

**Executive Committee Meeting Minutes
Tuesday, February 12, 2019
Central Florida Cares Health System, Inc.
Board Room**



ATTENDANCE

Board of Directors Present:

Charles Rogers, President, ELC Osceola County
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

Central Florida Cares Health System, Inc. Staff

Maria Bledsoe, Chief Executive Officer (via phone)
Anna Lowe, Chief Operating 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, February 12, 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 January 8, 2019 Executive Committee meeting minutes was made by Mark Broms, seconded by Wayne Holmes, motion carried.

Financial Report

The CFO reviewed the balance sheets for the first 6 months of the FY. Cash went down in December due to receiving \$5.7M from DCF and paying out \$6.9M in provider bills. Deferred revenue rose since CFCHS billed more than was received from DCF. The year-end balance sheet shows prior year's excess revenues (expenses) of \$380K for each month this FY.

Page 3 is the Statement of Revenues and Expenses and were also reviewed for the last 6 months. Revenues go up and down due to CFCHS billing according to what was spent. A new category was discussed: Other Revenue and Expenses for donation revenue and donation expenses. The CFO reviewed with members the types of donations received this FY and categorized them in the month of December. Non-cash contributions are revenue and expense at the same time. \$116 was received in cash. \$1,460 was received in non-cash donations (Aflac t-shirts, Panera Bread, Illusionist, Applebee's Restaurant, etc.).

Page 4 is the utilization rate by OCA in percentages. The arrows placed in the chart show when CFCHS received the funding. The target is at 44.95% and the network spending is at 50%. Underspending went up due to new funds added in Amendment 36. Overspending went up to \$1.790M.

Page 5 shows dollars spent year to date by OCA. \$37.2M is the network spending and the target was \$39.6M.

On page 6, the CFO reviewed the OCAs that were outlined in red and indicated there are no areas of concern.

Pages 7 and 8 show the utilization rate by provider and expenditures by provider through December 31, 2018.

The expenditures by provider were listed by dollar amounts on page 9. The network spent \$37M. The Past President mentioned to show a chart what is being spent compared to their budget might be helpful. Mark Broms, Chair of the Finance Committee, mentioned this was discussed in the last Finance Committee meeting.

Page 10 is a list of the GHME1 Amendments.

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

Organizational Updates

The COO discussed the following:

- Consumer will present at board meeting on success due to care coordination.
- MDL Opioid Suit – The presiding judge amended the suit to expand the scope. The requested documents were provided to the attorney.
- Toney Group/Well Care – met with Well Care. Discussed respective scope of work, identified opportunities for improving follow up on covered services (recouping for paid Medicaid services), after they finish meeting with all MEs a next steps plan will be developed.
- Grant Writer – interviews are on-going.
- FAME coordinating meeting with new secretary for the first week of March. FAME has met the new secretary.
- CFCHS submitted Reinvestment Grant.
- CFCHS submitted legislative appropriation for SOAR in region.

The Chair inquired if CFCHS had reached out to Rollins College for grant writing candidates.

Other/Public Input – Ian Golden stated he attended a Florida Association of County Human Service Administrators meeting last Friday. Nikaury Munoz and Natalie Kelly were there, as well. After the presentation was over and others left, Olivet Carter, the manager of the Human Service programs from Seminole County mentioned that was the first time he had ever seen

anyone from CFCHS. Ian offered to get Olivet Maria's contact information so CFCHS can reach out to these administrators.

Ian also mentioned about a program called Low Income Pool for hospitals and federally qualified health clinics where local dollars are given to OCA and draw down matching federal dollars. There is a waiver that was passed in December that expanded the program from hospitals and QHC's to include central receiving centers and Baker Act receiving centers.

Anna mentioned it may not go along with CFCHS' strategy since they have been reducing what we pay for in Baker Act beds and paying for community-based services instead of beds with greater success. That is the reason for care coordination.

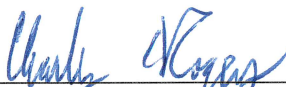
The CEO commented on the Seminole County meeting where ValMarie Turner was contacted, but she is no longer working there, and the CEO was working with the county's secretary that heads up the meetings and they never responded. The CEO gave Natalie Kelly names and dates where she had tried to follow up on several occasions. The CEO will follow up on her end with Olivet.

