

**Finance Committee Meeting Minutes
Friday, April 30, 2021
Central Florida Cares Health System, Inc.
Board Room**



ATTENDANCE

Central Florida Cares Health System – Finance Committee Members

Mark Broms, Treasurer and Chair
Scott Griffiths, Aspire Health Partners
Bill Vintroux, Circles of Care
Kelly Velasco, Park Place Behavioral Health

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 (virtually)

Guests

Tracy Lutz, Board Member (virtually)
Mary Christie, Department of Children and Families (virtually)

Meeting Called to Order

The Central Florida Cares Health System, Inc. (CFCHS) Finance Committee Meeting was held on Friday, April 30, 2021, at 1:00 p.m. The Treasurer called the meeting to order at 1:01 p.m.

Treasurer's Report

A motion to approve the minutes from March 26, 2021 as written was made by Bill Vintroux, Scott Griffiths seconded; motion passed.

Financial Report

The CFO reviewed the March financials. The balance sheet details out the current assets of \$20,454,989, of which \$7,132,982 is in cash. The balance sheet has been stable with minimal changes year to date thru March 31, 2021. Payables are up in the month of March as provider OCA utilization has significantly increased. An increase in AR will occur when Amendment 47 is in place.

The Statement of Revenues and Expenses for the last 4 months and YTD is on page three. Personnel is up slightly due to hiring a Contract Manager, and \$155,000-156,000 will be closer to a normal average month. Net revenue over expenditures is \$21,841 in March. There is a negative \$444 that is office equipment returned. Outreach and awareness show a negative \$25,000 that is a reimbursement received from another ME for opioid webinars.

Pages 4-6 are utilization expenditures for the Managing Entity, Mental Health, and Substance Use by OCAs, providers, and rates. The CFO provided details related to the OCA's where

spending year to date was approaching normal expected levels year to date for some and will hit the target by year end, others that may not hit their target by year end, and potential reallocation of some OCAs.

Page 7 is the utilization rate by provider in a graphical format. The same provider expenditure totals are shown on page 8, in a table format. Page 9 is a chart showing carry forward fund balances through March 31, 2021, and the CFO discussed how the carry forward dollars would be utilized in the budget over the next 48 months. The Treasurer asked that there be a place to add comments on the chart and show to the Executive Committee at their next meeting.

A motion to approve the March financials as presented was made by Kelly Velasco, Bill Vintroux seconded; motion passed.

Year End Accruals and Merits

The CFO indicated staff annual reviews are being conducted internally now and information is being gathered outside of CFCHS by stakeholders, board members, etc. At the next meeting, the merit calculation will be tweaked with real numbers YTD for approval and recommendation to the Executive Committee and Board.

Finance Charter Review

The Finance Charter has been revised showing track changes and all changes were discussed in detail.

Scott Griffiths made a motion to approve the Finance Charter as presented and present to the Executive Committee, Bill Vintroux seconded, motion passed.

Next FY Meeting Dates

Meeting dates are typically the last Friday of the month. November and December meeting dates are holidays for CFCHS. The last Friday in May is Memorial Day weekend and attendance is usually low. It was decided to contact our auditors to see when they could present the audit and/or Form 990 to the Finance Committee and the Board of Directors' meeting. The goal is to have one meeting for November/December and the same thing for May.

The Chair asked members to give a brief update of their organization and asked the CEO for CFCHS updates.

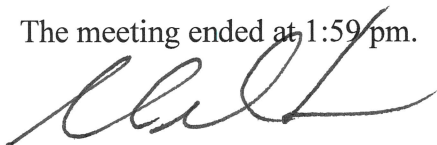
Other/Public Input: None

Next Finance Committee

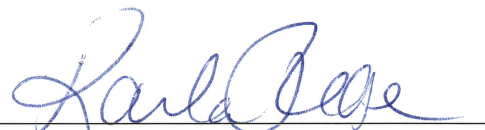
This is scheduled for Friday, June 4, 2021 at 1:00 pm.

Bill Vintroux made a motion to adjourn.

The meeting ended at 1:59 pm.



Mark Broms, Chair



Karla Pease, Recording Secretary

Finance Committee Agenda
Friday, April 30, 2021
1:00 PM – 2:00 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 26, 2021 minutes	Mark Broms	3 minutes
III. Financial Report <ul style="list-style-type: none">Present March financial statementsYear End Accruals and Merits	Mark Broms Daniel Nye	25 minutes
IV. Finance Charter Review	Group	15 minutes
V. Next FY Meeting Dates <ul style="list-style-type: none">November, December, May	Group	5 minutes
VI. Other/Public Input	Group	3 minutes/person
VII. Adjourn – Next Finance Committee Meeting <ul style="list-style-type: none">June 4, 2021 at 1:00 pm	Group	2 minutes

**Finance Committee Meeting Minutes
Friday, March 26, 2021
Central Florida Cares Health System, Inc.
Board Room**



ATTENDANCE

Central Florida Cares Health System – Finance Committee Members

Mark Broms, Treasurer and Chair
Scott Griffiths, Aspire Health Partners
Bill Vintroux, Circles of Care

Central Florida Cares Health System, Inc. Staff

Trinity Schwab, Chief Operating Officer
Daniel Nye, Chief Financial Officer
Sharon Ramsaran, Sr. Accountant
Karla Pease, Executive Assistant (virtually)

Guests

None

Meeting Called to Order

The Central Florida Cares Health System, Inc. (CFCHS) Finance Committee Meeting was held on Friday, March 26, 2021, at 1:00 p.m. The Treasurer called the meeting to order at 1:01 p.m.

