

**Finance Committee Meeting Minutes
Friday, January 25, 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
Bill Vintroux, Circles of Care

Central Florida Cares Health System, Inc. Staff

Maria Bledsoe, Chief Executive Officer
Anna Lowe, Chief Operating Officer
Doug Shaw, Chief Financial Officer
Karla Pease, Executive Assistant
Steven McFarland, Contract Manager
Sharon Ramsaran, Sr. Accountant

Meeting Called to Order

The Central Florida Cares Health System, Inc. (CFCHS) Finance Committee Meeting was held on Friday, January 25, 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 January 4, 2019, was made by Bill Vintroux, Scott Griffiths seconded, 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. The Chair thanked the CFO for the new category in how CFCHS will account for donations, whether they be in services or cash. \$1,460 was received in non-cash donations (Aflac t-shirts, Panera Bread, Illusionist, Applebee's Restaurant, etc.). Software development was discussed and the CFO explained that payments are made on achieving contract benchmarks.

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 Chair mentioned to highlight providers if there are any areas of concern. Perhaps a chart showing what is being spent compared to their budget might be helpful. The CEO explained IMPOWER's history related to spending and having the same issue 3 years later. This will be brought to Board members' attention by way of presentation at the next Board meeting and offer some recommendations as to the direction for the agency moving forward. The COO mentioned DCF and CFCHS are having discussions about how to spend the MH First Episode Psychosis and the STR grant. The COO mentioned the STR grant ends April 30th and funds are being realigned in provider contracts so all the funds gets spent by April 30th. The SOR is similar to the STR and will come up behind the STR grant and fill in the rest of the FY.

On page 10, you will see the list of the GHME1 amendments in FY1718 with their additional funding.

Daniel Munoz made a motion to approve the December financial report as presented, Richard Barlow seconded, motion carried.

Organizational Updates

The CEO shared:

- Tallahassee news, more focus is on behavioral health. More representatives having dialog around their needs in their community. Lobbyist sense opportunities this year. New DCF Secretary was just appointed. FAME will coordinate a meeting soon with the Secretary. He is to go out to visit the regional offices within the first 60 days of office.
- At next Board meeting, we will have a Consumer Presentation.
- Master Contract with DCF is up in 2020. Three other ME contracts were renewed so CFCHS is talking with DCF's local office. Perhaps CFCHS will have Board members submit a letter to DCF.

Other/Public Input

- Daniel Munoz asked if the Federal Government shutdown has impacted CFCHS in receiving any federal funds. The CEO answered no, not at this time.

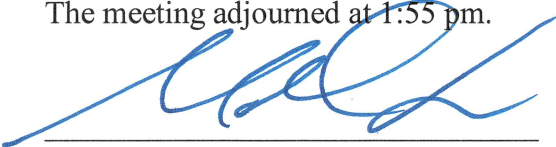
- Bill Vintroux thanked the CEO for coming to Circles of Cares Board Retreat last Saturday and spending her time on a Saturday with Circles of Care.
- Richard Barlow mentioned he would like to recommend the CFO of Park Place Behavioral Health Care replace him on the Finance Committee, but he wishes to remain a member of the Board of Directors.

Next Financial Committee

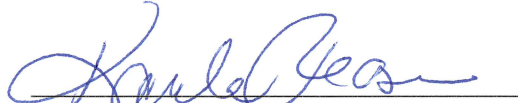
This is scheduled for March 1, 2019 at 1:00 pm.

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

The meeting adjourned at 1:55 pm.



