

**Finance Committee Meeting Minutes  
Friday, November 22, 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  
Yasmine Flasterstein, Peer Support Space  
Scott Griffiths, Aspire Health Partners  
Kelly Velasco, Park Place Behavioral  
Bill Vintroux, Circles of Care

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

Maria Bledsoe, Chief Executive Officer (via phone)  
Doug Shaw, Chief Financial Officer  
Karla Pease, Executive Assistant  
Sharon Ramsaran, Sr. Accountant

**Guests**

Farlen Halkiman, Sydney Webber, and Nate Davenport from Moore, Stephens, Lovelace, CPA's

**Meeting Called to Order**

The Central Florida Cares Health System, Inc. (CFCHS) Finance Committee Meeting was held on Friday, November 22, 2019, at 1:00 p.m. at 707 Mendham Blvd., Suite 201, Orlando, FL 32825. Mark Broms called the meeting to order at 1:10 p.m.

**Treasurer's Report**

*A motion to approve the minutes from October 25, 2019 was made by Kelly Velasco, Yasmin Flasterstein seconded, motion passed.*

**Financial Report**

The CFO presented the October financials. The balance sheet was shown for October and September. The CFO said there is nothing significant to point out. The Income Statement for October and year to date were shown. The CFO mentioned payroll since CFCHS has two vacant positions. Insurance is accrued since it is paid in the prior year.

Pages 4 and 5 shows utilization by OCA expenditures. The chart is divided by the Managing Entity, Mental Health, Substance Abuse, then totaled. The target is 33.3%. Cells in red were discussed briefly.

Page 6 shows the carry forward at \$3.2M. The next slide on page 7 shows amendment 38 signed on October 1<sup>st</sup> and amendment 39 is ready for final signature adding \$123K of funding for the MH block grant.

Page 8 shows DCF contract amounts since inception. The schedule of payments by DCF were shown on page 9.

The CFO then gave an update on the provider reconciliation being discussed by DCF. There are on-going meetings and calls about this matter daily. DCF is wanting providers to payback any revenues for FY18-19. There was discussion among members.

*A motion to approve the Financial Reports as presented was made by Bill Vintroux, Scott Griffiths seconded, motion passed.*

**Audit Presentation**

Sydney Webber, CPA for Moore, Stephens, Lovelace, gave a presentation on the independent audit. A draft copy was presented for review. CFCHS received a clean audit again this year. Farlen complimented the Finance Department for a job well done.

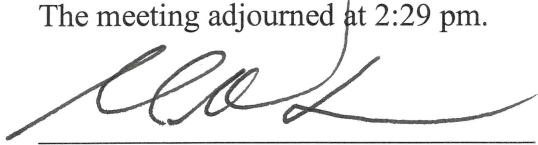
*Scott Griffiths made a motion to accept the draft audit as approved and present to the full board in December. Bill Vintroux seconded, motion carried.*

**Other/Public Input** – Mark Broms spoke about receiving a Medicaid waiver for \$1.8M that allows managed care providers and subcontractors to deal with housing navigation and post housing wrap around care which enhances targeted cash management and is a pilot project. He also mentioned the Homeless Services Network receiving a grant for \$5.8M

**Next Financial Committee**

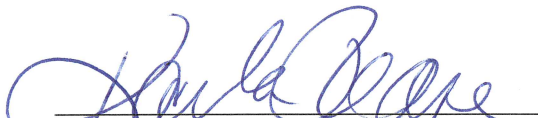
This is scheduled for January 3, 2020 at 1:00 pm.

*A motion to adjourn was made by Scott Griffiths, Bill Vintroux, seconded motion carried.*  
The meeting adjourned at 2:29 pm.