Executive Committee Meeting


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

Wayne Holmes made the motion to adjourn, Debbie Owens seconded, motion carried.

The meeting adjourned at 3:34 pm.



Charles Rogers, President



Karla Pease, Recording Secretary

Executive Committee Agenda
Tuesday, February 12, 2019
3:00 PM – 5:00 PM
Central Florida Cares Health System, Inc.
Board Room



I. Welcome/Introductions	Charles Rogers	2 minutes
II. Approve Minutes <ul style="list-style-type: none">• January 8, 2019	Charles Rogers Group	2 minutes
III. Financial Report <ul style="list-style-type: none">• December Financial Report	Mark Broms Doug Shaw	20 minutes
IV. Organizational Updates	Maria Bledsoe	10 minutes
V. Other/Public Input	Group	3 minutes/person
VI. Adjourn - Executive Committee Meeting <ul style="list-style-type: none">• March 12, 3:00 pm to 5:00 pm	Group	2 minutes

**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

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Meeting Called to Order

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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. Overspending 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.

Charles Rogers, President

Karla Pease, Recording Secretary

DRAFT

Central Florida Cares Health System, Inc. December 2018 Financials

Presented by Doug Shaw, CFO

Central Florida Cares Health System, Inc
Statement of Financial Position - Unaudited
For the six month-ends ended 12/31/2018

	<u>6/30/2018</u>	<u>7/31/2018</u>	<u>8/31/2018</u>	<u>9/30/2018</u>	<u>10/31/2018</u>	<u>11/30/2018</u>	<u>12/31/2018</u>
Assets							
Current Assets							
TD Bank	4,142,126	16,090,628	4,822,667	7,737,284	6,926,914	5,348,138	3,955,830
Accounts Receivable	6,887,246	10,108,397	14,983,340	11,432,900	11,424,481	11,509,707	11,888,252
Prepaid Insurance	24,454	26,377	23,979	21,581	19,183	17,715	15,184
Prepaid Expenses	20,254	17,268	16,263	15,759	16,844	16,844	16,844
Deposits	26,375	26,375	26,375	26,375	26,375	26,375	26,375
Total Current Assets	11,100,455	26,269,046	19,872,625	19,233,900	18,413,797	16,918,778	15,902,484
Long-term Assets							
Property & Equipment	1,110,933	1,110,933	1,110,933	1,110,933	1,110,933	1,110,933	1,110,933
Accum Depreciation	(917,783)	(917,783)	(917,783)	(917,783)	(917,783)	(917,783)	(917,783)
Total Long-term Assets	193,150	193,150	193,150	193,150	193,150	193,150	193,150
Total Assets	11,293,606	26,462,197	20,065,775	19,427,050	18,606,948	17,111,928	16,095,634
Liabilities							
Short-term Liabilities							
Accounts Payable	6,986,508	11,141,569	5,752,455	6,358,440	7,079,096	6,945,989	6,458,891
Wages Payable	87,210	101,050	104,920	105,544	121,670	89,090	101,753
Federal Payroll Taxes Payable	6,672	7,730	18,595	18,643	19,801	6,815	7,784
403(b) Payable	6,867	7,173	4,980	4,980	5,844	6,645	6,848
Deductions Payable	1,289	902	1,268	1,274	1,280	1,280	897
Deferred Revenue	-	348,679	343,865	1,446,074	954,302	678,319	1,128,452
CarryForward Funds	2,540,012	2,453,340	2,399,120	2,286,280	2,210,461	2,121,788	2,085,399
Interest & Other Payable to DCF	1,283,943	1,282,734	1,291,911	25,825	5,821	22,309	34,116
Advance Due to DCF CY	-	10,736,505	9,760,459	8,784,413	7,808,367	6,832,321	5,856,275
Total Short-term Liabilities	10,913,001	26,079,682	19,677,573	19,031,471	18,206,642	16,704,557	15,680,414
Total Liabilities	10,913,001	26,079,682	19,677,573	19,031,471	18,206,642	16,704,557	15,680,414
Unrestricted Net Assets:							
Prior Year Excess Revenues (Expenses)	495,551	380,605	380,605	380,605	380,605	380,605	380,605
Curr Year Excess Revenues (Expenses)	(114,946)	1,910	7,597	14,974	19,700	26,766	34,615
Total Unrestricted Net Assets	380,605	382,515	388,203	395,579	400,306	407,372	415,220
Total Liabilities and Net Assets	11,293,606	26,462,197	20,065,775	19,427,050	18,606,948	17,111,928	16,095,634