Mark Broms, Chair



Karla Pease, Recording Secretary

Finance Committee Agenda
Friday, January 25, 2019
1:00 PM – 2:30 PM
Central Florida Cares Health System, Inc.
Board Room



- | | | |
|--|------------|------------------|
| I. Welcome/Introductions | Mark Broms | 2 minutes |
| II. Treasurer's Report <ul style="list-style-type: none">• Review and approval of January 4, 2019 Minutes | Mark Broms | 5 minutes |
| III. Financial Report <ul style="list-style-type: none">• December 2018 Financials | Doug Shaw | 20 minutes |
| IV. Other/Public Input | Group | 3 minutes/person |
| V. Adjourn – Next Finance Committee Meeting <ul style="list-style-type: none">• Friday, March 1, 2019, 1:00 pm to 2:30 pm | Group | 2 minutes |

**Finance Committee Meeting Minutes
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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

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Meeting Called to Order

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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%. Underspensing is at \$2.7M are mostly due to new OCAs. Overspensing 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

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

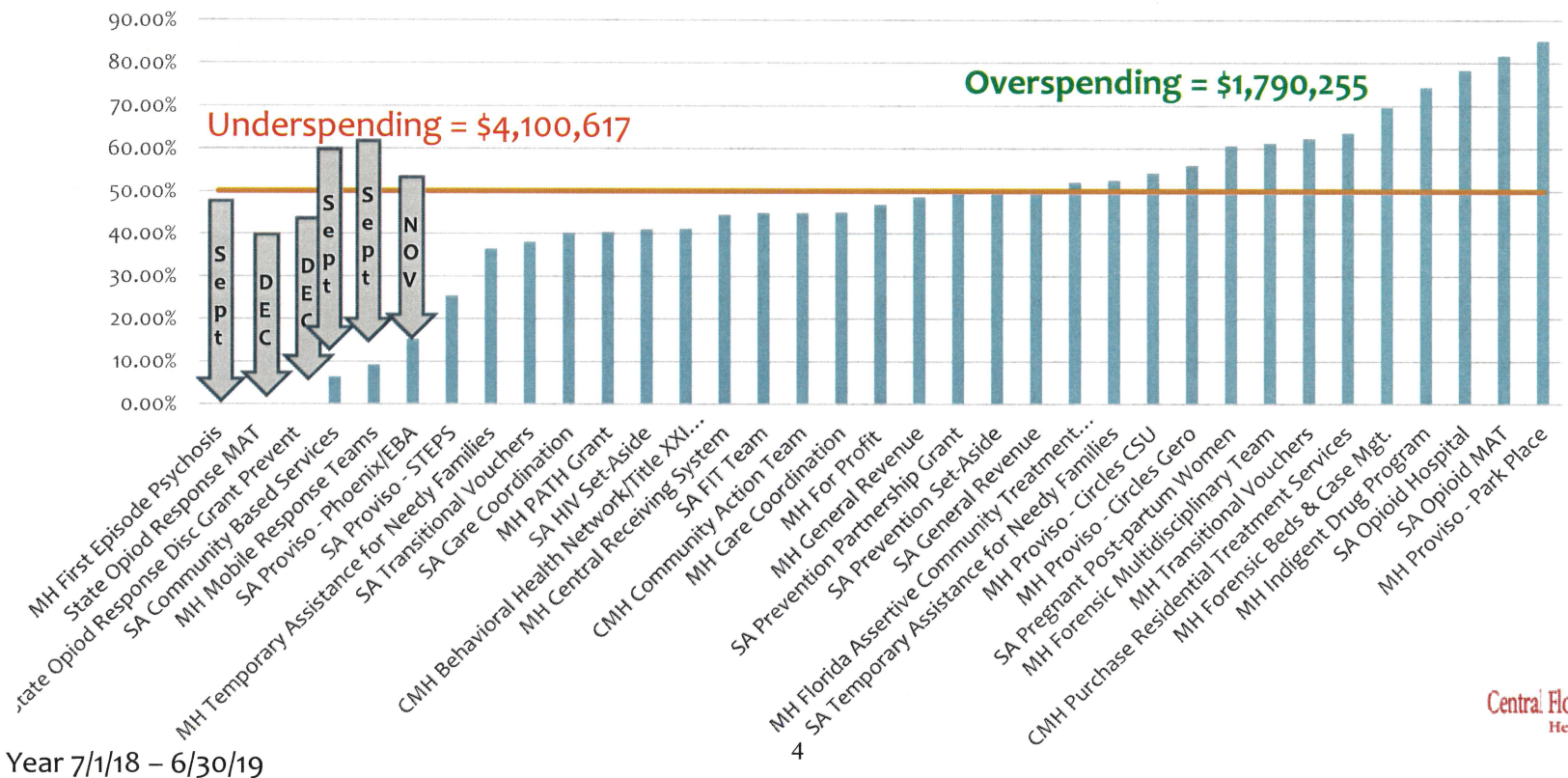
Central Florida Cares Health System, Inc.
Statement of Revenues and Expenses - Unaudited
For the Six Months Ended 12/31/2018