Treasurer's Report

A motion to approve the minutes from February 26, 2021 as written was made by Bill Vintroux, Scott Griffiths seconded; motion passed.

Financial Report

The CFO reviewed the February financials. The balance sheet details out the current assets of \$19,459,092, of which \$6,134,904 is in cash. The balance sheet has been stable with minimal changes year to date thru February 28, 2021. Programs are increasing. Payable are in line. There is still minimal travel and conference expenses. Backfill is needed on staffing.

The Statement of Revenues and Expenses for the last 4 months and YTD is on page three. Net revenue over expenditures is \$48,144. On the Expenditure side, all is normal and stable. Software development expenses, from DCF's FASAMS updates, may increase over the next three to four months.

Pages 4-6 are utilization expenditures for the Managing Entity, Mental Health, and Substance Use by OCAs, providers, and rates. The CFO provided details related to the OCA's where spending year to date was approaching normal expected levels year to date, compared to the target rate for each of the OCAs.

The COO indicated that \$200K be removed from CFCHS' PRTS budget and be placed into other MEs budget who can better utilize the funds this fiscal year. The hospital bridge program will reallocate \$275K and fund into the general opioid funding for providers.

Page 7 is the utilization rate by provider. Provider expenditures are shown on page 8.

A motion to approve the February financials as presented was made by Scott Griffiths, Bill Vintroux seconded; motion passed.

The Chair asked members to give a brief update of their organization, asked the COO for CFCHS staff updates, as well as a legislative update.

Other/Public Input: None

Next Finance Committee

This is scheduled for Friday, April 30, 2021 at 1:00 pm.

Bill Vintroux made a motion to adjourn, Scott Griffiths seconded; motion passed.

The meeting adjourned at 1:59 pm.

Mark Broms, Chair

Karla Pease, Recording Secretary

CENTRAL FLORIDA CARES HEALTH SYSTEM

Financial Report

March 2021 Financials

Unaudited

Central Florida Cares Health System, Inc
Statement of Financial Position
For the prior four months ended 03/31/21



	<u>12/31/2020</u>	<u>1/31/2021</u>	<u>2/28/2021</u>	<u>3/31/2021</u>
Assets				
Current Assets				
Cash in Bank	6,948,156	6,244,766	6,134,904	7,132,982
Accounts Receivable	12,128,565	13,273,937	13,273,937	13,273,937
Prepaid Insurance	13,084	10,903	8,723	6,542
Prepaid Expenses	15,153	15,153	15,153	15,153
Deposits	26,375	26,375	26,375	26,375
Total Current Assets	<u>19,131,334</u>	<u>19,571,135</u>	<u>19,459,092</u>	<u>20,454,989</u>
Long-term Assets				
Computer Equipment	5,500	5,500	5,500	5,500
Software	1,273,023	1,273,023	1,273,023	1,273,023
Accum Depreciation	(1,165,985)	(1,165,985)	(1,165,985)	(1,165,985)
Total Long-term Assets	<u>112,538</u>	<u>112,538</u>	<u>112,538</u>	<u>112,538</u>
Total Assets	<u>19,243,872</u>	<u>19,683,673</u>	<u>19,571,630</u>	<u>20,567,527</u>
Liabilities				
Short-term Liabilities				
Accounts Payable	5,984,247	6,598,483	5,505,071	8,638,594
Accrued Expenses	-	-	-	-
Wages Payable	138,954	136,504	136,414	152,832
Federal Payroll Taxes Payable	10,630	20,880	21,280	22,304
403(b) Payable	2,295	4,357	5,216	6,074
Deductions Payable	845	1,175	1,175	1,175
Deferred Revenue	2,184,590	3,300,490	5,308,428	4,086,250
CarryForward Funds	3,959,416	3,740,863	3,740,708	3,808,060
Interest & Other Payable to DCF	5,708	879	1,690	2,561
Advance Due to DCF CY	6,142,873	5,119,061	4,095,249	3,071,436
Total Short-term Liabilities	<u>18,429,558</u>	<u>18,922,691</u>	<u>18,815,231</u>	<u>19,789,288</u>
Non Current Note Payable (PPP)	288,000	288,000	288,000	288,000
Total Liabilities	<u>18,717,558</u>	<u>19,210,691</u>	<u>19,103,231</u>	<u>20,077,288</u>
Net Assets				
Unrestricted Net Assets:				
Prior Year Excess Revenues (Expenses)	420,254	420,254	420,254	420,254
Curr Year Excess Revenues (Expenses)	106,060	52,727	48,144	69,985
Total Unrestricted Net Assets	<u>526,314</u>	<u>472,981</u>	<u>468,398</u>	<u>490,240</u>
Total Liabilities and Net Assets	<u>19,243,872</u>	<u>19,683,673</u>	<u>19,571,630</u>	<u>20,567,527</u>