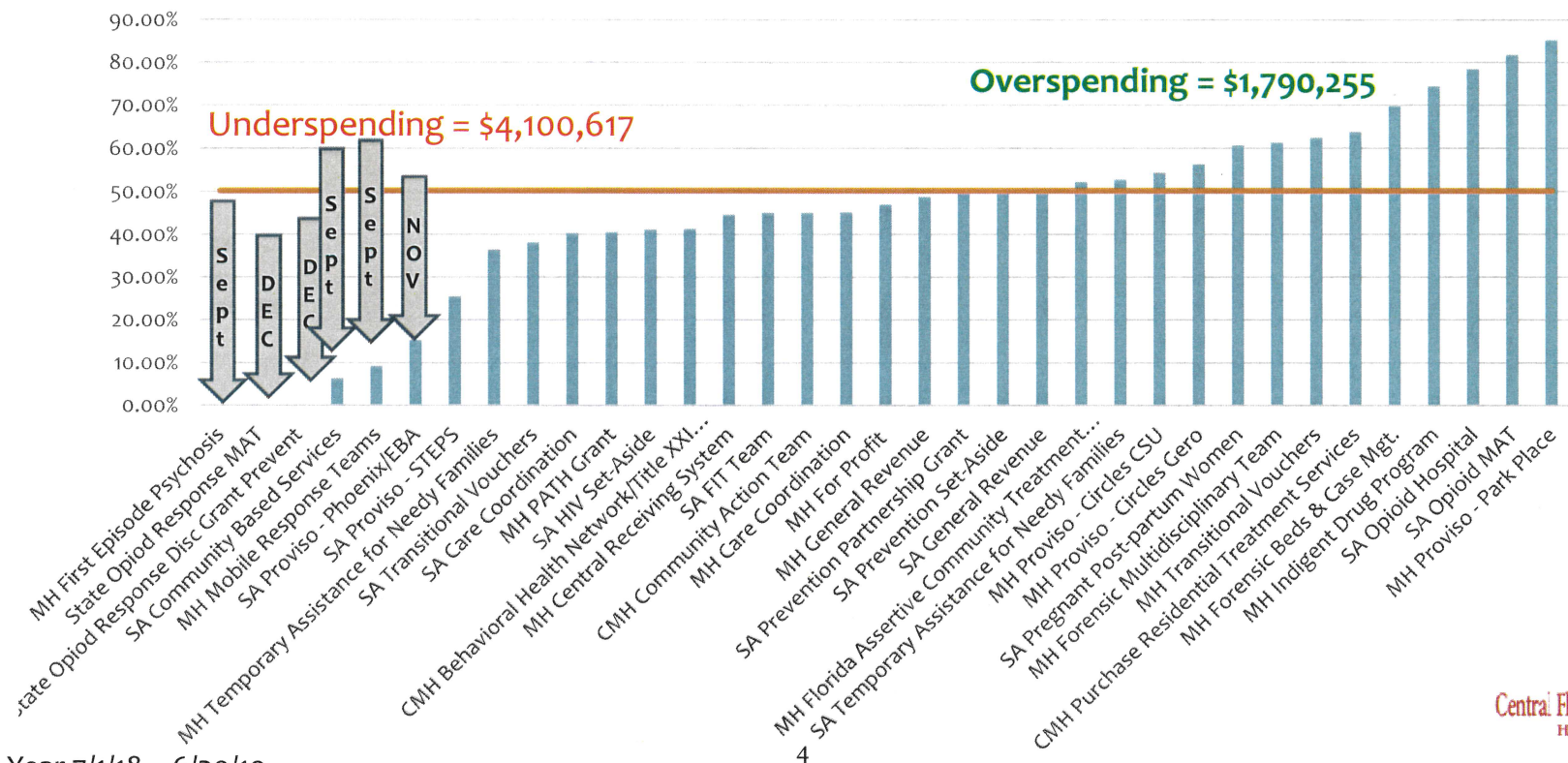
Central Florida Cares Health System, Inc.
Statement of Revenues and Expenses - Unaudited
For the Six Months Ended 12/31/2018

