

**Executive Committee Meeting Minutes  
Thursday, August 15, 2019  
Central Florida Cares Health System, Inc.  
Training Room**



**ATTENDANCE**

**Board of Directors Present:**

Debbie Owens, President, Seminole Prevention Coalition  
Mark Broms, Treasurer, Brevard Homeless Coalition  
Ian Golden, Past President, Brevard County Housing & Human Services  
R. Wayne Holmes, VP and Secretary, Retired Asst. State's Attorney/Community Advocate

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

Maria Bledsoe, Chief Executive Officer  
Sharon Ramsaran, Sr. Accountant  
Trinity Schwab, Director of Contracts  
Karla Pease, Executive Assistant

**Meeting Called to Order**

The Central Florida Cares Health System, Inc. (CFCHS) Executive Committee meeting was held on Thursday, August 15, 2019 at 12:00 p.m. at Central Florida Cares Health System, Inc., 707 Mendham Blvd., Suite #201, Orlando, FL. The President called the meeting to order at 12:05 pm.

*A motion to approve the July 10, 2019 Executive Committee meeting minutes was made by Mark Broms, Ian Golden, seconded, motion carried.*

**Financial Report**

The Sr. Accountant reviewed the preliminary financials, as CFCHS has not yet closed out with DCF.

- The balance sheet at the end of June CFCHS had a cash balance of \$669K. Since the start of July, CFCHS received a cash advance from DCF of \$11.7M for the two months DCF pays CFCHS at the beginning of each fiscal year. Providers were paid the full amount for June's invoices in July. July's payment for June bills were paid in full due to an accounting procedure made a year ago to use the advance to pay off June's bills. Other receivables is interest received from the bank. In June, CFCHS did not receive interest until July, so a receivable was set up for the interest at the end of the FY. Prepaid insurance is where insurance policies are renewed at the start of the new fiscal year and paid three policies prior to yearend. Other premiums were paid in July and will be shown on next month's report. Prepaid expenses is where \$5K is to pay the audit advance, \$2K is for employee training in the new FY, and \$4800 is for conferences expensed in the new FY. Liabilities are made up of provider invoices and vendors. Interest and other payables to DCF is where all interest earned from bank accounts goes back and currently shows a zero balance. The advance to DCF is also zero.

- Statement of revenues and expenses were discussed. Conferences, meetings, trainings were broken out instead of grouped together to help allocate the new FY's budget.
- Insurance premiums increased 0.9%. Cyber liability is the greatest expense.
- \$82.9M is the preliminary FY 19-20 budget, which is a decrease of \$1.5M from last FY's budget.
- The utilization rate by OCA and by Provider were shown.

*A motion to approve the June Preliminary financial report and present to the full board for approval was made by Mark Broms, Wayne Holmes seconded, motion carried.*

### **Organizational Updates**

The CEO discussed the following:

- Review of Employee Benefits
- Salary changes/increases and operational budget
- CFCHS will proceed with hiring for vacant positions

Ian Golden asked if CFCHS could explore partnering with hospitals, school boards, county government, other Managing Entities' insurance in order to reduce insurance costs and also to explore an HRA possibility.

The CEO indicated a provider was audited by CFCHS and the agency challenged CFCHS' employees onsite and provided no policies and procedures. There was a correction action plan put in place. More information will follow once CFCHS meets with this provider.

### **CEO Evaluation**

Members discussed the CEO's performance evaluation.

*Ian Golden made a motion to approve the CEO evaluation and place on the consent agenda for the next Board meeting, Wayne Holmes seconded, motion carried.*


**Other/Public Input** – None

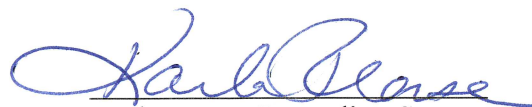
### **Executive Committee Meeting**

The next Executive Committee Meeting will be Wednesday, September 11, 2019 at 2:00 pm.

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

The meeting adjourned at 1:12 pm.

