Finance Committee Meeting Minutes Friday, October 23, 2020 Central Florida Cares Health System, Inc. Via Zoom



ATTENDANCE

<u>Central Florida Cares Health System – Finance Committee Members</u>

Mark Broms, Treasurer and Chair, Brevard Homeless Coalition Yasmin Flasterstein, Peer Support Space Bill Vintroux, Circles of 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 Mike Lupton, Chief Information Officer Sharon Ramsaran, Sr. Accountant

Guests

Mary Christie, Dept. of Children and Families

Meeting Called to Order

The Central Florida Cares Health System, Inc. (CFCHS) Finance Committee Meeting was held on Friday, October 23, 2020, at 1:00 p.m. via Zoom. The Treasurer called the meeting to order at 1:03 p.m.

Treasurer's Report

A motion to approve the minutes from September 25, 2020 as written was made by Bill Vintroux, Valerie Holmes seconded; motion passed. Votes were taken individually, there were 5 ayes, 0 nays.

Financial Report

The CFO reviewed the September financials. The balance sheet shows business as anticipated. Under Assets, Accounts Receivable, DCF's receivables are where they need to be. There was a timing delay. On the liability side, deferred revenue is now a natural liability and the carry forward line is now actual.

Page 3 is the Statement of Revenues and Expenses for the last 4 months. Personnel expenses show a decrease until vacant positions are filled. There was a small amount for Training on that line item.

Pages 4-6 are utilization expenditures for Mental Health and Substance Use by OCAs, providers, and rates. The CFO provided details related to the highlighted cells in red. The CFO spoke of the overpayment of ME MH Supported Employment Services at 188.3% utilized and CFCHS is correcting the overpayment.

Pages 7-8 show the same information in graph form. Pages 9-10 are Provider Expenditures year to date. An Outline of contract amendments this fiscal year were shown, as well as Amendment #46 still pending adding SOR funds.

A motion to approve the September financials as presented was made by Bill Vintroux, seconded by Scott Griffiths; motion passed. Votes were taken individually, there were 5 ayes, 0 nays.

The Treasurer asked members to give their operational views within their agency and any updates they would like to share. Each member provided a brief summary. It is noteworthy to mention the Hospital Price Transparency Requirement that may impact hospitals with individuals in care regarding pricing. The CEO will follow up with more information via email.

The CEO provided updates:

- A large number of overdoses are happening in East Orange County to Titusville. CFCHS is working to target that area with new projects and strategies to meet the community's needs. Project Opioid is going to use this information as part of a research study to see if targeted strategies can make a change in a community setting and apply those in other areas.
- A four-part webinar series is being produced by Project Opioid and will be recorded and made live on CFCHS' website relating to substance use, opioid overdose, and mental health.
- CFCHS has a new website launch planned.
- Legislative meetings are being held with representatives and senators in our region.
- Waiting to receive the budget reduction from DCF.

Other/Public Input – None

Next Finance Committee

This is scheduled for Friday, December 4, 2020 at 1:00 pm.

Valerie Holmes made a motion to adjourn.

The meeting adjourned at 2:03 pm.

MINUTES TAKEN FROM TRANSCRIPTION RECORDING

Mark Broms, Chair

Finance Committee Agenda Friday, October 23, 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 Review and approve September 25, 2020 M 	Mark Broms inutes	5 minutes
Ш.	Financial ReportPresent September financial statements	Mark Broms Daniel Nye	40 minutes
IV.	Other/Public Input	Group	3 minutes/person
V.	 Adjourn – Next Finance Committee Meeting December 4, 2020 at 1 pm 	Group	2 minutes

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 constrains 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

