

**Finance Committee Meeting Minutes
Friday, September 25, 2020
Central Florida Cares Health System, Inc.
Via Zoom**



ATTENDANCE

Central Florida Cares Health System – Finance Committee Members

Mark Broms, Treasurer and Chair, Brevard Homeless Coalition
Yasmin Flasterstein, Peer Support Space
Bill Vintroux, Circles of Care
Kelly Velasco, Park Place Behavioral Health Care
Scott Griffiths, Aspire Health Partners
Valerie Holmes, Brevard Family Partnership

Central Florida Cares Health System, Inc. Staff

Maria Bledsoe, Chief Executive Officer
Trinity Schwab, Chief Operating Officer
Daniel Nye, Chief Financial Officer
Sharon Ramsaran, Sr. Accountant
Karla Pease, Executive Assistant

Guests

None

Meeting Called to Order

The Central Florida Cares Health System, Inc. (CFCHS) Finance Committee Meeting was held on Friday, September 25, 2020, at 1:00 p.m. via Zoom. The Treasurer called the meeting to order at 1:02 p.m.

Treasurer's Report

A motion to approve the minutes from August 28, 2020 as written was made by Yasmin Flasterstein, Scott Griffith seconded; motion passed. Votes were taken individually, there were 6 ayes, 0 nays.

A motion to approve the July financials from August 28, 2020 was made by Valerie Holmes, Kelly Velasco seconded; motion passed. Votes were taken individually, there were 6 ayes, 0 nays.

Financial Report

The CFO reviewed the August financials. No abnormalities in the balance sheet. Due to timing, cash was just received in the bank due for June and July.

Statement of Revenue and Expenses shows nothing significant. Rent has decreased due to CEO negotiated a lower lease rate.

The updated Schedule of Funds shows a comparative of FY20-21 versus FY19-20, where the ME and MH show no changes since last month. The decrease is \$240K on a relative scope of 45M. SA has a \$3M reduction on a \$32M budget.

The COO and CEO gave an update on the 3% budget reduction exercise that was initiated by DCF.

The CFO reviewed the OCA utilization chart showing proforma totals until amendment 46 is signed. ME and SA targets and actuals were shared.

A motion to approve the August financials as presented was made by Bill Vintroux, Valerie seconded; motion passed. Votes were taken individually, there were 6 ayes, 0 nays.

Merit Policy

The CEO gave the background on the need for the Merit policy since the ME's operational budget has been the same since 2012. CFCHS has added team members which adds additional constraints on the budget, along with benefits, trainings, and salary increases. Since 2012, an employee's increase has been tied to an evaluation at the anniversary of their initial hire date. Salary increases will cease. The GHME1 contract and statues were researched. The concept of having a merit pay is if at FY end there are any leftover ME admin operational funds, CFCHS employees could have a one-time merit pay. All evaluations moving forward would occur in the April/May time frame instead of an employee's anniversary date.

The CFO shared a PowerPoint presentation. There was discussion among members.

A motion to approve the Merit policy as presented was made by Valerie Holmes, Bill Vintroux seconded; motion passed. Votes were taken individually, there were 6 ayes, 0 nays.

The Treasurer asked members to give their operational views within their agency and any updates they would like to share. Members provided a brief summary.

Other/Public Input – None

Next Finance Committee

This is scheduled for Friday, October 23, 2020 at 1:00 pm.

Bill Vintroux made a motion to adjourn, Valerie Holmes seconded; motion passed.

The meeting adjourned at 2:00 pm.



Mark Broms, Chair

Sharon Ramsaran for Karla Pease

Karla Pease, Recording Secretary

Finance Committee Agenda
Friday, September 25, 2020
1:00 PM – 2:00 PM
Central Florida Cares Health System, Inc.
Via Zoom



I. Welcome/Introductions	Mark Broms	2 minutes
II. Treasurer's Report <ul style="list-style-type: none">• Review and approve August 28, 2020 Minutes• Approve July Financials	Mark Broms	5 minutes
III. Financial Report <ul style="list-style-type: none">• Present August financial statements	Mark Broms Daniel Nye	30 minutes
IV. Merit Pay	Daniel Nye	15 minutes
V. Other/Public Input	Group	3 minutes/person
VI. Adjourn – Next Finance Committee Meeting <ul style="list-style-type: none">• October 23, 2020 at 1 pm	Group	2 minutes

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Karla Pease, Executive Assistant

Guests

Jill Krohn, Department of Children and Families
Mary Christie, Department of Children and Families
Richard Barlow, Park Place Behavioral Health Care

Meeting Called to Order

The Central Florida Cares Health System, Inc. (CFCHS) Finance Committee Meeting was held on Friday, August 28, 2020, at 1:00 p.m. via Zoom. The Treasurer called the meeting to order at 1:02 p.m.