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Mark Broms, Chair



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Karla Pease, Recording Secretary

**Finance Committee Agenda**  
**Friday, November 22, 2019**  
**1:00 PM – 2:00 PM**  
**Central Florida Cares Health System, Inc.**  
**Board Room**



- |   |                 |                  |
|---|-----------------|------------------|
| <b>I. Welcome/Introductions</b>   | Mark Broms      | 2 minutes        |
| <b>II. Treasurer's Report</b> <ul style="list-style-type: none"><li>• Review and approve October 25, 2019 Minutes</li></ul>               | Mark Broms      | 5 minutes        |
| <b>III. Financial Report</b> <ul style="list-style-type: none"><li>• Present October 2019 financial statements</li></ul>                  | Doug Shaw       | 35 minutes       |
| <b>IV. FY ended 6.30.2019 Audit Report<br/>from Moore, Stephens, Lovelace, CPA</b>  | Farlen Halikman | 15 minutes       |
| <b>V. Other/Public Input</b>  | Group           | 3 minutes/person |
| <b>VI. Adjourn – Next Finance Committee Meeting</b> <ul style="list-style-type: none"><li>• January 3, 2020, 1:00 pm to 2:00 pm</li></ul> | Group           | 2 minutes        |

**Finance Committee Meeting Minutes  
Friday, October 25, 2019  
Central Florida Cares Health System, Inc.  
Board Room**

Central Florida Cares  
Health System



**ATTENDANCE**

**Central Florida Cares Health System – Finance Committee Members**

Mark Broms, Treasurer and Chair, Brevard Homeless Coalition  
Yasmine Flasterstein, Peer Support Space  
Valerie Holmes, Brevard Family Partnership  
Kelly Velasco, Park Place Behavioral  
Bill Vintroux, Circles of Care

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

Maria Bledsoe, Chief Executive Officer  
Doug Shaw, Chief Financial Officer  
Trinity Schwab, Director of Contracts  
Karla Pease, Executive Assistant  
Rummy Miranda, Contract Manager

***Guests***

Charlotte Melton, MHACF  
Parissa Sadri, Aspire Health Partners

**Meeting Called to Order**

The Central Florida Cares Health System, Inc. (CFCHS) Finance Committee Meeting was held on Friday, October 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 September 27, 2019 was made by Valerie Holmes, Bill Vintroux, seconded, motion passed.*

**Finance Committee Charter**

Board members agreed with the changes suggested to the charter striking the sentence stating that, "The committee will include three (3) or more Board of Directors and a minimum of seven (7) members" and replacing it with, "The committee shall be composed of at least three (3) Board of Directors."

*Bill Vintroux made a motion to approve the recommended changes to the charter, Valerie Holmes seconded, motion passed.*

**Financial Report**

The CFO presented a new slide reflecting the current year unearned gets added to the year-end carry forward. It was recommended to add a summary of carry forward showing federal funds reverted, state funds reverted, and non-recurring and recurring funds for the last four years.



The CFO reviewed the September 2019 financials. Cash went up due to August invoices paid on October 1. Deferred is a negative balance since CFCHS paid out more than was paid by DCF. Payables to DCF went down because of the pay back to DCF of \$2.1M.

The income statement shows \$27K for a FLINC invoice which included the monthly charge of \$8,833.34 plus an additional invoice for six cases per the agreement. There were \$5K paid for accounting fees for another progress payment. The internal audit is going very well. The CFO thanked staff that assisted while the auditors were here. \$5,633 was an invoice from the Health Council for the needs assessment presentations. CFCHS was paid \$750 for training materials for Homeless Services Network. Rent was not due in July because of a rent “holiday” in the lease for June and July where no rent was due.

The CFO highlighted the Brevard County Planning Grant and Budget showing quarter 1 expenses. Several members of the Committee, who are involved in this grant, explained the nature of the grant in more detail.

September Expenditure/Utilization Report – The Director of Contracts reviewed the OCAs in red.

The CFO commented that he made a mistake on page 4 in the August financial report. On page 9 in this September financial packet, the CFO showed where previously he had some rows hidden in the spreadsheet, resulting in a \$803.75 not being reflected correctly on page 4 in the August financials.

*A motion to approve the Financial Reports as presented was made by Valerie Holmes, Bill Vintroux seconded, motion passed.*

**Other/Public Input** – Charlotte Melton thanked the group for the discussion.

**Next Financial Committee**

This is scheduled for November 22, 2019 at 1:00 pm.

*A motion to adjourn was made by Bill Vintroux, Valerie Holmes seconded by, motion carried.*  
The meeting adjourned at 2:03 pm.

