

**Executive Committee Meeting Minutes  
Tuesday, January 8, 2019  
Central Florida Cares Health System, Inc.  
Board Room**



**ATTENDANCE**

**Board of Directors Present:**

Charles Rogers, President, ELC Osceola County  
R. Wayne Holmes, Secretary, Retired Asst. State's Attorney/Community Advocate  
Mark Broms, Treasurer, Brevard Homeless Coalition  
Ian Golden, Immediate Past President, Brevard County Housing & Human Services

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

Maria Bledsoe, Chief Executive Officer  
Doug Shaw, Chief Financial Officer  
Karla Pease, Executive Assistant

**Meeting Called to Order**

The Central Florida Cares Health System, Inc. (CFCHS) Executive Committee meeting was held on Tuesday, January 8, 2019 at 3:00 p.m. at Central Florida Cares Health System, Inc., 707 Mendham Blvd., Suite #201, Orlando, FL. The President called the meeting to order at 3:00 p.m.

*A motion to approve the November 13, 2018 Executive Committee meeting minutes was made by Mark Broms, seconded by Wayne Holmes, motion carried.*

**Financial Report**

The CFO presented the November financial report. October and November's balance sheet were reviewed. Cash went down significantly due to receiving \$5.7M from DCF and \$7M was paid in provider bills. There were three payrolls in November, which made wages payable to go down. Preferred revenue went down from \$954K to \$678K. Interest went up due to cash balances being higher.

Page 3 - Statement of Revenues and Expenses. The accounting fee was \$6K for the second payment of the audit. \$13K is FivePoints software development. Insurances premiums are paid each month.

Page 4 - Utilization Rate by OCA in Percentages. The target is at 41.67% and the network spending is at 40.01%. Underspensing is at \$2.7M are mostly due to new OCAs. Overspensing is at \$1.5M.

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

On page 6, the CFO reviewed the OCAs outlined in red and provided explanations for those under 31% utilized. 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 - Utilization Rate by Provider. It was suggested by a member to draw a line and/or shade the programs that are new or use different colors for the bars to denote new.

Page 8 - Expenditures by Provider. Page 9 shows a list of the GHME1 amendments, where amendment 35 was executed, which added \$600K and Amendment 36 added \$1.9M for SOR. Discussion occurred around Amendment 37 and how to find the victims from Hurricane Maria at this point in time. The President said Career Source in Osceola County might be able to assist. Also it was suggested to contact FEMA since they help with transitional sheltering and also local Emergency Management Services.

The CEO spoke of IMPOWER who is renegotiating their contracts with the managed care corporations. IMPOWER has not used CFCHS' funding yet because they are in the process of renegotiating and want to use CFCHS' funds last. CFCHS cannot leave funds sitting in their contract when other providers can use the money. They were given notices of noncompliance. IMPOWER shared this information with a CFCHS Board Member and a meeting was initiated. This information is being shared in case IMPOWER shares at the next Board Meeting.

*A motion to approve the financial report as presented was presented by Mark Broms, Wayne Holmes seconded, motion carried.*

### **Organizational Updates**

The CEO discussed the following:

- CEO traveling to Tallahassee this week
- Chad Poppell is the new DCF Secretary, appointed by the Governor Elect
- FivePoints and FASAMS upload issues
- Fundraising and Kristen Hughes. CEO will converse with Kristen. Ian suggested the Board continue on with donating \$50 from each member.
- MDL lawsuit – CEO will get more information when she is in Tallahassee
- DCF contract – With support of the Board, the CEO will hire a consultant to be completely dedicated to the grant.
- Grant writer interviews have been schedule for next week.

Ian asked how the Board can help support CFCHS in the upcoming grant cycle. CEO has a name of someone who helped CBC of Central Florida with their grant recently. Ian recommended and volunteered to sit on a Contract Review Committee.

The President indicated he will be moving to the west coast of Florida around May or June. He stated he could fulfill his term or be replaced. After discussion among members, the President indicated he would remain until he knows more about when he needed to transition.

