

**Finance Committee Meeting Minutes  
Friday, January 4, 2019  
Central Florida Cares Health System, Inc.  
Board Room**



**ATTENDANCE**

**Central Florida Cares Health System – Finance Committee Members**

Mark Broms, Treasurer and Chair, Brevard Homeless Coalition  
Richard Barlow, Park Place Behavioral Healthcare  
Scott Griffiths, Aspire Health Partners  
Daniel Munoz, Consumer Advocate (via phone)  
Bill Vintroux, Circles of Care

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

Maria Bledsoe, Chief Executive Officer  
Doug Shaw, Chief Finance Officer  
Karla Pease, Executive Assistant  
Steven McFarland, Contract Manager

**Meeting Called to Order**

The Central Florida Cares Health System, Inc. (CFCHS) Finance Committee Meeting was held on Friday, January 4, 2019, at 1:00 p.m. at 707 Mendham Blvd., Suite 201, Orlando, FL 32825. Mark Broms called the meeting to order at 1:00 p.m.

**Treasurer's Report**

*A motion to approve the minutes from November 30, 2018, was made by Bill Vintroux, Richard Barlow seconded, motion carried.*

**Financial Report**

The CFO first reviewed the November balance sheet where cash went down significantly due to receiving \$5.7M from DCF and paying \$7M in provider bills. The \$7M in provider bills was paid on the last day of the month. There were three payrolls in November, which made wages payable to go down. Interest went up due to cash balances being higher.

Page 3 is the Statement of Revenues and Expenses where personnel expense is higher due to adding personnel. Even though three payrolls were paid in November, 30 days of payroll, payroll taxes, and health benefits were expensed because we are on the accrual basis. The accounting fee was \$6K for the second progress payment. Insurance is an accrual number and is the same each month. Software development is booked as fixed assets at the end of the year.

Page 4 is the utilization rate by OCA in percentages. The target is at 41.67% and the network spending is at 40.01%. Underspending is at \$2.7M are mostly due to new OCAs. Overspending is at \$1.5M.

Page 5 shows dollars spent year to date by OCA. \$30.9M is the network spending and the target was \$32M.

On page 6, the CFO reviewed each of the OCAs that were outlined in red and gave explanations; however, there are no areas of concern. Members discussed whether providers would have enough time to spend out these dollars who are just getting the dollars put into their contracts or if the department would allow them to carry forward if not all spent by year end.

Pages 7 and 8 show the utilization rate by provider and expenditures by provider.

Page 9 shows a list of the GHME1 amendments, where amendment 35 was executed on November 9, 2018, which added \$600K for Phoenix Affiliates Proviso. Amendment 36 was executed on December 21, 2018 adding \$1.9M for SOR. Amendment 37 has been signed by the CEO but not yet executed by DCF. Members discussed the challenges in finding victims from Hurricane Maria at this point in time.

*Richard Barlow made a motion to approve the November financial report as presented, Scott Griffith seconded, motion carried.*

### **Organizational Updates**

The CEO announced that the Governor Elect has announced the new DCF Secretary will be Chad Poppell. He comes from the Dept. of Management Services. The CEO will be in Tallahassee for meetings next week and will bring back an update.

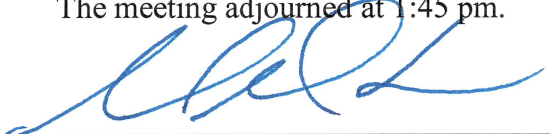
**Other/Public Input** – None

### **Next Financial Committee**

This is scheduled for January 25, 2019 at 1:00 pm.

*Bill Vintroux made the motion to adjourn, Richard Barlow seconded, motion carried.*

The meeting adjourned at 1:45 pm.



