

**Finance Committee Meeting Minutes  
Friday, August 28, 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**

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

**Meeting Called to Order**

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

**Treasurer's Report**

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

**Financial Report**

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

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

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

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 Office equipment was \$7780, which replaced outdated personal computers and laptops with five new machines.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

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

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

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

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

**Other/Public Input – None**

**Next Finance Committee**

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

The meeting adjourned at 1:51 pm.



Mark Broms, Chair



Karla Pease, Recording Secretary

**Finance Committee Agenda**  
**Friday, August 28, 2020**  
**1:00 PM – 2:00 PM**  
**Central Florida Cares Health System, Inc.**  
**Via Zoom**



<b>I. Welcome/Introductions</b>	Mark Broms	2 minutes
<b>II. Treasurer's Report</b> <ul style="list-style-type: none"><li>Review and approve June 26, 2020 Minutes</li></ul>	Mark Broms	5 minutes
<b>III. Financial Report</b> <ul style="list-style-type: none"><li>Present July financial statements</li></ul>	Mark Broms Daniel Nye	40 minutes
<b>IV. Other/Public Input</b>	Group	3 minutes/person
<b>V. Adjourn – Next Finance Committee Meeting</b> <ul style="list-style-type: none"><li>September 25, 2020</li></ul>	Group	2 minutes

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Central Florida Cares Health System, Inc.  
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**ATTENDANCE**

**Central Florida Cares Health System – Finance Committee Members**

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Yasmin Flasterstein, Peer Support Space  
Bill Vintroux, Circles of Care  
Kelly Velasco, Park Place Behavioral Health Care  
Scott Griffith, Aspire Health Partners

**Central Florida Cares Health System, Inc. Staff**

Maria Bledsoe, Chief Executive Officer  
Mike Lupton, Chief Information Officer and Interim Chief Financial Officer  
Trinity Schwab, Chief Operating Officer  
Karla Pease, Executive Assistant  
Sharon Ramsaran, Sr. Accountant

**Guests**

Mary Christie, Department of Children and Families  
Jill Krohn, Department of Children and Families

**Meeting Called to Order**

The Central Florida Cares Health System, Inc. (CFCHS) Finance Committee Meeting was held on Friday, June 26, 2020, at 1:00 p.m. via Zoom. The Treasurer called the meeting to order at 1:00 p.m.

**Treasurer's Report**

*A motion to approve the minutes from May 29, 2020 as written was made by Bill Vintroux, Kelly Velasco seconded, motion passed. Votes were taken individually, there were 5 ayes, 0 nays.*

**Financial Report**

The interim CFO shared May financials. Cash in the bank is significantly lower than in April due to DCF being able to provide a portion of the payment to CFCHS for March invoices. May's provider payment will be paid at 100%. Scott Griffith asked if the balance for accumulated depreciation will be trued up at end year for the audit. The CIO indicated this is a once a year adjustment that occurs.

On page 3, the revenues and expenses are quite standard. There was a reduction in program service expenses, showing what Providers have earned for the month. About \$250K was data corrections from prior periods or programs that get paid at a prorated amount and then reconciled. In May there was a lower level of service delivered. Local travel expense is where an employee turned in their travel for prior months.

Page 4 reflects Budget versus actuals reflects software development where CFCHS has been invoiced for care coordination to update to data system and a small-scale document exchange platform to meet some contractual requirements costing \$34K being billed to the ME Road to Recovery. The care coordinating module will streamline processes for care coordinators and the ME to manage enrollment and simplify reporting. A provider can securely transmit a file to another provider or the ME directly. Both are being tested now and hopefully it will roll out in the 1<sup>st</sup> quarter of next year. FASAMS work should be invoiced over this year and next year, and a great deal of work has been accomplished. This budget to actual report is very much like prior months with no unusual ME expenses.

Pages 5-7 are utilization expenditures for Mental Health and Substance Use by OCAs, providers, and rates. The CIO provided details related to the highlighted cells in red.

Page 8 is Provider Payment Guidance and has been extended through the end of September 2020. This means the prorated payment process for those providers who wanted the prorated payment within the eligible OCAs will continue into the new fiscal year for first quarter. There are 8 of 29 providers using the prorated payment ranging from 1% of their total fiscal year payment to about 9%.