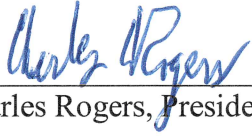
**Other/Public Input** – None

**Executive Committee Meeting**

Tuesday, February 12, 2019 at 3:00 pm.

*Ian Golden made the motion to adjourn, Wayne Holmes seconded, motion carried.*

The meeting adjourned at 3:46 pm.



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Charles Rogers, President



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Karla Pease, Recording Secretary

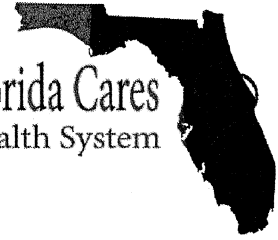
**Executive Committee Agenda**  
**Tuesday, January 8, 2019**  
**3:00 PM – 5:00 PM**  
**Central Florida Cares Health System, Inc.**  
**Board Room**



- |  |                         |                  |
|--|-------------------------|------------------|
| <b>I. Welcome/Introductions</b>  | Charles Rogers          | 2 minutes        |
| <b>II. Approve Minutes</b> <ul style="list-style-type: none"><li>• November 13, 2018</li></ul>                                     | Charles Rogers<br>Group | 2 minutes        |
| <b>III. Financial Report</b> <ul style="list-style-type: none"><li>• November Financial Report</li></ul>                           | Mark Broms<br>Doug Shaw | 20 minutes       |
| <b>IV. Organizational Updates</b>  | Maria Bledsoe           | 10 minutes       |
| <b>V. Other/Public Input</b>   | Group                   | 3 minutes/person |
| <b>VI. Adjourn - Executive Committee Meeting</b> <ul style="list-style-type: none"><li>• February 12, 3:00 pm to 5:00 pm</li></ul> | Group                   | 2 minutes        |

**Executive Committee Meeting Minutes  
Tuesday, November 13, 2018  
Central Florida Cares Health System, Inc.  
Board Room**

Central Florida Cares  
Health System



**ATTENDANCE**

**Board of Directors Present:**

Debbie Owens, Vice President, Seminole Prevention Coalition  
R. Wayne Holmes, Secretary, Retired Asst. State's Attorney/Community Advocate  
Mark Broms, Treasurer, Brevard Homeless Coalition  
Ian Golden, Immediate Past President, Brevard County Housing & Human Services (via phone)  
Kristen Hughes, Lassiter-Ware Insurance

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

Anna Lowe, Chief Operations Officer  
Doug Shaw, Chief Financial Officer  
Karla Pease, Executive Assistant

**Meeting Called to Order**

The Central Florida Cares Health System, Inc. (CFCHS) Executive Committee meeting was held on Tuesday, November 13, 2018 at 3:00 p.m. at Central Florida Cares Health System, Inc., 707 Mendham Blvd., Suite #201, Orlando, FL. The Vice President called the meeting to order at 3:00 p.m.

*A motion to approve the October 9, 2018 Executive Committee meeting minutes was made by Wayne Holmes, seconded by Mark Broms, motion carried.*

Kristen Hughes asked to present information from the Fundraising Planning Committee first, but because the Past President was not on the phone line, Wayne Holmes suggested waiting for Ian Golden to join in on the conference call since he had questions regarding providers on the Board who might have a conflict of interest or an appearance of a conflict of interest.

The CFO started his financial presentation through page 3, then when the Past President joined in on the call, Kristen Hughes reported.

**Fundraising Planning Committee**

Kristen Hughes reported on the Fundraising Planning Committee meeting held on November 7, 2018. She discussed that the committee wished to fundraise through a benevon, where a meal is served, a table is sponsored, a video is shown, and a motivational speaker will talk about why CFCHS needs help. The reason in securing donated funds is so CFCHS has money available to fill in the gaps. CFCHS would need start-up funds. Foundations have been researched by CFCHS staff. Kristen mentioned she would like the Executive Committee to request all

CFCHS' Board members donate in order to show to foundations that CFCHS has 100% of all Board members contributing.