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Mark Broms, Chair

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Karla Pease, Recording Secretary

# CENTRAL FLORIDA CARES HEALTH SYSTEM

**Financial Report**  
**October 2019 Financials**



**Central Florida Cares Health System, Inc**  
**Statement of Financial Position – Unaudited**  
**At 10/31/2019 and 9/30/2019**



	<u>10/31/2019</u>	<u>9/30/2019</u>
<b>Assets</b>		
Current Assets		
Cash in Bank	11,325,942	10,117,093
Accounts Receivable	12,132,300	15,845,271
Prepaid Insurance	19,312	21,726
Prepaid Expenses	16,978	26,844
Deposits	26,375	26,375
Total Current Assets	<u>23,520,907</u>	<u>26,037,309</u>
Long-term Assets		
Computer Equipment	5,500	5,500
Software	1,216,288	1,216,288
Accum Depreciation	<u>(1,063,646)</u>	<u>(1,063,646)</u>
Total Long-term Assets	<u>158,143</u>	<u>158,143</u>
Total Assets	<u><u>23,679,050</u></u>	<u><u>26,195,452</u></u>
<b>Liabilities</b>		
Short-term Liabilities		
Accounts Payable	12,865,193	14,430,461
Wages Payable	91,623	108,880
Federal Payroll Taxes Payable	7,009	18,261
403(b) Payable	8,361	5,788
Deductions Payable	1,137	1,105
Deferred Revenue	(818,844)	(892,426)
CarryForward Funds	3,247,322	3,247,413
Interest & Other Payable to DCF	11,355	43,571
Advance Due to DCF CY	7,808,367	8,784,413
Total Short-term Liabilities	<u>23,221,525</u>	<u>25,747,466</u>
Total Liabilities	<u><u>23,221,525</u></u>	<u><u>25,747,466</u></u>
<b>Unrestricted Net Assets:</b>		
Prior Year Excess Revenues	404,785	404,785
Curr Year Excess Revenues	52,740	43,201
Total Unrestricted Net Assets	<u>457,525</u>	<u>447,986</u>
<b>Total Liabilities and Net Assets</b>	<u><u>23,679,050</u></u>	<u><u>26,195,452</u></u>

**Central Florida Cares Health System, Inc**  
**Statement of Revenues and Expenses - Unaudited**  
**For the Month and YTD ended October 31, 2019**



	<u>Oct-19</u>	<u>YTD</u>
Program Services Revenue:		
DCF	\$6,933,741	\$26,528,298
FLINC	0	47,850
Orange County	6,679	26,717
Brevard Co Planning Grant	10,745	15,398
Total Operating Revenue	<u>6,951,165</u>	<u>26,618,263</u>
Expenditures:		
Program Services Expenses	6,717,311	25,700,798
Personnel Expenses	170,542	641,553
403(b) Fees		792
Accounting Fees	5,000	10,000
Conferences		335
Dues & Subscriptions	205	31,257
Insurance	2,414	9,656
Legal Fees	1,271	3,816
Meetings	3,605	10,659
Needs Assessment/Benchmarking		5,633
Office Equipment	447	832
Office Furn & Fixture		(149)
Payroll Processing Fees	608	2,448
Printing & Publications	1,327	1,524
Professional Services Other	64	10,689
Recruiting and Screening	239	368
Rent-Building	16,153	48,460
Rent-Equipment	1,071	2,106
Software Expense	13,595	64,155
Supplies & Postage	345	1,544
Telephone, Internet & Conf	2,308	10,710
Training	5,121	8,337
Total Expenditures	<u>6,941,626</u>	<u>26,565,522</u>
Operating Revenue over Expenditures	9,539	52,741
Other Revenue and Expenses:		
Contribution Revenue		300
Contribution Expense		(300)
Net Other Revenue (Expense)	<u>0</u>	<u>0</u>
Net Revenue over Expenditures	<u>9,539</u>	<u>52,741</u>



**Central Florida Cares Health System, Inc**  
**OCA Expenditure Utilization Summary – Page 1 of 2**  
For the YTD ended October 31, 2019