Mark Broms, Chair



Karla Pease, Recording Secretary

**Finance Committee Agenda**  
**Friday January 4, 2019**  
**1:00 PM – 2:30 PM**  
**Central Florida Cares Health System, Inc.**  
**Board Room**



- |   |            |                  |
|---|------------|------------------|
| <b>I. Welcome/Introductions</b>   | Mark Broms | 2 minutes        |
| <b>II. Treasurer’s Report</b> <ul style="list-style-type: none"><li>• Review and approval of November 30, 2018 Minutes</li></ul>                  | Mark Broms | 5 minutes        |
| <b>III. Financial Report</b> <ul style="list-style-type: none"><li>• November 2018 Financials</li></ul>   | Doug Shaw  | 30 minutes       |
| <b>IV. Other/Public Input</b>   | Group      | 3 minutes/person |
| <b>V. Adjourn – Next Finance Committee Meeting</b> <ul style="list-style-type: none"><li>• Friday, January 25, 2019, 1:00 pm to 2:30 pm</li></ul> | Group      | 2 minutes        |

**Finance Committee Meeting Minutes  
Friday, November 30, 2018  
Central Florida Cares Health System, Inc.  
Board Room**



**ATTENDANCE**

**Central Florida Cares Health System – Finance Committee Members**

Mark Broms, Treasurer and Chair, Brevard Homeless Coalition  
Richard Barlow, Park Place Behavioral Healthcare  
Scott Griffiths, Aspire Health Partners  
Valerie Holmes, Brevard Family Partnership  
Daniel Munoz, Consumer Advocate  
Bill Vintroux, Circles of Care

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

Maria Bledsoe, Chief Executive Officer (via phone)  
Doug Shaw, Chief Finance Officer  
Sharon Ramsaran, Sr. Accountant  
Karla Pease, Executive Assistant  
Trinity Schwab, Director of Contracts

**Guests**

Sidney Webber, MSL  
Farlen Halikman, MSL

**Meeting Called to Order**

The Central Florida Cares Health System, Inc. (CFCHS) Finance Committee Meeting was held on Friday, November 30, 2018, at 1:00 p.m. at 707 Mendham Blvd., Suite 201, Orlando, FL 32825. Mark Broms called the meeting to order at 1:01 p.m.

**Audit Presentation**

Farlen Halikman, CPA for Moore, Stephens, Lovelace, gave a presentation on the independent audit. A draft copy was presented for review. CFCHS received a clean audit again this year. Farlen reported and complimented the CFO for simplifying the reconciliation process for DCF payments.

*A motion to recommend this audit report be presented to our full Board for approval at our next BOD meeting was made by Bill Vintroux, seconded by Daniel Munoz, motion carried.*

**Treasurer's Report**

*A motion to approve the minutes from September 28, 2018, was made by Bill Vintroux, Daniel Munoz seconded, motion carried.*

**Financial Report**

The CFO expressed his thanks to the MSL team for their audit. He then reviewed the October financials and compared them to September.



Cash went down due to provider bills being higher in the first couple of months. Accounts payable went up because provider bills went up. Deferred revenue went up really fast in the first 5 months. Interest was paid quarterly back to DCF.

Page 3 is the Statement of Revenues and Expenses. The accounting fee was \$10K. The needs assessment cost was \$7,700. CARF costs were \$6,880.

Page 4 is the utilization rate by OCA in percentages. The target is at 33.33% and the network is at 29.43%. Underspending is at \$2.8M are mostly due to new OCAs. Overspending is at \$1.1M. The CFO said \$1,002,000 was uncontracted at 10.31.18. At the end of September, \$3.5M was uncontracted. The Director of Contracts said there is a plan in place to spend out the remaining \$1M.

Page 5 shows dollars spent by OCA. 55% of our funding comes from the two general revenue accounts.

On page 6, the CFO reviewed each of the OCAs that were outlined in red and gave explanations.

Pages 7 and 8 shows the utilization rate by provider and expenditures by provider.

Page 9 listed some new programs that totaled approximately \$5.6M. Page 10 shows a list of the GHME1 amendments. The budget this year went up from last year by \$7M.

The CFO reviewed the carryforward spending plan on page 11 based on receiving a legislative budget request and without.

*Valerie Holmes made a motion to approve the October financial report as presented, Richard Barlow seconded, motion carried.*

**Other/Public Input** – None

**Next Financial Committee**

This is scheduled for January 4, 2019 at 1:00 pm.

*Bill Vintroux made the motion to adjourn, Daniel Munoz seconded, motion carried.*

The meeting adjourned at 2:00 pm.