	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%

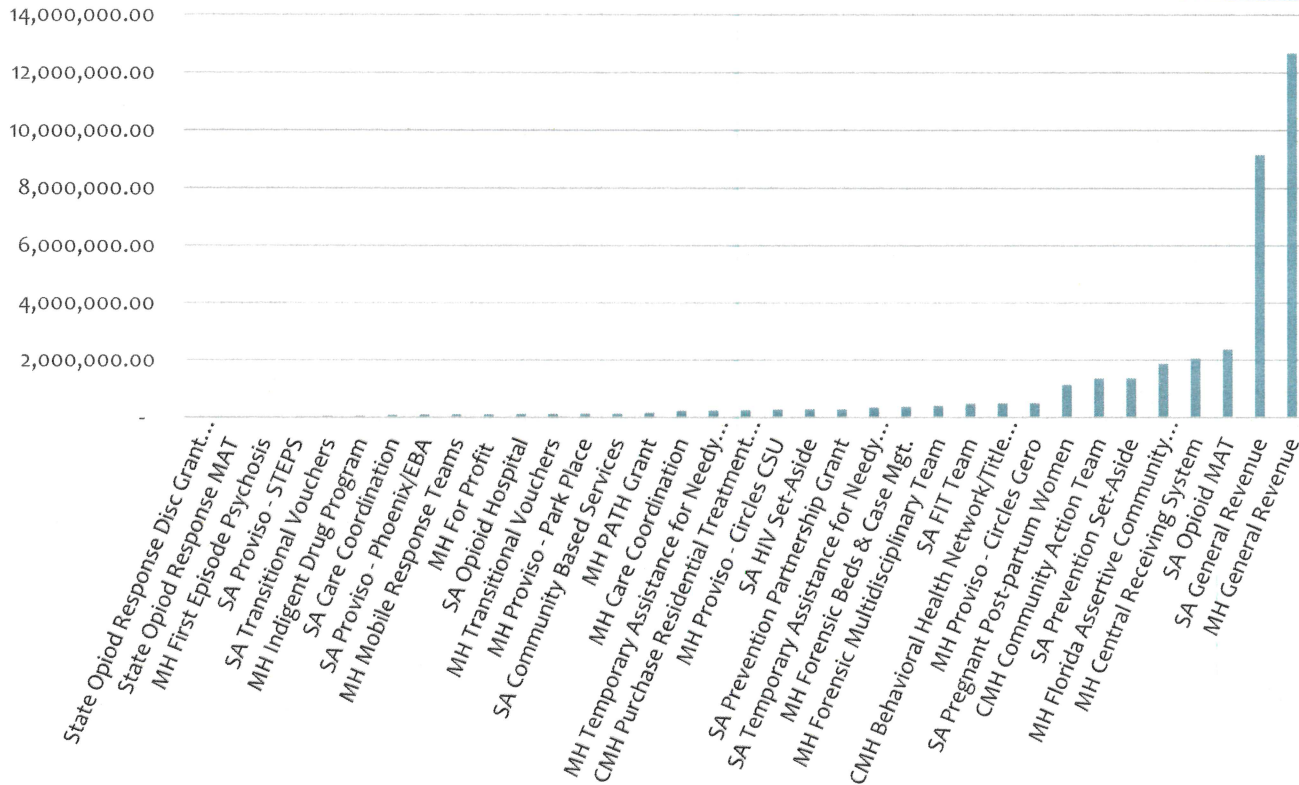


Fiscal Year 7/1/18 – 6/30/19

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 Svcs 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 Opioid-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 Amendments 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%		