Ian Golden stated he was comfortable with a Board directive that everyone contributes. He suggested having a set nominal amount. His concern was an individual giving nominally and a provider giving more. He did not wish to see a perception of preference.

Wayne Holmes stated he did not want to create even an appearance of some sort of conflict due to receiving substantial monies and monies coming back that could somehow be directed into providers' contacts. Normally a non-profit is not required to disclose the amounts and names of donations and donors, but CFCHS is under public records.

*Wayne Holmes made a motion that the Executive Committee brings back to the full Board the request of \$50 be donated by each Board member so when CFCHS is seeking grants, there is the full commitment of this Board, Debbie Owens seconded, motion carried.*

Kristen will bring this request to Board members at the Board meeting on December 13<sup>th</sup>.

Members discussed details of the benevon event.

- Start the benevon in Brevard County and then one in the tri-county area
- Need a venue
- Donate at the event or over a period of a few years
- Events will require a keynote speaker, a video production, bring in clients of providers for a story to tell

Kristen will reach out to Central Florida Behavioral Health Network, Linda McKinnon, to see how they circumvented the illusion of impropriety of some providers getting special treatment if they give more money.

Mark Broms asked about the cost to have a benevon. Wayne Holmes asked if CFCHS could produce the video out of their budget since it could be used for other venues or publicity as well.

Suggestions for keynote speakers were Sheriff Ivey in Brevard and Mayor Jerry Demming for the tri-county area.

Giving Tuesday and Amazon Smile were discussed. This is being discussed internally.

Wayne Holmes asked how far CFCHS' Board will want to go in terms of trying to create other financial resources outside of grants. How will that impact providers?

### **Financial Report**

The CFO presented the September financial report. Interest and other payables to DCF went down \$1.2M due to underspending of the 17/18 contract. Page 3 shows September P&L and YTD P&L. Accounting fees were \$10K. \$24K was for software development and \$13K was for software expenses.

The CFO mentioned the Finance Committee did not meet to review the September financials due to lack of quorum.

Page 4 is the utilization rate by OCA. The target is 25%. Most of the underspending is due to not being allocated to providers' contracts yet. The network is at 23.95%, which is only 1% underspent.

Page 5 are dollar expenditures by OCA. The target is \$19M and \$17M has been spent. Pages 6 through 11 explains underspending in detail. Page 12 shows the utilization rate by provider where the target is 25% and the network is at 23.95%. Page 13 shows expenditures by provider and page 14 shows the underspending explanations.

### **Organizational Updates**

The COO discussed the following:

- Resource Development Specialist – Resumes are being received; interviews will be scheduled for December.
- Toney Group – will be presenting at the December Board meeting. This is a consulting agency that FAME and the other 6 MEs have committed to and are moving forward with the first installment of actual work. On November 15<sup>th</sup>, The Toney Group is meeting with one of the managed care organizations to pitch a proposal for them to contract with FAME and MEs. The other 6 MEs understand that our Board has to vote for CFCHS to participate financially. The recommendation from staff is participate and move forward with contracting.

### **Substance Abuse Funding Allocation Proposal**

Substance Abuse Funding Allocation Proposal – this is \$2M in LBR funding and came out of a legislative budget request into DCF. CFCHS would like to buy 5 beds in Brevard, purchase 10 beds in Orange/Seminole, and 10 beds in Osceola split between two different providers. This leaves ~\$363K. Last Friday an informal request for proposals was posted for IHOS, which has been on SOC's wish list. CFCHS is prioritizing the child welfare populations and would like to use the \$363K for the IHOS program. Anything left, CFCHS would like to earmark for a peer support re-entry program from the jails. CFCHS asked for proposals to cover all four counties and serve at least 25 clients in each county with those funds. Due to this being a \$2M allocation, this requires Board approval.

*Wayne Holmes made a motion to approve the expenditure of ~\$2M for the substance abuse funding allocation proposal that includes the beds and treatment, Mark Broms seconded, motion carried.*

**Other/Public Input** – None

### **Executive Committee Meeting**

Tuesday, December 13, 2018 at 1:00 pm.