Central Florida Cares Health System, Inc
Statement of Revenues and Expenses
For the prior three months and YTD 03/31/21



Unaudited	Dec-20	Jan-21	Feb-21	Mar-21	FY 20/21 YTD
Program Services Revenue:					
DCF	6,155,009	6,751,434	5,400,431	9,068,173	58,592,622
Other	-	-	-	-	-
Brevard Co Planning Grant	-	12,000	-	-	12,000
Total Operating Revenue	6,155,009	6,763,434	5,400,431	9,068,173	58,604,622
Expenditures:					
Program Services Expenses	5,959,006	6,565,853	5,230,656	8,873,559	56,798,755
Personnel Expenses	148,579	134,687	131,912	153,923	1,256,704
403(b) Fees	-	-	962	-	2,887
Accounting Fees	3,000	4,550	-	-	20,050
Conferences	-	-	-	-	-
DCF Unallowables	1	-	-	-	551
Dues & Subscriptions	2,703	447	137	542	35,386
Insurance	2,372	2,369	2,378	2,380	20,900
Legal Fees	-	413	-	864	2,469
Meetings	5	5	-	6	27
Needs Assessment/Benchmarking	-	-	-	2,200	2,200
Office Equipment	119	147	5,009	(444)	12,716
Office Furn & Fixture	2,408	900	-	-	3,308
Outreach and Awareness	-	56,179	-	(25,000)	38,036
Payroll Processing Fees	692	600	750	620	6,227
Printing & Publications	-	-	-	287	287
Professional Services Other	1,314	5,746	1,574	1,314	26,168
Recruiting and Screening	98	129	144	84	798
Rent-Building	14,950	14,950	14,950	14,950	135,753
Rent-Equipment	520	753	611	540	4,494
Software Development	-	12,063	-	-	12,063
Software Expense	12,455	13,652	12,791	15,500	128,466
Supplies & Postage	270	34	351	69	1,096
Telephone, Internet & Conf	2,343	2,299	2,357	2,306	21,019
Training	195	1,990	450	729	4,573
Total Expenditures	6,151,029	6,817,766	5,405,033	9,044,431	58,534,934
Operating Revenue over Expenditures	3,979	(54,332)	(4,602)	23,742	69,688
Other Revenue and Expenses:					
Contribution Revenue	-	999	19	-	2,198
Contribution Expense	-	-	-	(1,901)	(1,901)
Net Other Revenue (Expense)	-	999	19	(1,901)	297
Net Revenue over Expenditures	3,979	(53,333)	(4,583)	21,841	69,985

Central Florida Cares Health System, Inc
OCA Expenditure Utilization Summary – Page 1 of 3
 YTD For the month ended Mar 31, 2021



MAR 2021 YTD - OCA UTILIZATION SUMMARY							
	OCA Description	Non	Sch of Funds	Expenditures	% Utilization		Notes - current month comments in red
		Rec	(Amend 47)	Thru MAR 31, 2021	Utilization	Target%	
MHS00	ME Admin Costs		\$2,357,779	\$1,434,951	60.9%	70.8%	-
MHCAM	ME Adult and Children's Care Coordination - CARES ACT	NR	\$200,000		0.0%	0.0%	
MHCAW	ME Wraparound Certification Training - CARES ACT	NR	\$10,000		0.0%	0.0%	
MS919	ME Road to Recovery - Modernizing Behavioral Health Sys	NR	392,570	236,337	60.2%	70.8%	
MSSA2	State Opioid Response Disc Grant Admin-Yr2	NR	26,170	11,120	42.5%	70.8%	
MSSA3	State Opioid Response Disc Grant Admin - Year 3	NR	149,957	29,173	19.5%	47.1%	
ME Total			\$3,136,476	\$1,711,581	54.6%	69.6%	