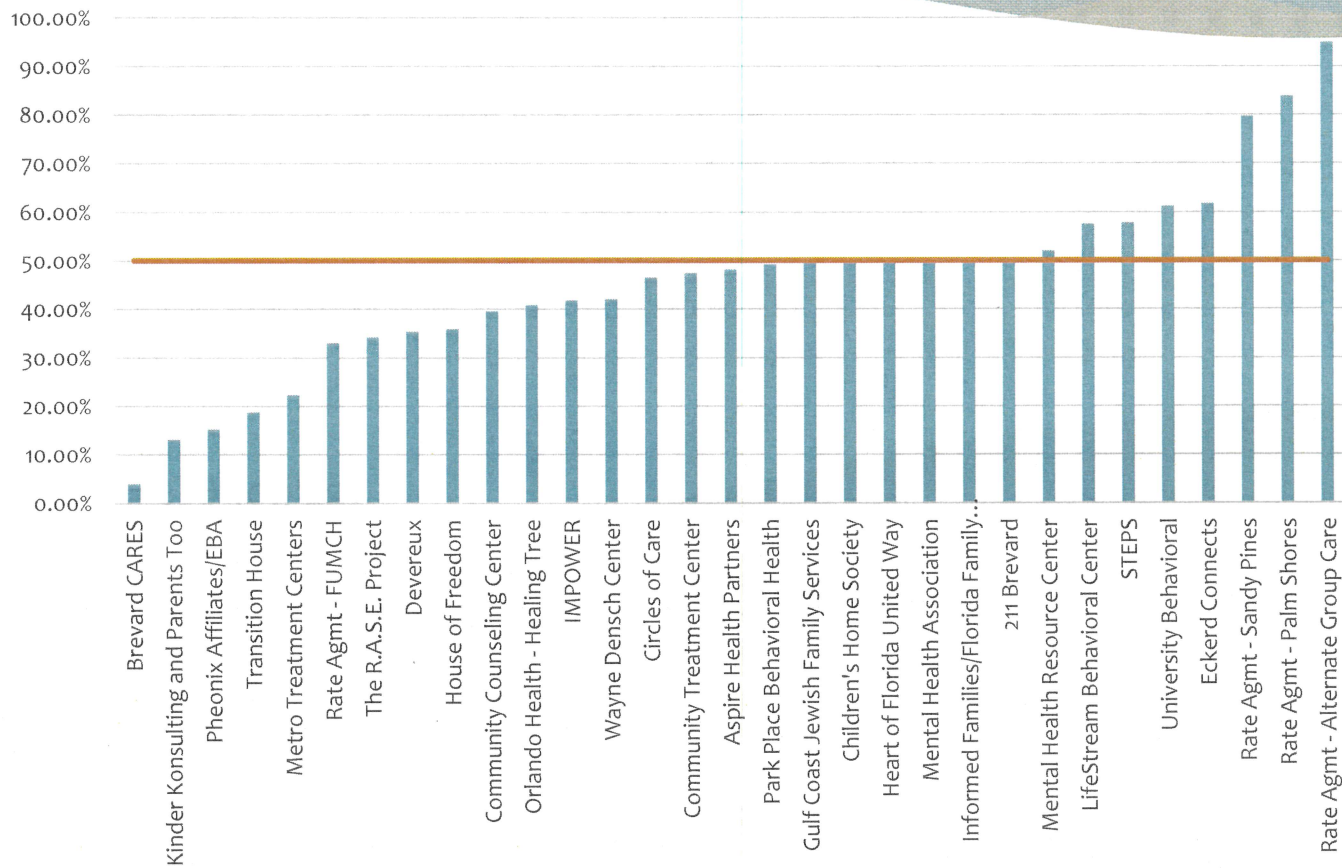
Highlighted in red if < 37% (75%x50.0%)