	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	YTD
Program Services Revenue:							
DCF	5,594,269	5,915,309	6,510,129	7,245,478	7,117,542	6,627,176	39,009,903
FLINC	5,287	5,287	5,287	8,833	8,833	8,833	42,360
Orange County	6,679	6,679	6,679	6,679	6,679	6,679	40,075
Total Operating Revenue	5,606,235	5,927,275	6,522,095	7,260,991	7,133,054	6,642,688	39,092,338
Expenditures:							
Program Services Expenses	5,381,843	5,726,388	6,304,305	7,042,861	6,913,677	6,409,610	37,778,683
Personnel Expenses	152,485	146,622	134,664	155,677	151,912	154,212	895,571
403(b) Fees	0	0	0	0	469	0	469
Accounting Fees	0	0	10,000	0	6,000	0	16,000
Conferences & Conventions	1,477	1,531	871	365	527	75	4,846
Dues & Subscriptions	31,468	0	0	26	250	189	31,933
Donation Expenditures	0	0	0	184	0	0	184
Insurance	2,416	2,398	2,398	2,348	2,531	2,531	14,621
Legal Fees	400	210	0	489	506	0	1,604
Needs Assessment/Benchmarking	0	995	0	14,757	0	0	15,752
Office Equipment	0	359	386	190	315	0	1,250
Office Furn & Fixture	0	0	0	430	0	144	574
Payroll Processing Fees	565	707	561	571	586	593	3,582
Printing & Publications	0	0	0	927	0	3,389	4,316
Professional Services Other	1,314	1,314	1,314	1,314	1,314	1,314	7,884
Recruiting and Screening	63	53	123	194	165	0	598
Rent-Building	15,759	15,759	15,759	15,759	15,759	15,759	94,556
Rent-Equipment	501	470	460	607	0	904	2,941
Software Development	0	0	24,985	0	13,126	24,985	63,096
Software Expense	12,049	18,631	13,060	13,848	12,953	13,129	83,670
Supplies & Postage	361	44	40	542	1,555	274	2,816
Telephone, Internet & Conf	2,579	3,110	3,354	2,282	3,104	3,663	18,093
Trainings & Seminars	50	1,555	50	119	40	1,794	3,608
Travel Local & In-State	996	1,441	2,389	2,773	1,201	2,391	11,192
Total Expenditures	5,604,325	5,921,587	6,514,719	7,256,264	7,125,989	6,634,956	39,057,839
Operating Revenue over Expenditures	1,910	5,688	7,376	4,727	7,065	7,732	34,499
Other Revenue and Expenses:							
Contribution Revenue	0	0	0	0	0	1,576	1,576
Contribution (Expense)	0	0	0	0	0	(1,460)	(1,460)
Net Contribution Revenue (Expense)	0	0	0	0	0	116	116
Net Revenue over Expenditures	1,910	5,688	7,376	4,727	7,065	7,848	34,615

