY 21-22 CFCHS has to also submit a reduction exercise for next fiscal year as well. CFCHS presented a draft plan to the Executive Committee on August 12th since the original due date to submit to DCF was August 14th. The draft plan changed the day after the Executive Committee. DCF is looking at additional funding via a mental health block grant, but won't know until September if they are awarded that funding.

Members had the following comments:

- The COO commented that the network did an extremely good job being creative to not minimize the number of people served.
- David Solomon commented on CFCHS giving the providers the option of reducing their own budgets based on their knowledge of their organizations rather than CFCHS cutting providers' budgets without their input.
- Luis Delgado inquired if the 3%-6% reductions are applied to all government organizations across the state.
- Babette Hankey said budget reductions were applied to all state agencies and departments from the legislature and governor's office asking them to look at an 8.5% reduction exercise. Departments are applying their own resources to minimize and mitigate those percentage cuts. This does not take into consideration state reserves.
- Bill Vintroux stated next fiscal year's budget reductions involved recurring funds and will be harder to receive those recurring funds back when there is funding.
- Babette Hankey thanked CFCHS for regularly communicating information and for being progressive and creative in trying to minimize the impact on the number of lives of those they serve in their network negatively.

Mark Broms asked the CEO to talk about the Governor's Roundtable with the First Lady held in Seminole County. The CEO indicated she was invited to attend the mental health and substance use tied to opioid and children. The message was if you need help, seek help. Valerie Holmes congratulated the CEO on being sought out by the Secretary and is an honor and it really speaks to the CEO's level of expertise.

Planning Council – Nelson Kull, Pathways Drop-In Center, was not in attendance.

Other/Public Input - none

The next Board of Directors' Meeting will be Thursday, October 15, 2020 at 3 pm.

Ian Golden made a motion to adjourn, Bill Vintroux second, motion passed. There were 18 ayes and 0 nays.

The meeting adjourned at 3:59 p.m.

Debbie Owens
President

Karla K. Pease
Recording Secretary

DRAFT

CENTRAL FLORIDA CARES HEALTH SYSTEM

Financial Report

August 2020 Financials

Unaudited

Central Florida Cares Health System, Inc
Statement of Financial Position
For the prior three months ended August 31, 2020



	<u>6/30/2020</u>	<u>7/31/2020</u>	<u>8/31/2020</u>
Assets			
Current Assets			
Cash in Bank	6,329,771	13,433,778	6,758,976
Accounts Receivable	6,595,636	11,384,022	16,503,082
Prepaid Insurance	26,168	23,987	21,807
Prepaid Expenses	21,356	21,356	20,153
Deposits	26,375	26,375	26,375
Total Current Assets	<u>12,999,306</u>	<u>24,889,518</u>	<u>23,330,394</u>
Long-term Assets			
Computer Equipment	5,500	5,500	5,500
Software	1,216,288	1,216,288	1,273,023
Accum Depreciation	(1,165,985)	(1,165,985)	(1,165,985)
Total Long-term Assets	<u>55,804</u>	<u>55,804</u>	<u>112,538</u>
Total Assets	<u>13,055,110</u>	<u>24,945,322</u>	<u>23,442,932</u>
Liabilities			
Short-term Liabilities			
Accounts Payable	6,588,511	6,357,041	6,222,002
Wages Payable	109,787	124,952	130,220
Federal Payroll Taxes Payable	8,399	20,054	20,785
403(b) Payable	1,751	5,467	4,664
Deductions Payable	778	1,041	1,041
Deferred Revenue	3,116,807	3,550,471	(95,619)
CarryForward Funds	2,880,167	2,796,343	3,875,123
Interest & Other Payable to DCF	2,869	85	1,784,999
Advance Due to DCF CY	-	11,789,826	11,089,053
Total Short-term Liabilities	<u>12,709,069</u>	<u>24,645,280</u>	<u>23,032,268</u>
Total Liabilities	<u>12,709,069</u>	<u>24,645,280</u>	<u>23,032,268</u>
Unrestricted Net Assets:			
Prior Year Excess Revenues (Expenses)	404,785	404,786	418,173
Curr Year Excess Revenues (Expenses)	(58,744)	(104,745)	(7,509)
Total Unrestricted Net Assets	<u>346,041</u>	<u>300,042</u>	<u>410,664</u>
Total Liabilities and Net Assets	<u>13,055,110</u>	<u>24,945,322</u>	<u>23,442,932</u>