  
Debbie Owens, President

  
Karla Pease, Recording Secretary

**Executive Committee Agenda**  
**Thursday, August 15, 2019**  
**12:00 PM – 1:00 PM**  
**Central Florida Cares Health System, Inc.**  
**Training Room**



<b>I. Welcome/Introductions</b>	Debbie Owens	2 minutes
<b>II. Approve Minutes</b> <ul style="list-style-type: none"><li>• July 10, 2019</li></ul>	Debbie Owens Group	2 minutes
<b>III. Financial Report</b>	Sharon Ramsaran Trinity Schwab	15 minutes
<b>IV. Organizational Updates</b> <ul style="list-style-type: none"><li>• Employee Benefits Review</li></ul>	Maria Bledsoe	15 minutes
<b>V. CEO Evaluation</b>	Debbie Owens	20 minutes
<b>VI. Other/Public Input</b>	Group	3 minutes/person
<b>VII. Adjourn - Executive Committee Meeting</b> <ul style="list-style-type: none"><li>• September 11, 2019, 2:00 pm to 3:00 pm</li></ul>	Group	2 minutes

**Executive Committee Meeting Minutes  
Wednesday, July 10, 2019  
Central Florida Cares Health System, Inc.  
Board Room**



**ATTENDANCE**

**Board of Directors Present:**

Debbie Owens, President, Seminole Prevention Coalition  
Mark Broms, Treasurer, Brevard Homeless Coalition  
Ian Golden, Past President, Brevard County Housing & Human Services

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

Maria Bledsoe, Chief Executive Officer  
Doug Shaw, Chief Financial Officer  
Geovanna Gonzalez, Risk Manager  
Karla Pease, Executive Assistant

**Meeting Called to Order**

The Central Florida Cares Health System, Inc. (CFCHS) Executive Committee meeting was held on Wednesday, July 10, 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 2:05 p.m.

*A motion to approve the June 11, 2019 Executive Committee meeting minutes was made by Ian Golden, Mark Broms seconded, motion carried.*

**Financial Report**

The CFO reviewed the balance sheet as of May 31, 2019. Prepaid expenses went down by the amount of a month's rent since we do not pay the 36<sup>th</sup> and 37<sup>th</sup> month of the lease. Deferred revenue went up \$814K, which is what CFCHS bills DCF and what is spent, due to underspending. The carry forward amount is \$1.7M.

The income statement shows \$45K YTD total that was spent for CARF at \$7875, \$34K for needs assessment, FAME \$600, and \$2200 for Payscale for salary benchmarking. Office equipment at \$7802 was for a server and \$2K was for a laptop. \$350 negative printing is a reimbursement for the Coalition for Homelessness.

Page 4 shows how the 88% of May provider bills were paid. The other 12% should be paid today. The carry forward plan was discussed. The ME portion (\$1.9M through May) of the carry forward will be carried forward into next year. Program services started the year with \$2.5M and \$800K was spent.

The CEO said most of the program services were mostly for HIV, SERG, and vouchers. CFCHS is having internal meetings to make better use of vouchers next year. Ian Golden asked for an explanation for the \$86 invoice for mental health services in the FY Expenditure column.

Insurance renewals were due June 30, 2019. Page 6 compares past fiscal years to the current fiscal year.

Ian Golden asked where CFCHS' health insurance costs are shown for employees. The CEO answered it was located in Operations. Ian Golden stated health insurance is a huge burden for everyone. He is asking that CFCHS bring to members what CFCHS would like to do for staff increases and what the insurance costs are. The CEO said CFCHS plays \$500 towards the plan, whether it be a PPO or HMO. CFCHS pays 100% of the vision and dental insurance for the employee. Ian asked how long had it been at \$500. The CEO answered since 2012. Ian asked for the CEO to bring back some options to increase the employer side of medical insurance for the employees. He explained even though there are salary increases, if you keep increasing the amount CFCHS is paying for health insurance, it defeats the purpose of a raise. The CEO said she and the CFO discussed 403(b) alternatives and perhaps CFCHS could alleviate the 5% match for all employees and rather match whatever the employee puts in. CFCHS' operational budget has not changed since 2012. Ian next asked about any way to administer bonuses with the carry forward funds. The CEO explained you cannot have bonuses but you can do a one-time per fiscal year merit based on the employee's performance evaluation and everyone's evaluation would have to be done by the end of the fiscal year.

CFCHS' GHME1 contract ends June 2020. DCF verbally stated the contract would be renewed, but does not know if it will be for a year, 2 years, 5 years, etc. The options for DCF are: 1) let us keep the carry forward dollars or 2) renew us at the original rate.

