

**Executive Committee Meeting Minutes
Wednesday, January 12, 2022
Central Florida Cares Health System, Inc.
Brevard County Housing & Human Services
2725 Judge Fran Jamieson Way
Bldg. B, Suite B-101
Magnolia Conference Room
Viera, Florida**



ATTENDANCE

Board of Directors Present:

R. Wayne Holmes, President, Retired Asst. State's Attorney/Consumer Advocate
Luis Delgado, Vice President, Consumer Advocate
Mark Broms, Treasurer, Consumer Advocate
Ian Golden, Secretary, Brevard County Housing & Human Services

Central Florida Cares Health System, Inc. Staff

Maria Bledsoe, Chief Executive Officer
Trinity Schwab, Chief Operating Officer
Daniel Nye, Chief Financial Officer
Nikaury Munoz, Chief Integration Officer
Karla Pease, Executive Assistant
Mike Lupton, Chief Information Officer – via Zoom

Guests

Anne Sutherland, Department of Children and Families – via Zoom
Jean Tucker, Department of Children and Families – via Zoom
Amy Hammett, Department of Children and Families – via Zoom
Brehon Roberts, Moore, Stephens, Lovelace, CPAs

Meeting Called to Order

The Central Florida Cares Health System, Inc. (CFCHS) Executive Committee meeting was held on Wednesday, January 12, 2022, at 2:00 p.m. at Brevard County Housing & Human Services. The President called the meeting to order at 2:02 pm.

Approve Minutes

A motion to approve the December 8, 2021, minutes as written was made by Ian Golden; Mark Broms seconded; motion passed.

CFCHS Organizational Policies

- Merit Pay
- Petty Cash
- Specified Programs Performance Measure Analysis Monitoring and Validation

The aforementioned policies were reviewed among members, discussion took place, suggested changes were recommended. The Hybrid Work Policy will be placed on next month's agenda.

Ian Golden made a motion to approve the three (3) policies presented with recommended changes. Luis Delgado seconded; motion passed.

Financial Report

990 Presentation – Brehon Roberts, Moore, Stephens, Lovelace, CPA, presented the 990 in detail. The Board of Directors' names will be revised and presented at the Finance Committee on January 28, 2022.

November Financials

The CFO reviewed the November Balance Sheet that includes the balances from September 30, 2021, through November 30, 2021. Cash in the bank and Accounts Receivable is at \$27.10M. Accounts Receivable increased this month due to services increased and billing more to DCF. Accounts payable shows provider bills for services generated in November but is a December expense. Most providers are no longer being paid on pro rata now, but data.

Income statement highlights utilization going up. Personnel expenses is at a steady state. Accounting fees were at \$5K for the audit, the balance will be paid in December. \$58 in travel fees were provided for auditor's travel. Software expense and software developments are to upgrade the system, due to FASAMS and the replacement of FASAMS, to meet reporting requirements.

DCF Amendments were shown on page 4. There were no additions since last month.

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

Organizational Updates

- Transition House – after much discussion among members, a meeting will be established with Transition House and a few board members (post under the Sunshine Law). The contract with Transition House will stand as is at this point with no motion required.
- Conflict of Interest Planning – CFCHS is working through the Conflict-of-Interest process for CFCHS provider contracts and reviewed the timeline with members.
- Needs Assessment – the four surveys for the needs assessment were launched (Stakeholder, Individuals Served, Peer Support Community, and Cultural Disparity). These surveys will be posted on our website and on Facebook. Spanish and Creole versions of the surveys were created as well. The statewide Needs Assessment is to be completed by June 2022.

Other/Public Input – The Treasurer asked whether the Hybrid Work Policy being detained until next month might have a negative impact on the employees since expectations were the Executive Committee might be approving the policy at this meeting. He inquired about individuals with special needs or requests and what is happening with those employees. The CEO indicated she would email staff with notification of the delay in the policy. The CEO stated requests to work from home are based on an individual basis.

The Treasurer expressed the importance of staff retention and employees have other options today and to convey to staff that a good model is being worked through that will give employees choice and opportunities to work remotely soon and will be recommended for approval at the

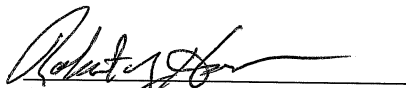
February board meeting. He reiterated that requests made individually should be addressed and handled until policy approval.


The Secretary stated, as the CEO, Maria has the ability in the interim to make decisions about her employees regarding their work schedules and what they can do. This policy is just to put on paper so if there is an employee who needs to work from home now, she can still address that employee's needs. The board will only be codifying it a month or two and the delay hopefully will not have any impact on staff.

Executive Committee Meeting

Next meeting will be February 9, 2022, at 2:00 pm at Central Florida Cares.

Luis Delgado made a motion to adjourn, Ian Golden seconded; motion passed. The meeting adjourned at 4:00 pm.