Central Florida Cares Health System, Inc
Statement of Revenues and Expenses
For the prior three months and year to date August 31, 2020



	Jun-20	Jul-20	Aug-20	FY 21/20 YE
Program Services Revenue:				
DCF	6,955,056	5,793,034	6,365,705	12,158,738
FLINC	-	-	-	-
Orange County	-	-	-	-
Other	-	-	-	-
Brevard Co Planning Grant	-	-	-	-
Total Operating Revenue	6,955,056	5,793,034	6,365,705	12,158,738
Expenditures:				
Program Services Expenses	6,733,456	5,556,752	6,206,440	11,763,191
Personnel Expenses	132,327	156,143	130,061	286,204
403(b) Fees	581	-	-	-
Accounting Fees	-	-	-	-
Conferences	279	-	-	-
DCF Unallowables	109	-	-	-
Dues & Subscriptions	123	31,123	28	31,150
Insurance	2,414	2,367	2,341	4,708
Legal Fees	630	-	-	-
Meetings	143	-	-	-
Needs Assessment/Benchmarking	-	-	-	-
Office Equipment	282	7,780	-	7,780
Office Furn & Fixture	995	-	-	-
Outreach and Awareness	-	-	-	-
Payroll Processing Fees	1,705	1,169	593	1,762
Printing & Publications	-	-	-	-
Professional Services Other	1,250	1,250	1,314	2,564
Recruiting and Screening	18	84	-	84
Rent-Building	16,154	16,153	14,950	31,103
Rent-Equipment	460	565	460	1,025
Software Development	56,734	-	-	-
Software Expense	13,973	19,204	13,535	32,740
Supplies & Postage	371	(36)	-	(36)
Telephone, Internet & Conf	1,944	2,445	2,255	4,700
Training	198	439	-	439
Total Expenditures	6,964,147	5,795,438	6,371,977	12,167,414
Operating Revenue over Expenditures	(9,091)	(2,404)	(6,272)	(8,676)
Other Revenue and Expenses:				
Contribution Revenue	-	-	1,166	1,166
Contribution Expense	-	-	-	-
Net Other Revenue (Expense)	-	-	1,166	1,166
Net Revenue over Expenditures	(9,091)	(2,404)	(5,106)	(7,509)

Central Florida Cares Health System, Inc

ME Schedule of Funds FY2020-21 vs FY2019-20

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ME Schedule of Funds Comparison between FY 2019-20 and FY 2020-21

