

**Finance Committee Meeting Minutes
Friday, March 29, 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
Scott Griffiths, Aspire Health Partners
Bill Vintroux, Circles of Care (via phone)

Central Florida Cares Health System, Inc. Staff

Maria Bledsoe, Chief Executive Officer
Doug Shaw, Chief Financial Officer
Sharon Ramsaran, Sr. Accountant
Spenser Strode, Contract Manager

Guests

Kelly Velasco, Park Place Behavioral Health Care

Meeting Called to Order

The Central Florida Cares Health System, Inc. (CFCHS) Finance Committee Meeting was held on Friday, March 29, 2019, at 1:00 p.m. at 707 Mendham Blvd., Suite 201, Orlando, FL 32825. Mark Broms called the meeting to order at 1:09 p.m.

Treasurer's Report

Due to no quorum, the minutes could not be passed.

Financial Report

The CFO reviewed the balance sheet for February 2019, where cash went down \$1M, which is the amount that is paid back to DCF each month to repay the advance. Cash was \$3.9M in February 2018. Last year, providers were paid 80% of their May bills paid in June. This is something that is coming and is being watched for this year.

Income Statement of Revenues and Expenses shows nothing unusual. DCF unallowables are two polo shirts for a new employee. Conferences were higher than usual and are seasonal.

Amendment 37 was executed on 2/18/19. The CEO stated the Contract Managers have already amended the provider contracts and the STR carry forward has already been spent. SOR spending is now the focus, as it picks up where STR left off.

Page 5 shows utilization rate by OCA. There has been very little change since last month. The target is 66.7% and the network is at 64%.

Page 6 shows OCA expenditure and utilization summary where opioid and HIV services were discussed.

It was asked of a member if opioid outcomes can be measured at this time. The CEO commented she will have opioid data/outcomes at the next Finance Committee meeting. Discussion with members revolved around opioid funding and the legislative session.

Page 7 shows utilization rate by provider, where the target is 66.7% and the network is at 62.2%. Pages 8 and 9 shows provider expenditures by utilization and budget.

The CFO spoke to members about the FivePoints FY bills where \$12K is the monthly maintenance fee, Amendment 1 had three deliverables defined in the contract for FASAMS testing. Amendment 2 was for programming.

No quorum present to approve the February financials. The Chair will inform the Board that the financials were thoroughly reviewed by the Finance Committee.

April Meeting Time and Date

Discussion centered around two members not being able to attend the April meeting. It was decided to keep the meeting date as scheduled even though there would be no quorum.

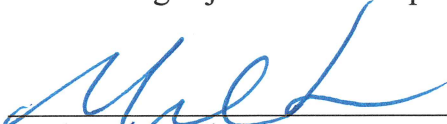
Other/Public Input - None

Next Financial Committee

This is scheduled for April 26, 2019 at 1:00 pm.

The meeting adjourned at 1:51 pm.

MINUTES TAKEN FROM RECORDING



Mark Broms, Chair

Finance Committee Agenda
Friday, March 29, 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 approve March 1, 2019 Minutes	Mark Broms	5 minutes
III. Financial Report <ul style="list-style-type: none">• Present February 2018 Financials	Doug Shaw	20 minutes
IV. April Meeting Time and Date <ul style="list-style-type: none">• Discuss changing time and date from April 26, 2019, 1:00pm – 2:30pm.	Mark Broms	5 minutes
V. Other/Public Input	Group	3 minutes/person
VI. Adjourn – Next Finance Committee Meeting <ul style="list-style-type: none">• TBD	Group	2 minutes

**Finance Committee Meeting Minutes
Friday, March 1, 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 Health Care
Valerie Holmes, Brevard Family Partnership

Central Florida Cares Health System, Inc. Staff

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

Guests

Kelly Velasco, Park Place Behavioral Health Care

Meeting Called to Order

The Central Florida Cares Health System, Inc. (CFCHS) Finance Committee Meeting was held on Friday, March 1, 2019, at 1:00 p.m. at 707 Mendham Blvd., Suite 201, Orlando, FL 32825. Mark Broms called the meeting to order at 1:03 p.m.

Treasurer's Report

A motion to approve the minutes from January 25, 2019, was made by Richard Barlow, Valerie Holmes seconded, motion carried.