Utilization Rate by Provider

YTD 12/31/2018

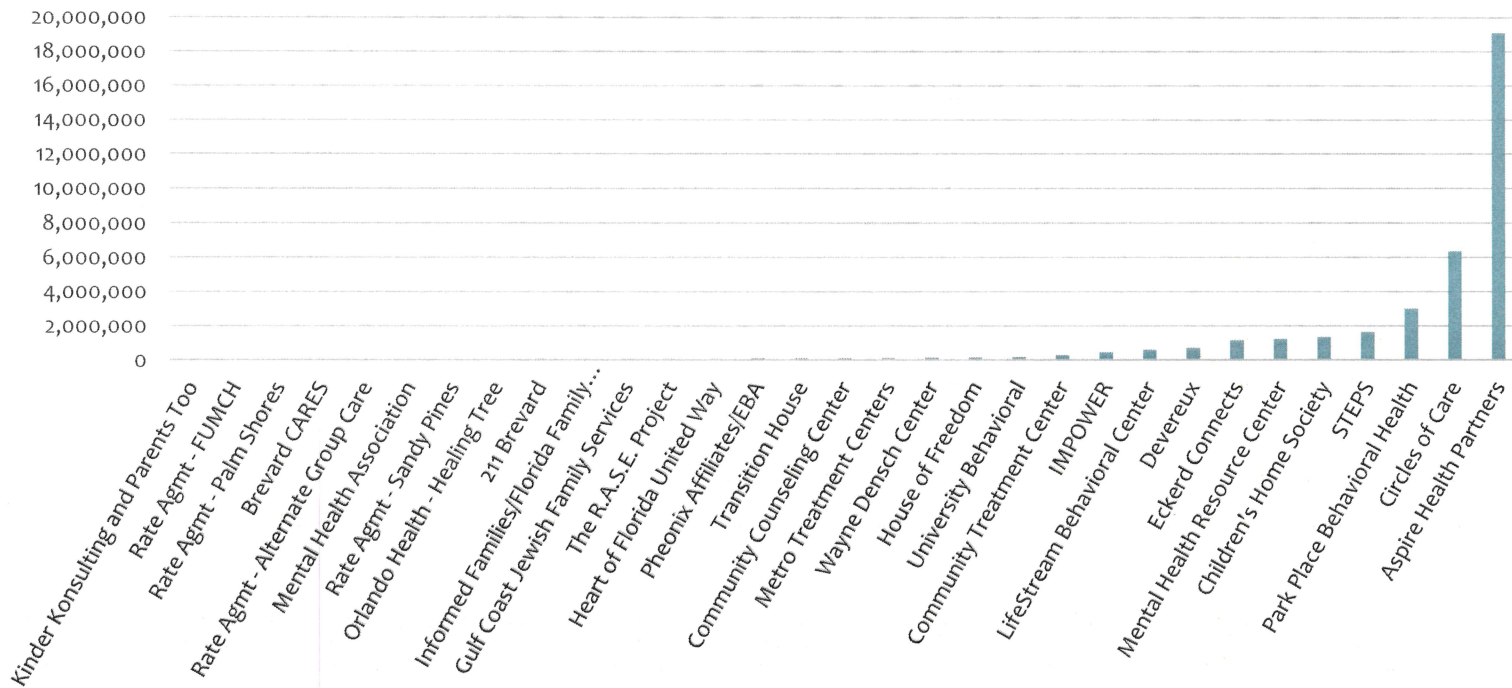
Network = 45.7%
Target = 50.0%



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 Konsulting 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
Phoenix 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