Pages 9-10 are tables in graph form of the same information on pages 6-7. Pages 11-12 are provider expenditures and were explained.

Page 13 shows Amendment #42 was signed on May 29, 2020 and most recently, Amendment #43 is in process for the ME contract 3-year renewal.

*A motion to approve the May Financial Reports as presented and recommend presentation at the Executive Committee was made by Bill Vintroux, Scott Griffiths seconded, motion passed. There were 5 ayes and no ayes.*

The Treasurer thanked Sharon Ramsaran and Mike Lupton for a job well done. He then went on to say the network was doing a great job in adjusting during this pandemic. He followed up by asking attendees to give an update on their organizations.

The CEO stated:

- CFCHS has extended an offer for the CFO position and the offer has been accepted. This person will start on July 6, 2020.
- Waiting on the governor's budget.
- Open the office on July 6<sup>th</sup> for employee's return, but will revisit due to rise in COVID cases.
- GHME1 Contract – Mary Christie said DCF's Secretary is to be signing the renewal amendment today.

The Treasurer asked Providers to give an update on their organization.

### **Other/Public Input**

Bill Vintroux stated HHS provided financial assistance in April who served Medicare clients. Circles of Care received a little money for Medicare related clients since they are a licensed hospital.

**Next Financial Committee**

This is scheduled for Friday, August 28, 2020 at 1:00 pm.

*A motion to adjourn was made by Kelly Velasco, Bill Vintroux seconded, motion passed.*

The meeting adjourned at 1:50 pm.

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Mark Broms, Chair

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Karla Pease, Recording Secretary

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# CENTRAL FLORIDA CARES HEALTH SYSTEM

## **Financial Report**

**July 2020 Financials**

**Unaudited**

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



	<u>7/31/2019</u>	<u>5/31/2020</u>	<u>6/30/2020</u>	<u>7/31/2020</u>
<b>Assets</b>				
<b>Current Assets</b>				
Cash in Bank	11,440,401	448,113	6,329,771	13,433,778
Accounts Receivable	11,492,244	12,496,627	6,595,636	11,384,022
Prepaid Insurance	26,554	2,414	26,168	23,987
Prepaid Expenses	26,019	22,181	21,356	21,356
Deposits	26,375	26,375	26,375	26,375
<b>Total Current Assets</b>	<u>23,011,592</u>	<u>12,995,711</u>	<u>12,999,306</u>	<u>24,889,518</u>
<b>Long-term Assets</b>				
Computer Equipment	5,500	5,500	5,500	5,500
Software	1,216,288	1,216,288	1,216,288	1,216,288
Accum Depreciation	<u>(1,063,646)</u>	<u>(1,063,646)</u>	<u>(1,063,646)</u>	<u>(1,063,645)</u>
<b>Total Long-term Assets</b>	<u>158,142</u>	<u>158,143</u>	<u>158,143</u>	<u>158,144</u>
<b>Total Assets</b>	<u><u>23,169,734</u></u>	<u><u>13,153,854</u></u>	<u><u>13,157,449</u></u>	<u><u>25,047,662</u></u>
<b>Liabilities</b>				
<b>Short-term Liabilities</b>				
Accounts Payable	6,995,751	6,054,819	6,588,511	6,357,041
Wages Payable	117,177	98,665	109,787	124,952
Federal Payroll Taxes Payable	8,964	7,548	8,399	20,054
403(b) Payable	2,397	6,929	1,751	5,467
Deductions Payable	931	1,088	778	1,041
Deferred Revenue	(656,620)	2,410,261	3,116,807	3,550,471
CarryForward Funds	3,418,280	3,138,196	2,880,167	2,796,343
Interest & Other Payable to DCF	2,133,624	1,683	2,869	85
Advance Due to DCF CY	10,736,505	976,046	0	11,789,826
<b>Total Short-term Liabilities</b>	<u>22,757,010</u>	<u>12,695,234</u>	<u>12,709,069</u>	<u>24,645,280</u>
<b>Total Liabilities</b>	<u><u>22,757,010</u></u>	<u><u>12,695,234</u></u>	<u><u>12,709,069</u></u>	<u><u>24,645,280</u></u>
<b>Unrestricted Net Assets:</b>				
Prior Year Excess Revenues (Expenses)	404,785	404,785	404,785	404,786
Curr Year Excess Revenues (Expenses)	7,939	53,834	43,595	(2,404)
<b>Total Unrestricted Net Assets</b>	<u>412,725</u>	<u>458,619</u>	<u>448,380</u>	<u>402,382</u>
<b>Total Liabilities and Net Assets</b>	<u><u>23,169,734</u></u>	<u><u>13,153,854</u></u>	<u><u>13,157,449</u></u>	<u><u>25,047,662</u></u>