Treasurer's Report

A motion to approve the minutes from June 26, 2020 as written was made by Scott Griffiths, Kelly Velasco seconded; motion passed. Votes were taken individually, there were 6 ayes, 0 nays.

Financial Report

The Treasurer indicated a new fiscal year has started, the June financials were not reviewed by the Finance Committee due to timing, but they were reviewed and approved by the Executive Committee and the Board of Directors.

The CFO reviewed the July financials. The second page is the balance sheet where the current 3 months were shown along with July 2019 for comparison. In July there is a surplus of cash and are waiting on funding from DCF. In long-term assets, once the year has closed and reconciled with DCF, annually on June 30th, the accumulated depreciation is put in for the year, which are

assets mainly for Fivepoints software. On the liability side, everything is within normal range and tolerance. There is nothing abnormal on the balance sheet.

Page 3 is the Statement of Income and Expenses where last 3 months were shown along with year end and year to date. Looking at July, the first significant item is annual dues for FAME membership at \$31K. Office equipment was \$7780, which replaced outdated personal computers and laptops with five new machines. Software expense for Abila's accounting system has an annual maintenance agreement in July for \$6800.

Pages 4 and 5 are the Schedule of Funds. The CFO explained he looked at the proposed funds from Amendment 44 and the Schedule of Funds from FY 20-21 and compared to FY19-20. The CFO spoke of the federal dollars for FY20-21, state total dollars non-recurring between FY19-20 to FY20-21 and the differences between. He then reported the differences with members.

- Opioid response – SOR with \$157K decrease, but the SOR budget is not finalized and is subject to change as DCF realigns. CFCHS only received a portion in our budget right now.
- ME services and support provider activity for MH with a reduction of \$4800 where it was transferred to evidence-based set aside.
- A COVID grant increased by \$510K granted to IMPOWER to fund telehealth services for individuals affected by COVID.
- There was a reduction of \$150K for two clubhouses.
- There was an \$700,800 increase in transitional beds is new funding with forensic involvement.
- Transition vouchers is an increase of \$200K.
- Title 21 – Children's insurance program is a reduction due to utilization to be more in line with the actuals.
- PATH grants have increased by \$61K.
- TANF was reduced by \$122K due to grant realignment.
- MA services and support for SA shows \$17K additional this year.
- HIV services and prevention had a decrease of \$6766, due to Substance Abuse Block Grant being reduced.
- STEPS for women's residential care was a \$250K a non-recurring proviso.
- Seminole County Sheriff Opioid Partnership- receiving a \$400K proviso.
- State opioid discretionary grant is in year 2 and receiving \$25K.
- Reduction in SOR until funding is received.

The Treasurer asked all members to give their operational views within their agency and any updates they would like to share with members. All members provided a summary.

Jill Krohn, DCF, thanked the CEO and her team for their work around the budget reduction exercises, CFCHS' transparency and collaborating with the provider network to effectuate the least amount of impact in our community. Also, she appreciates the CEO's work and participation with the governor and secretary. The CEO helps with preparation with data and prepared DCF's headquarter staff. Jill further stated that with CFCHS and the onset of COVID, there was minimal impact and did not have much to report due to provider calls quickly.

Other/Public Input – None

Next Finance Committee

This is scheduled for Friday, September 25, 2020 at 1:00 pm.

The meeting adjourned at 1:51 pm.