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Mark Broms, Chair

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Karla Pease, Recording Secretary

# Central Florida Cares Health System, Inc. November 2018 Financials

Presented by Doug Shaw, CFO



**Central Florida Cares Health System, Inc**  
**Statement of Financial Position - Unaudited**  
**As of 11/30/2018 and 10/31/2018**

	<u>11/30/2018</u>	<u>10/31/2018</u>
Assets		
Current Assets		
TD Bank	5,348,138	6,926,914
Accounts Receivable	11,509,707	11,424,481
Prepaid Insurance	17,715	19,183
Prepaid Expenses	16,844	16,844
Deposits	26,375	26,375
Total Current Assets	<u>16,918,778</u>	<u>18,413,797</u>
Long-term Assets		
Property & Equipment	1,110,933	1,110,933
Accum Depreciation	(917,783)	(917,783)
Total Long-term Assets	<u>193,150</u>	<u>193,150</u>
Total Assets	<u><u>17,111,928</u></u>	<u><u>18,606,948</u></u>
Liabilities		
Short-term Liabilities		
Accounts Payable	6,945,989	7,079,096
Wages Payable	89,090	121,670
Federal Payroll Taxes Payable	6,815	19,801
403(b) Payable	6,645	5,844
Deductions Payable	1,280	1,280
Deferred Revenue	678,319	954,302
CarryForward Funds	2,121,788	2,210,461
Interest & Other Payable to DCF	22,309	5,821
Advance Due to DCF CY	6,832,321	7,808,367
Total Short-term Liabilities	<u>16,704,557</u>	<u>18,206,642</u>
Total Liabilities	16,704,557	18,206,642
Unrestricted Net Assets:		
Prior Year Excess Revenues (Expenses)	380,605	380,605
Curr Year Excess Revenues (Expenses)	26,766	19,700
Total Unrestricted Net Assets	<u>407,372</u>	<u>400,306</u>
Total Liabilities and Net Assets	<u><u>17,111,928</u></u>	<u><u>18,606,948</u></u>





**Central Florida Cares Health System, Inc.**  
**Statement of Revenues and Expenses - Unaudited**  
**For the Month and Five Months Ended 11/30/2018**