Financial Report

The CFO reviewed the balance sheet for January 2019 noting that accounts receivables increased. Page 3 shows a list of receivables as of January 31, 2019. DCF funding increased in December which increased the accounts receivables at January 31, 2019. The new FLLINC contract was held up by FLLINC's legal department and the \$35K will be paid next week. The Orange County contract is being researched now and are behind by \$13K. Total receivables is \$12M. Interest to DCF was mentioned and is paid quarterly back to DCF.

Page 4 shows the current contract amount with Amendment 36 at \$81M. Page 5 is a list of amendments this contract year. Amendment 37 has been signed and the providers have been notified that funds are coming.

Page 6 is the January Statement of Revenues and Expenses. The final bill came in for accounting fees in January. We paid \$1K to NAMI in support of NAMI Walk. Software development was \$16K to FivePoints. The CFO next month will show a schedule of FivePoints payments and explain in more detail. \$12K is paid monthly for support and maintenance. To develop the software for the FASAMS project, a \$75K contract with Five Points was signed a

few months back with three scheduled payments of \$25K each, when three deliverables were met. Another contract was signed with Five Points for \$30K for FASAMS testing.

Page 7 is utilization rate by OCA in percentages. The green font was placed in the chart to show when CFCHS received the funding. The target is at 58.3% and the network spending is at 55.7%.

Page 8 shows dollars spent year to date by OCA. \$44.1M is the network spending and the target was \$46.2M.

The CFO reviewed the OCAs that were outlined in red which are utilizations that are 43% or less.

Page 10 is the utilization rate by provider. Page 11 is a list of provider expenditures. The red is underspending for the 7 months ended January 31, 2019.

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

Other/Public Input - None

Next Financial Committee

This is scheduled for March 29, 2019 at 1:00 pm.

Richard Barlow made the motion to adjourn, Valerie Holmes seconded, motion carried.

The meeting adjourned at 1:45 pm.

Mark Broms, Chair

Karla Pease, Recording Secretary

Central Florida Cares Health System, Inc. February 2019 Financials

Presented by Doug Shaw, CFO



Central Florida Cares Health System, Inc
Statement of Financial Position - Unaudited
At 2/28/2019 and 1/31/2019

	<u>2/28/2019</u>	<u>1/31/2019</u>
Assets		
Current Assets		
TD Bank	2,080,874	3,090,348
Accounts Receivable	12,703,388	12,178,438
Prepaid Insurance	10,123	12,653
Prepaid Expenses	16,844	16,844
Deposits	26,375	26,375
Total Current Assets	<u>14,837,604</u>	<u>15,324,658</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>15,030,754</u>	<u>15,517,809</u>
 Liabilities		
Short-term Liabilities		
Accounts Payable	6,651,967	6,928,225
Wages Payable	118,140	117,536
Federal Payroll Taxes Payable	9,038	8,992
403(b) Payable	2,581	2,498
Deductions Payable	897	897
Deferred Revenue	1,860,612	1,085,670
CarryForward Funds	2,032,933	2,062,083
Interest & Other Payable to DCF	18,176	8,080
Advance Due to DCF CY	3,904,184	4,880,230
Total Short-term Liabilities	<u>14,598,527</u>	<u>15,094,211</u>
Total Liabilities	<u>14,598,527</u>	<u>15,094,211</u>
 Unrestricted Net Assets:		
Prior Year Excess Revenues	380,605	380,605
Curr Year Excess Revenues	51,622	42,992
Total Unrestricted Net Assets	<u>432,228</u>	<u>423,598</u>
Total Liabilities and Net Assets	<u>15,030,754</u>	<u>15,517,809</u>

Central Florida Cares Health System, Inc.
Statement of Revenues and Expenses - Unaudited
For the Month and Eight Months Ended 2/28/2019