Utilization Rate by OCA

YTD 12/31/2018

Network = 44.95%
Target = 50.0%



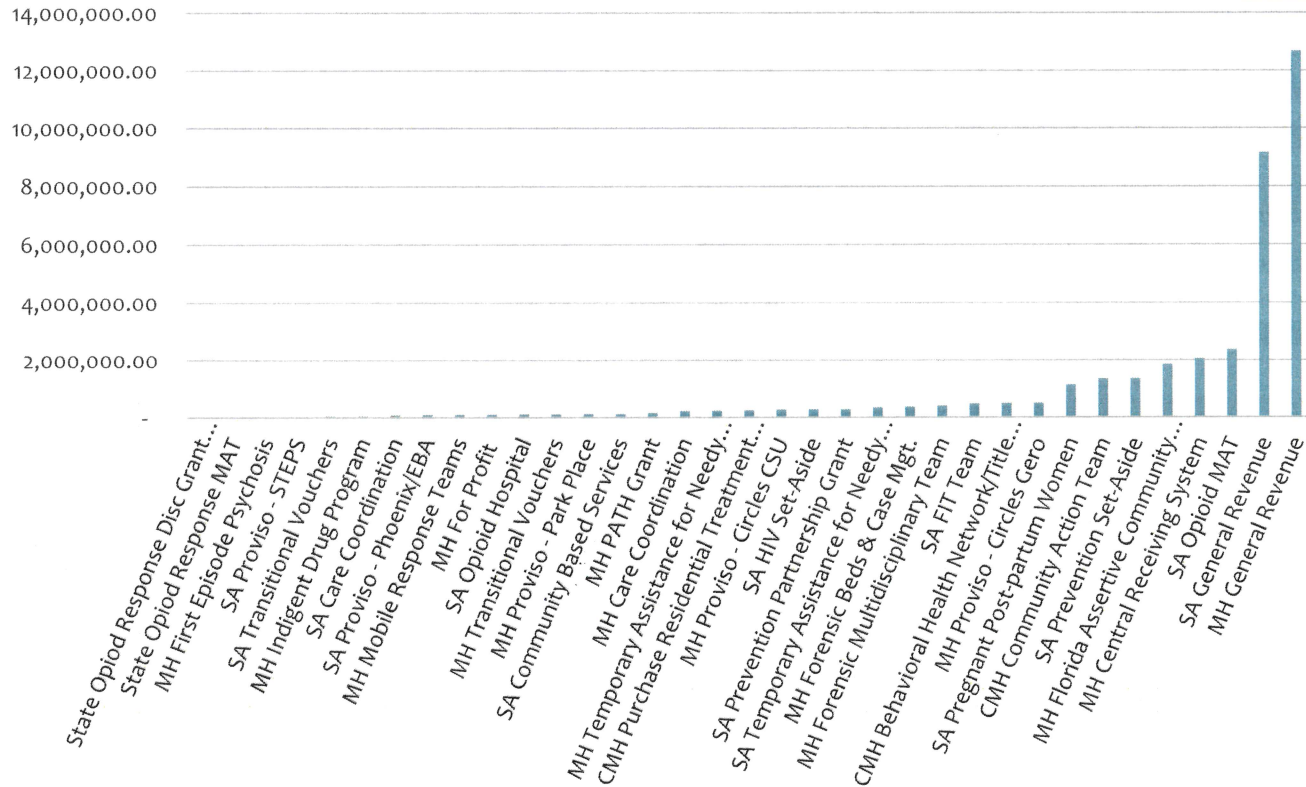
Fiscal Year 7/1/18 – 6/30/19



Expenditures by OCA

YTD 12/31/2018

Network = \$37,299,500
 Target = \$39,609,862



Fiscal Year 7/1/18 – 6/30/19



DECEMBER 2018 YTD - OCA EXPENDITURE and UTILIZATION SUMMARY					
OCA Description	Sch of Funds (Amend 36)	Expenditures Thru Dec2018	% Utilization	Target	Notes
ME Admin Costs	\$2,357,779	\$1,151,011	48.8%	50.0%	
ME Care Coordination	\$144,938	\$52,341	36.1%	50.0%	
ME Housing Coordination	\$102,500	\$52,390	51.1%	50.0%	
ME TOTAL	\$2,605,217	\$1,255,741	48.2%	50.0%	
General MH – 24hr Care Residential, Ambulatory, CSU, Baker Act, Inpatient Crisis, Prevention	\$26,034,999	\$12,677,595	48.7%	50.0%	
Early Intervention Svc -Psychotic Disorders	\$750,000		0.0%	50.0%	Funded Aug18. Aspire. Evidence Based Practice training is scheduled for March
State Funded for Profit Sub-recipients	\$232,652	\$109,160	46.9%	50.0%	
Grants PATH	\$394,583	\$159,570	40.4%	50.0%	Aspire had a staff vacancy. We may move money from Park Place to Circles
Osceola Mental Health - Park Place	\$150,000	\$127,780	85.2%		
Circles of Care – Crisis Stabilization	\$500,000	\$271,560	54.3%	50.0%	
Circles of Care - Geropsychiatric	\$900,000	\$506,051	56.2%	50.0%	
Purchase of Residential Treatment Svs for Emotionally Disturbed Children and Youth	\$390,183	\$248,741	63.7%	50.0%	
Community Forensic Beds	\$524,474	\$365,523	69.7%	50.0%	
Florida Assertive Community Treatment	\$3,558,091	\$1,855,234	52.1%	50.0%	
Indigent Psychiatric Medication Program	\$69,078	\$51,349	74.3%	50.0%	
Title XXI Children’s Health Insurance Program – Behavior Health Network	\$1,192,788	\$491,839	41.2%	50.0%	
MH Care Coordination	\$507,089	\$228,814	45.1%	50.0%	Providers are increasing their care coordinators