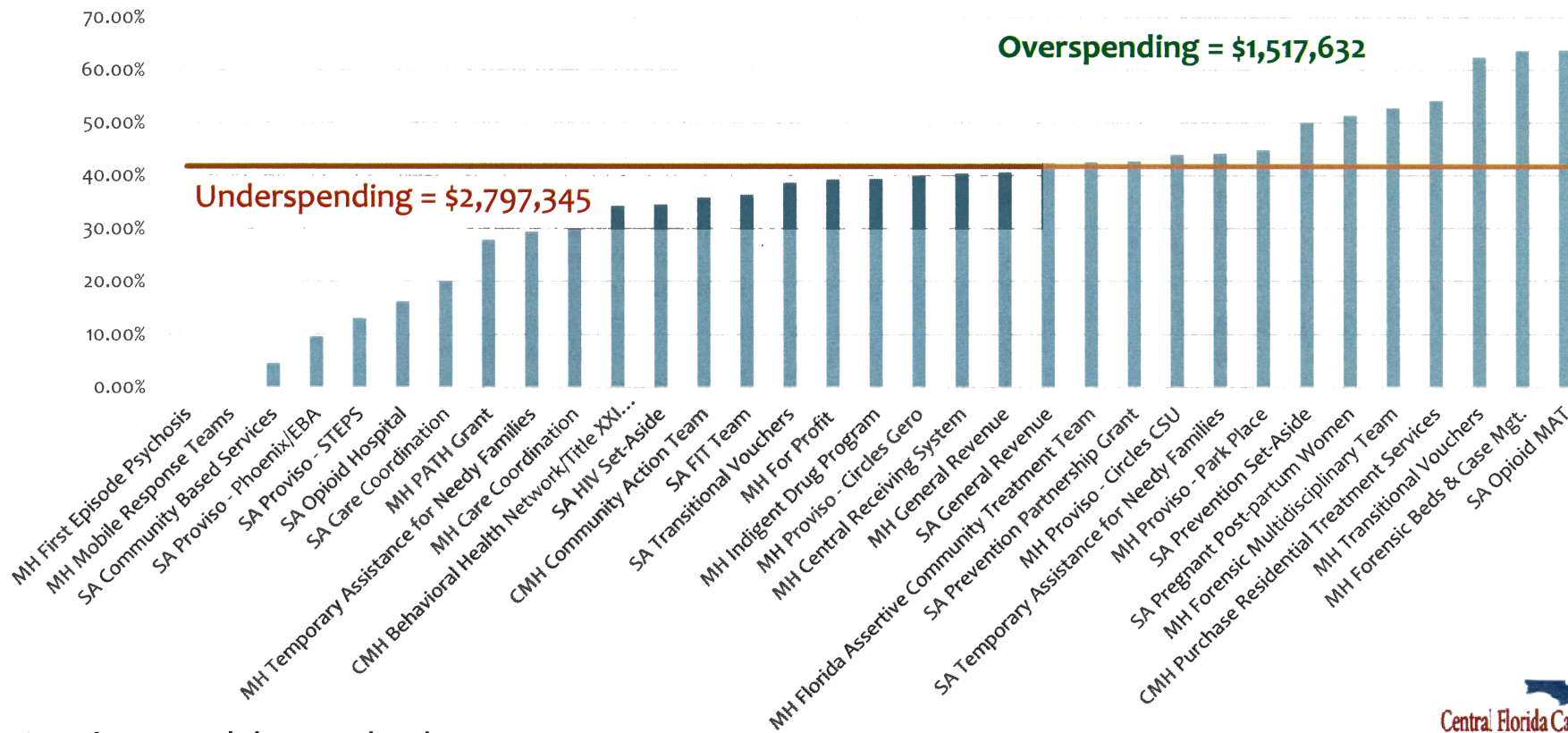
	November	YTD
Program Services Revenue:		
DCF	\$ 7,117,542	\$ 32,382,727
FLINC	8,833	33,527
Orange County	6,679	33,396
Total Operating Revenue	7,133,054	32,449,650
Expenditures:		
Program Services Expenses	6,913,677	31,369,074
Personnel Expenses	151,912	741,359
403(b) Fees	469	469
Accounting Fees	6,000	16,000
Conferences & Conventions	527	4,771
Dues & Subscriptions	250	31,744
Donation Expenditures	-	184
Insurance	2,531	12,091
Legal Fees	506	1,604
Needs Assessment/Benchmarking	-	15,752
Office Equipment	315	1,250
Office Furn & Fixture	-	430
Payroll Processing Fees	586	2,989
Printing & Publications	-	927
Professional Services Other	1,314	6,570
Recruiting and Screening	165	598
Rent-Building	15,759	78,796
Rent-Equipment	-	2,037
Software Development	13,126	38,111
Software Expense	12,953	70,541
Supplies & Postage	1,555	2,542
Telephone, Internet & Conf	3,104	14,429
Trainings & Seminars	40	1,814
Travel Local & In-State	1,201	8,801
Total Expenditures	7,125,989	32,422,883
Net Revenue over Expenditures	\$ 7,065	\$ 26,766