Central Florida Cares Health System - Contract# GHME1

Other Cost Accumulators Title	Other Cost Accumulators	FY 2020-21 (Beginning 07/01/20)				FY 2020-21 Non-Recurring Total (Based on FY 2020-21 GAA Conference Report, Federal Grant Projects and Known Non-Recurring Budget Issues)	SoF Difference by FY 2020-21 and FY 2019-20	Summary explaining differences in SoF amounts by OCA between FY 2019-20 and FY 2020-21
		Federal	State	Total	Total			
ME Managing Entity Administrative Costs	MHS00	155,209	2,202,570	2,357,779	-	-	No Difference	
ME SA Road to Recovery-Modernizing Behavioral Health System	MSS19	-	392,570	392,570	392,570	-	FY 2020-21 GAA Non-recurring proviso (4600105)	
ME State Opioid Response Disc Grant Admin-Year 2 Grant Budget Period (10/01/19-06/30/20)	MSSA2	43,465	-	43,465	43,465	(157,383)	FY 2020-21 Federal Grant Realignment (Year 2 SOR grant budget period)	
Subtotal ME Operational Costs		198,674	2,595,140	2,793,814	436,035	(261,412)		
ME Services & Supports Provider Activity - Mental Health	MH000	2,648,492	22,709,838	25,358,330	-	(4,805)	FY 2020-21 transfer to MH026 for evidenced-based set aside (\$4,805)	
ME Early Intervention Svs - Psychotic Disorders	MH026	750,000	-	750,000	-	-	No Difference	
ME Purchase of Residential Treatment Services for Emotionally Disturbed Children and Youth	MH071	-	390,183	390,183	-	-	No Difference	
ME Community Forensic Beds	MH072	-	524,474	524,474	-	-	No Difference	
ME Florida Assertive Community Treatment (FACT)	MH073	1,194,535	2,363,556	3,558,091	-	-	No Difference	
ME Indigent Psychiatric Medication Program	MH076	-	69,078	69,078	-	-	No Difference	
ME MH Community Action Treatment (CAT) Teams	MHCAT	-	3,000,000	3,000,000	-	-	No Difference	
ME Emergency COVID-19 Grant	MHCOV	555,000	-	555,000	555,000	510,000	FY 2020-21 Budget-Emergency COVID-19 Grant	
ME MH Supported Employment Services	MHEMP	-	100,000	100,000	-	(150,000)	FY 2020-21 Budget Realignment	
ME MH Forensic Transitional Beds	MHFMH	-	700,800	700,800	-	700,800	FY 2020-21 GAA Recurring Budget Authority	
ME MH Mobile Crisis Teams	MHMCT	-	1,163,384	1,163,384	-	-	No Difference	
ME Centralized Receiving Facilities	MHSCR	-	4,618,430	4,618,430	-	-	No Difference	
ME MH State Funded Federal Excluded Services	MHSFP	-	232,652	232,652	-	-	No Difference	
ME Circles of Care - Crisis Stabilization	MHS52	-	700,000	700,000	700,000	200,000	FY 2020-21 GAA Non-recurring proviso (4600135)	
ME Transition Vouchers Mental Health	MHTRV	-	189,009	189,009	-	-	No Difference	
ME Title XXI Children's Health Insurance Program (Behavioral Health Network)	MH0BN	726,042	228,548	954,590	-	(269,379)	FY 2020-21 budget realignment based on the December 2019 SSE	
ME MH Care Coordination Client Services	MH0CN	-	507,089	507,089	-	-	No Difference	
ME Community Forensic Multidisciplinary Teams for Hospital Diversion	MH0FH	-	652,000	652,000	-	-	No Difference	
ME Grants PATH	MH0PG	492,750	-	492,750	-	61,083	FY 2020-21 Federal Grant Award Re-alignment	
ME Temporary Assistance for Needy Families (TANF)	MH0TB	661,245	-	661,245	-	(122,000)	FY 2020-21 Federal Grant Realignment (Year 2 SOR grant budget period)	
Subtotal Mental Health		7,028,064	38,149,041	45,177,105	1,255,000	(240,165)		