Oct 2019 YTD - OCA EXPENDITURE and UTILIZATION SUMMARY						
OCA Description	Non Rec	Sch of Funds (Amend 38)	Expenditures Thru Oct2019	% Utilization	Target%	Notes - current month comments in red
ME Admin Costs		\$2,357,779	\$736,170	31.2%	33.3%	
ME MH Block Grant Technical Assistance	NR	11,000	1,327	12.1%	33.3%	Contracted with David Duresky for \$10,000 to provide training on Motivational Interviewing (MI).
ME Road to Recovery - Modernizing Behavioral	NR	392,570	75,992	19.4%	33.3%	
State Opiod Response Disc Grant Admin	NR	93,029	24,198	26.0%	33.3%	
State Opiod Response Disc Grant Admin-Yr2	NR	200,848		0.0%	33.3%	
<b>ME Total</b>		<b>\$3,055,226</b>	<b>\$837,686</b>	<b>27.4%</b>	<b>33.3%</b>	
General MH – 24hr Care Residential, Ambulatory, Early Intervention Svc -Psychotic Disorders		25,363,135	8,580,293	33.8%	33.3%	
State Funded for Profit Sub-recipients		750,000	249,900	33.3%	33.3%	
State Funded for Profit Sub-recipients		232,652	76,592	32.9%	33.3%	
Grants PATH		431,667	106,015	24.6%	33.3%	Not concerned with spending.
FL Hurricane SERG	NR	544,200	465,374	85.5%	33.3%	
Circles of Care – Crisis Stabilization	NR	500,000	181,536	36.3%	33.3%	
Purchase of Residential Treatment Svs for Community Forensic Beds		390,183	134,237	34.4%	33.3%	
Community Forensic Beds		524,474	225,435	43.0%	33.3%	
Florida Assertive Community Treatment		3,558,091	1,233,781	34.7%	33.3%	
Indigent Psychiatric Medication Program		69,078	19,350	28.0%	33.3%	
Title XXI Children's Health Insurance Program – MH Care Coordination		1,223,969	244,418	20.0%	33.3%	Enrollment regulated by DCF
MH Care Coordination		507,089	226,913	44.7%	33.3%	
Community Forensic Multidisciplinary Teams for Temporary Assistance for Needy Families		652,000	241,991	37.1%	33.3%	
Community Forensic Multidisciplinary Teams for Temporary Assistance for Needy Families		661,245	288,334	43.6%	33.3%	
Community Action Treatment Team		3,000,000	1,009,243	33.6%	33.3%	
ME MH - CAT and MRT Enhancements	NR	234,396		0.0%	33.3%	New funding, executed into contract 10/1. Utilizing for positon to address 4DX WIG.
ME MH Supported Employment Services	NR	250,000		0.0%	33.3%	New funding, executed into contract 10/1. Aspire Clubhouses in Orange and Seminole
Mobile Crisis Teams		1,163,384	380,257	32.7%	33.3%	
Centralized Receiving Facilities		4,618,430	1,455,623	31.5%	33.3%	
Transition Vouchers Mental Health		189,009	131,629	69.6%	33.3%	
<b>Mental Health Total</b>		<b>\$44,863,002</b>	<b>\$15,250,921</b>	<b>34.0%</b>	<b>33.3%</b>	