	<u>Feb 2019</u>	<u>YTD</u>
Program Services Revenue:		
DCF	\$ 6,811,244	\$ 52,928,164
FLINC	8,833	60,027
Orange County	6,679	53,433
Total Operating Revenue	<u>6,826,757</u>	<u>53,041,624</u>
Expenditures:		
Program Services Expenses	6,630,444	51,299,424
Personnel Expenses	142,270	1,199,767
403(b) Fees	1,075	1,544
Accounting Fees		18,186
Conferences & Conventions	3,050	9,255
DCF Unallowables	43	69
Dues & Subscriptions	1,464	33,774
Insurance	2,531	19,683
Legal Fees	70	4,077
Needs Assessment/Benchmarking		15,752
Office Equipment		1,286
Office Furn & Fixture		574
Outreach and Awareness		1,000
Payroll Processing Fees	586	4,753
Printing & Publications		4,316
Professional Services Other	1,314	10,512
Recruiting and Screening		598
Rent-Building	15,759	126,074
Rent-Equipment	866	4,415
Software Development	12,010	91,399
Software Expense	68	95,977
Supplies & Postage	257	3,243
Telephone, Internet & Conf	3,616	24,908
Trainings & Seminars	20	5,352
Travel Local & In-State	2,684	13,995
Total Expenditures	<u>6,818,127</u>	<u>52,989,933</u>
Operating Revenue over Expenditures	8,630	51,691
Other Revenue and Expenses:		
Contribution Revenue		1,576
Contribution Revenue		(1,644)
Net Other Revenue (Expense)	<u>-</u>	<u>(68)</u>
Net Revenue over Expenditures	<u>\$ 8,630</u>	<u>\$ 51,622</u>