Mark Broms, Chair

Karla Pease, Recording Secretary

DRAFT

CENTRAL FLORIDA CARES HEALTH SYSTEM

Financial Report

August 2020 Financials

Unaudited

Central Florida Cares Health System, Inc
Statement of Financial Position
For the prior three months ended August 31, 2020



	<u>6/30/2020</u>	<u>7/31/2020</u>	<u>8/31/2020</u>
Assets			
Current Assets			
Cash in Bank	6,329,771	13,433,778	6,758,976
Accounts Receivable	6,595,636	11,384,022	16,503,082
Prepaid Insurance	26,168	23,987	21,807
Prepaid Expenses	21,356	21,356	20,153
Deposits	26,375	26,375	26,375
Total Current Assets	<u>12,999,306</u>	<u>24,889,518</u>	<u>23,330,394</u>
Long-term Assets			
Computer Equipment	5,500	5,500	5,500
Software	1,216,288	1,216,288	1,273,023
Accum Depreciation	(1,165,985)	(1,165,985)	(1,165,985)
Total Long-term Assets	<u>55,804</u>	<u>55,804</u>	<u>112,538</u>
Total Assets	<u><u>13,055,110</u></u>	<u><u>24,945,322</u></u>	<u><u>23,442,932</u></u>
Liabilities			
Short-term Liabilities			
Accounts Payable	6,588,511	6,357,041	6,222,002
Wages Payable	109,787	124,952	130,220
Federal Payroll Taxes Payable	8,399	20,054	20,785
403(b) Payable	1,751	5,467	4,664
Deductions Payable	778	1,041	1,041
Deferred Revenue	3,116,807	3,550,471	(95,619)
CarryForward Funds	2,880,167	2,796,343	3,875,123
Interest & Other Payable to DCF	2,869	85	1,784,999
Advance Due to DCF CY	-	11,789,826	11,089,053
Total Short-term Liabilities	<u>12,709,069</u>	<u>24,645,280</u>	<u>23,032,268</u>
Total Liabilities	<u><u>12,709,069</u></u>	<u><u>24,645,280</u></u>	<u><u>23,032,268</u></u>
Unrestricted Net Assets:			
Prior Year Excess Revenues (Expenses)	404,785	404,786	418,173
Curr Year Excess Revenues (Expenses)	(58,744)	(104,745)	(7,509)
Total Unrestricted Net Assets	<u>346,041</u>	<u>300,042</u>	<u>410,664</u>
Total Liabilities and Net Assets	<u><u>13,055,110</u></u>	<u><u>24,945,322</u></u>	<u><u>23,442,932</u></u>

Central Florida Cares Health System, Inc
Statement of Revenues and Expenses
For the prior three months and year to date August 31, 2020



	Jun-20	Jul-20	Aug-20	FY 21/20 YE
Program Services Revenue:				
DCF	6,955,056	5,793,034	6,365,705	12,158,738
FLINC	-	-	-	-
Orange County	-	-	-	-
Other	-	-	-	-
Brevard Co Planning Grant	-	-	-	-
Total Operating Revenue	6,955,056	5,793,034	6,365,705	12,158,738
Expenditures:				
Program Services Expenses	6,733,456	5,556,752	6,206,440	11,763,191
Personnel Expenses	132,327	156,143	130,061	286,204
403(b) Fees	581	-	-	-
Accounting Fees	-	-	-	-
Conferences	279	-	-	-
DCF Unallowables	109	-	-	-
Dues & Subscriptions	123	31,123	28	31,150
Insurance	2,414	2,367	2,341	4,708
Legal Fees	630	-	-	-
Meetings	143	-	-	-
Needs Assessment/Benchmarking	-	-	-	-
Office Equipment	282	7,780	-	7,780
Office Furn & Fixture	995	-	-	-
Outreach and Awareness	-	-	-	-
Payroll Processing Fees	1,705	1,169	593	1,762
Printing & Publications	-	-	-	-
Professional Services Other	1,250	1,250	1,314	2,564
Recruiting and Screening	18	84	-	84
Rent-Building	16,154	16,153	14,950	31,103
Rent-Equipment	460	565	460	1,025
Software Development	56,734	-	-	-
Software Expense	13,973	19,204	13,535	32,740
Supplies & Postage	371	(36)	-	(36)
Telephone, Internet & Conf	1,944	2,445	2,255	4,700
Training	198	439	-	439
Total Expenditures	6,964,147	5,795,438	6,371,977	12,167,414
Operating Revenue over Expenditures	(9,091)	(2,404)	(6,272)	(8,676)
Other Revenue and Expenses:				
Contribution Revenue	-	-	1,166	1,166
Contribution Expense	-	-	-	-
Net Other Revenue (Expense)	-	-	1,166	1,166
Net Revenue over Expenditures	(9,091)	(2,404)	(5,106)	(7,509)