Central Florida Cares Health System, Inc

OCA Expenditure Utilization Summary – Page 2 of 3

YTD For the month ended March 31, 2021

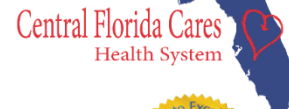


MAR 2021 YTD - OCA UTILIZATION SUMMARY							
OCA Description	Non	Sch of Funds	Expenditures	%	Target%	Notes - current month comments in red	
	Rec	(Amend 47)	Thru MAR 31, 2021	Utilization			
MH000			25,208,330	18,469,440	73.3%	75.0%	
MH026			750,000	516,143	68.8%	75.0%	
MHSFP			232,652	175,243	75.3%	75.0%	
MH0PG			492,750	400,556	81.3%	75.0%	
MHS52	NR		700,000	563,952	80.6%	75.0%	
MH071			390,183	28,253	7.2%	62.5%	Based on client placement needs -- current allocataion is \$190,183 based on placement projections through 6/30/21
MH072			524,474	347,903	66.3%	75.0%	
MH073			3,558,091	2,660,112	74.8%	75.0%	
MH076			69,078	39,270	56.8%	75.0%	Percentage increase in March, not concerned about drawing down funding
MH0BN			954,590	621,607	65.1%	75.0%	
MH0CN			507,089	411,124	81.1%	75.0%	
MH0FH			652,000	337,265	51.7%	75.0%	Covid-19 impact on FMT applicable clients
MH0TB			661,245	316,705	47.9%	75.0%	Potential co-occurring diagnosis clients from MS0TB overproduction + additionally identified TANF eligible clients -- anticipating drawing down all funding
MHCA2	NR		500,000	0	0.0%		
MHCA8	NR		166,666	0	0.0%		
MHCAF	NR		1,096,875	0	0.0%		
MHCAR	NR		434,861	0	0.0%		
MHCAS	NR		300,000	0	0.0%		
MHFMH			700,800	0	0.0%	75.0%	Aspire waiting on AHCA license, expect to open within 60 days. Staff are trained and location is set to admit individuals.
MHCAT			3,000,000	2,282,489	76.1%	75.0%	
MHCOV	NR		555,000	341,107	61.5%	75.0%	Month-over-month spending increase, will be close to exhausting full funding based on increased service provision and statewide marketing efforts
MHEMP	NR		250,000	132,414	53.0%	66.7%	High proportion of medicaid-eligible clients.
MHTLH			388,020	0	0.0%	0.0%	Plan approved by DCF. Can receive PO from schools who have already competitively procured hardware. Working on RFP for software (telehealth platform)
MHMCT			1,163,384	954,497	82.0%	70.8%	
MHSCR			4,618,430	3,434,631	74.4%	70.8%	
MHTRV			189,009	154,049	81.5%	70.8%	
Mental Health Total			\$48,063,527	\$32,186,759	67.0%	69.8%	

Central Florida Cares Health System, Inc

OCA Expenditure Utilization Summary – Page 3 of 3

YTD For the month ended March 31, 2021



MAR 2021 YTD - OCA UTILIZATION SUMMARY							
	OCA Description	Non	Sch of Funds	Expenditures	%	Notes - current month comments in red	
		Rec	(Amend 47)	Thru MAR 31, 2021	Utilization		
					Target%		
MS000	* SA Services and Support		18,134,175	12,512,297	69.0%	70.8%	
MS023	HIV Services		666,360	543,389	81.5%	70.8%	
MS025	Prevention Services		2,665,440	2,047,128	76.8%	70.8%	
MS0PP	Prevention Partnership Grant		571,106	437,276	76.6%	70.8%	
MSSOH	ME State Opioid Response Disc Grant - Hospital Bridge	NR	547,718	229,297	41.9%	66.7%	Access to Hospitals impacted by pandemic. \$275,000 of MSSOH funding re-allocated to MSSM2/MSSM3 so this utilization percentage is actually 83%
MSSGP	ME ST Opioid Disc Grant GPRA	NR	298,118	22,449	7.5%	66.7%	Providers have the option to bill for time spent completing GPRAs. Cost Reimbursement requests have been low -- CFCHS sent request to DCF to re-allocate to MSSM2.
MSSG3	ME ST Opioid Disc Grant GPRA YR3	NR	47,230	0	0.0%	57.1%	Providers have the option to bill for time spent completing GPRAs. Cost Reimbursement requests have been low -- CFCHS sent request to DCF to re-allocate to MSSM3
MSSOW	ME State Opioid Response Disc Grant-Child Welfare	NR	547,718	480,967	87.8%	70.0%	
MSCSO	ME SA Seminole County SHRF Opioid ARC Partnership	NR	400,000	280,190	70.0%	55.6%	
MSSP2	ME State Opioid Response Disc Grant SVCS-Prevent - Year 2	NR	188,740	188,740	100.0%	100.0%	
MSSP3	ME State Opioid Response Disc Grant SVCS-Prevent - Year 3	NR	301,681	197,867	65.6%	62.5%	
MSSM2	ME State Opioid Response SVCS-MAT YR2	NR	3,569,255	2,167,072	60.7%	100.0%	Providers previously concerned about ramping down services are maintaining service levels
MSSM3	ME State Opioid Response SVCS-MAT YR3	NR	2,530,513	1,577,589	62.3%	57.1%	
MS081	* Projects Expansion of Substance Abuse Services for Pregnant Women and their Families		1,883,426	975,522	51.8%	72.7%	Aspire & STEPS lag in data turnaround. Will pick up pace over the FY ASPIRE: A majority of PPW services are generally earned in residential and MAT. Residential census has been low due to COVID - many have not wanted to enter a communal residential setting especially while pregnant during the pandemic and some clients have MMAs that are paying for residential services.
MS091	* Family Intensive Treatment		1,062,184	594,787	56.0%	70.8%	Paid on actual expenses -- pandemic impact
MS917	ME SA Specialized Treatment Education & Prevention Services - Women's Res Treatment	NR	250,000	158,158	63.3%	70.8%	
MS0CN	* Care Coordination		217,324	155,541	71.6%	70.8%	
MS0TB	Temporary Assistance for Needy Families		660,359	612,833	92.8%	70.8%	
MSCBS	* Community Based Services		2,039,181	1,170,644	57.4%	70.8%	Lag in MSCBS Residential services due to Covid-19
MSRC2	ME State Opioid Response Disc Grant SCVS Rec Comm Org Year 2		25,000	6,138	24.6%	70.8%	Provider prioritizing additional Outreach measures to drawn down more funds.
MSRC3	ME State Opioid Response Disc Grant SCVS Rec Comm Org Year 3		237,574	0	0.0%	57.1%	Continue to work with Recovery Center of Central Florida as they establish their organization. Do not anticipate them being up and running until FY21-22
MSCAF	ME SA Family Intensive Treatment (FIT) - CARES ACT		100,000	0	0.0%		
MSCAS	ME NAS/SEN Care Coordination - CARES ACT - Providers		300,000	0	0.0%		
MSTRV	* Transition Vouchers Substance Abuse		122,734	65,739	53.6%	70.8%	No concerns on spending, providers prioritizing other OCAs
Substance Abuse Total			\$37,365,836	\$24,423,622	65.4%	70.2%	
Provider Total			\$85,429,363	\$56,610,381	66.3%	70.0%	
TOTAL			\$88,565,839	\$58,321,962	65.9%	70.0%	