# Utilization Rate by OCA

## YTD 11/30/2018

Network = 40.01%  
Target = 41.67%



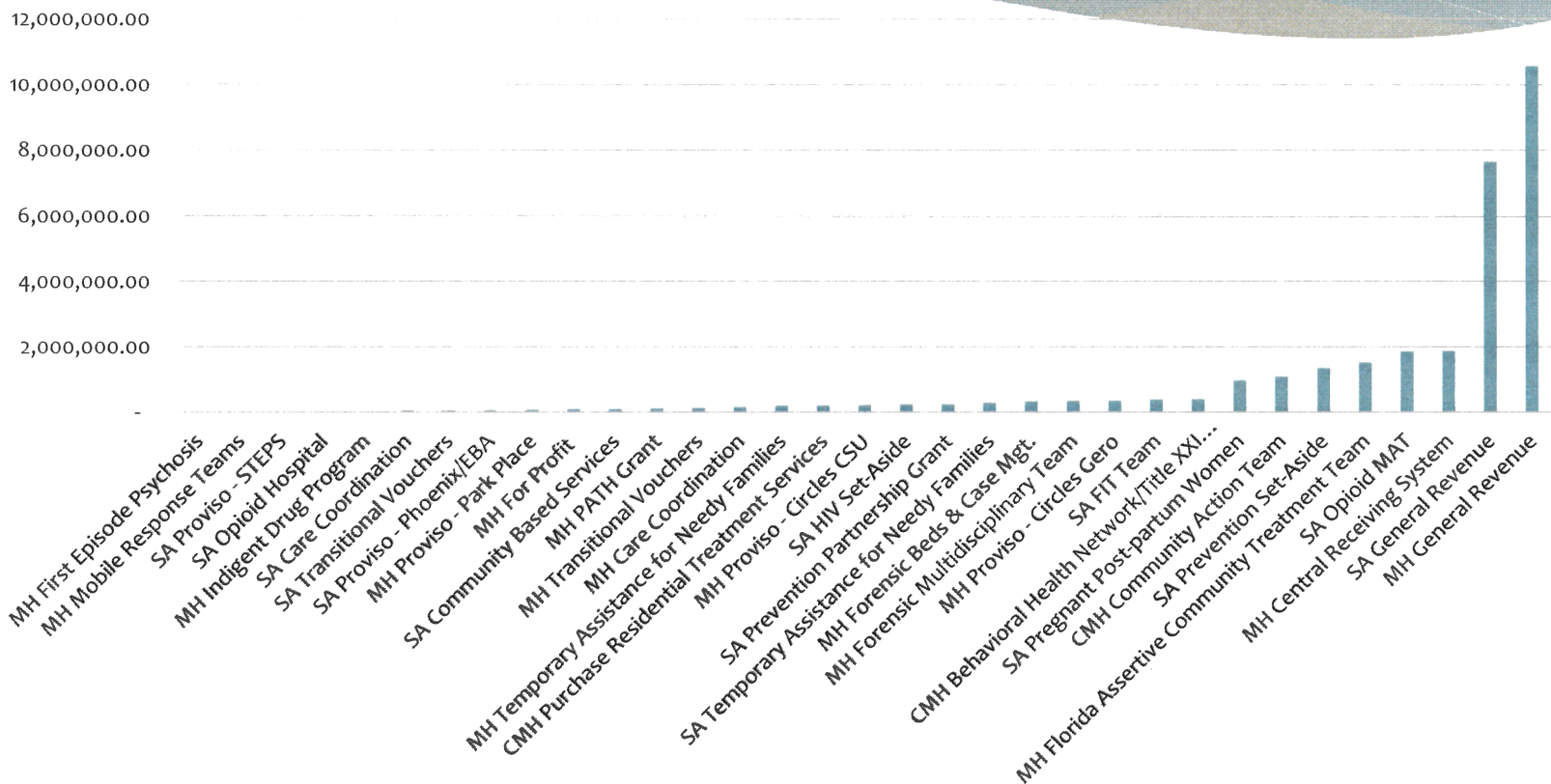
Fiscal Year 7/1/18 – 6/30/19



# Expenditures by OCA

## YTD 11/30/2018

Network = \$30,931,877  
 Target = \$32,211,589



Fiscal Year 7/1/18 – 6/30/19



NOVEMBER 2018 YTD - OCA EXPENDITURE and UTILIZATION SUMMARY					
OCA Description	Sch of Funds (Amend 35)	Expenditures Thru Nov2018	% Utilization	Target	Notes
ME Admin Costs	\$2,357,779	\$948,215	40.2%	41.7%	
ME Care Coordination	\$144,938	\$40,268	27.8%	41.7%	
ME Housing Coordination	\$102,500	\$44,113	43.0%	41.7%	
<b>ME TOTAL</b>	<b>\$2,605,217</b>	<b>\$1,032,596</b>	<b>39.6%</b>	<b>41.7%</b>	
General MH – 24hr Care Residential, Ambulatory, CSU, Baker Act, Inpatient Crisis, Prevention	\$26,034,999	\$10,573,682	40.6%	41.7%	
Early Intervention Svc -Psychotic Disorders	\$750,000		0.0%	41.7%	Aspire. Evidence Based Practice (NAVIGATE) training is scheduled for March
State Funded for Profit Sub-recipients	\$232,652	\$91,391	39.3%	41.7%	
Grants PATH	\$394,583	\$109,812	27.8%	41.7%	Aspire had a staff vacancy. We may move money from Park Place to Circles
Osceola Mental Health - Park Place	\$150,000	\$67,249	44.8%		
Circles of Care – Crisis Stabilization	\$500,000	\$219,852	44.0%	41.7%	
Circles of Care - Geropsychiatric	\$900,000	\$359,254	39.9%	41.7%	
Purchase of Residential Treatment Svs for Emotionally Disturbed Children and Youth	\$390,183	\$211,310	54.2%	41.7%	
Community Forensic Beds	\$524,474	\$334,044	63.7%	41.7%	
Florida Assertive Community Treatment	\$3,558,091	\$1,513,253	42.5%	41.7%	
Indigent Psychiatric Medication Program	\$69,078	\$27,198	39.4%	41.7%	
Title XXI Children's Health Insurance Program – Behavior Health Network	\$1,192,788	\$408,053	34.2%	41.7%	
MH Care Coordination	\$507,089	\$151,166	29.8%	41.7%	Providers are increasing their care coordinators
Community Forensic Multidisciplinary Teams for Hospital Diversion	\$652,000	\$344,370	52.8%	41.7%	
Temporary Assistance for Needy Families	\$661,245	\$194,311	29.4%	41.7%	Reasearching moving money to other providers
Community Action Treatment Team	\$3,000,000	\$1,075,000	35.8%	41.7%	