Central Florida Cares Health System, Inc

ME Schedule of Funds FY2020-21 vs FY2019-20

Page 2 of 2



ME Schedule of Funds Comparison between FY 2019-20 and FY 2020-21

Central Florida Cares Health System - Contract# GHME1

Other Cost Accumulators Title	Other Cost Accumulators	FY 2020-21 (Beginning 6/7/2020)				FY 2020-21 Non-Recurring Total (Based on FY 2020-21 GAA Conference Report, Federal Grant Projects and Known Non-Recurring Budget Issues)	SoF Difference by FY 2020-21 and FY 2019-20	Summary explaining differences in SoF amounts by OCA between FY 2019-20 and FY 2020-21
		Federal	State	Total				
ME Services & Supports Provider Activity - Substance Abuse	MS000	8,727,706	3,406,463	18,134,175	-	31,063	Transferred budget authority to HIV set-aside OCA: (\$3,996) Transferred budget authority to Prevention set-aside: (\$15,998) FY 2019-20 budget realignment (\$30,963) move to MSSFP	
ME HIV Services	MS023	666,360	-	666,360	-	(6,213)	Substance Abuse Block Grant (SABG) set-aside based on percentage of annual substance abuse block grant budget authority. SABG budget authority decreased in FY 2017-18 GAA.	
ME Prevention Services	MS025	2,665,440	-	2,665,440	-	(24,850)	Substance Abuse Block Grant (SABG) set-aside based on percentage of annual substance abuse block grant budget authority. SABG budget authority decreased in FY 2017-18 GAA.	
ME Projects Expansion of Substance Abuse Services for Pregnant Women and their affected families	MS081	-	1,883,426	1,883,426	-	-	No Difference	
ME Family Intensive Treatment (FIT)	MS091	531,092	531,092	1,062,184	-	1	Rounding Difference	
ME SA-Specialized Treatment, education and Prevention Services-Women's Residential Treatment	MS917	-	250,000	250,000	250,000	250,000	FY 2020-21 GAA Non-recurring proviso (4402033)	
ME SA Care Coordination	MS0CN	108,662	108,662	217,324	-	-	No Difference	
ME Prevention Partnership Grant (PPG)	MS0PP	571,106	-	571,106	-	-	We will	
ME Temporary Assistance for Needy Families (TANF)	MS0TB	660,359	-	660,359	-	-	No Difference	
ME SA Community Based Services	MSCBS	-	2,039,181	2,039,181	-	-	No Difference	
ME SA Seminole County Sheriff Opioid ARC Partnership	MSCS0	-	400,000	400,000	400,000	400,000	FY 2020-21 GAA Non-recurring proviso (4600157)	
ME State Opioid Response Disc Grant SVCS-Rec Comm Org-Year 2 Grant Budget Period (10/01/19-06/30/20)	MSRC2	25,000	-	25,000	25,000	25,000	N/A	
ME St. Opioid Response DISC Grant-GPRA	MSSGP	196,000	-	196,000	196,000	196,000	FY 2020-21 Federal Grant Realignment (Year 2 SOR grant budget period)	
ME-State Opioid Response Disc Grant SVCS-Hospital Bridge	MSSOH	547,718	-	547,718	547,718	(694,133)	FY 2020-21 Federal Grant Realignment (Year 2 SOR grant budget period)	
ME State Opioid Response Disc Grant SVCS-Prevention-Year 2 Grant Budget Period (10/01/19-06/30/20)	MSSP2	155,355	-	155,355	155,355	(30,923)	FY 2020-21 Federal Grant Realignment (Year 2 SOR grant budget period)	
ME State Opioid Response SVCS-MAT-Year 2 Grant Budget Period (10/01/19-06/30/20)	MSSM2	1,312,368	-	1,312,368	1,312,368	(850,075)	FY 2020-21 Federal Grant Realignment (Year 2 SOR grant budget period)	
ME ST Opioid Response SVCS-Child Welfare	MSSDW	547,718	-	547,718	547,718	(445,763)	FY 2020-21 Federal Grant Realignment (Year 2 SOR grant budget period)	
ME Transition Vouchers Substance Abuse	MSTRY	-	122,734	122,734	-	-	No Difference	
Subtotal Substance Abuse		17,314,884	14,741,564	32,056,448	4,034,159	(2,961,158)		
Total All Fund Sources		24,541,622	55,485,745	80,027,367	5,725,194	(3,462,735)		

Central Florida Cares Health System, Inc Proposed Merit System

Merit Pay and Employee Performance Review: FY 2020-21

In FY2020-21, we are implementing a merit pay program and moving the annual employee performance evaluation process from the employee's anniversary date to May of each year. The performance evaluation will continue to be a formal written review assessing employees' performance of the prior 12 months, but conducted in the April/May timeframe of each year. Each employee's annual performance results are documented using an approved performance evaluation form with a rating system that measures the employee's performance against identified job responsibilities, expectations, performance standards, and goals.