Central Florida Cares Health System, Inc

ME Schedule of Funds FY2020-21 vs FY2019-20

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ME Schedule of Funds Comparison between FY 2019-20 and FY 2020-21

Central Florida Cares Health System - Contract# GHME1

Other Cost Accumulators Title	Other Cost Accumulators	FY 2020-21 (Beginning 07/01/20)				FY 2020-21 Non-Recurring Total (Based on FY 2020-21 GAA Conference Report, Federal Grant Projects and Known Non-Recurring Budget Issues)	SoF Difference by FY 2020-21 and FY 2019-20	Summary explaining differences in SoF amounts by OCA between FY 2019-20 and FY 2020-21
		Federal	State	Total				
ME Managing Entity Administrative Costs	MHS00	155,209	2,202,570	2,357,779	-	-	No Difference	
ME SA Road to Recovery-Modernizing Behavioral Health System	MSS19	-	392,570	392,570	392,570	-	FY 2020-21 GAA Non-recurring proviso (4600105)	
ME State Opioid Response Disc Grant Admin-Year 2 Grant Budget Period (10/01/19-06/30/20)	MSSA2	43,465	-	43,465	43,465	(157,383)	FY 2020-21 Federal Grant Realignment (Year 2 SOR grant budget period)	
Subtotal ME Operational Costs		198,674	2,595,140	2,793,814	436,035	(261,412)		
ME Services & Supports Provider Activity - Mental Health	MH000	2,648,492	22,709,838	25,358,330	-	(4,805)	FY 2020-21 transfer to MH026 for evidenced-based set aside (\$4,805)	
ME Early Intervention Svs - Psychotic Disorders	MH026	750,000	-	750,000	-	-	No Difference	
ME Purchase of Residential Treatment Services for Emotionally Disturbed Children and Youth	MH071	-	390,183	390,183	-	-	No Difference	
ME Community Forensic Beds	MH072	-	524,474	524,474	-	-	No Difference	
ME Florida Assertive Community Treatment (FACT)	MH073	1,194,535	2,363,556	3,558,091	-	-	No Difference	
ME Indigent Psychiatric Medication Program	MH076	-	69,078	69,078	-	-	No Difference	
ME MH Community Action Treatment (CAT) Teams	MHCAT	-	3,000,000	3,000,000	-	-	No Difference	
ME Emergency COVID-19 Grant	MHCOV	555,000	-	555,000	555,000	510,000	FY 2020-21 Budget-Emergency COVID-19 Grant	
ME MH Supported Employment Services	MHEMP	-	100,000	100,000	-	(150,000)	FY 2020-21 Budget Realignment	
ME MH Forensic Transitional Beds	MHFMH	-	700,800	700,800	-	700,800	FY 2020-21 GAA Recurring Budget Authority	
ME MH Mobile Crisis Teams	MHMCT	-	1,163,384	1,163,384	-	-	No Difference	
ME Centralized Receiving Facilities	MHSCR	-	4,618,430	4,618,430	-	-	No Difference	
ME MH State Funded Federal Excluded Services	MHSFP	-	232,652	232,652	-	-	No Difference	
ME Circles of Care - Crisis Stabilization	MHSS2	-	700,000	700,000	700,000	200,000	FY 2020-21 GAA Non-recurring proviso (4600135)	
ME Transition Vouchers Mental Health	MHTRV	-	189,009	189,009	-	-	No Difference	
ME Title XXI Children's Health Insurance Program (Behavioral Health Network)	MH0BN	726,042	228,548	954,590	-	(269,379)	FY 2020-21 budget realignment based on the December 2019 SSE	
ME MH Care Coordination Client Services	MH0CN	-	507,089	507,089	-	-	No Difference	
ME Community Forensic Multidisciplinary Teams for Hospital Diversion	MH0FH	-	652,000	652,000	-	-	No Difference	
ME Grants PATH	MH0PG	492,750	-	492,750	-	61,083	FY 2020-21 Federal Grant Award Re-alignment	
ME Temporary Assistance for Needy Families (TANF)	MH0TB	661,245	-	661,245	-	(122,000)	FY 2020-21 Federal Grant Realignment (Year 2 SOR grant budget period)	
Subtotal Mental Health		7,028,064	38,149,041	45,177,105	1,255,000	(240,165)		