Community Forensic Multidisciplinary Teams for Hospital Diversion	\$652,000	\$399,820	61.3%	50.0%	
Temporary Assistance for Needy Families	\$661,245	\$240,574	36.4%	50.0%	Reasearching moving money to other providers
Community Action Treatment Team	\$3,000,000	\$1,350,000	45.0%	50.0%	
Mobile Crisis Teams	\$1,163,384	\$106,527	9.2%	50.0%	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	\$2,057,188	44.5%	50.0%	
Transition Vouchers Mental Health	\$189,009	\$117,907	62.4%	50.0%	
SA Services and Support	\$18,089,504	\$9,258,229	51.2%	50.0%	
HIV Services	\$675,294	\$277,571	41.1%	50.0%	
Prevention Services	\$2,701,177	\$1,359,174	50.3%	50.0%	
Prevention Partnership Grant	\$571,106	\$283,567	49.7%	50.0%	
FL Targeted Response to Opiod-Hospital	\$150,000	\$117,556	78.4%	50.0%	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	\$2,369,837	81.8%	50.0%	
Projects Expansion of Substance Abuse Services for Pregnant Women and their Families	\$1,883,426	\$1,142,182	60.6%	50.0%	
Family Intensive Treatment	\$1,062,184	\$477,296	44.9%	50.0%	Family enrollment in on target. As usual, we will carryforward any unspent funds.
Phoenix Affiliates	\$600,000	\$0	0.0%	50.0%	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	\$38,090	25.4%	50.0%	Billing to CFCHS will increase because other funding sources were spent first
Care Coordination	\$217,324	\$87,344	40.2%	50.0%	Providers are increasing their care coordinators
Temporary Assistance for Needy Families	\$660,359	\$348,024	52.7%	50.0%	
Community Based Services	\$2,039,181	\$128,653	6.3%	50.0%	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 Amendmets finalized.
Transition Vouchers Substance Abuse	\$122,734	\$46,744	38.1%	50.0%	
PROVIDER TOTAL	\$77,307,814	\$37,299,500	48.2%		
TOTAL	\$79,913,031	\$38,555,241	48.2%		