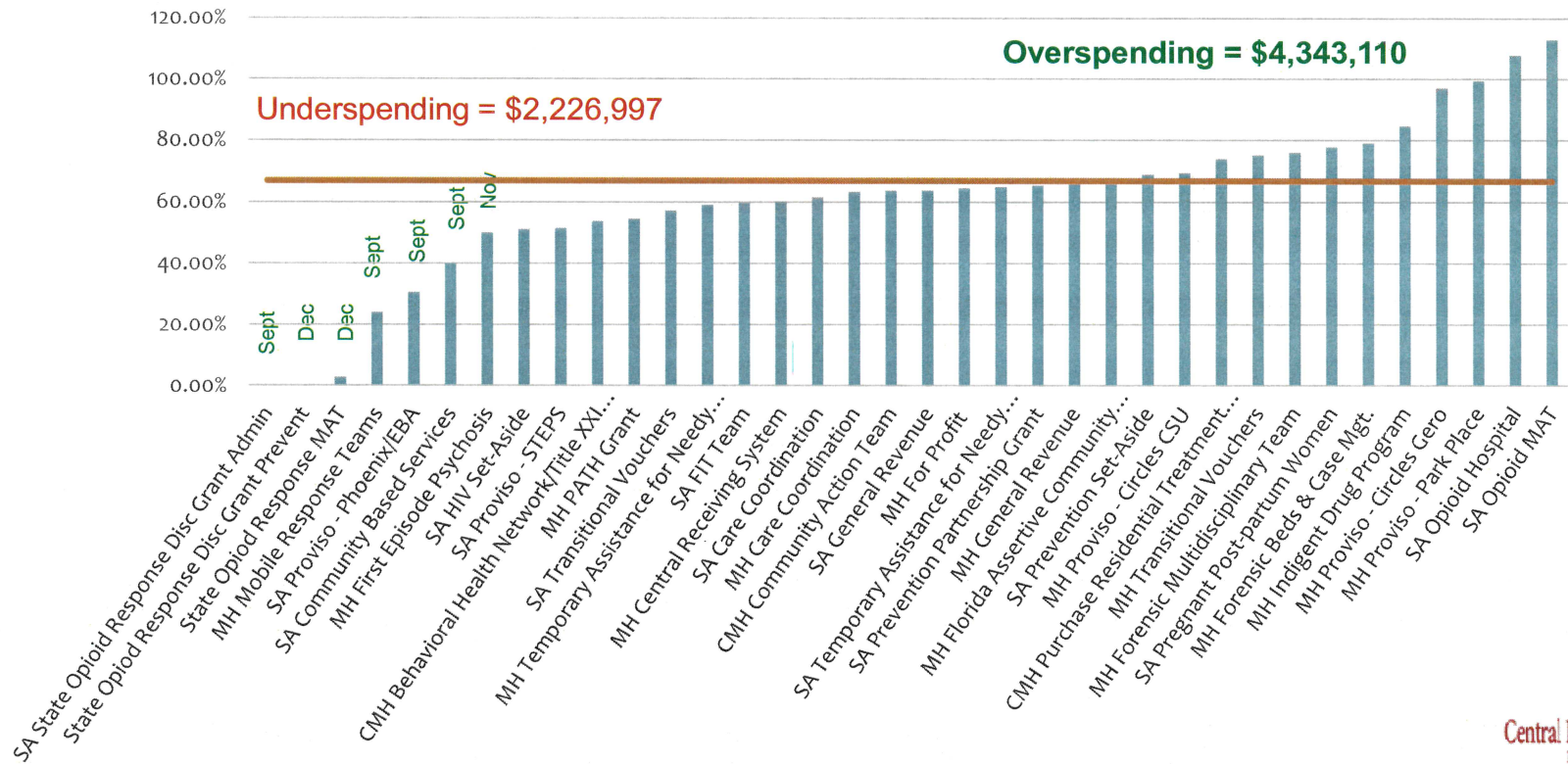
GHME1 Amendments

Amendment Number	Executed	Purpose	Budget
Final FY1718			\$72,746,048
33	8/16/18	FY1819 Complete Re-write, no budget yet	-
34	9/20/18	FY1819 Budget	\$79,313,031
35	11/9/18	Added \$600k for Phoenix Affiliates Proviso	\$79,913,031
36	12/21/18	Added \$2,016,226 for SOR	\$81,929,257
37	2/18/19	To add \$1,632,600 for Hurricane Maria \$947,983 for STR	\$84,509,840