Central Florida Cares Health System, Inc

ME Schedule of Funds FY2020-21 vs FY2019-20

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ME Schedule of Funds Comparison between FY 2019-20 and FY 2020-21

Central Florida Cares Health System - Contract# GHME1

Other Cost Accumulators Title	Other Cost Accumulators	FY 2020-21 (Beginning 6/7/2020)				FY 2020-21 Non-Recurring Total (Based on FY 2020-21 GAA Conference Report, Federal Grant Projects and Known Non-Recurring Budget Issues)	SoF Difference by FY 2020-21 and FY 2019-20	Summary explaining differences in SoF amounts by OCA between FY 2019-20 and FY 2020-21
		Federal	State	Total				
ME Services & Supports Provider Activity - Substance Abuse	MS000	8,727,706	3,406,463	18,134,175	-	31,063	Transferred budget authority to HIV set-aside OCA: (\$3,996) Transferred budget authority to Prevention set-aside: (\$15,998) FY 2019-20 budget realignment (\$30,963) move to MSSFP	
ME HIV Services	MS023	666,360	-	666,360	-	(6,213)	Substance Abuse Block Grant (SABG) set-aside based on percentage of annual substance abuse block grant budget authority. SABG budget authority decreased in FY 2017-18 GAA.	
ME Prevention Services	MS025	2,665,440	-	2,665,440	-	(24,850)	Substance Abuse Block Grant (SABG) set-aside based on percentage of annual substance abuse block grant budget authority. SABG budget authority decreased in FY 2017-18 GAA.	
ME Projects Expansion of Substance Abuse Services for Pregnant Women and their affected families	MS081	-	1,883,426	1,883,426	-	-	No Difference	
ME Family Intensive Treatment (FIT)	MS091	531,092	531,092	1,062,184	-	1	Rounding Difference	
ME SA-Specialized Treatment, education and Prevention Services-Women's Residential Treatment	MS917	-	250,000	250,000	250,000	250,000	FY 2020-21 GAA Non-recurring proviso (4402033)	
ME SA Care Coordination	MS0CN	108,662	108,662	217,324	-	-	No Difference	
ME Prevention Partnership Grant (PPG)	MS0PP	571,106	-	571,106	-	-	We will	
ME Temporary Assistance for Needy Families (TANF)	MS0TB	660,359	-	660,359	-	-	No Difference	
ME SA Community Based Services	MSCBS	-	2,039,181	2,039,181	-	-	No Difference	
ME SA Seminole County Sheriff Opioid ARC Partnership	MSCS0	-	400,000	400,000	400,000	400,000	FY 2020-21 GAA Non-recurring proviso (4600157)	
ME State Opioid Response Disc Grant SVCS-Rec Comm Org-Year 2 Grant Budget Period (10/01/19-06/30/20)	MSRC2	25,000	-	25,000	25,000	25,000	N/A	
ME St. Opioid Response DISC Grant-GPRA	MSSGP	196,000	-	196,000	196,000	196,000	FY 2020-21 Federal Grant Realignment (Year 2 SOR grant budget period)	
ME-State Opioid Response Disc Grant SVCS-Hospital Bridge	MSSOH	547,718	-	547,718	547,718	(694,133)	FY 2020-21 Federal Grant Realignment (Year 2 SOR grant budget period)	
ME State Opioid Response Disc Grant SVCS-Prevention-Year 2 Grant Budget Period (10/01/19-06/30/20)	MSSP2	155,355	-	155,355	155,355	(30,923)	FY 2020-21 Federal Grant Realignment (Year 2 SOR grant budget period)	
ME State Opioid Response SVCS-MAT-Year 2 Grant Budget Period (10/01/19-06/30/20)	MSSM2	1,312,368	-	1,312,368	1,312,368	(850,075)	FY 2020-21 Federal Grant Realignment (Year 2 SOR grant budget period)	
ME ST Opioid Response SVCS-Child Welfare	MSSDW	547,718	-	547,718	547,718	(445,763)	FY 2020-21 Federal Grant Realignment (Year 2 SOR grant budget period)	
ME Transition Vouchers Substance Abuse	MSTRY	-	122,734	122,734	-	-	No Difference	
Subtotal Substance Abuse		17,314,884	14,741,564	32,056,448	4,034,159	(2,961,158)		
Total All Fund Sources		24,541,622	55,485,745	80,027,367	5,725,194	(3,462,735)		