Highlighted in red if < 75% of Target percentage

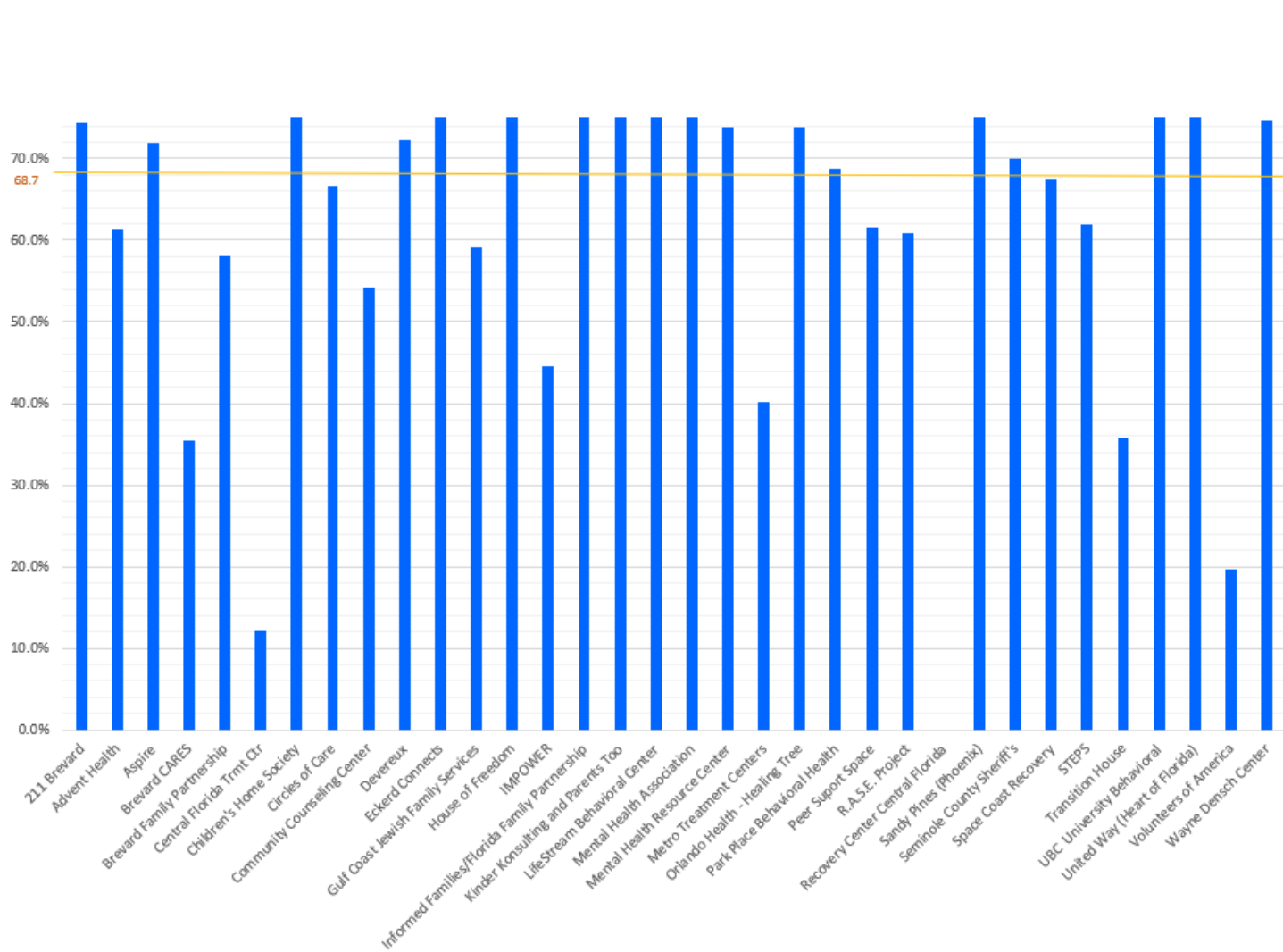
Central Florida Cares Health System, Inc