Mobile Crisis Teams	\$1,163,384	\$1,786	0.2%	41.7%	Funded on 9/20. Contract executed on 10/31. Teams in operation. Billing will start in Dec for Devereux and they will bill YTD.
Centralized Receiving Facilities	\$4,618,430	\$1,866,249	40.4%	41.7%	
Transition Vouchers Mental Health	\$189,009	\$117,996	62.4%	41.7%	
SA Services and Support	\$18,089,504	\$7,717,056	42.7%	41.7%	
HIV Services	\$675,294	\$232,650	34.5%	41.7%	
Prevention Services	\$2,701,177	\$1,349,992	50.0%	41.7%	
Prevention Partnership Grant	\$571,106	\$243,968	42.7%	41.7%	
FL Targeted Response to Opioid-Hospital	\$150,000	\$24,361	16.2%	41.7%	Program is open and serving clients. Provider had technical barriers entering data. Problem resolved in Oct. Increased locations to FL Hosp, Orl Health.
FL Response to Opioid Crisis	\$2,897,520	\$1,850,402	63.9%	41.7%	
Projects Expansion of Substance Abuse Services for Pregnant Women and their Families	\$1,883,426	\$966,933	51.3%	41.7%	
Family Intensive Treatment	\$1,062,184	\$386,261	36.4%	41.7%	Family enrollment in on target. As usual, we will carryforward any unspent funds.
Phoenix Affiliates	\$600,000	\$0	0.0%	41.7%	Funding received 9.20.18, contract executed 9.25.18. Spending is getting started now.
Specialized Treatment, Education and Prevention Services-Women's Residential Treatment	\$150,000	\$19,584	13.1%	41.7%	Billing to CFCHS will increase because other funding sources were spent first
Care Coordination	\$217,324	\$43,642	20.1%	41.7%	Providers are increasing their care coordinators
Temporary Assistance for Needy Families	\$660,359	\$291,677	44.2%	41.7%	
Community Based Services	\$2,039,181	\$91,961	4.5%	41.7%	Funding received 9/20/18. SOC and Contracts working together to allocate in accordance with our LBR and wait list. Oct SOC and Contracts allocated the funds, obtained Executive Committee approval, and began discussions with providers. Nov Amendments finalized.
Transition Vouchers Substance Abuse	\$122,734	\$47,413	38.6%	41.7%	
<b>PROVIDER TOTAL</b>	<b>\$77,307,814</b>	<b>\$30,931,877</b>	<b>40.0%</b>		
<b>TOTAL</b>	<b>\$79,913,031</b>	<b>\$31,964,473</b>	<b>40.0%</b>		