Market trends continue to show that as the country slowly emerges from the recession, organizations need to continue to examine their investment into their employees in order to attract and retain talent. This includes the need to be more innovative in rewards design and delivery to create competitive advantage. CFCHS examined the following options for recognizing employees for their performance:

- reoccurring salary increase based on performance
- one-time annual award based on performance

To ensure CFCHS is able to both carry out its mission and retain its qualified talent, the recommendation is to adopt the merit pay program, paid with unexpended CFCHS operational funds from the FY2020-21 contract year, by providing employees a one-time, annual award according to performance. The merit pay plan will be dependent on financial performance and funds availability when YTD performance is reviewed in April/May 2021, availability of funds in the CFCHS operational FY2020-21 budget, and that the plan will not impact service dollars or funding available to Network Providers.

To accomplish the merit pay plan, CFCHS will utilize the performance score from the annual performance evaluations completed in April/May 2021. In June 2021, CFCHS Management will compile the performance evaluations of all employees and allocate scores according to the tier schedule below. Based on where an employee's score falls, the employee will be eligible for a one-time merit award as listed below. All employees are subject to the same award percentage listed below, regardless of title or salary.

<u>Performance Evaluation Score</u>	<u>One-time Merit Award</u>
<90%	0
90% to 99.99%	1%
100% to 104.99%	2%
105% to 110.99%	3%
111% to 120.99%	4%
121% to 135.99%	5%
136% to 145%	6%


The maximum amount allocated to the merit pay plan would be no more than 6% of the Personnel Expense line of the Operating Budget. For FY2020-21, the merit pay plan would be a pool of \$122,750 or less, including the applicable taxes and 403(b) contribution. The proposed pool would be within the currently allocated budget line item and will not impact the next year's salary line item.

Central Florida Cares Health System, Inc Proposed Merit System Proforma Calculation



<u>Merits Pool</u>	<u>Team</u>	<u>Performance</u>			<u>Employer</u>				
<u>Total @ 6%</u>	<u>Member</u>	<u>Review Score</u>	<u>Merits %</u>	<u>Merit \$\$</u>	<u>FICA & 403B</u>	<u>Total Merits Exp</u>		<u>Performance Score</u>	<u>Merit %</u>
	A	160.00%	\$ 0.06	\$ 2,863.22	\$ 304.93	\$ 3,168.16		<90%	0%
	B	110.00%	\$ 0.03	\$ 1,273.09	\$ 135.58	\$ 1,408.68		90% to 99.99%	1%
	C	88.00%	\$ -	\$ -	\$ -	\$ -		100% to 104.99%	2%
	D	102.00%	\$ 0.02	\$ 1,433.23	\$ 152.64	\$ 1,585.87		105% to 110.99%	3%
	E	125.00%	\$ 0.05	\$ 2,121.82	\$ 225.97	\$ 2,347.79		111% to 120.99%	4%
	F	95.00%	\$ 0.01	\$ 442.90	\$ 47.17	\$ 490.07		121% to 135.99%	5%
	G	120.00%	\$ 0.04	\$ 2,456.76	\$ 261.65	\$ 2,718.41		136% to 145%	6%
	H	118.00%	\$ 0.04	\$ 1,800.00	\$ 191.70	\$ 1,991.70			
	I	84.00%	\$ -	\$ -	\$ -	\$ -			
	J	111.00%	\$ 0.04	\$ 4,000.01	\$ 426.00	\$ 4,426.01			
	K	116.00%	\$ 0.04	\$ 1,863.68	\$ 198.48	\$ 2,062.16			
	L	135.00%	\$ 0.05	\$ 3,281.20	\$ 349.45	\$ 3,630.65			
	M	113.00%	\$ 0.04	\$ 4,400.00	\$ 468.60	\$ 4,868.60			
	N	101.00%	\$ 0.02	\$ 2,294.74	\$ 244.39	\$ 2,539.13			
	O	127.00%	\$ 0.05	\$ 2,816.88	\$ 300.00	\$ 3,116.88			
	P	96.00%	\$ 0.01	\$ 709.08	\$ 75.52	\$ 784.59			
	Q	141.00%	\$ 0.06	\$ 3,270.01	\$ 348.26	\$ 3,618.27			
	R	107.00%	\$ 0.03	\$ 1,328.71	\$ 141.51	\$ 1,470.21			
	S	93.00%	\$ 0.01	\$ 442.90	\$ 47.17	\$ 490.07			
	T	115.00%	\$ 0.04	\$ 1,771.61	\$ 188.68	\$ 1,960.29			
	U	116.00%	\$ 0.04	\$ 6,877.54	\$ 732.46	\$ 7,610.00			
	V	148.00%	\$ 0.06	\$ 2,546.19	\$ 271.17	\$ 2,817.35			
\$ 122,750.00	1,483,268.80		\$ 0.74	\$ 47,993.57	\$ 5,111.32	\$ 53,104.89			
					6.00%				