Utilization Rate by Provider

YTD For the month ended March 31, 2021



Utilization by Provider



Central Florida Cares Health System, Inc

Provider Expenditures

YTD for the month ended March 31, 2021



Provider	Budget (Pending Final Amendment)	Expenditures	Utilization	Target	Over/ (Under) \$	Over/ (Under) %
211 Brevard	220,609	164,167.84	74.4%	67.7%	14,843	9.94%
Advent Health	77,500	47,543.23	61.3%	35.0%	20,418	75.27%
Aspire	41,030,566	29,496,981.29	71.9%	67.7%	1,724,417	6.21%
Brevard CARES	527,481	187,002.08	35.5%	67.7%	(170,037)	-47.62%
Brevard Family Partnership	60,000	34,842.30	58.1%	67.7%	(5,770)	-14.21%
Central Florida Trmt Ctr	80,000	9,625	12.0%	15.0%	(2,375)	0.00%
Children's Home Society	2,567,770	1,925,827.29	75.0%	67.7%	187,768	10.80%
Circles of Care	14,625,232	9,749,453.48	66.7%	67.7%	(150,000)	-1.52%
Community Counseling Center	271,178	147,194.04	54.3%	67.7%	(36,360)	-19.81%
Devereux	1,937,844	1,400,026.09	72.2%	67.7%	88,348	6.74%
Eckerd Connects	2,263,974	1,849,271.83	81.7%	67.7%	316,844	20.68%
Gulf Coast Jewish Family Services	186,220	110,229	59.2%	67.7%	(15,818)	-12.55%
House of Freedom	399,894	311,427	77.9%	67.7%	40,749	15.05%
IMPOWER	1,722,923	769,175	44.6%	67.7%	(397,029)	-34.04%
Informed Families/Florida Family Partnership	150,000	112,500	75.0%	67.7%	10,969	10.80%
Kinder Konsulting and Parents Too	3,015	3,015	100.0%	100.0%	0	0.00%
LifeStream Behavioral Center	396,351	417,562	105.4%	67.7%	149,282	55.64%
Mental Health Association	21,562	21,562	100.0%	100.0%	0	0.00%
Mental Health Resource Center	2,422,061	1,789,074	73.9%	67.7%	149,641	9.13%
Metro Treatment Centers	392,535	157,479	40.1%	67.7%	(108,218)	-40.73%
Orlando Health - Healing Tree	96,510	71,270	73.8%	67.7%	5,945	9.10%
Park Place Behavioral Health	6,159,058	4,235,530	68.8%	67.7%	66,617	1.60%
Peer Support Space	100,000	61,567	61.6%	67.7%	(6,120)	0.00%
R.A.S.E. Project	344,348	209,624	60.9%	67.7%	(23,457)	-10.06%
Recovery Center Central Florida	237,574		0.0%	25.0%	(59,394)	0.00%
Sandy Pines (Phoenix)	5,856	5,856	100.0%	67.7%	1,892	47.74%
Seminole County Sheriffs	400,000	280,190	70.0%	67.7%	9,440	3.49%
Space Coast Recovery	587,741	397,416	67.6%	67.7%	(411)	-0.10%
STEPS	2,949,097	1,825,569	61.9%	67.7%	(170,600)	-8.55%
Transition House	512,418	183,675	35.8%	67.7%	(163,167)	-47.04%
UBC University Behavioral	213,235	172,228	80.8%	67.7%	27,895	19.33%
United Way (Heart of Florida)	164,775	123,581	75.0%	67.7%	12,049	10.80%
Volunteers of America	156,215	30,689	19.6%	35.0%	(23,986)	0.00%
Wayne Densch Center	398,021	297,753	74.8%	67.7%	28,342	10.52%
			69.3%	68.7%	1,522,719	0.92%