*Mark Broms made the motion to adjourn, Wayne Holmes seconded, motion carried.*

The meeting adjourned at 4:15 pm.

Debbie Owens, Vice President

Karla Pease, Recording Secretary

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# 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>
<b>Assets</b>		
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>
<b>Liabilities</b>		
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	<u>16,704,557</u>	<u>18,206,642</u>
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>

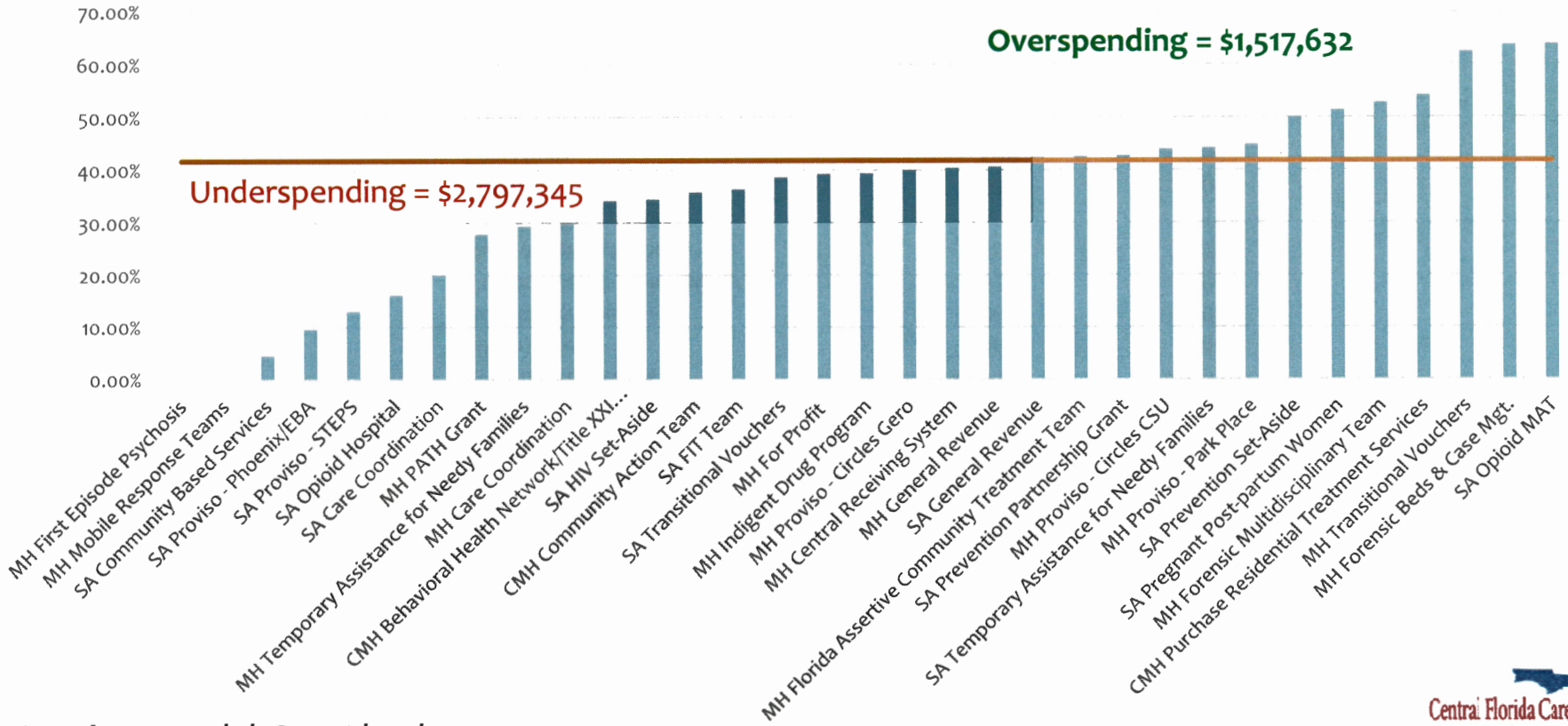
**Central Florida Cares Health System, Inc.**  
**Statement of Revenues and Expenses - Unaudited**  
**For the Month and Five Months Ended 11/30/2018**