Highlighted in red if < 31% (75%x41.7%)

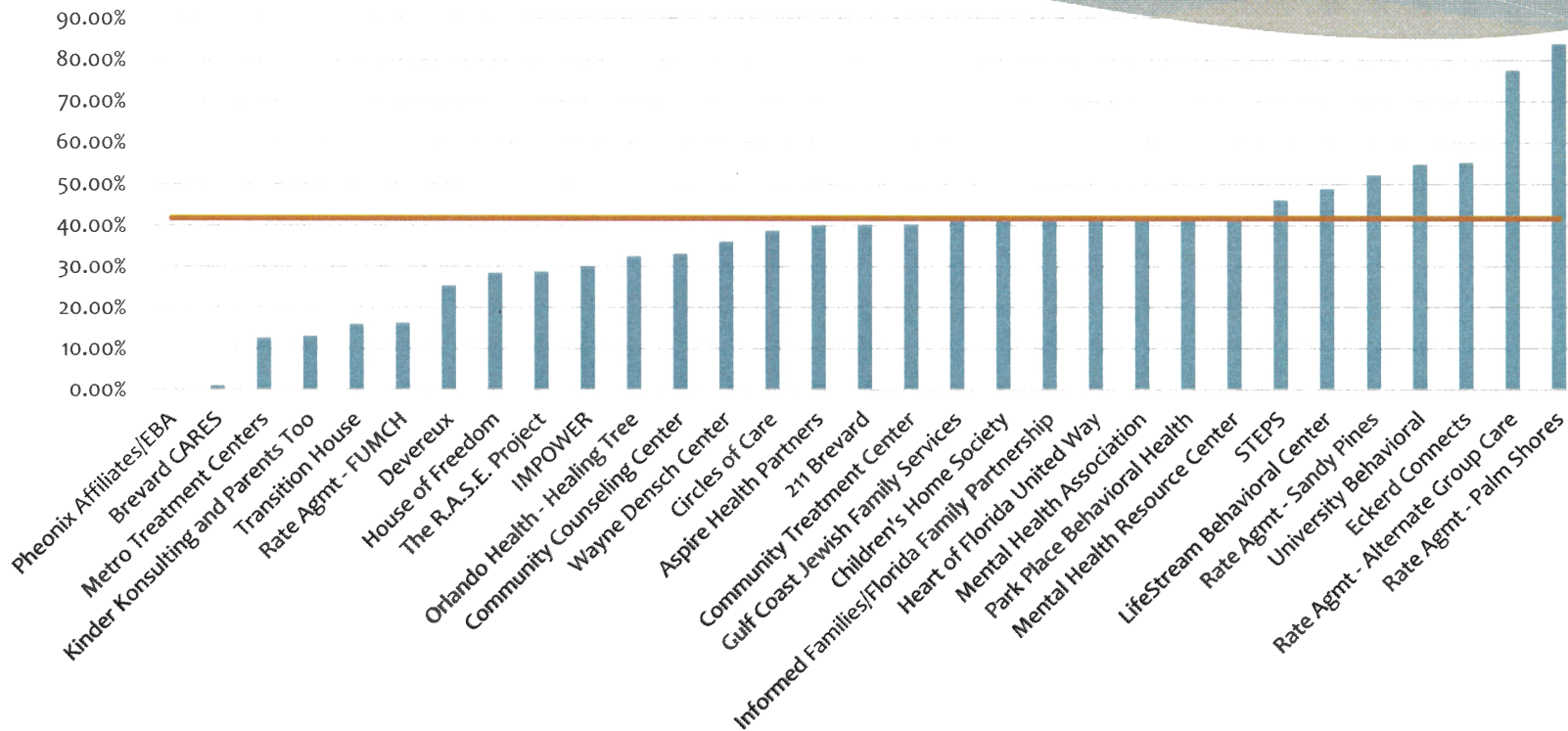




# Utilization Rate by Provider

## YTD 11/30/2018

Network = 36.90%  
Target = 41.67%

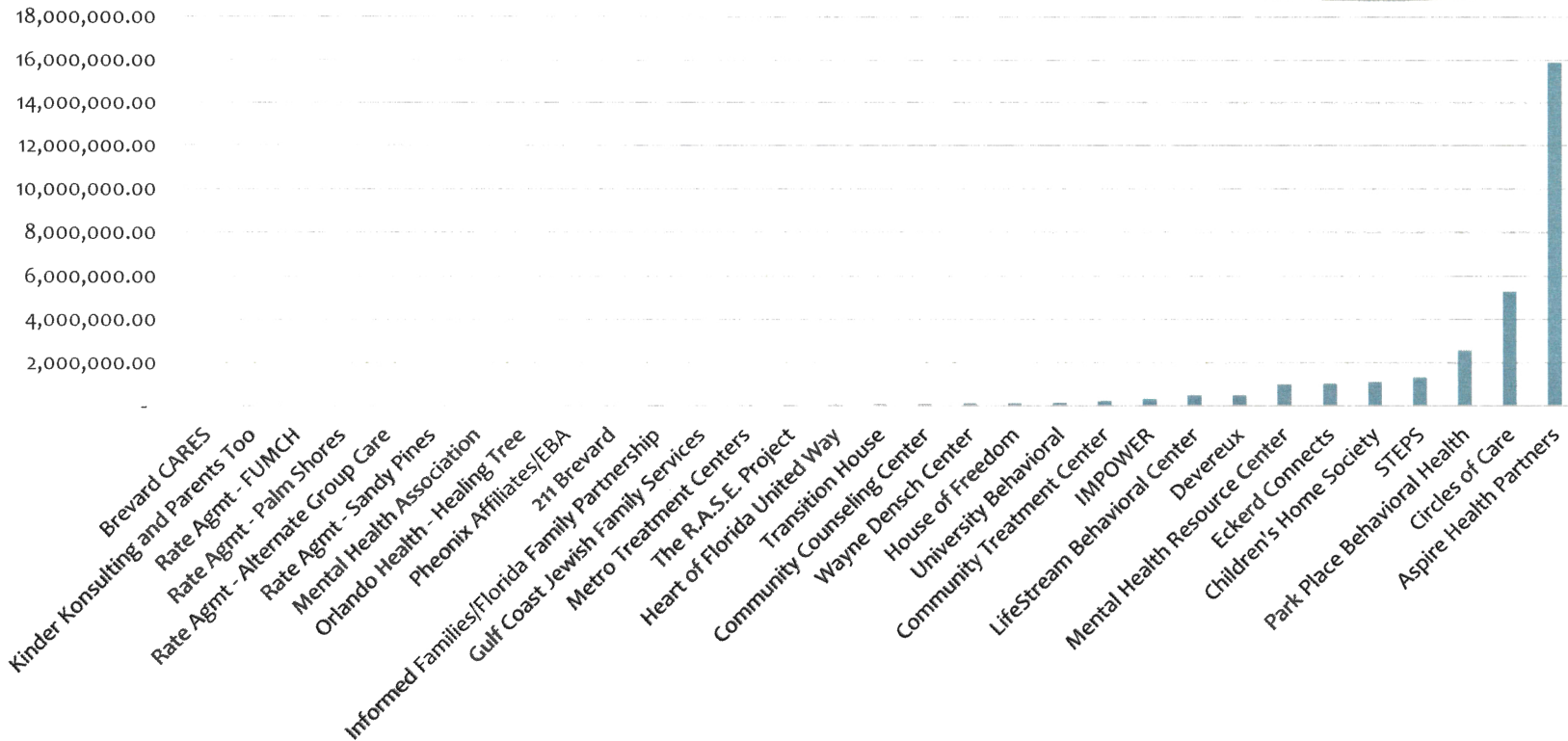




# Expenditures by Provider

## YTD 11/30/2018

Network = \$30,931,876  
 Target = \$32,593,024



Fiscal Year 7/1/18 – 6/30/19





# GHME1 Amendments

Amendment Number	Executed	Purpose
33	8/16/18	FY1819 Complete Re-write, no budget yet
34	9/20/18	FY1819 Budget
35	11/9/18	Add \$600k for Phoenix Affiliates Proviso
36	12/21/18	Add \$1.9M for SOR
37	DCF Drafting	Add \$1.6M for Hurricane Maria \$947,983 for STR