

**Executive Committee Meeting Minutes
Wednesday, December 8, 2021
Central Florida Cares Health System, Inc.
CFCHS Board Room**



ATTENDANCE

Board of Directors Present:

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

Central Florida Cares Health System, Inc. Staff

Trinity Schwab, Chief Operating Officer
Daniel Nye, Chief Financial Officer
Karla Pease, Executive Assistant

Guests

None

Meeting Called to Order

The Central Florida Cares Health System, Inc. (CFCHS) Executive Committee meeting was held on Wednesday, December 8, 2021, at 2:00 p.m. at Central Florida Cares Health System. The President called the meeting to order at 2:02 pm.

Approve Minutes

A motion to approve the November 10, 2021, minutes as written was made by Debbie Owens; Mark Broms seconded; motion passed.

Financial Report

The Treasurer reiterated that providers were being paid monthly at a rate of 1/12 of the annual budget during the first quarter and totals will be reconciled in the second quarter when all data is captured in FASAMS. The financials are an abridged version due to data issues within the FASAMS data system.

The CFO reviewed the October Balance Sheet that includes the balances from August 31, 2021, through September 30, 2021. Cash in the bank and Accounts Receivable is at \$25.49M. Accounts Receivable reflects the cash advance funding from DCF progressing through the fiscal year. Short-term liabilities have a balance from the 1037 reconciliation, where one provider had a payback from a prior year owed to DCF and will be paid to DCF in November.

CFCHS' Secretary stated some explanation should be provided to the full board regarding the Liabilities Deferred Revenue, Carry Forward, and Interest and other Payable to DCF numbers that are vastly different from September to October going from \$11M to \$9K.

Income statement highlights most providers are being paid at a 1/12th pro rata, although some providers are providing data in real time and being paid on their actual utilization. Personnel expenses will start to realize an increase as CFCHS hired a grant services coordinator who will be funded by grant revenues received, along with two additional personal for Compliance and Contract Departments. Travel and conferences will increase due to lessening covid restrictions.

DCF Amendments were shown on page 4. Amendment 52 will add \$500K to the budget to prepare the statewide Health Council Needs Assessment, raising the total budget to \$96.5M.

The Treasurer made a motion to approve the October financial report as presented; Ian Golden seconded; motion passed.

The CFO mentioned the independent audit was presented to the Finance Committee on December 3, 2021 and was a clean audit with no changes. The presentation will be presented to the full board, as well as the 990.

Farlen Halikman mentioned CFCHS' building lease expiring June 30, 2022, and recommended Lease Crunch software, a cloud-based lease management shared solution with a \$125 annual charge for each lease managed. The software provides three key benefits: 1) General Journal entries for the start of the year and the subsequent 12 monthly entries thru year end. 2) An amortization schedule for the lease you can share with auditors, 3) FASB template footnotes and disclosures to paste into annual audited financial statements.

Finalize CFCHS Organizational Policies

Media Inquiry Policy was presented and discussed. Members decided to change the word "her" to "CEO" throughout the paragraph.

- If inquiry received by telephone: "Thank you for your inquiry. I can forward your request to our Chief Executive Officer (CEO), or if you prefer, I can transfer your call to the CEO. If the CEO is not available, please leave a message and the CEO will return your call."

Debbie Owens made a motion to accept the Media Inquiry policy with changes, Ian Golden seconded; motion passed.

Credit Card Policy, Number 10, the last sentence was revised from "CEO" to "Chief Information Officer" since the CEO's name is on the credit card.

- All bank monthly statements for the credit cards must be given to the COO unopened for review. COO should initial the statements to indicate that statements were opened and reviewed by the COO. In the absence of the COO, all incoming mail from banks and financial institutions should be given to the Chief Information Officer for opening and review.

Debbie Owens made a motion to approve revision of Number 10 on the Credit Card Policy with changes, Mark Broms seconded; motion passed.

Ian Golden made a motion to approve the HR policies reviewed at the last meeting and accepting the final version decided upon by Executive Committee; Debbie Owens seconded; motion passed.

Organizational Updates

- Board Member Meeting Participation - Reiterate participation at the board meeting, along with no virtual meetings.
- Employee Focus Group met and discussed Merit Pay, CFCHS possibilities of contributing more to health care premiums, and the hybrid work model. An employee engagement committee was formed from this focus group and was well received.
- CFCHS Policies all reviewed and will be on the board consent agenda.
- Transition House Corrective Action Plan Response Update - In the residential program, physicals and lab work were not being done within the time frame required. CFCHS staff recently reviewed five individuals' files. Of the five persons admitted, two did not have lab work. When questioned why they didn't have labs, the response was the doctor did not order it. There is conflicting interpretation of 65D-30 F.A.C. between CFCHS, Transition House, and DCF licensing office. As the DCF is the licensing authority, CFCHS has asked DCF in writing for clarification on this interpretation. Due to the contract expiring on 12/31/2021, CFCHS is recommending moving forward with contracting for MAT outpatient services in addition to allocating funds to the five individuals admitted in their residential program so they can continue to successful discharge.