Central Florida Cares Health System, Inc Proposed Merit System

Policy Title: Merit Pay		
Department: Human Resources		
Date Issued: 08/01/2020	Revised Date: Review Date:	
CEO Approval:	Effective Date:	

POLICY:

It is the policy of Central Florida Cares Health System, Inc. (CFCHS) to utilize a merit pay system, when annual overall positive financial performance allows, to reward exceptional performance of employees via annual performance evaluations.

RELATED POLICIES: Performance Evaluations

REFERENCES:

- Annual Performance Evaluation Form (for each position)
- Employee Status Change Form
- FS Chapter 215 Section 425

PURPOSE:

To provide guidelines for determining the merit incentive pool for the fiscal year and distributing the awards among eligible employees. Both the objectives of this incentive program and financial resources available will be considered in the decision-making process. This policy complies with state laws, including FS 215.425.

Merit pay is used to reward superior performance, with respect to the agency’s financial performance and budget limitations. This incentive program utilizes a systematic approach to review and reward employees who consistently exceed performance standards. Employees whose performance has been rated as unsatisfactory overall will not be granted a merit award.

PROCEDURE:

The Management team will propose a merit pool, based on CFCHS’ overall financial performance for the fiscal year, to the Executive Committee for review during the April meeting. The value of the pool will not exceed 6% of the total of the personnel expense line item in the Operating Budget. Post Executive Committee review, the proposed pool will be forwarded to the Finance Committee and then to the Board of Directors for approval at the June meeting.

Upon completion of all employee evaluations, the leadership team will calculate the merit allocation from the approved pool and present for ratification at the June Board of Directors meeting.

To be eligible for the incentive, the employee must be employed with CFCHS with at least nine (9) months of continuous service before the merit pay distribution date in June.

Central Florida Cares Health System, Inc Proposed Merit System

Proposed Merit Policy. Page 2 of 2)

Annual performance evaluations for all employees are to be completed before the end of each fiscal year. During the April to mid-May time frame, Supervisors shall prepare employee evaluations using input gathered throughout the year from observations and documented occurrences, and the results of any performance meetings conducted during the review period. Performance results are documented using an approved performance evaluation template with a rating system to measure performance in job-specific responsibilities, competencies, and goals. Refer to Performance Evaluations Policy.

The following factors are the basis in determining Merits for all employees:

- Employee performance as reported in the annual performance review
- Employee pay level prior to the annual performance review
- Weighted factor of performance review total scoring
- Supervisor recommendations, as approved by executive officers

The frequency and amount of merit funds available and allocated are not guaranteed on an annual basis, as budgets and financial performance change on an annual basis.