A few exempt employees' positions may truly be a non-exempt position so those employees may be reclassified in this fiscal year.

Ian Golden suggested a letter be sent to DCF to specify that for 8 years we have been at the same operational budget and the cost of health insurance has increased enormously over these 8 years. Ian stated, "we have been hamstrung and being artificially kept at this lower rate when CFCHS' operational budget should be at X amount."

Ian Golden said to bring the figures discussed to the next Executive Committee and then present to the full board in October. Discussion ensued around MEs not having enough Admin in their budgets and DCF requiring more from the MEs with unfunded mandates.

Page 7 shows Amendment 37 still being the latest amendment. Page 8 shows OCA expenditures and utilization where all red OCAs were briefly discussed. Utilization rate by OCA and provider slides were shown, as well as provider expenditures by utilization and budget.

*A motion to approve the May financial report as presented was made by Mark Broms, Ian Golden seconded, motion carried.*

## **Organizational Updates**

The CEO discussed the following:

- Legislative – Met with many personnel on a recent trip
- Grant Writer – Moving towards a consultant position
- GHME1 – Mentioned above
- Compliance Committee has not met due to no quorum and resignations from board members. Client Satisfaction Surveys is an automated process taking staff time, paper copies, and 3 staff members to process. Survey Monkey could be implemented on their phones, ipads/tablets, and computers. Ian Golden wanted the ability to process the old way for a year for those persons who have no access to a device.

*Ian Golden made a motion to authorize a hybrid system for a year to complete a testing phase for internal staff and then roll out to providers and encourage providers to use the electronic version of the surveys, Mark Broms seconded, motion carried.*

- Due to the Compliance Committee not meeting for a year, there are two sets of minutes that need to be passed. Ian Golden stated the President should sign the minutes.

*Ian Golden made a motion to authorize the President to administratively approve the Compliance Committee minutes from July 26, 2018 and October 25, 2018, Mark Broms seconded, motion carried.*

- The two new board members will be sitting on the Compliance Committee. They are Jules Brace and Luis Delgado.
- FLLINC contract expires at the end of September. Some of CFCHS' employees are trained in QPR suicide prevention and will continue as part of their role. The network will be assessed for their suicide prevention readiness.
- The First Lady is coming to Central Florida on July 17<sup>th</sup>.

## **CEO EVALUATION**

Members discussed the CEO's performance evaluation.

**Other/Public Input** – Brevard Homeless Coalition is the fiscal agent for a \$500K Department of Corrections Reentry Grant. Jarvis Wash is the recipient.

## **Executive Committee Meeting**

The next Executive Committee Meeting will be Thursday, August 15, 2019 at 12:00 pm.

The meeting adjourned at 3:46 pm.

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Debbie Owens, President

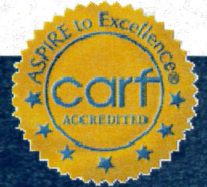
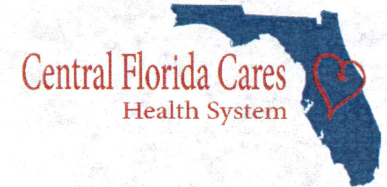
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Karla Pease, Recording Secretary

# CENTRAL FLORIDA CARES HEALTH SYSTEM

**June 2019 Financials**  
**Preliminary and Unaudited**

# PRELIMINARY



- These June financials are preliminary based on preliminary June financials sent to DCF on 7.22.19 after 1<sup>st</sup> June billing
- Final June 2019 financials are due to DCF on Friday 8.16.19, after 2<sup>nd</sup> June provider billing
- The Prelim ME operating expenses may not change
- But, the final Program Expenditures could have significant changes from these Prelims



**Central Florida Cares Health System, Inc**  
**Statement of Financial Position - Preliminary and Unaudited**  
**At 6/30/2019 and 5/31/2019**