Utilization Rate by OCA YTD 2/28/2019

Network = 64.0%
Target = 66.7%

Dates in green are when funding was received



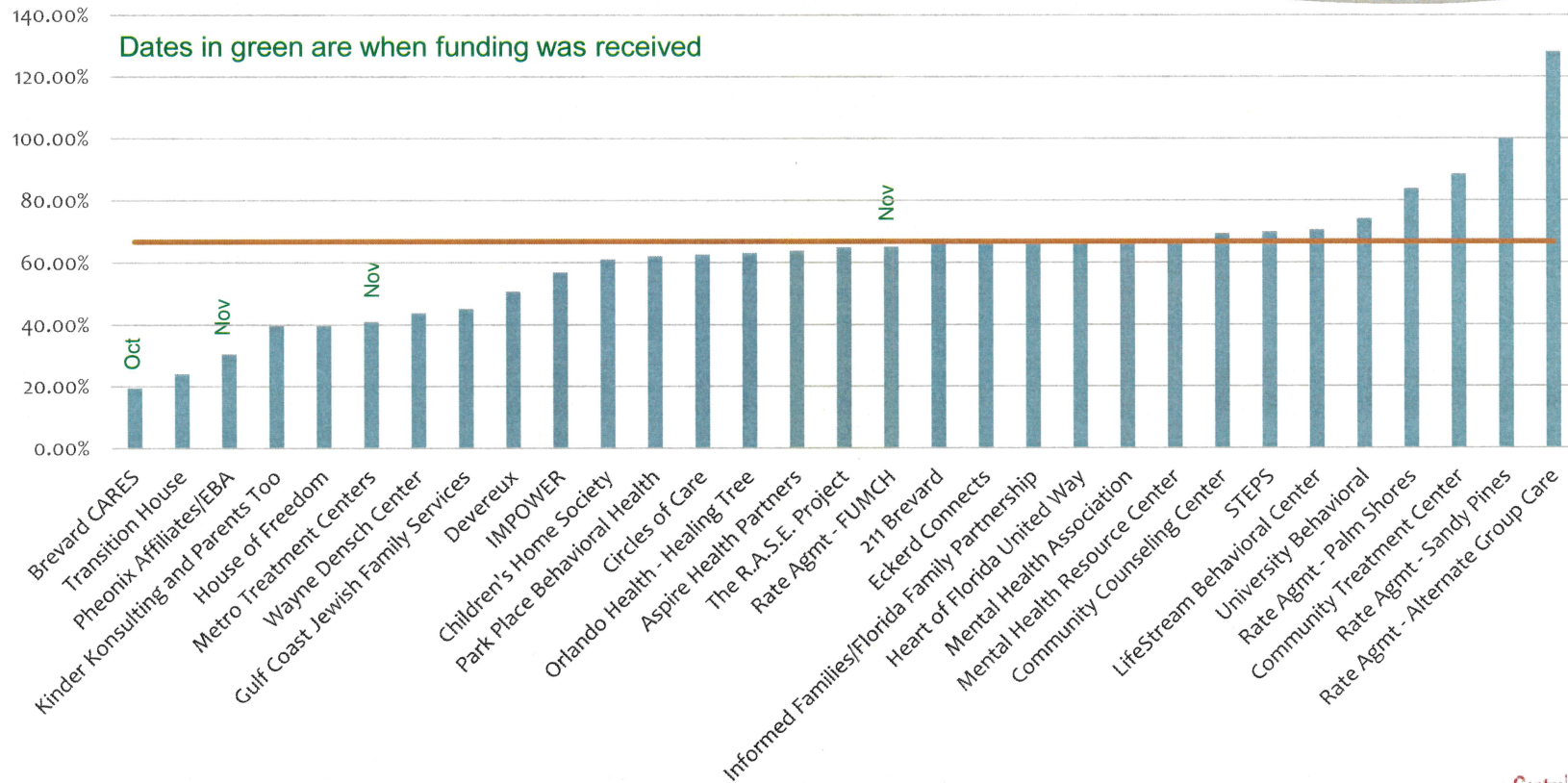
FEBRUARY 2019 YTD - OCA EXPENDITURE and UTILIZATION SUMMARY

OCA Description	Sch of Funds (Amend 37)	Expenditures Thru Feb2019	% Utilization	Target	Notes
ME Admin Costs	\$2,357,779	\$1,499,549	63.6%	66.7%	
ME Care Coordination	\$144,938	\$93,261	64.3%	66.7%	
ME Housing Coordination	\$102,500	\$71,088	69.4%	66.7%	
ME TOTAL	\$2,605,217	\$1,663,898	63.9%	66.7%	
General MH – 24hr Care Residential, Ambulatory, CSU, Baker Act, Inpatient Crisis, Prevention	\$26,034,999	\$17,132,152	65.8%	66.7%	
Early Intervention Svc -Psychotic Disorders	\$750,000	\$375,000	50.0%	66.7%	Funded Aug18. Aspire. Evidence Based Practice training is scheduled for March
State Funded for Profit Sub-recipients	\$232,652	\$149,865	64.4%	66.7%	
Grants PATH	\$394,583	\$215,003	54.5%	66.7%	Aspire had a staff vacancy. We may move money from Park Place to Circles
Osceola Mental Health - Park Place	\$150,000	\$149,150	99.4%	66.7%	
Circles of Care – Crisis Stabilization	\$500,000	\$347,076	69.4%	66.7%	
Circles of Care - Geropsychiatric	\$900,000	\$872,809	97.0%	66.7%	
Purchase of Residential Treatment Svs for Emotionally Disturbed Children and Youth	\$390,183	\$288,767	74.0%	66.7%	
Community Forensic Beds	\$524,474	\$414,905	79.1%	66.7%	
Florida Assertive Community Treatment	\$3,558,091	\$2,398,833	67.4%	66.7%	
Indigent Psychiatric Medication Program	\$69,078	\$58,469	84.6%	66.7%	
Title XXI Children's Health Insurance Program – Behavior Health Network	\$1,192,788	\$640,914	53.7%	66.7%	
MH Care Coordination	\$507,089	\$320,662	63.2%	66.7%	Providers are increasing their care coordinators
Community Forensic Multidisciplinary Teams for Hospital Diversion	\$652,000	\$496,636	76.2%	66.7%	
Temporary Assistance for Needy Families	\$661,245	\$390,307	59.0%	66.7%	Researching moving money to other providers
Community Action Treatment Team	\$3,000,000	\$1,908,541	63.6%	66.7%	
Mobile Crisis Teams	\$1,163,384	\$278,337	23.9%	66.7%	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	\$2,779,702	60.2%	66.7%	
Transition Vouchers Mental Health	\$189,009	\$142,167	75.2%	66.7%	
SA Services and Support	\$18,089,504	\$11,528,074	63.7%	66.7%	
HIV Services	\$675,294	\$345,353	51.1%	66.7%	Researching moving money to other providers. May not spend all of this.
Prevention Services	\$2,701,177	\$1,858,222	68.8%	66.7%	
Prevention Partnership Grant	\$571,106	\$373,126	65.3%	66.7%	
FL Targeted Response to Opioid-Hospital	\$150,000	\$161,787	107.9%	66.7%	Program is open and serving clients. Provider had technical barriers entering data. Problem resolved in Oct. Increased locations to FL Hosp, Orl Health. 2nd highest in state in STR spending. Asking providers to stop enrolling. May get more money from gov't or other providers
FL Response to Opioid Crisis	\$2,897,520	\$3,272,388	112.9%	66.7%	2nd highest in state in STR spending. May get more money from gov't or other providers
Projects Expansion of Substance Abuse Services for Pregnant Women and their Families	\$1,883,426	\$1,465,759	77.8%	66.7%	
Family Intensive Treatment	\$1,062,184	\$635,318	59.8%	66.7%	Family enrollment in on target. As usual, we will carryforward any unspent funds.
Phoenix Affiliates	\$600,000	\$183,088	30.5%	66.7%	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	\$77,258	51.5%	66.7%	Billing to CFCHS will increase because other funding sources were spent first
Care Coordination	\$217,324	\$133,617	61.5%	66.7%	Providers are increasing their care coordinators
Temporary Assistance for Needy Families	\$660,359	\$428,242	64.8%	66.7%	
Community Based Services	\$2,039,181	\$816,451	40.0%	66.7%	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 Amemdments finalized.
State Opioid Response Disc Grant Admin	\$104,316	\$0	0.0%	66.7%	received funding on 12/21/18
State Opioid Response Disc Grant Prevent	\$149,022	\$0	0.0%	66.7%	received funding on 12/21/18. Will spend quickly
State Opioid Response MAT	\$1,762,888	\$48,448	2.7%	66.7%	received funding on 12/21/18. Will spend quickly
Transition Vouchers Substance Abuse	\$122,734	\$70,155	57.2%	66.7%	
PROVIDER TOTAL	\$79,324,040	\$50,756,581	64.0%	66.7%	
TOTAL	\$81,929,257	\$52,420,479	64.0%	66.7%	