# Central Florida Cares Health System, Inc

## Statement of Revenues and Expenses

### For the prior three months and year to date



	Apr-20	May-20	Jun-20	FY 19/ 20 YE	Jul-20
Program Services Revenue:					
DCF	6,885,641	6,215,581	6,955,056	80,602,407.50	5,793,034
FLINC			-	47,850.08	-
Orange County			-	31,614.74	-
Other	7,800		-	7,800.00	-
Brevard Co Planning Grant	15,398		-	46,192.50	-
Total Operating Revenue	6,908,838	6,215,581	6,955,056	80,735,864.82	5,793,034
Expenditures:					
Program Services Expenses	6,709,140	6,041,297	6,733,456	78,245,674.67	5,556,752
Personnel Expenses	145,829	138,391	132,327	1,781,022.63	156,143
403(b) Fees			581	2,136.24	-
Accounting Fees			-	19,095.00	-
Conferences			279	3,137.92	-
DCF Unallowables	2,800	9	109	3,137.92	-
Dues & Subscriptions	136	28	123	32,141.99	31,123
Insurance	2,383	2,414	2,414	30,065.20	2,367
Legal Fees	-	3,016	630	10,189.30	-
Meetings	-	402	143	22,787.76	-
Needs Assessment/Benchmarking	-		-	7,833.00	-
Office Equipment	-	328	282	4,671.29	7,780
Office Furn & Fixture	-		995	845.91	-
Outreach and Awareness	-		-	1,000.00	-
Payroll Processing Fees	674	572	1,705	8,722.01	1,169
Printing & Publications	-		-	849.00	-
Professional Services Other	1,250	1,314	1,250	64,022.80	1,250
Recruiting and Screening			18	865.84	84
Rent-Building	16,153	16,153	16,154	177,686.96	16,153
Rent-Equipment	565	466	460	6,341.33	565
Software Development			56,734	56,734.35	-
Software Expense	12,725	12,468	13,973	166,569.03	19,204
Supplies & Postage	1,068	535	371	4,520.17	(36)
Telephone, Internet & Conf	2,302	2,614	1,944	29,324.35	2,445
Training	-	36	198	12,895.15	439
Total Expenditures	6,895,026	6,220,043	6,964,147	80,692,269.82	5,795,438
Operating Revenue over Expenditures	13,812	(4,462)	(9,091)	43,595.00	(2,404)
Other Revenue and Expenses:					
Contribution Revenue	900			1,450.00	
Contribution Expense				(300.00)	
Net Other Revenue (Expense)	900	-	-	1,150.00	-
Net Revenue over Expenditures	14,712	(4,462)	(9,091)	44,745.00	(2,404)