## Central Florida Cares Health System, Inc

### OCA Expenditure Utilization Summary – Page 2 of 2

For the YTD ended October 31, 2019



OCA Description	Non Rec	Sch of Funds (Amend 38)	Expenditures Thru Oct2019	% Utilization	Target%	Notes - current month comments in red
SA Services and Support		18,103,112	6,092,562	33.7%	33.3%	
HIV Services		672,573	149,438	22.2%	33.3%	In process of working with a new provider to help expend the funds.
Prevention Services		2,690,290	573,794	21.3%	33.3%	No concerns. If the current contracted providers cannot utilized we have providers we can re-allocate to in order to expend the funds.
Prevention Partnership Grant		571,106	173,629	30.4%	33.3%	
ME State Opioid Response Disc Grant - Hospital Bridge	NR	1,241,851	58,585	4.7%	33.3%	Currently working with three providers to expand to other hospitals.
ME State Opioid Response Disc Grant-Child Welfare	NR	993,481	0	0.0%	33.3%	
State Opioid Response Disc Grant Prevent	NR	99,348	100,813	101.5%	33.3%	
ME State Opioid Response Disc Grant SVCS-Prevent - Year 2	NR	186,278		0.0%	33.3%	New funding, executed in the contract 10/1.
State Opioid Response MAT	NR	1,401,454	1,287,902	91.9%	33.3%	
ME State Opioid Response SVCS-MAT YR2	NR	2,762,443		0.0%	33.3%	New funding, executed in the contract 10/1.
Projects Expansion of Substance Abuse Services for Pregnant Women and their Families		1,883,426	803,877	42.7%	33.3%	
Family Intensive Treatment		1,062,183	354,061	33.3%	33.3%	
ME Road to Recovery - Opioid Response	NR	310,463		0.0%	33.3%	New funding, executed in the contract 10/1. Allocated to providers providing opioid services.
Care Coordination		217,324	109,850	50.5%	33.3%	
Temporary Assistance for Needy Families		660,359	264,266	40.0%	33.3%	
Community Based Services		2,039,181	433,387	21.3%	33.3%	Newly contracted for Peer Services in Seminole Cty jail
Transition Vouchers Substance Abuse		122,734	49,469	40.3%	33.3%	
<b>Substance Abuse Total</b>		<b>\$35,017,606</b>	<b>\$10,451,634</b>	<b>29.8%</b>	<b>33.3%</b>	
<b>Provider Total</b>		<b>\$79,880,608</b>	<b>\$25,702,555</b>	<b>32.2%</b>	<b>33.3%</b>	
<b>TOTAL</b>		<b>\$82,935,834</b>	<b>\$26,540,240</b>	<b>32.0%</b>	<b>33.3%</b>	

NR= Total Non-recurring funding is \$9,221,361.

Highlighted in red if < 75% of Target percentage



**Central Florida Cares Health System, Inc**  
**Carryforward Expenditure Report**  
For the YTD ended October 31, 2019



OCA Titles	Current Approved Carry Forward Amount	YTD ME Operational Costs or Direct Service Expenditures	Remaining Carry Forward Balance
<b>Operational Costs</b>			
ME Operational Costs	1,055,029.85		1,055,029.85
ME Care Coordination	129,911.14		129,911.14
ME Housing Coordination	163,882.44		163,882.44
<b>Mental Health - Core Services Funding</b>			
ME Mental Health Services & Support	71,915.62		71,020.84
24 Hour Care (Non-Hospitalization) Residential			
Ambulatory/Community Non-24 Hour Care		894.78	
CSU, Baker Act, Inpatient Crisis Services			
<b>Mental Health - Proviso Projects Funding</b>			
ME MH UCF-PTSD Clinic for Florida Veterans and First Responders	5,104.19		5,104.19
<b>Mental Health - Targeted Services Funding</b>			
ME Purchase of Residential Treatment Services for Emotionally Disturbed Children and Youth	21,225.89		21,225.89
ME Care Coordination (Mental Health)	134.34		134.34
ME Community Forensic Multidisciplinary Teams for Hospital Diversion	42,827.50		42,827.50
ME MH Community Action Treatment (CAT) Teams	506,017.00		506,017.00
ME MH Mobile Crisis Teams	444,490.55		444,490.55
<b>Substance Abuse - Core Services</b>			
ME Substance Abuse Services and Support	152,149.81		152,149.81
<b>Substance Abuse - Proviso Projects</b>			
ME Family Intensive Treatment (FIT)	338,160.60		338,160.60
ME Phoenix Affiliates	170,063.02	170,063.02	-
ME SA STEPS-Women's Residential Treatment	155.22		155.22
<b>Substance Abuse - Targeted Services</b>			
ME SA Care Coordination (Substance Abuse)	62,251.86		62,251.86
ME SA Community Based Services	227,897.33		227,897.33
ME Transition Vouchers Substance Abuse	27,063.27		27,063.27
<b>Total</b>	<b>3,418,279.63</b>	<b>170,957.80</b>	<b>3,247,321.83</b>

**Central Florida Cares Health System, Inc**  
**DCF Contract Amendments – FY1920**  
 For the YTD ended October 31, 2019



Amendment Number	Signed	Purpose	Budget
38	10/1/2019	Effective 7.1.2019	\$82,935,834
39	Unsigned	Added \$123,268 for MHCME Non-recurring Mental Health Block Grant	\$83,059,102