Karla Pease, Recording Secretary

CENTRAL FLORIDA CARES HEALTH SYSTEM

Financial Report

September 2020 Financials

Unaudited

Central Florida Cares Health System, Inc Statement of Financial Position

For the prior three months ended September 30, 2020



	9/30/2019	7/31/2020	8/31/2020	9/30/2020
Assets				
Current Assets				
Cash in Bank	10,117,093	13,433,778	6,758,976	9,733,500
Accounts Receivable	15,845,271	11,384,022	16,503,082	10,306,658
Prepaid Insurance	21,726	23,987	21,807	19,626
Prepaid Expenses	26,844	21,356	20,153	20,153
Deposits	26,375	26,375	26,375	26,375
Total Current Assets	26,037,309	24,889,518	23,330,394	20,106,312
Long-term Assets				
Computer Equipment	5,500	5,500	5,500	5,500
Software	1,216,288	1,216,288	1,273,023	1,273,023
Accum Depreciation	(1,063,646)	(1,165,985)	(1,165,985)	(1,165,985)
Total Long-term Assets	158,143	55,804	112,538	112,538
Total Assets	26,195,452	24,945,322	23,442,932	20,218,850
Liabilities				
Short-term Liabilities				
Accounts Payable	14,430,461	6,357,041	6,222,002	5,585,495
Wages Payable	108,880	124,952	130,220	106,805
Federal Payroll Taxes Payable	18,261	20,054	20,785	8,171
403(b) Payable	5,788	5,467	4,664	759
Deductions Payable	1,105	1,041	1,041	861
Deferred Revenue	(892,426)	3,550,471	(95,619)	164,476
CarryForward Funds	3,247,413	2,796,343	3,875,123	3,875,123
Interest & Other Payable to DCF	43,571	85	1,784,999	5,867
Advance Due to DCF CY	8,784,413	11,789,826	11,089,053	10,065,240
Total Short-term Liabilities	25,747,466	24,645,280	23,032,268	19,812,796
Total Liabilities	25,747,466	24,645,280	23,032,268	19,812,796
Line stricts of Net Assesses				
Unrestricted Net Assets:	404 705	404 700	440 470	440 470
Prior Year Excess Revenues (Expenses)	404,785	404,786	418,173	418,173
Curr Year Excess Revenues (Expenses)	43,201	(104,745)	(7,509)	(12,118)
Total Unrestricted Net Assets	447,986	300,042	410,664	406,055
Total Liabilities and Net Assets	26,195,452	24,945,322	23,442,932	20,218,850

Central Florida Cares Health System, Inc Statement of Revenues and Expenses

For the prior three months and year to September 30, 2020



	Jun-20	Jul-20	Aug-20	Sep-20	FY 21/20 YE
Program Services Revenue:					
DCF	6,955,056	5,793,034	6,365,705	5,692,383	17,851,122
FLINC	-	-	-	-	-
Orange County	-	-	-	-	-
Other	-	-	-	-	-
Brevard Co Planning Grant	-	-	-	-	-
Total Operating Revenue	6,955,056	5,793,034	6,365,705	5,692,383	17,851,122
Expenditures:					
Program Services Expenses	6,733,456	5,556,752	6,206,440	5,567,851	17,331,042
Personnel Expenses	132,327	156,143	130,061	91,328	377,532
403(b) Fees	581	-	-	587	587
Accounting Fees	-	-	-	-	-
Conferences	279	-	-	-	-
DCF Unallowables	109	-	-	27	27
Dues & Subscriptions	123	31,123	28	353	31,503
Insurance	2,414	2,367	2,341	2,379	7,087
Legal Fees	630	-	-	-	-
Meetings	143	-	-	-	-
Needs Assessment/Benchmarking	-	-	-	-	-
Office Equipment	282	7,780	-	35	7,815
Office Furn & Fixture	995	-	-	-	-
Outreach and Awareness	-	-	-	-	-
Payroll Processing Fees	1,705	1,169	593	610	2,372
Printing & Publications	-	-	-	-	-
Professional Services Other	1,250	1,250	1,314	1,250	3,814
Recruiting and Screening	18	84	-	-	84
Rent-Building	16,154	16,153	14,950	14,950	46,053
Rent-Equipment	460	565	460	11	1,035
Software Development	56,734	-	-	-	-
Software Expense	13,973	19,204	13,535	15,070	47.810
Supplies & Postage	371	(36)	-	100	63
Telephone, Internet & Conf	1,944	2.445	2,255	1,673	6,372
Training	198	439	-	770	1,209
Total Expenditures	6,964,147	5,795,438	6,371,977	5,696,993	17,864,407
Operating Revenue over Expenditures	(9,091)	(2,404)	(6,272)	(4,609)	(13,285)
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)	(4,609)	(12,118)