Central Florida Cares Health System, Inc Proposed Merit System

Merit Pay and Employee Performance Review: FY 2020-21

In FY2020-21, we are implementing a merit pay program and moving the annual employee performance evaluation process from the employee's anniversary date to May of each year. The performance evaluation will continue to be a formal written review assessing employees' performance of the prior 12 months, but conducted in the April/May timeframe of each year. Each employee's annual performance results are documented using an approved performance evaluation form with a rating system that measures the employee's performance against identified job responsibilities, expectations, performance standards, and goals.

Market trends continue to show that as the country slowly emerges from the recession, organizations need to continue to examine their investment into their employees in order to attract and retain talent. This includes the need to be more innovative in rewards design and delivery to create competitive advantage. CFCHS examined the following options for recognizing employees for their performance:

- reoccurring salary increase based on performance
- one-time annual award based on performance

To ensure CFCHS is able to both carry out its mission and retain its qualified talent, the recommendation is to adopt the merit pay program, paid with unexpended CFCHS operational funds from the FY2020-21 contract year, by providing employees a one-time, annual award according to performance. The merit pay plan will be dependent on financial performance and funds availability when YTD performance is reviewed in April/May 2021, availability of funds in the CFCHS operational FY2020-21 budget, and that the plan will not impact service dollars or funding available to Network Providers.

To accomplish the merit pay plan, CFCHS will utilize the performance score from the annual performance evaluations completed in April/May 2021. In June 2021, CFCHS Management will compile the performance evaluations of all employees and allocate scores according to the tier schedule below. Based on where an employee's score falls, the employee will be eligible for a one-time merit award as listed below. All employees are subject to the same award percentage listed below, regardless of title or salary.

<u>Performance Evaluation Score</u>	<u>One-time Merit Award</u>
<90%	0
90% to 99.99%	1%
100% to 104.99%	2%
105% to 110.99%	3%
111% to 120.99%	4%
121% to 135.99%	5%
136% to 145%	6%


The maximum amount allocated to the merit pay plan would be no more than 6% of the Personnel Expense line of the Operating Budget. For FY2020-21, the merit pay plan would be a pool of \$122,750 or less, including the applicable taxes and 403(b) contribution. The proposed pool would be within the currently allocated budget line item and will not impact the next year's salary line item.

Central Florida Cares Health System, Inc Proposed Merit System Proforma Calculation