Ian Golden made a motion to continue residential services for the five clients in the program, Mark Broms seconded; motion passed.

- Statewide Needs Assessment Update – Leading the statewide efforts, funding was just executed into the contract, surveys are being implemented and launched in January.
- January Executive Committee Meeting will be moved to Brevard County. Fundraiser event in Brevard County at Smokey Bones on January 12, 2022.
- GHME1 CAP Approval – Contract oversight unit performed audit last March, had two findings. All MEs had similar findings. Reviewed two provider contract files that CFCHS had monitored, and one did not have the confidentiality laws reviewed. CFCHS was not told that this must be reviewed every time we review a service provider. This language was added to the policy. The other finding was Exhibit E-6 in contract for performance measures. They wanted a formal process to include validation.

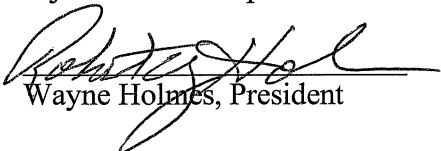
Other/Public Input – None

Executive Committee Meeting

Next meeting will be January 12, 2022, at 2:00 pm at:

Brevard County Housing & Human Services Department
2725 Judge Fran Jamieson Way, Bldg. B, Suite B-101
Magnolia Conference Room
Viera, Florida 32940

Ian Golden made a motion to adjourn, Debbie Owens seconded; motion passed. The meeting adjourned at 3:10 pm.


Wayne Holmes, President


Karla Pease, Recording Secretary

Executive Committee Agenda
Wednesday, December 8, 2021
2:00 PM – 3:00 PM
Central Florida Cares Health System, Inc.
Board Room



I. Welcome/Introductions	Wayne Holmes	2 minutes
II. Approve Minutes <ul style="list-style-type: none"> • November 10, 2021 Minutes 	Wayne Holmes Group	2 minutes
III. Financial Report <ul style="list-style-type: none"> • October Financials • Audit Report Update 	Mark Broms Dan Nye	15 minutes
IV. Finalize CFCHS Organizational Policies (vote)	Group	5 minutes
V. Organizational Updates <ul style="list-style-type: none"> • Board Member Meeting Participation • Employee Focus Group • CFCHS Policies all reviewed and part of board agenda • Transition House Update • Statewide Needs Assessment Update • January Executive Committee Meeting in Brevard • CAP Approval 	Trinity Schwab	10 minutes
VI. Other/Public Input	Group	3 minutes/person
VII. Adjourn - Executive Committee Meeting <ul style="list-style-type: none"> • January 12, 2022 at 2 pm Brevard County Housing & Human Services Department 2725 Judge Fran Jamieson Way, Bldg. B, Suite B-101 Magnolia Conference Room Viera, Florida 32940 	Group	2 minutes

**Executive Committee Meeting Minutes
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Central Florida Cares Health System, Inc.
CFCHS Board Room**



ATTENDANCE

Board of Directors Present:

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

Central Florida Cares Health System, Inc. Staff

Maria Bledsoe, Chief Executive Officer
Daniel Nye, Chief Financial Officer
Karla Pease, Executive Assistant

Guests

Amy Hammett, Department of Children and Families, Contract Management
Anne Sutherland, Department of Children and Families, Regional Director

Meeting Called to Order

The Central Florida Cares Health System, Inc. (CFCHS) Executive Committee meeting was held on Wednesday, November 10, 2021, at 2:00 p.m. at Central Florida Cares Health System. The President called the meeting to order at 2:01 pm.

Approve Minutes

A motion to approve the October 13, 2021 minutes as written was made by Mark Broms; Debbie Owens seconded; motion passed.

Financial Report

The Treasurer reiterated that providers were being paid monthly at a rate of 1/12 of the annual budget during the first quarter and totals will be reconciled in the second quarter when all data is captured in FASAMS. The financials are an abridged version due to data issues within the FASAMS data system.

The CFO reviewed the abridged September financials that include June 1, 2021, through September 30, 2021. Nothing abnormal to report in the financials. Cash in the bank and Accounts Receivable is at \$23.98M. Short Term Liabilities totaling \$16K was a payback from a provider from a prior year owed to DCF.