	<u>6/30/2019</u>	<u>5/31/2019</u>
<b>Assets</b>		
Current Assets		
TD Bank	669,444	722,171
Accounts Receivable	13,195,159	13,195,159
Other Receivables	1,491	
Prepaid Insurance	20,703	2,531
Prepaid Expenses	9,865	1,550
Deposits	26,375	26,375
Total Current Assets	<u>13,923,037</u>	<u>13,947,786</u>
Long-term Assets		
Property & Equipment	1,110,933	1,110,933
Accum Depreciation	<u>(917,783)</u>	<u>(917,783)</u>
Total Long-term Assets	<u>193,150</u>	<u>193,150</u>
<b>Total Assets</b>	<u><u>14,116,187</u></u>	<u><u>14,140,936</u></u>
<b>Liabilities</b>		
Short-term Liabilities		
Accounts Payable	7,491,908	7,298,464
Wages Payable	90,454	91,595
Federal Payroll Taxes Payable	6,920	7,007
403(b) Payable	8,398	7,285
Deductions Payable	931	1,348
Deferred Revenue	4,646,083	3,569,018
CarryForward Funds	1,415,393	1,734,014
Interest & Other Payable to DCF	-	8,281
Advance Due to DCF CY	0	976,046
Total Short-term Liabilities	<u>13,660,088</u>	<u>13,693,058</u>
<b>Total Liabilities</b>	<u>13,660,088</u>	<u>13,693,058</u>
<b>Unrestricted Net Assets:</b>		
Prior Year Excess Revenues	380,606	380,606
Curr Year Excess Revenues	<u>75,493</u>	<u>67,271</u>
<b>Total Unrestricted Net Assets</b>	<u>456,099</u>	<u>447,878</u>
<b>Total Liabilities and Net Assets</b>	<u><u>14,116,187</u></u>	<u><u>14,140,936</u></u>

**Central Florida Cares Health System, Inc.**  
**Statement of Revenues and Expenses - PRELIMINARY and Unaudited**  
**For the Month and Twelve Months Ended 6/30/2019**

	June	YTD
Program Services Revenue:		
DCF	\$ 6,798,592	\$ 80,988,376
FLINC	8,833	95,360
Orange County	6,679	80,150
Total Operating Revenue	6,814,104	81,163,886
Expenditures:		
Program Services Expenses	6,623,036	78,532,896
Personnel Expenses	150,077	1,819,636
403(b) Fees		1,825
Accounting Fees		18,186
Conferences	(13,683)	11,186
DCF Unallowables		1,378
Dues & Subscriptions	1,816	34,132
Insurance	2,531	29,805
Legal Fees	912	5,269
Needs Assessment/Benchmarking		45,222
Office Equipment		19,343
Office Furn & Fixture	3,447	3,877
Outreach and Awareness		1,000
Payroll Processing Fees	756	7,158
Printing & Publications	138	4,104
Professional Services Other	1,314	15,768
Recruiting and Screening		770
Rent-Building	-	173,352
Rent-Equipment	607	6,588
Software Development	182	105,355
Software Expense	12,736	159,592
Supplies & Postage	83	4,011
Telephone, Internet & Conf	3,887	37,739
Trainings	3,669	11,636
Meetings	18,006	38,494
Total Expenditures	6,809,515	81,088,324
Operating Revenue over Expenditures	4,589	75,562
Other Revenue and Expenses:		
Contribution Revenue		1,576
Contribution Revenue		(1,644)
Net Other Revenue (Expense)	-	(68)
Net Revenue over Expenditures	\$ 4,589	\$ 75,494



### Insurance premium comparison

Policy Type	FY1718	FY1819			FY1920		
	Premium	Premium	\$Diff	%diff	Premium	\$Diff	%diff
<b>Business Owners</b> - (property, bus income, gen liab)	841.74	841.74	-	0.0%	923.00	\$81.26	9.7%
<b>Workers' Comp</b>	4,073.00	3,479.00	(594.00)	-14.6%	3,345.00	-\$134.00	-3.9%
<b>Professional Liability</b> (Errors and Omissions)	11,597.79	9,259.31	(2,338.48)	-20.2%	10,546.76	\$1,287.45	13.9%
<b>Management Liability</b> (Directors and Officers, employment practices)	8,740.00	4,995.00	(3,745.00)	-42.8%	4,995.00	\$0.00	0.0%
<b>Cyber Liability</b>	10,731.76	10,199.96	(531.80)	-5.0%	9,233.04	-\$966.92	-9.5%
	<b>\$35,984.29</b>	<b>\$28,775.01</b>	<b>(\$7,209.28)</b>	<b>(\$0.20)</b>	<b>\$29,042.80</b>	<b>\$267.79</b>	<b>0.9%</b>