Central Florida Cares Health System, Inc OCA Expenditure Utilization Summary – Page 1 of 3 YTD For the month ended Sept 30, 2020

	SEPT 2020 YTD - OCA UTILIZATION SUMMARY								
		Sch of Funds	Expenditures	%					
	OCA Description	Rec	(Amend 45)	Thru Sept 2020	Utilization	Target%	Notes - current month comments in red		
MHS00	ME Admin Costs		\$2,357,779	\$445,988	18.9%	25.0%	-		
MS919	ME Road to Recovery - Modernizing Behavioral Health Sys	NR	392,570	75,064	19.1%	25.0%			
MSSA2	State Opiod Response Disc Grant Admin-Yr2	NR	43,465	11,120	25.6%	25.0%			
	ME Total		\$2,793,814	\$532,172	19.0%	25.0%			

Central Florida Cares

Central Florida Cares Health System, Inc OCA Expenditure Utilization Summary – Page 2 of 3 YTD For the month ended Sept 30, 2020

	SEPT 2020 YTD - OCA UTILIZATION SUMMARY							
		Non	Sch of Funds	Expenditures	%			
	OCA Description	Rec	(Amend 44)	Thru Sept 2020	Utilization	Target%	Notes - current month comments in red	
MH000	* General MH – 24hr Care Residential, Ambulatory, CSU, Baker Act, Impatient Crisis, Prevention		25,358,330	6,074,895	24.0%	25.0%		
MH026	Early Intervention Svc -Psychotic Disorders		750,000	143,509	19.1%	25.0%		
MHSFP	* State Funded for Profit Sub-recipients		232,652	56,323	24.2%	25.0%		
MHOPG	Grants PATH		492,750	163,170	33.1%	25.0%		
MHS52	* Circles of Care – Crisis Stabilization	NR	700,000	94,116	13.4%	25.0%		
MH071	Purchase of Residential Treatment Svs for Emotionally Disturbed Children and Youth		390,183	6,184	1.6%	25.0%	Admissions to PRTS programs are significantly lower that in previous years. It's CFCHS understanding this is due COVID-19.	
MH072	* Community Forensic Beds		524,474	111,027	21.2%	25.0%		
MH073	* Florida Assertive Community Treatment		3,558,091	893,168	25.1%	25.0%		
MH076	* Indigent Psychiatric Medication Program		69,078	11,736	17.0%	25.0%	Providers utilize Patient Assistance Programs for person- served first and then start to bill out towards this funding	
MHOBN	Title XXI Children's Health Insurance Program – Behavior Health Network		954,590	215,521	22.6%	25.0%		
MHOCN	* MH Care Coordination		507,089	144,172	28.4%	25.0%		
MHOFH	* Community Forensic Multidisciplinary Teams for Hospital Diversion		652,000	98,076	15.0%	25.0%		
MH0TB	Temporary Assistance for Needy Families		661,245	110,353	16.7%	25.0%		
МНЕМН	Forensic Transitional Beds		700,800	0	0.0%	25.0%	Recently clarified the purpose in this new funding. CFCHS is now working on setting up a program as DCF intended it to be utilized. Once that is setup we will adju the number of beds to purchase in order to ensure the possibility of utilizing this funding.	
MHCAT	* Community Action Treatment Team		3,000,000	642,789	21.4%	25.0%		
MHCOV	Emergency COVID-19 Grant	NR	555,000	55,955	10.1%	25.0%	IMPOWER met with CFCHS and DCF to discuss the lower utilization rate. They are currently working on increasing outreach efforts throughout the state to increase referrals. Part of this includes adding a position in South Florida to assist with this process. DCF has also helped to market through their social media efforts.	
MHEMP	ME MH Supported Employment Services	NR	100,000	188,258	188.3%	25.0%	Overpayment. CFCHS is correcting the overpayment	
MHMCT	* Mobile Crisis Teams		1,163,384	326,073	28.0%	25.0%		
MHSCR	* Centralized Receiving Facilities		4,618,430	1,103,352	23.9%	25.0%		
MHTRV	* Transition Vouchers Mental Health		189,009	52,029	27.5%	25.0%		
	Mental Health Total		\$45,177,105	\$10,490,707	23.2%	25.0%		