**Central Florida Cares Health System, Inc**  
**DCF Contract Amounts**  
 For the Eight Fiscal Years Shown



<b>Table 7 – Contract Funding</b>				
<b>State Fiscal Year</b>	<b>Managing Entity Operational Cost</b>	<b>Direct Services Cost</b>	<b>Supplemental DBH Funds</b>	<b>Total Value of Contract</b>
2012-2013	\$ 2,295,311.00	\$ 54,398,082.95		\$56,693,393.95
2013-2014	\$ 2,295,311.00	\$55,752,806.00		\$ 58,048,117.00
2014-2015	\$ 2,295,311.00	\$56,061,256.00		\$ 58,356,567.00
2015-2016	\$ 2,401,794.00	\$ 62,185,913.00		\$64,587,707.00
2016-2017	\$ 2,637,966.00	\$ 68,971,782.00		\$71,609,748.00
2017-2018	\$ 2,605,218.00	\$ 70,558,165.00		\$ 73,163,383.00
2018-2019	\$ 2,709,533.00	\$ 81,800,307.00		\$ 84,509,840.00
<b>2019-2020 *</b>	<b>\$ 3,055,226.00</b>	<b>\$ 80,003,876.00</b>		<b>\$ 83,059,102.00</b>
<b>Total</b>	<b>\$20,295,670.00</b>	<b>\$ 529,732,187.95</b>		<b>\$ 550,027,857.95</b>

\* As of Amendment 39 in FY1920, unsigned as of 11.21.2019

**Central Florida Cares Health System, Inc**  
**FY 1920 DCF Contract – Schedule of Payments**  
**As of Amendment 39**



**Table 7 - Schedule of Payments for Fiscal Year 2019-2020**

Month of Services	FY Contract Balance Prior to Payment	Fixed Payment Amount	FY Contract Balance after this Payment	Invoice Packet Due Date	Progress and Expenditure Report Period	Funding Amendments After This Payment
Annual Advance	\$ 70,275,305.00	\$ 11,712,550.83	\$ 58,562,754.17	7/1/2019	N/A	
Jul-19	\$ 58,562,754.17	\$ 4,874,118.40	\$ 53,688,635.77	8/20/2019	July	\$ 12,660,529.00
Aug-19	\$ 66,349,164.77	\$ 4,880,785.07	\$ 61,468,379.70	9/20/2019	August	
Sep-19	\$ 61,468,379.70	\$ 6,031,186.69	\$ 55,437,193.01	10/20/2019	September	
Oct-19	\$ 55,437,193.01	\$ 6,159,688.11	\$ 49,277,504.90	11/20/2019	October	
Nov-19	\$ 49,277,504.90	\$ 6,159,688.11	\$ 43,117,816.79	12/20/2019	November	\$ 123,268.00
Dec-19	\$ 43,241,084.79	\$ 6,177,297.82	\$ 37,063,786.97	1/20/2020	December	
Jan-20	\$ 37,063,786.97	\$ 6,177,297.82	\$ 30,886,489.15	2/20/2020	January	
Feb-20	\$ 30,886,489.15	\$ 6,177,297.83	\$ 24,709,191.32	3/20/2020	February	
Mar-20	\$ 24,709,191.32	\$ 6,177,297.83	\$ 18,531,893.49	4/20/2020	March	
Apr-20	\$ 18,531,893.49	\$ 6,177,297.83	\$ 12,354,595.66	5/20/2020	April	
May-20	\$ 12,354,595.66	\$ 6,177,297.83	\$ 6,177,297.83	6/20/2020	May	
Jun-20	\$ 6,177,297.83	\$ 6,177,297.83	\$ -	8/15/2020	June	
<b>Total FY Payments</b>		\$ 83,059,102.00				

\* As of Amendment 39 in FY1920, unsigned as of 11.21.2019



# Provider Reconciliation Update



- **Brief Recap of issue**
- **Current Developments**
  1. Many meetings and discussions are taking place among MEs, CFOs, Providers DCF, FAME, trade organizations, etc.
  2. Expenses that would otherwise be allocated to non-State funding can be allocated to State Funding. This will reduce paybacks.
  3. Expenses can be allocated to covered services using any Revenue or any other reasonable and justifiable method
  4. Reconciliations are due to DCF 60 days after audit is received or 3/1/2020, whichever is sooner
  5. Doug is working on a new example



# QUESTIONS?