# Central Florida Cares Health System, Inc

## ME Schedule of Funds FY2020-21 vs FY2019-20

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

		Central Florida Cares Health System - Contract# GHME1					SoF Difference by FY 2020-21 and & FY 2019- 20	Summary explaining differences in SoF amounts by OCA between FY 2019-20 and FY 2020-21
Other Cost Accumulators Title	Other Cost Accumulators	FY 2020-21 (Beginning 07/01/20)						
		Federal	State	Total	FY 2020-21 Non- Recurring Total (Based on FY 2020-21 GAA Conference Report, Federal Grant Projects and Known Non- Recurring Budget Issues)			
ME Managing Entity Administrative Costs	MHS00	155,209	2,202,570	2,357,779	-	-	No Difference	
ME SA Road to Recovery-Modernizing Behavioral Health System	MS919	-	392,570	392,570	392,570	-	FY 2020-21 GAA Non-recurring proviso (4600105)	
ME State Opioid Response Disc Grant Admin-Year 2 Grant Budget Period (10/01/19-06/30/20)	MSSA2	43,465	-	43,465	43,465	(157,383)	FY 2020-21 Federal Grant Realignment (Year 2 SOR grant budget period)	
<b>Subtotal ME Operational Costs</b>		<b>198,674</b>	<b>2,595,140</b>	<b>2,793,814</b>	<b>436,035</b>	<b>(261,412)</b>		
ME Services & Supports Provider Activity - Mental Health	MH000	2,648,492	22,709,838	25,358,330	-	(4,805)	FY 2020-21 transfer to MH026 for evidenced-based set aside (\$4,805)	
ME Early Intervention Svs - Psychotic Disorders	MH026	750,000	-	750,000	-	-	No Difference	
ME Purchase of Residential Treatment Services for Emotionally Disturbed Children and Youth	MH071	-	390,183	390,183	-	-	No Difference	
ME Community Forensic Beds	MH072	-	524,474	524,474	-	-	No Difference	
ME Florida Assertive Community Treatment (FACT)	MH073	1,194,535	2,363,556	3,558,091	-	-	No Difference	
ME Indigent Psychiatric Medication Program	MH076	-	69,078	69,078	-	-	No Difference	
ME MH Community Action Treatment (CAT) Teams	MHCAT	-	3,000,000	3,000,000	-	-	No Difference	
ME Emergency COVID-19 Grant	MHCOV	555,000	-	555,000	555,000	510,000	FY 2020-21 Budget-Emergency COVID-19 Grant	
ME MH Supported Employment Services	MHEMP	-	100,000	100,000	-	(150,000)	FY 2020-21 Budget Realignment	
ME MH Forensic Transitional Beds	MHFMH	-	700,800	700,800	-	700,800	FY 2020-21 GAA Recurring Budget Authority	
ME MH Mobile Crisis Teams	MHMCT	-	1,163,384	1,163,384	-	-	No Difference	
ME Centralized Receiving Facilities	MHSCR	-	4,618,430	4,618,430	-	-	No Difference	
ME MH State Funded Federal Excluded Services	MHSFP	-	232,652	232,652	-	-	No Difference	
ME Circles of Care - Crisis Stabilization	MHSS2	-	700,000	700,000	700,000	200,000	FY 2020-21 GAA Non-recurring proviso (4600135)	
ME Transition Vouchers Mental Health	MHTRV	-	189,009	189,009	-	-	No Difference	
ME Title XXI Children's Health Insurance Program (Behavioral Health Network)	MH0BN	726,042	228,548	954,590	-	(269,379)	FY 2020-21 budget realignment based on the December 2019 SSEC Report	
ME MH Care Coordination Client Services	MH0CN	-	507,089	507,089	-	-	No Difference	
ME Community Forensic Multidisciplinary Teams for Hospital Diversion	MH0FH	-	652,000	652,000	-	-	No Difference	
ME Grants PATH	MH0PG	492,750	-	492,750	-	61,083	FY 2020-21 Federal Grant Award Re-alignment	
ME Temporary Assistance for Needy Families (TANF)	MH0TB	661,245	-	661,245	-	(122,000)	FY 2020-21 Federal Grant Realignment (Year 2 SOR grant budget period)	
<b>Subtotal Mental Health</b>		<b>7,028,064</b>	<b>38,149,041</b>	<b>45,177,105</b>	<b>1,255,000</b>	<b>(240,165)</b>		