	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%

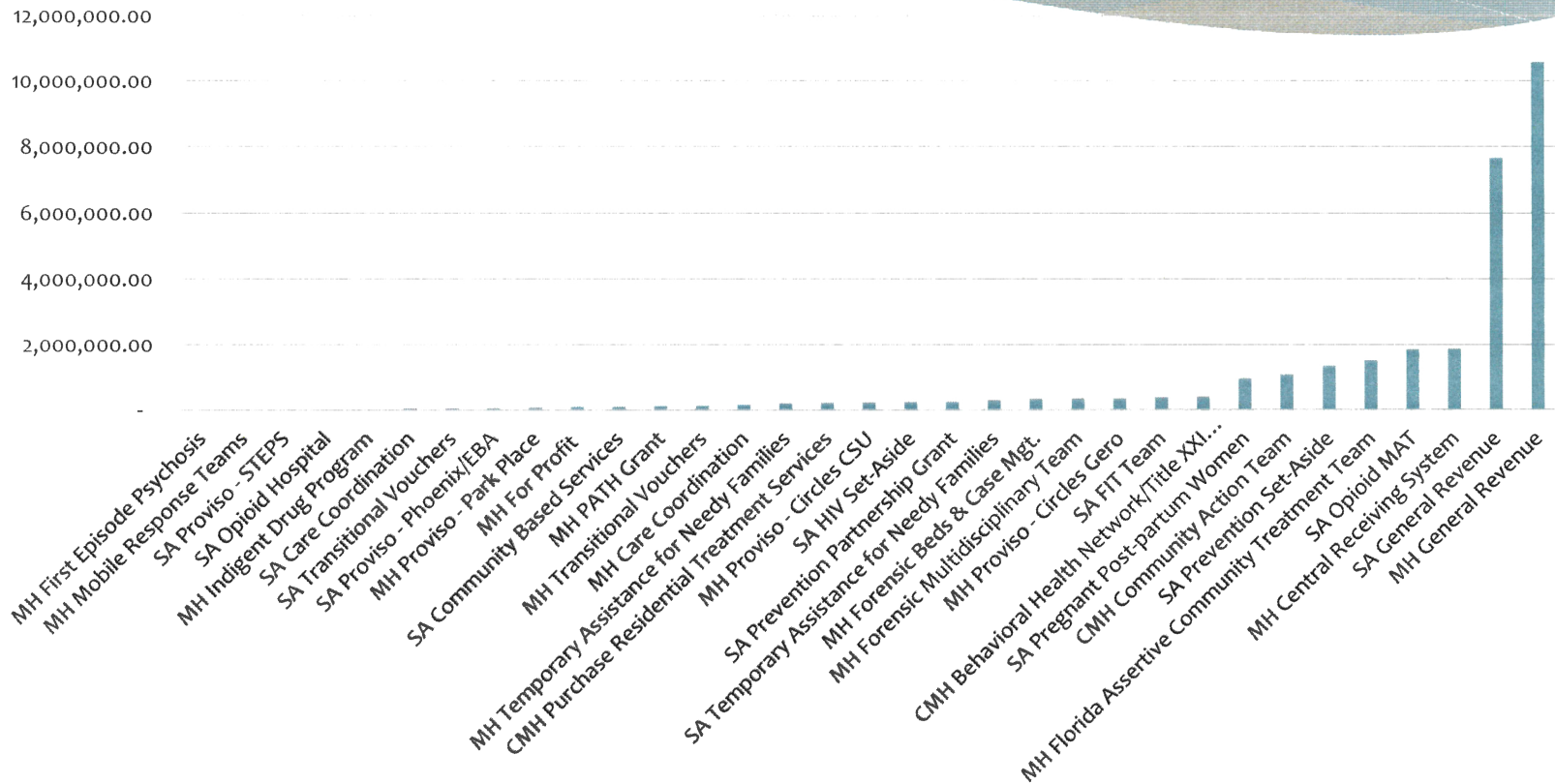


Fiscal Year 7/1/18 – 6/30/19