Central Florida Cares

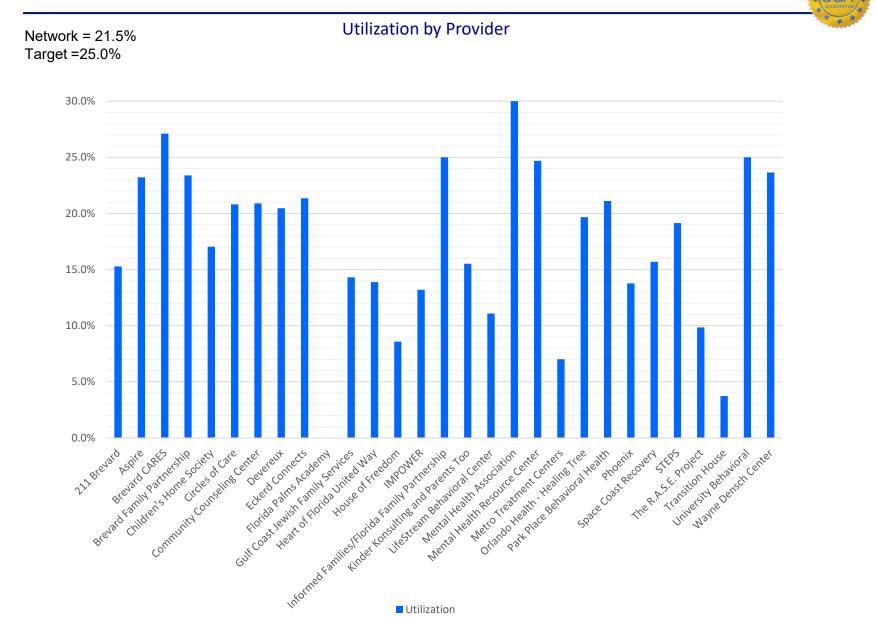
Central Florida Cares Health System, Inc OCA Expenditure Utilization Summary – Page 3 of 3 YTD For the month ended Sept 30, 2020