# Central Florida Cares Health System, Inc

## ME Schedule of Funds FY2020-21 vs FY2019-20

Page 2 of 2



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

		Central Florida Cares Health System - Contract# GHME1				SoF Difference by FY 2020-21 and & FY 2019- 20	Summary explaining differences in SoF amounts by OCA between FY 2019-20 and FY 2020-21
Other Cost Accumulators Title	Other Cost Accumulators	FY 2020-21 (Beginning 07/01/20)					
		Federal	State	Total	FY 2020-21 Non- Recurring Total (Based on FY 2020-21 GAA Conference Report, Federal Grant Projects and Known Non- Recurring Budget Issues)		
ME Services & Supports Provider Activity - Substance Abuse	MS000	8,721,113	9,399,364	18,120,477	-	17,365	Transferred budget authority to HIV set-aside OCA: (\$3,996) Transferred budget authority to Prevention set-aside: (\$15,998) FY 2019-20 budget realignment (\$30,963) move to MSSFP
ME HIV Services	MS023	665,807	-	665,807	-	(6,766)	Substance Abuse Block Grant (SABG) set-aside based on percentage of annual substance abuse block grant budget authority. SABG budget authority decreased in FY 2017-18 GAA.
ME Prevention Services	MS025	2,663,229	-	2,663,229	-	(27,061)	Substance Abuse Block Grant (SABG) set-aside based on percentage of annual substance abuse block grant budget authority. SABG budget authority decreased in FY 2017-18 GAA.
ME Projects Expansion of Substance Abuse Services for Pregnant Women and their affected families	MS081	-	1,883,426	1,883,426	-	-	No Difference
ME Family Intensive Treatment (FIT)	MS091	531,092	531,092	1,062,184	-	1	Rounding Difference
ME SA-Specialized Treatment, education and Prevention Services-Women's Residential Treatment	MS917	-	250,000	250,000	250,000	250,000	FY 2020-21 GAA Non-recurring proviso (4402033)
ME SA Care Coordination	MS0CN	108,662	108,662	217,324	-	-	No Difference
ME Prevention Partnership Grant (PPG)	MS0PP	571,106	-	571,106	-	-	No Difference
ME Temporary Assistance for Needy Families (TANF)	MS0TB	660,359	-	660,359	-	-	No Difference
ME SA Community Based Services	MSCBS	-	2,039,181	2,039,181	-	-	No Difference
ME SA Seminole County Sheriff Opioid ARC Partnership	MSCS0	-	400,000	400,000	400,000	400,000	FY 2020-21 GAA Non-recurring proviso (4600157)
ME State Opioid Response Disc Grant SVCS-Rec Comm Org-Year 2 Grant Budget Period (10/01/19-06/30/20)	MSRC2	25,000	-	25,000	25,000	25,000	N/A
ME St. Opioid Response DISC Grant-GPRA	MSSGP	196,000	-	196,000	196,000	196,000	FY 2020-21 Federal Grant Realignment (Year 2 SOR grant budget period)
ME-State Opioid Response Disc Grant SVCS-Hospital Bridge	MSSOH	100,000	-	100,000	100,000	(1,141,851)	FY 2020-21 Federal Grant Realignment (Year 2 SOR grant budget period)
ME State Opioid Response Disc Grant SVCS-Prevention-Year 2 Grant Budget Period (10/01/19-06/30/20)	MSSP2	62,092	-	62,092	62,092	(124,186)	FY 2020-21 Federal Grant Realignment (Year 2 SOR grant budget period)
ME State Opioid Response SVCS-MAT-Year 2 Grant Budget Period (10/01/19-06/30/20)	MSSM2	313,536	-	313,536	313,536	(2,448,907)	FY 2020-21 Federal Grant Realignment (Year 2 SOR grant budget period)
ME ST Opioid Response SVCS-Child Welfare	MSSOW	100,000	-	100,000	100,000	(893,481)	FY 2020-21 Federal Grant Realignment (Year 2 SOR grant budget period)
ME Transition Vouchers Substance Abuse	MSTRV	-	122,734	122,734	-	-	No Difference
<b>Subtotal Substance Abuse</b>		<b>14,717,996</b>	<b>14,734,459</b>	<b>29,452,455</b>	<b>1,446,628</b>	<b>(5,565,151)</b>	
<b>Total All Fund Sources</b>		<b>21,944,734</b>	<b>55,478,640</b>	<b>77,423,374</b>	<b>3,137,663</b>	<b>(6,066,728)</b>	