The Statement of Revenues and Expenses for the last 3 months and YTD is on page three. No major activity outside of the normal. A refund on general liability insurance is reflected in August, but September shows the number going up. The cyber insurance renewal was received

and will be active through January 1, 2022. A broker in Lake Mary is well used by providers and other MEs and switching companies will result in a 30% savings in cyber insurance.

The CFO informed the committee of the security breach with one of our providers and their email was hacked. The hack gave us an erroneous EFT enrollment and looked legitimate but was fake. The transaction was reversed from the bank, the money credited back to CFCHS' bank account. A procedure was implemented when a change their EFT information is requested, a test transaction will be sent, and the provider will need to verify that it hits their bank.

DCF Amendments were shown on page 4. Amendment 51 has been approved, is retro to October 1, 2021, and adds \$7.4M into the budget, raising the total budget to \$96M. The FY 2021-22 Schedule of Funds were discussed on pages 5-7. The yellow highlighted OCAs are new funding dollars from Amendment 51. There was discussion among members regarding non-recurring funds and how the network might be able to spend those dollars to meet the needs in the community and if new programs were implemented, how would they be sustainable. Non-recurring funds are ongoing topics with providers and providers have submitted proposals to CFCHS for consideration.

The Opioid lawsuit funding was discussed. The CEO has spoken with the counties we serve, and most counties don't have a direction or plan for the funds as of yet, with the exception of Brevard County.

FASAMS – A slide was shown with updates.

- DCF asked about the potential of relaxing validations around some of the newer elements that are causing problems. Recommendations were made that would fit with errors that were raised by the network. Proceed with relaxing one of the requirements since DCF indicated they do not need that data. This validation is the only barrier to one provider's data.
- Seeing testing from all outstanding providers with varying degrees of success.
- Provided technical assistance for each provider on the errors received and have offered suggestions for fixes.
- Five providers without services but are being worked through.
- Reconciliation of data by the CFO will need to take place to true up after data has been entered by providers. This is a lot of work all at one time. It was suggested by the Secretary to RFP and hire an accounting firm to reconcile and CFCHS to double check their output.

The Treasurer made a motion to approve the September financial report as presented; Ian Golden seconded; motion passed.

Organizational Updates

- CFCHS Organizational Policy Review – The CEO indicated the policies are trickling in from board members. The policies the Executive Committee are approving were shown. Discussion ensued. The HR Generalist and the CEO will revise the policies and present at the next Executive Committee meeting for final vote.

- Transition House – CFCHS gave feedback, they did make changes, they are in the process of going through invoicing, and they will submit the spreadsheet with their admissions for review.
- CFCHS is working with the Health Council for the needs assessment statewide and incorporating all the MEs and all the Health Councils together to be completed by June 2022. CFCHS was awarded the grant and is the lead. There is proviso related to health disparity component. A barrier right now is the Focus Groups challenges. The health disparity will be statewide with each ME having a needs assessment similar to the one that CFCHS does since the state likes our previous needs assessment. An extension was asked for due to the short timing and challenges with focus groups.
- Vacancies – staff shortages continue.

Other/Public Input – None

Executive Committee Meeting

Next meeting will be December 8, 2021, at 2:00 pm.

Ian Golden made a motion to adjourn, Debbie Owens seconded; motion passed.

The meeting adjourned at 3:31 pm.

Wayne Holmes, President

Karla Pease, Recording Secretary

CENTRAL FLORIDA CARES HEALTH SYSTEM

Financial Report

October 2021 Financials

Unaudited

Central Florida Cares Health System, Inc
Statement of Financial Position
For the prior three months ended 10/31/2021