Central Florida Cares Health System, Inc


Carry-Forward Funds

YTD for the month ended March 31, 2021



SAMH Managing Entity Monthly Carry Forward Expenditure Report

Managing Entity:	Central Florida CARES				
Contract #:	GHME1				
Month/Yr:	March-21				
Expenditure Grouping	OCA	OCA Titles	Current Approved Carry Forward Amount	YTD ME Operational Costs or Direct Service Expenditures	Remaining Carry Forward Balance
Operational Costs					
Operational Costs	MHS00	ME Operational Costs	1,397,181.63		1,397,181.63
Operational Costs	MS919	ME Road to Recovery - Modernizing Behavioral Health Sys	56,313.84		56,313.84
Operational Costs	MHSCD	ME Care Coordination	129,911.14		129,911.14
Operational Costs	MHSHG	ME Housing Coordination	163,882.44		163,882.44
Mental Health - Core Services Funding					
Mental Health	MH000	ME Mental Health Services & Support	96,985.01		96,985.01
Mental Health	MH001	24 Hour Care (Non-Hospitalization) Residential			
Mental Health	MH009	Ambulatory/Community Non-24 Hour Care			
Mental Health	MH018	CSU, Baker Act, Inpatient Crisis Services			
Mental Health	MH025	Prevention Services			
Mental Health	MHSFP	ME MH State Funded Federal Excluded Services			-
Mental Health - Proviso Projects Funding					
Mental Health	MH013	ME MH UCF-PTSD Clinic for Florida Veterans and First Responders	0.19		0.19
Mental Health - Targeted Services Funding					
Mental Health	MH071	ME Purchase of Residential Treatment Services for Emotionally Disturbed Children and Youth	19,687.94		19,687.94
Mental Health	MH072	ME Community Forensic Beds	11,343.12		11,343.12
Mental Health	MH076	ME Indigent Psychiatric Medication Program	4,225.28		4,225.28
Mental Health	MHOCN	ME Care Coordination (Mental Health)	64,842.99	49,462.00	15,380.99
Mental Health	MHOFH	ME Community Forensic Multidisciplinary Teams for Hospital Diversion	165,613.47		165,613.47
Mental Health	MHCAT	ME MH Community Action Treatment (CAT) Teams	685,757.66		685,757.66
Mental Health	MHMCCT	ME MH Mobile Crisis Teams	402,410.10		402,410.10
Mental Health	MHTRV	ME Transition Vouchers Mental Health			-
Substance Abuse - Core Services					
Substance Abuse	MS000	ME Substance Abuse Services and Support	193,018.96		193,018.96
Substance Abuse	MS003	24 Hour Care (Non-Hospitalization) Residential			
Substance Abuse	MS011	Ambulatory/Community Non-24 Hour Care A/C			
Substance Abuse	MS021	Detoxification Services			
Substance Abuse	MS027	Federal Pregnant Women and Women with Dependent Children			
Substance Abuse	MSSFP	ME SA State Funded Federal Excluded Services			-
Substance Abuse - Proviso Projects					
Substance Abuse	MS091	ME Family Intensive Treatment (FIT)	163,567.60	-	163,567.60
Substance Abuse	MS917	ME SA STEPS-Women's Residential Treatment	155.22	155.22	-
Substance Abuse - Targeted Services					
Substance Abuse	MSOCN	ME SA Care Coordination (Substance Abuse)			-
Substance Abuse	MSCBS	ME SA Community Based Services	391,821.93	96,215.00	295,606.93
Substance Abuse	MSTRV	ME Transition Vouchers Substance Abuse	12,697.00	5,523.20	7,173.80
		Total	3,959,415.52	151,355.42	3,808,060.10

Policy Title: Finance Committee Charter		
Department: Board		
Date Issued: 06/03/2015	Revised Date: 06/18/2020 Review Date: 06/18/2020	
President Approval:	Effective Date:	

POLICY:

It is the policy of Central Florida Cares Health System, Inc. (CFCHS) to outline in charters the purpose and responsibility of each of the Board Committees.

RELATED POLICIES: Board Committee Composition

PURPOSE:

To outline the goals, roles, and responsibility of the Finance Committee members.

PROCEDURES:

The committee is responsible for recommending financial policies, goals, and budgets that support the mission, values, and strategic goals of the organization. The committee also reviews the organization’s financial performance against its budget and proposes major transactions and programs to the board. The Finance Committee also has responsibility for Audit Committee functions of the company and the review of the annual Form 990 tax report.

RESPONSIBILITIES:

1. The Finance Committee’s specific responsibilities include:
 - a. Recommending policies that maintain and improve the financial health and integrity of the organization.
 - b. Reviewing and recommending a long-range financial plan for the organization.
 - c. Reviewing and approving an annual operating budget consistent with the long-range financial plan and financial policies.
 - d. Reviewing and recommending capital expenditures, protecting the assets of the organization and unbudgeted operating expenditures that exceed management’s spending authority.
 - e. Reviewing the financial aspects of major proposed transactions, new programs and services, as well as proposals to discontinue programs or services, and making action recommendations to the Board.
 - f. Monitoring the financial performance of the organization as a whole, its Provider network or System of Care against approved budgets, long-term trends, and industry benchmarks.
 - g. Requiring and monitoring corrective actions to bring the organization into compliance with its budget and other financial targets.