	SEPT 2020 YTD - OCA UTILIZATION SUMMARY								
		Non	Sch of Funds	Expenditures	%				
	OCA Description	Rec	(Amend 44)	Thru Sept 2020	Utilization	Target%	Notes - current month comments in red		
MS000	* SA Services and Support		18,134,175	4,084,078	22.5%	25.0%			
MS023	HIV Services		666,360	180,701	27.1%	25.0%			
MS025	Prevention Services		2,665,440	577,468	21.7%	25.0%			
MSOPP	Prevention Partnership Grant		571,106	93,803	16.4%	25.0%	AHP - Underutilization in PPG Orange Cty (DFO21) durin July and August, increased in September, and in PPG Seminole Cty, underutilized in July, but increased in August and September. CFCHS notified past the deadlin that not all data for September was submitted; increase service units anticipated in Q.2.		
MSSOH	ME State Opioid Response Disc Grant - Hospital Bridge	NR	100,000	71,013	71.0%	25.0%	Reduced presence in Hospitals due to COVID-19, providers spending has slowed during pandemic; AHP - 80% of Q.1 allocation spent.		
MSSGP	ME ST Opioid Disc Grant GPRA	NR	196,000	15,288	7.8%		New OCA added in September, providers still submitting cost reimbursement forms to spend this funding; some SOR providers have not submitted cost reimbursement forms.		
MSSOW	ME State Opioid Response Disc Grant-Child Welfare	NR	100,000	94,798	94.8%	25.0%			
MSCSO	ME SA Seminole County SHRF Opioid ARC Partnership	NR	400,000	0	0.0%	0.0%	SCSO was under the assumption when requesting this funding it would be provided to them directly and not through the ME. CFCHS had a conversation with SCSO, who is following up with Secretary Poppell regarding the funding allocation. The SCSO has confirmed with CFCH that they do not want to move forward with the contracting process until this is resolved.		
MSSP2	ME State Opioid Response Disc Grant SVCS- Prevent - Year 2	NR	62,092	121,514	195.7%	25.0%	Overpayment. CFCHS is correcting the overpayment		
MSSM2	ME State Opioid Response SVCS-MAT YR2	NR	313,536	313,535	100.0%	25.0%			
MS081	* Projects Expansion of Substance Abuse Services for Pregnant Women and their Families		1,883,426	332,164	17.6%	25.0%			
MS091	* Family Intensive Treatment		1,062,184	124,151	11.7%	25.0%			
MS917	ME SA Specialized Treatment Education & Prevention Services - Women's Res Treatment	NB	250,000	0	0.0%	25.0%	Funding was recently amended into provider's contract		
MSOCN	* Care Coordination		217,324	131,559	60.5%	25.0%			
MS0TB	Temporary Assistance for Needy Families		660,359	229,408	34.7%	25.0%			
MSCBS	* Community Based Services		2,039,181	367,769	18.0%	25.0%	Gulf Coast spending below projection - staff vacancy/turnover		
MSRC2	ME State Opioid Response Disc Grant SCVS Rec Comm Org Year 2		25,000	0	0.0%	25.0%	CFCHS currently working with Recovery Center of Central Florida to contract for services. The Recovery Center is still in the process of creating the organization CFCHS continues to move forward with the contracting process, as parts of the organization are formed and v are able to do so.		
MSTRV	* Transition Vouchers Substance Abuse		122,734	7,172	5.8%	25.0%			
	Substance Abuse Total		\$29,468,917	\$6,744,420	22.9%	25.0%			
	Provider Total		\$74,646,022	\$17,235,126	23.1%	25.0%			
	TOTAL		\$77,439,836	\$17,767,298	22.9%	25.0%			

Highlighted in red if < 75% of Target percentage

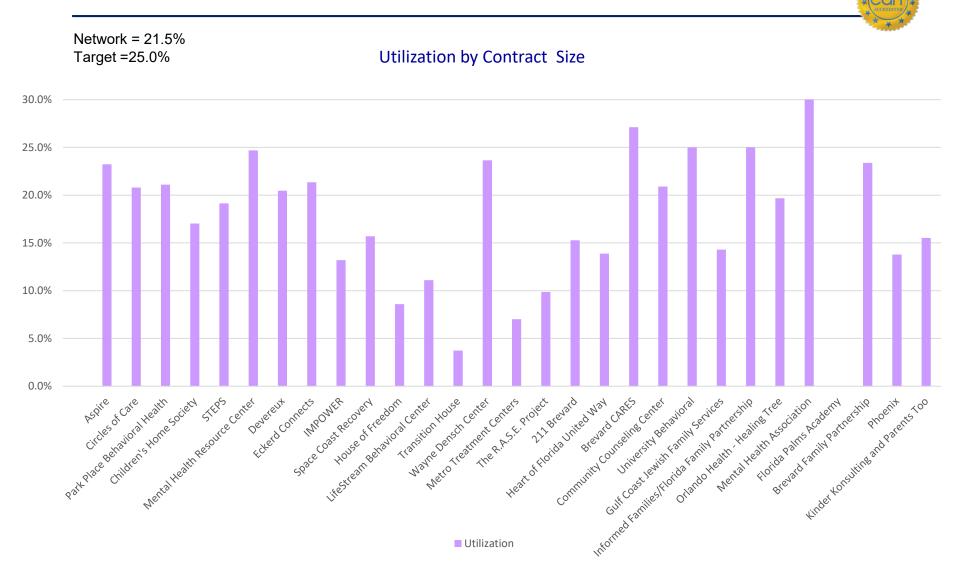
Central Florida Cares

Central Florida Cares Health System, Inc Utilization Rate by Provider YTD For the month ended Sept 30, 2020



Central Florida

Central Florida Cares Health System, Inc Utilization Rate by Provider Size YTD For the month ended Sept 30, 2020