Wayne Holmes, President


Kana Pease, Recording Secretary

Executive Committee Agenda
Wednesday, January 12, 2022
2:00 PM – 3:00 PM
Brevard County Housing & Human Services
2725 Judge Fran Jamieson Way
Bldg. B, Suite B-101
Magnolia Conference Room
Viera, Florida



I. Welcome/Introductions	Wayne Holmes	2 minutes
II. Approve Minutes <ul style="list-style-type: none">December 8, 2021 Minutes	Wayne Holmes Group	2 minutes
III. Financial Report <ul style="list-style-type: none">November FinancialsF990 Presentation	Mark Broms Dan Nye	15 minutes
IV. Organizational Updates <ul style="list-style-type: none">Review New PoliciesTransition HouseConflict of Interest Planning	Maria Bledsoe	10 minutes
V. Other/Public Input	Group	3 minutes/person
VI. Adjourn - Executive Committee Meeting <ul style="list-style-type: none">February 9, 2022 at 2 pm Central Florida Cares Health System, Inc. 707 Mendham Blvd., #201 Orlando, FL 32825 Board Room	Group	2 minutes

**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

CENTRAL FLORIDA CARES HEALTH SYSTEM

Financial Report

November 2021 Financials

Unaudited

Central Florida Cares Health System, Inc
Statement of Financial Position
For the prior three months ended 11/30/2021



Balance Sheet - Unaudited
11/30/2021 with 3 month comparison

	<u>9/30/2021</u>	<u>10/31/2021</u>	<u>11/30/2021</u>
Assets			
Current Assets			
Cash in Bank	10,876,495	11,362,204	11,845,910
Accounts Receivable	19,087,985	14,132,529	15,256,209
Advance Due From Providers	-	-	-
Other Receivables	-	-	-
Prepaid Insurance	40,858	31,826	28,262
Prepaid Expenses	20,153	20,201	24,236
Deposits	26,375	26,375	26,375
Total Current Assets	<u>30,051,866</u>	<u>25,573,134</u>	<u>27,180,993</u>
Long-term Assets			
Computer Equipment	5,500	5,500	5,500
Software	1,347,346	1,347,346	1,347,346
Accum Depreciation	(1,229,643)	(1,229,643)	(1,229,643)
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>25,696,337</u></u>	<u><u>27,304,196</u></u>
Liabilities			
Short-term Liabilities			
Accounts Payable	6,039,917	5,897,745	7,210,302
Accrued Expenses	-	16,640	-
Wages Payable	210,550	192,379	203,236
Federal Payroll Taxes Payable	26,440	14,389	15,219
403(b) Payable	7,424	7,717	2,681
Deductions Payable	1,464	1,429	989
Deferred Revenue	820,062	5,214,981	6,928,547
CarryForward Funds	7,132,401	5,416,941	5,032,096
Interest & Other Payable to DCF	3,536,731	9,792	10,792
Advance Due to DCF CY	11,777,413	8,190,497	7,166,685
Total Short-term Liabilities	<u>29,552,403</u>	<u>24,962,510</u>	<u>26,570,548</u>
Non Current Note Payable (PPP)	-	-	-
Total Liabilities	<u><u>29,552,403</u></u>	<u><u>24,962,510</u></u>	<u><u>26,570,548</u></u>

Central Florida Cares Health System, Inc
Statement of Revenues and Expenses
For the prior three months and YTD 11/30/2021



Unaudited	<u>Sep-21</u>	<u>Oct-21</u>	<u>Nov-21</u>	<u>FY 21/22 YTD</u>
Program Services Revenue:				
DCF	5,991,011.40	6,088,767.20	7,529,945.63	32,437,189.49
Other	-	-	-	-
Brevard Co Planning Grant	-	14,000.00	-	14,000.00
Total Operating Revenue	5,991,011	6,102,767	7,529,946	32,451,189
Expenditures:				
Program Services Expenses	5,922,082	5,789,124	7,338,595	31,460,720.72
Personnel Expenses	139,293	140,563	136,353	781,598
403(b) Fees	-	-	584	1,167
Accounting Fees	-	-	5,000	5,000
Conferences	-	109	-	109
DCF Unallowables	50	228	135	413
Dues & Subscriptions	28	27	298	639
Insurance	4,020	3,769	3,740	13,655
Legal Fees	-	-	-	-
Meetings	914	215	209	2,513
Needs Assessment/Benchmarking	-	6,340	-	6,340
Office Equipment	-	550	-	1,612
Outreach and Awareness	-	-	-	6,429
Payroll Processing Fees	647	621	613	3,134
Professional Services Other	4,489	(1,857)	1,316	6,576
Recruiting and Screening	45	64	20	144
Rent-Building	14,950	14,950	14,950	74,750
Rent-Equipment	606	557	565	3,317
Software Development	3,800	-	11,305	15,105
Software Expense	14,468	12,365	14,011	74,190
Supplies & Postage	-	370	246	1,299
Telephone, Internet & Conf	2,203	2,188	2,198	10,878
Training	-	895	-	895
Total Expenditures	6,107,594	5,971,078	7,530,138	32,470,484
Operating Revenue over Expenditures	(116,583)	131,689	(193)	(19,295)
Other Revenue and Expenses:				
Contribution Revenue	-	-	-	-
Contribution Expense	1,500	(1,500)	14	(1,169)
Net Other Revenue (Expense)	1,500	(1,500)	14	(1,169)
Net Revenue over Expenditures	(115,083)	130,189	(179)	(20,462)

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
52	11/01/2021*	GHME1 3 Funding Changes for FY21-22 (Health Council)	\$96.527.233

DCF Contract History - per year as of Amendment 43