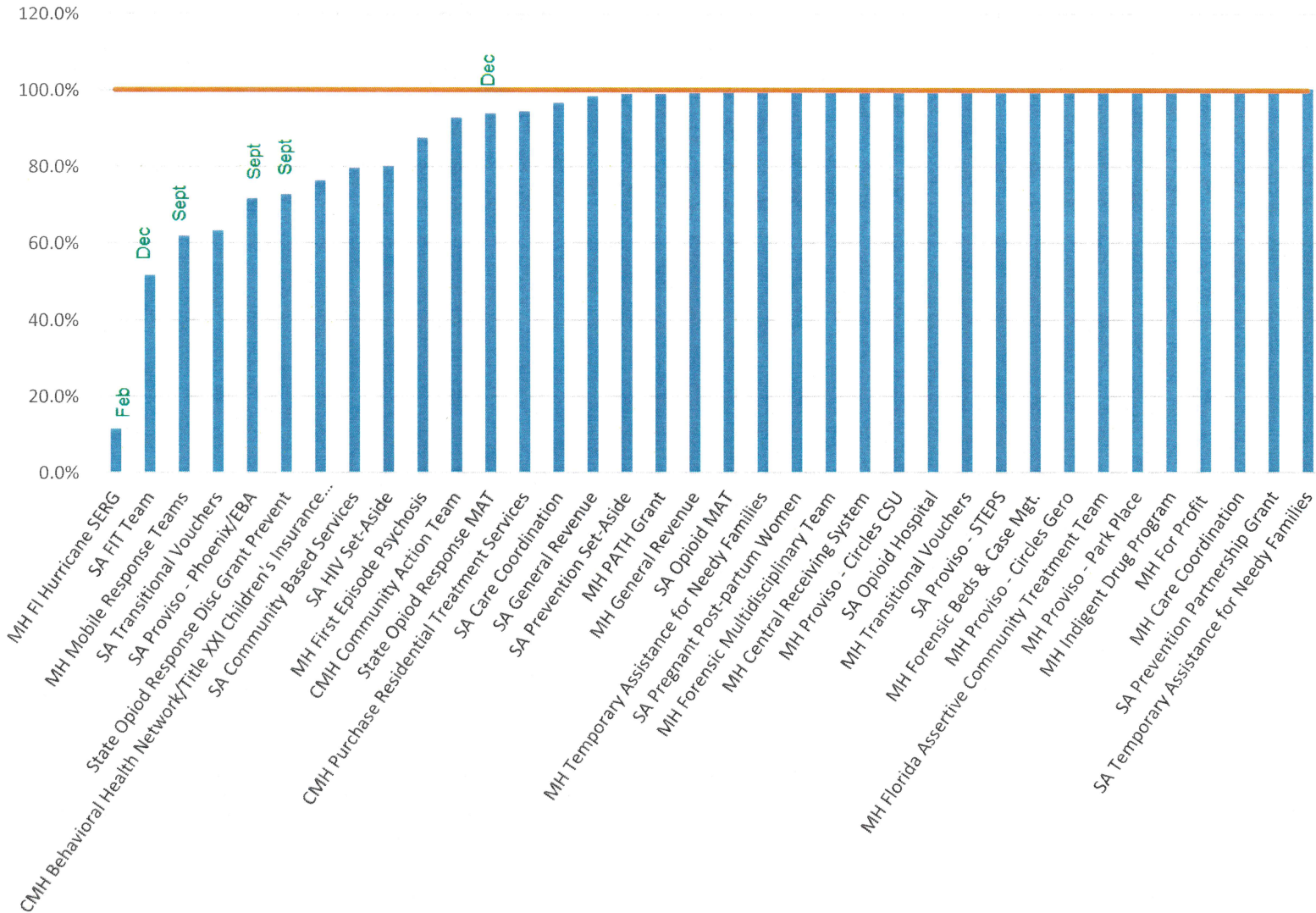
# DCF - GHME1 Amendments

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
		7/1/2019 Prelim Sch of Funds for FY1920	\$82,935,834