Highlighted in red if < 50% (75%x66.7%)

Utilization Rate by Provider YTD 2/28/2019

Network = 62.2%
Target = 66.7%



Provider Expenditures – February 2019 YTD – Ranked by Utilization

Provider	1819 Budget	Expenditures thru Feb2019	Utilization	Target	Over(Under) thru Feb2019*	Notes
Brevard CARES	183,410	35,828	19.5%	66.7%	(86,446)	Started Oct
Transition House	546,000	131,402	24.1%	66.7%	(232,598)	
Pheonix Affiliates/EBA	600,000	183,088	30.5%	66.7%	(216,912)	started 11.1.19
Kinder Konsulting and Parents Too	19,417	7,708	39.7%	66.7%	(5,237)	
House of Freedom	565,571	224,620	39.7%	66.7%	(152,427)	
Metro Treatment Centers	500,000	205,170	41.0%	66.7%	(128,163)	
Wayne Densch Center	416,848	182,728	43.8%	66.7%	(95,170)	Added \$91k funding in Nov18
Gulf Coast Jewish Family Services	221,584	100,111	45.2%	66.7%	(47,612)	
Devereux	1,999,291	1,014,829	50.8%	66.7%	(318,032)	MRT started in Nov. Bnet controlled by the state
IMPOWER	1,246,075	709,295	56.9%	66.7%	(121,422)	Behind in Oct. At target in Jan.
Children's Home Society	2,839,228	1,731,054	61.0%	66.7%	(161,765)	
Park Place Behavioral Health	6,460,780	4,014,146	62.1%	66.7%	(293,041)	
Circles of Care	14,056,630	8,800,482	62.6%	66.7%	(570,605)	
Orlando Health - Healing Tree	101,075	63,802	63.1%	66.7%	(3,581)	
Aspire Health Partners	40,600,223	25,904,798	63.8%	66.7%	(1,162,018)	
The R.A.S.E. Project	261,498	169,273	64.7%	66.7%	(5,059)	working with them
Rate Agmt - FUMCH	17,910	11,640	65.0%	66.7%	(300)	
211 Brevard	146,213	96,575	66.1%	66.7%	(900)	
Eckerd Connects	2,109,501	1,401,933	66.5%	66.7%	(4,401)	
Mental Health Association	75,000	50,000	66.7%	66.7%	0	
Informed Families/Florida Family Partne	150,000	100,000	66.7%	66.7%	0	
Heart of Florida United Way	172,569	115,046	66.7%	66.7%	0	
Mental Health Resource Center	2,372,635	1,599,490	67.4%	66.7%	17,733	
Community Counseling Center	212,000	147,034	69.4%	66.7%	5,701	
STEPS	3,083,704	2,157,325	70.0%	66.7%	101,522	
LifeStream Behavioral Center	1,117,364	789,391	70.6%	66.7%	44,482	
University Behavioral	274,809	203,730	74.1%	66.7%	20,524	
Rate Agmt - Palm Shores	\$7,776	\$6,525	83.9%	66.7%	\$1,341	
Community Treatment Center	589,592	521,935	88.5%	66.7%	128,874	
Rate Agmt - Sandy Pines	50,264	50,264	100.0%	66.7%	16,755	
Rate Agmt - Alternate Group Care	21,360	27,360	128.1%	66.7%	13,120	
Grand Total	\$81,018,327	\$50,756,581	62.6%	66.7%	(3,255,637)	
* Over(under) takes the YTD expenditure minus the pro-rated budget.						
So, \$50,756,581 - (8/12 x 81,018,327) = -3,255,637.						