Central Florida

Central Florida Cares Health System, Inc Provider Expenditures YTD for the month ended Sept 30, 2020



	Budget (Pending Final_				
Provider 📑	Ammendmen 🔻	Expenditure 💌	Utilizatio	Target 💌	Over(Und
211 Brevard	352,609	53,863	15.3%	25.0%	(34,289)
Aspire	41,321,318	9,594,810	23.2%	25.0%	(735,519)
Brevard CARES	252,614	68,478	27.1%	25.0%	5,324
Brevard Family Partnership	60,000	14,031	23.4%	25.0%	(969)
Children's Home Society	2,614,416	445,194	17.0%	25.0%	(208,410)
Circles of Care	14,530,058	3,023,257	20.8%	25.0%	(609,258)
Community Counseling Center	248,995	52,043	20.9%	25.0%	(10,206)
Devereux	2,313,415	473,444	20.5%	25.0%	(104,910)
Eckerd Connects	2,059,179	439,771	21.4%	25.0%	(75,024)
Florida Palms Academy	64,868	0	0.0%	25.0%	(16,217)
Gulf Coast Jewish Family Services	186,220	26,643	14.3%	25.0%	(19,912)
Heart of Florida United Way	296,774	41,194	13.9%	25.0%	(33,000)
House of Freedom	511,308	43,875	8.6%	25.0%	(83,952)
IMPOWER	1,213,138	160,093	13.2%	25.0%	(143,191)
Informed Families/Florida Family Partners	150,000	37,500	25.0%	25.0%	0
Kinder Konsulting and Parents Too	19,417	3,015	15.5%	25.0%	(1,840)
LifeStream Behavioral Center	508,959	56,462	11.1%	25.0%	(70,778)
Mental Health Association	71,613	21,562	30.1%	25.0%	3,659

Note: Over(Under) column reflects current expenditures compared to target

Central Florida Cares Health System, Inc Provider Expenditures YTD for the month ended Sept 30, 2020



	Budget (Pending Final				
Provider 📑	Ammendmen T	Expenditure	Utilizatio	Target 💌	Over(Und
Mental Health Resource Center	2,422,061	597,955	24.7%	25.0%	(7,560)
Metro Treatment Centers	392,535	27,505	7.0%	25.0%	(70,628)
Orlando Health - Healing Tree	96,510	18,984	19.7%	25.0%	(5,144)
Park Place Behavioral Health	6,262,190	1,321,619	21.1%	25.0%	(243,928)
Phoenix	42,516	5,856	13.8%	25.0%	(4,773)
Space Coast Recovery	589,377	92,457	15.7%	25.0%	(54,888)
STEPS	2,601,574	498,134	19.1%	25.0%	(152,259)
The R.A.S.E. Project	361,476	35,627	9.9%	25.0%	(54,742)
Transition House	485,663	18,127	3.7%	25.0%	(103,289)
University Behavioral	213,235	53,309	25.0%	25.0%	0
Wayne Densch Center	398,021	94,133	23.7%	25.0%	(5,372)

Note: Over(Under) column reflects current expenditures compared to target



DCF Amendments - FY2020-21								
Amendment Number	Signed	Purpose	Budget					
38	10/1/2019	Effective 7.1.2019	\$82,935,834					
39	12/9/2019	Added \$123,268 for MHCME Non-recurring Mental Health Block Grant	\$83,059,102					
40	2/12/2020	Correct Payment Schedule	\$83,059,102					
41	4/29/2020	Correct Payment Schedule Adds \$122,000 MH TANF Pending	\$83,181,102					
42	5/29/2020	Additional funding for 211 services (\$264,000) and \$45,000 for IMPOWER statewide telehealth project	\$83,490,102					
43	6/29/2020	GHME1 3 Year Contract Renewal	\$221,143,419					
44	8/24/2020	GHME1 3 Funding Changes for FY2021	\$77,439,836					
45	9/25/2020	GHME1 3 Contracting Language Changes	\$77,439,836					
46	TBD	GHME1 3 Funding Changes for FY2021 (SOR Funds)	TBD					
DCF Contract History - per year as of Amendment 40								