# 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%)

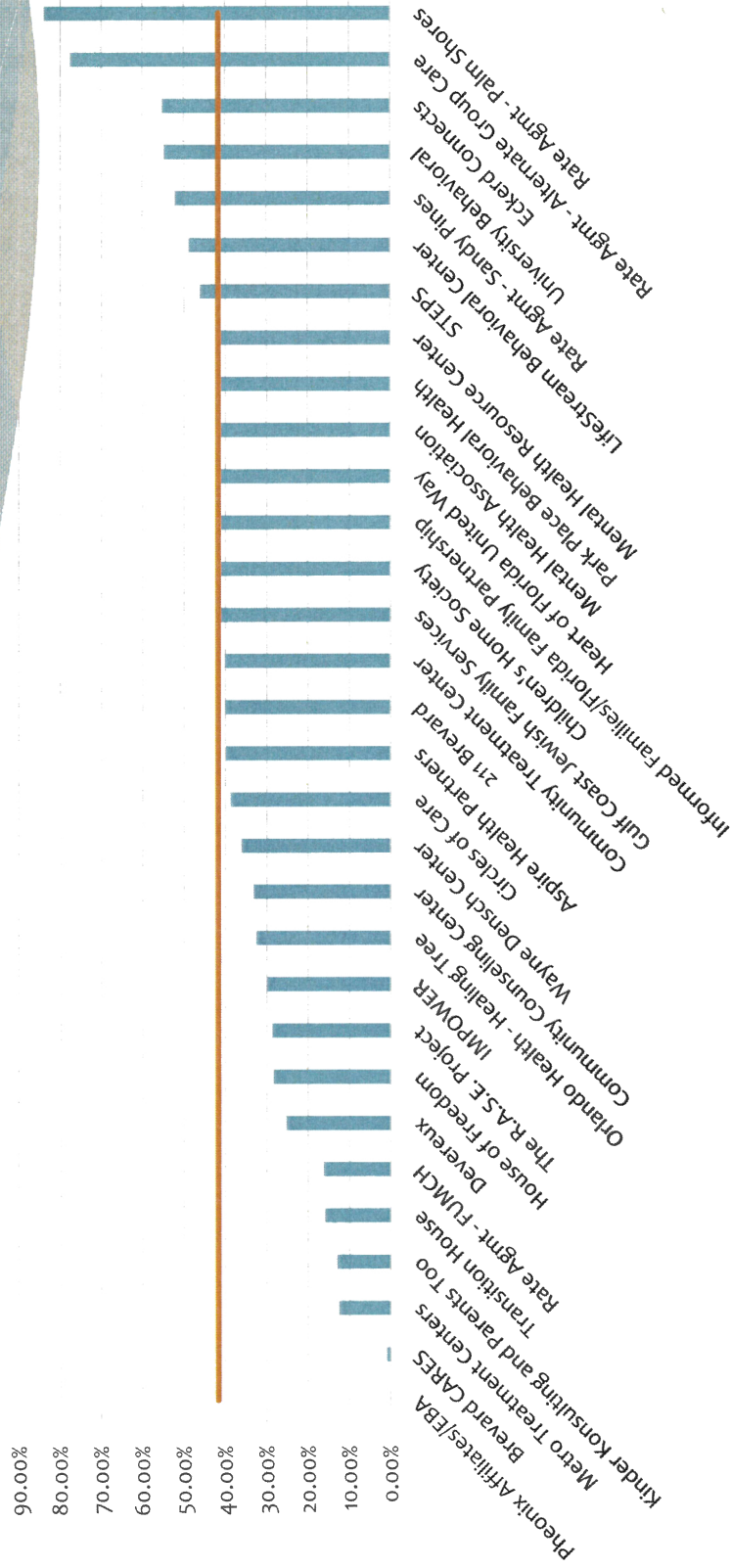


# Utilization Rate by Provider

YTD 11/30/2018