<u>Merits Pool</u>	<u>Team</u>	<u>Performance</u>			<u>Employer</u>				
<u>Total @ 6%</u>	<u>Member</u>	<u>Review Score</u>	<u>Merits %</u>	<u>Merit \$\$</u>	<u>FICA & 403B</u>	<u>Total Merits Exp</u>		<u>Performance Score</u>	<u>Merit %</u>
	A	160.00%	\$ 0.06	\$ 2,863.22	\$ 304.93	\$ 3,168.16		<90%	0%
	B	110.00%	\$ 0.03	\$ 1,273.09	\$ 135.58	\$ 1,408.68		90% to 99.99%	1%
	C	88.00%	\$ -	\$ -	\$ -	\$ -		100% to 104.99%	2%
	D	102.00%	\$ 0.02	\$ 1,433.23	\$ 152.64	\$ 1,585.87		105% to 110.99%	3%
	E	125.00%	\$ 0.05	\$ 2,121.82	\$ 225.97	\$ 2,347.79		111% to 120.99%	4%
	F	95.00%	\$ 0.01	\$ 442.90	\$ 47.17	\$ 490.07		121% to 135.99%	5%
	G	120.00%	\$ 0.04	\$ 2,456.76	\$ 261.65	\$ 2,718.41		136% to 145%	6%
	H	118.00%	\$ 0.04	\$ 1,800.00	\$ 191.70	\$ 1,991.70			
	I	84.00%	\$ -	\$ -	\$ -	\$ -			
	J	111.00%	\$ 0.04	\$ 4,000.01	\$ 426.00	\$ 4,426.01			
	K	116.00%	\$ 0.04	\$ 1,863.68	\$ 198.48	\$ 2,062.16			
	L	135.00%	\$ 0.05	\$ 3,281.20	\$ 349.45	\$ 3,630.65			
	M	113.00%	\$ 0.04	\$ 4,400.00	\$ 468.60	\$ 4,868.60			
	N	101.00%	\$ 0.02	\$ 2,294.74	\$ 244.39	\$ 2,539.13			
	O	127.00%	\$ 0.05	\$ 2,816.88	\$ 300.00	\$ 3,116.88			
	P	96.00%	\$ 0.01	\$ 709.08	\$ 75.52	\$ 784.59			
	Q	141.00%	\$ 0.06	\$ 3,270.01	\$ 348.26	\$ 3,618.27			
	R	107.00%	\$ 0.03	\$ 1,328.71	\$ 141.51	\$ 1,470.21			
	S	93.00%	\$ 0.01	\$ 442.90	\$ 47.17	\$ 490.07			
	T	115.00%	\$ 0.04	\$ 1,771.61	\$ 188.68	\$ 1,960.29			
	U	116.00%	\$ 0.04	\$ 6,877.54	\$ 732.46	\$ 7,610.00			
	V	148.00%	\$ 0.06	\$ 2,546.19	\$ 271.17	\$ 2,817.35			
\$ 122,750.00	1,483,268.80		\$ 0.74	\$ 47,993.57	\$ 5,111.32	\$ 53,104.89			
					6.00%				

Central Florida Cares Health System, Inc Proposed Merit System

Policy Title: Merit Pay		
Department: Human Resources		
Date Issued: 08/01/2020	Revised Date: Review Date:	
CEO Approval:	Effective Date:	

POLICY:

It is the policy of Central Florida Cares Health System, Inc. (CFCHS) to utilize a merit pay system, when annual overall positive financial performance allows, to reward exceptional performance of employees via annual performance evaluations.

RELATED POLICIES: Performance Evaluations

REFERENCES:

- Annual Performance Evaluation Form (for each position)
- Employee Status Change Form
- FS Chapter 215 Section 425

PURPOSE:

To provide guidelines for determining the merit incentive pool for the fiscal year and distributing the awards among eligible employees. Both the objectives of this incentive program and financial resources available will be considered in the decision-making process. This policy complies with state laws, including FS 215.425.

Merit pay is used to reward superior performance, with respect to the agency’s financial performance and budget limitations. This incentive program utilizes a systematic approach to review and reward employees who consistently exceed performance standards. Employees whose performance has been rated as unsatisfactory overall will not be granted a merit award.

PROCEDURE:

The Management team will propose a merit pool, based on CFCHS’ overall financial performance for the fiscal year, to the Executive Committee for review during the April meeting. The value of the pool will not exceed 6% of the total of the personnel expense line item in the Operating Budget. Post Executive Committee review, the proposed pool will be forwarded to the Finance Committee and then to the Board of Directors for approval at the June meeting.

Upon completion of all employee evaluations, the leadership team will calculate the merit allocation from the approved pool and present for ratification at the June Board of Directors meeting.

To be eligible for the incentive, the employee must be employed with CFCHS with at least nine (9) months of continuous service before the merit pay distribution date in June.



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Annual performance evaluations for all employees are to be completed before the end of each fiscal year. During the April to mid-May time frame, Supervisors shall prepare employee evaluations using input gathered throughout the year from observations and documented occurrences, and the results of any performance meetings conducted during the review period. Performance results are documented using an approved performance evaluation template with a rating system to measure performance in job-specific responsibilities, competencies, and goals. Refer to Performance Evaluations Policy.

The following factors are the basis in determining Merits for all employees:

- Employee performance as reported in the annual performance review
- Employee pay level prior to the annual performance review
- Weighted factor of performance review total scoring
- Supervisor recommendations, as approved by executive officers

The frequency and amount of merit funds available and allocated are not guaranteed on an annual basis, as budgets and financial performance change on an annual basis.