Network = 94.6%  
 Target = 100.0%  
 Underspending = \$4,445,656

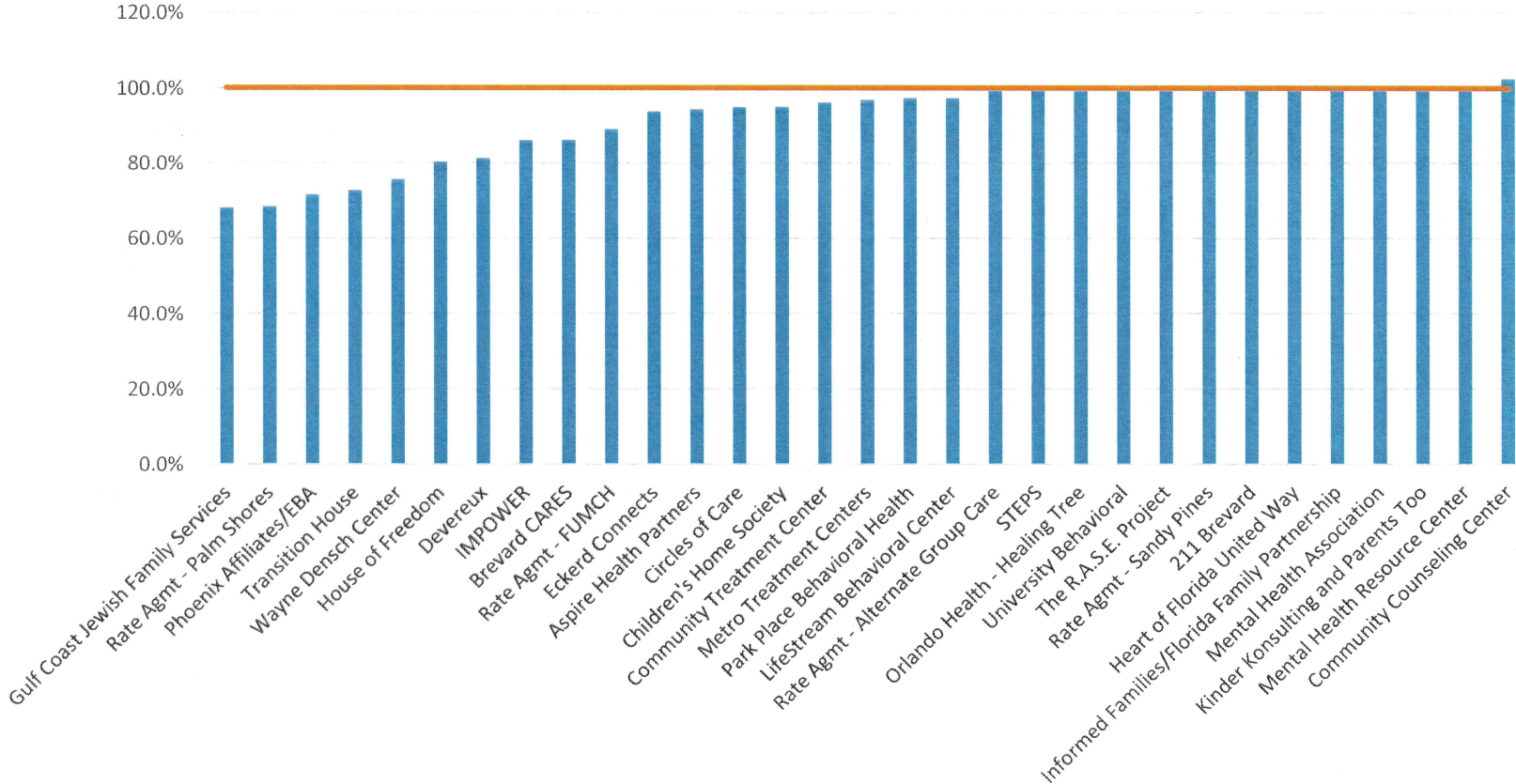
## Utilization Rate by OCA YTD 6/30/2019 Prelim



Dates in green are when funding was received

# Utilization Rate by Provider YTD 6/30/2019

Network = 94.3%  
Target = 100.0%



# QUESTIONS?