Balance Sheet - Unaudited
10/31/2021 with 3 month comparison

	<u>8/31/2021</u>	<u>9/30/2021</u>	<u>10/31/2021</u>
Assets			
Current Assets			
Cash in Bank	10,876,495	10,876,495	11,362,204
Accounts Receivable	19,087,985	19,087,985	14,132,529
Advance Due From Providers	-	-	-
Other Receivables	-	-	-
Prepaid Insurance	40,858	40,858	31,826
Prepaid Expenses	20,153	20,153	20,201
Deposits	26,375	26,375	26,375
Total Current Assets	<u>30,051,866</u>	<u>30,051,866</u>	<u>25,573,134</u>
Long-term Assets			
Computer Equipment	5,500	5,500	5,500
Software	1,347,346	1,347,346	1,347,346
Accum Depreciation	<u>(1,229,643)</u>	<u>(1,229,643)</u>	<u>(1,229,643)</u>
Total Long-term Assets	<u>123,203</u>	<u>123,203</u>	<u>123,203</u>
Total Assets	<u><u>30,175,069</u></u>	<u><u>30,175,069</u></u>	<u><u>25,696,337</u></u>
Liabilities			
Short-term Liabilities			
Accounts Payable	6,039,917	6,039,917	5,897,745
Accrued Expenses	-	-	16,640
Wages Payable	210,550	210,550	192,379
Federal Payroll Taxes Payable	26,440	26,440	14,389
403(b) Payable	7,424	7,424	7,717
Deductions Payable	1,464	1,464	1,429
Deferred Revenue	820,062	820,062	5,214,981
CarryForward Funds	7,132,401	7,132,401	5,416,941
Interest & Other Payable to DCF	3,536,731	3,536,731	9,792
Advance Due to DCF CY	<u>11,777,413</u>	<u>11,777,413</u>	<u>8,190,497</u>
Total Short-term Liabilities	<u>29,552,403</u>	<u>29,552,403</u>	<u>24,962,510</u>
Non Current Note Payable (PPP)	-	-	-
Total Liabilities	<u><u>29,552,403</u></u>	<u><u>29,552,403</u></u>	<u><u>24,962,510</u></u>
Net Assets			
Unrestricted Net Assets:			
Prior Year Excess Revenues	658,055	658,055	754,110
Curr Year Excess Revenues	<u>(35,389)</u>	<u>(35,389)</u>	<u>(20,283)</u>
Total Unrestricted Net Assets	<u>622,666</u>	<u>622,666</u>	<u>733,827</u>
Total Liabilities and Net Assets	<u><u>30,175,069</u></u>	<u><u>30,175,069</u></u>	<u><u>25,696,337</u></u>

Central Florida Cares Health System, Inc
Statement of Revenues and Expenses
For the prior three months and YTD 10/31/2021



Unaudited	Aug-21	Sep-21	Oct-21	FY 21/22 YTD
Program Services Revenue:				
DCF	6,225,494	5,991,011	6,088,767	24,907,244
Other	-	-	-	-
Brevard Co Planning Grant	-	-	14,000	14,000
Total Operating Revenue	6,225,494	5,991,011	6,102,767	24,921,244
Expenditures:				
Program Services Expenses	6,054,451	5,922,082	5,789,124	24,122,125.50
Personnel Expenses	137,576	139,293	140,563	645,244
403(b) Fees	583	-	-	583
Accounting Fees	-	-	-	-
Conferences	-	-	109	109
DCF Unallowables	-	50	228	278
Dues & Subscriptions	28	28	27	341
Insurance	(1,466)	4,020	3,769	9,915
Legal Fees	-	-	-	-
Meetings	460	914	215	2,304
Needs	-	-	6,340	6,340
Office Equipment	263	-	550	1,612
Office Furn & Fixture	-	-	-	-
Outreach and Awareness	6,429	-	-	6,429
Payroll Processing Fees	636	647	621	2,521
Printing & Publications	-	-	-	-
Professional Services Other	1,314	4,489	(1,857)	5,260
Recruiting and Screening	-	45	64	124
Rent-Building	14,950	14,950	14,950	59,800
Rent-Equipment	470	606	557	2,752
Software Development	-	3,800	-	3,800
Software Expense	13,581	14,468	12,365	60,179
Supplies & Postage	683	-	370	1,053
Telephone, Internet & Conf	2,193	2,203	2,188	8,680
Training	-	-	895	895
Total Expenditures	6,232,150	6,107,594	5,971,078	24,940,346
Operating Revenue over Expenditures	(6,656)	(116,583)	131,689	(19,102)
Other Revenue and Expenses:				
Contribution Revenue	-	-	-	-
Contribution Expense	5	1,500	(1,500)	(1,183)
Net Other Revenue (Expense)	5	1,500	(1,500)	(1,183)
Net Revenue over Expenditures	(6,652)	(115,083)	130,189	(20,283)

Central Florida Cares Health System, Inc DCF Contract Amendments – FY21-22



DCF Amendments - FY21-22			
Amendment Number	Signed	Purpose	Budget
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	11/23/2020	GHME1 3 Funding Changes for FY2021 (SOR Funds)	\$85,457,437
47	3/1/2021	GHME1 3 Funding Changes for FY2021 (CARES Act funding)	\$88,565,839
48	6/4/2021	GHME1 3 Funding Changes for FY2021 (OCA reallocations and PRTS transfer)	\$88,415,839
49	5/6/2021	Statutory Reporting of BOD Executive Compensation	N/A
50	07/01/21	GHME1 3 Funding Changes for FY21-22	\$89,635,609
51	9/30/2021*	GHME1 3 Funding Changes for FY2122	\$96,027,233
50	11/01/2021*	GHME1 3 Funding Changes for FY21-22 (Health Council)	\$96.527.233

DCF Contract History - per year as of Amendment 43