Provider Expenditures – February 2019 YTD – Ranked by Budget

Provider	1819 Budget	Expenditures thru Feb2019	Utilization	Target	Over(Under) thru Feb2019*	Notes
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Heart of Florida United Way	172,569	115,046	66.7%	66.7%	0	
Brevard CARES	183,410	35,828	19.5%	66.7%	(86,446)	Started Oct
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LifeStream Behavioral Center	1,117,364	789,391	70.6%	66.7%	44,482	
IMPOWER	1,246,075	709,295	56.9%	66.7%	(121,422)	Behind in Oct. At target in Jan.
Devereux	1,999,291	1,014,829	50.8%	66.7%	(318,032)	MRT started in Nov. Bnet controlled by the state
Eckerd Connects	2,109,501	1,401,933	66.5%	66.7%	(4,401)	
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Grand Total	\$81,018,327	\$50,756,581	62.6%	66.7%	(3,255,637)	
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So, \$50,756,581 - (8/12 x 81,018,327) = -3,255,637.						

Five Points - Analysis of FY1819 bills - as of 2.28.19

Five Points - Analysis of FY1819 bills - as of 2.28.19					
Vendor ID	Document Date	Document Description	TSA \$12,010/mo	Amend 1 \$74,995	Amend 2 \$30,400 NTE*
FivePoints	7/31/2018	July2018 Maintenance	12,010.00		
FivePoints	8/31/2018	August2018 Maintenance	12,010.00		
FivePoints	9/18/2018	Amendment 001 - Deliverable 1 XML file and testing		24,985.00	
FivePoints	9/30/2018	September 2018 Maintenance	12,010.00		
FivePoints	10/31/2018	October2018 Maintenance	12,010.00		
FivePoints	11/30/2018	Nov2018 Maintenance & Amendment 2			13,126.15
FivePoints	11/30/2018	Nov2018 Maintenance & Amendment 2	12,010.00		
FivePoints	12/31/2018	December 2018 Maintenance	12,010.00		
FivePoints	12/31/2018	Amend 001 Chapters 5 thru 9 - Deliverable 3		24,985.00	
FivePoints	1/31/2019	December 2018 Maintenance	12,010.00		
FivePoints	1/31/2019	Amendment 002 - Programming			2,948.80
FivePoints	1/31/2019	Amendment 002 - Programming			13,343.70
FivePoints	10/28/2019**	Amendment 001 - Deliverable 2 - Chapters 3-4		24,985.00	
			\$84,070.00	\$74,955.00	\$29,418.65
* NTE = not to exceed					
**Note: Amendment 2, Deliverable 2 bill was received in March 2019					

QUESTIONS