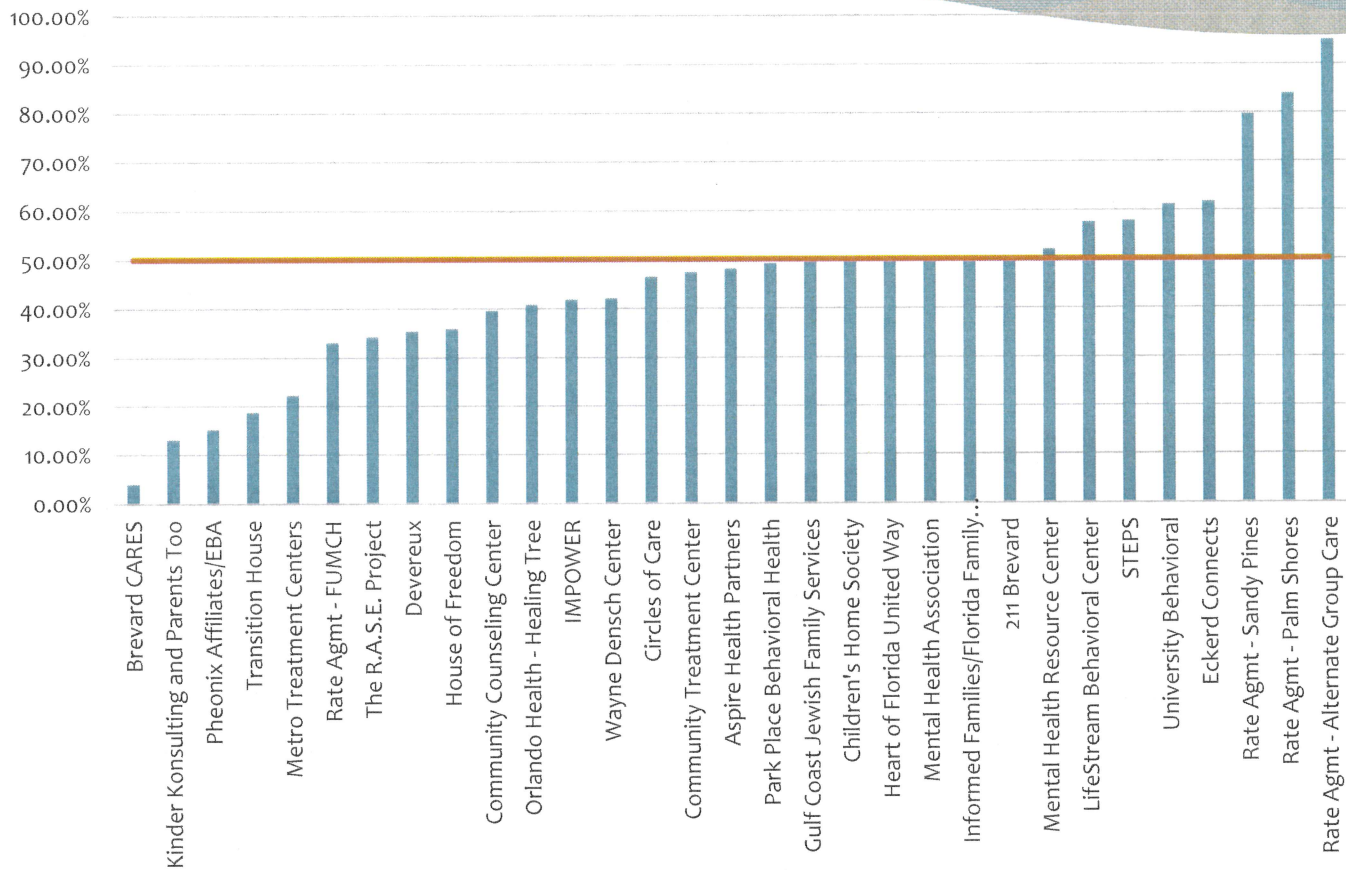
Highlighted in red if < 37% (75%x50.0%)