2. Finance Committee also has responsibility for Audit Committee functions and review of the Form 990.

Audit Committee Purpose and Authority

The major purpose of the Audit Committee is to assist the Board of Directors in fulfilling its oversight responsibilities for the financial reporting process, the system of internal control, the audit process, and the company's process for monitoring compliance with laws and regulations and the code of conduct. It is empowered to:

1. Appoint, compensate, and oversee the work of any registered public accounting firm employed by the organization.
2. Resolve any disagreements between management and the auditor regarding financial reporting, and internal controls.
3. Pre-approve all auditing and non-audit services provided by the independent auditor.
4. Retain independent counsel, accountants, or others to advise the committee or assist in the conduct of an investigation.
5. Seek any information it requires from employees, all of whom are directed to cooperate with the committee's requests or external parties.
6. Meet with company officers, external auditors, internal auditors, or outside counsel, as necessary.

Audit Committee Responsibilities

The committee will carry out the following responsibilities:

1. Financial Statements

- I. Review significant accounting and reporting issues, including complex or unusual transactions and highly judgmental areas, and recent professional and regulatory pronouncements, and understand their impact on the financial statements.
- II. Review with management and the external auditors the results of the audit, including any difficulties encountered.
- III. Review the annual financial statements, and consider whether they are complete, consistent with information known to committee members, and reflect appropriate accounting principles.
- IV. Review other sections of the annual report and related regulatory filings before release and consider the accuracy and completeness of the information.
- V. Review with management and the external auditors all matters required to be communicated to the committee under generally accepted auditing standards.
- VI. Review interim financial reports with management and the external auditors before filing with regulators and consider whether they are complete and consistent with the information known to committee members.

Internal Controls

1. Consider the effectiveness of the company's internal control systems, for all financial related operations.
2. Understand the scope of external auditors' review of internal controls over financial reporting, internal controls of vendors with access to PHI and Financial data, and obtain reports on significant findings and recommendations, together with management's responses.

External Audit

1. Review the external auditors' proposed audit scope and approach

2. Review the performance of the external auditors, and exercise final approval on the appointment or discharge of the auditors and make said recommendation to the Board of Directors.
3. Review and confirm the independence of the external auditors by obtaining statements from the auditors on relationships between the auditors and the company, including non-audit services, and discussing the relationships with the auditors.
4. On a regular basis, meet separately with the external auditors to discuss any matters that the committee or auditors believe should be discussed privately.

Compliance

1. Review the effectiveness of the system for monitoring compliance with laws and regulations and the results of management's investigation and follow-up (including disciplinary action) of any instances of noncompliance.
2. Review the findings of any examinations by regulatory agencies, and any auditor observations.
3. Review the process for communicating the code of conduct to company personnel, and for monitoring compliance therewith.
4. Obtain regular updates from management and company legal counsel regarding compliance matters.

Reporting Responsibilities

1. Regularly report to the Board of Directors about committee activities, issues, and related recommendations.
2. Provide an open avenue of communication between internal audit, the external auditors, and the Board of Directors.
3. Report annually to the Board of Directors, stakeholders etc., describing the committee's composition, responsibilities and how they were discharged, and any other information deemed necessary to be brought to the Board of Director's attention including approval of non-audit services.
4. Review any other reports the company issues that relate to committee responsibilities.

Other Responsibilities

1. Perform other activities related to this charter as requested by the Board of Directors.
 2. Institute and oversee special investigations related to financial aspects, financial reporting of the company as needed.
 3. Review and assess the adequacy of the committee charter annually, requesting Board of Director approval for proposed changes, and ensure appropriate disclosure as may be required by law or regulation.
 4. Confirm annually whether responsibilities outlined in this charter have been carried out.
 5. Evaluate Directors' attendance on a regular basis.
3. Finance Committee has responsibility for investment oversight.
 - a. Recommending to the Board of Directors policies governing investments.
 - b. Approving the selection of independent investment advisers and managers.
 - c. Reviewing reports from independent investment advisers and managers.
 - d. Reviewing and reporting to the Board of Directors quarterly and annually on investment performance.

Meetings

The committee meets at least four times a year, or when necessary at the call of the Treasurer. Meeting dates and times may be specified a year in advance. The majority of the committee must be present (an established quorum) to conduct committee business.

Members

1. The committee shall be composed of at least three (3) Directors. The meetings are open to the Provider Network, public, clients, family members, and CFCHS' employees. Any Directors may attend, and is encouraged to attend, the Finance Committee Meetings. The majority of the committee (51%) must be present to conduct committee business.
2. The committee will seek members with backgrounds in finance, accounting, business, investment management, executive leadership, and business ownership.

CFCHS' staff will be assigned to work with the Finance Committee and provide financial related reports.

Reports

The Finance Committee will receive and review the following reports as applicable:

1. Monthly and annual financial statements.
2. Monthly financial analysis by program, provider and agency overall.
3. Budget for all funding streams annually.
4. Key operating benchmarks (Performance by Provider and burn rates).
5. Investment Reports as applicable.

Annual Committee Goals

The Finance Committee will establish goals each year specifying its principal work focus areas for the coming year. Typical examples might include:

1. Methods for reducing cost across the network.
2. Developing a capital plan integrated with the organization's strategic plan, as applicable.

Committee shall report to the Board of Directors on its activities and recommendations for Board of Director vote when applicable. Committee shall review this charter on an annual basis or as necessary and recommend any changes to the Board of Directors.