Network = 36.90%

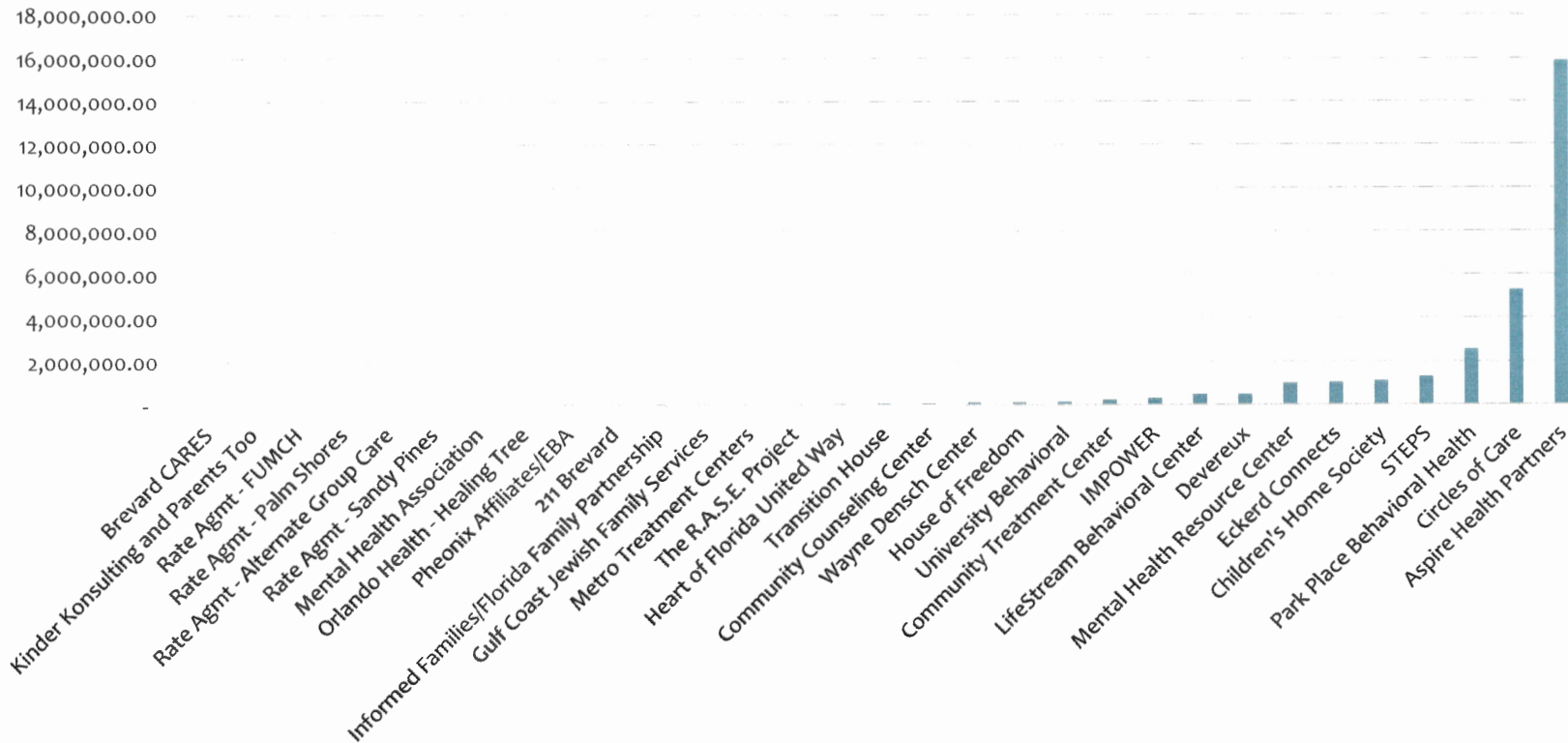
Target = 41.67%



# 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

# QUESTIONS