Utilization Rate by Provider

YTD 12/31/2018

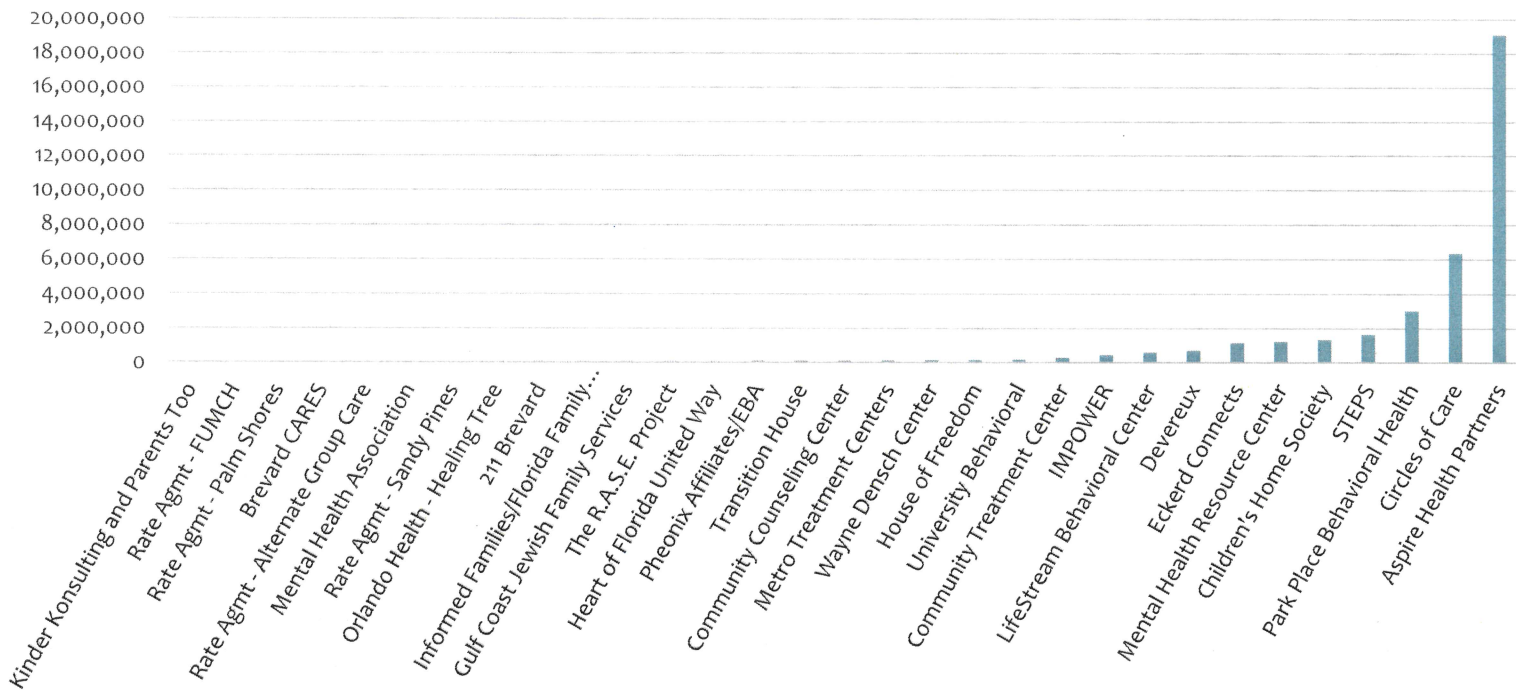
Network = 45.7%
Target = 50.0%



Expenditures by Provider - Chart

YTD 12/31/2018

Network = \$37,299,500
 Target = \$39,108,581



Fiscal Year 7/1/18 – 6/30/19



Expenditures by Provider - List

YTD 12/31/2018

Provider	Sum of Expend
Kinder Consulting and Parents Too	\$ 2,542.68
Rate Agmt - FUMCH	\$ 5,919.50
Rate Agmt - Palm Shores	\$ 6,524.93
Brevard CARES	\$ 7,346.56
Rate Agmt - Alternate Group Care	\$ 20,280.00
Mental Health Association	\$ 37,500.00
Rate Agmt - Sandy Pines	\$ 40,032.90
Orlando Health - Healing Tree	\$ 41,250.17
211 Brevard	\$ 73,106.52
Informed Families/Florida Family P	\$ 75,000.00
Gulf Coast Jewish Family Services	\$ 75,082.98
The R.A.S.E. Project	\$ 79,549.92
Heart of Florida United Way	\$ 86,284.50
Pheonix Affiliates/EBA	\$ 91,301.52
Transition House	\$ 102,359.05
Community Counseling Center	\$ 107,225.31
Metro Treatment Centers	\$ 111,300.00

Provider	Sum of Expend
Wayne Densch Center	\$ 136,844.53
House of Freedom	\$ 149,069.26
University Behavioral	\$ 168,191.25
Community Treatment Center	\$ 279,733.70
IMPOWER	\$ 447,141.38
LifeStream Behavioral Center	\$ 594,715.45
Devereux	\$ 705,429.95
Eckerd Connects	\$ 1,167,889.72
Mental Health Resource Center	\$ 1,234,465.54
Children's Home Society	\$ 1,344,614.00
STEPS	\$ 1,640,932.33
Park Place Behavioral Health	\$ 2,999,423.20
Circles of Care	\$ 6,367,952.27
Aspire Health Partners	\$ 19,100,491.01
Grand Total	\$ 37,299,500.13

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

