

**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**



<b>I. Welcome/Introductions</b>	Wayne Holmes	2 minutes
<b>II. Approve Minutes</b> <ul style="list-style-type: none"> <li>• December 8, 2021 Minutes</li> </ul>	Wayne Holmes Group	2 minutes
<b>III. Financial Report</b> <ul style="list-style-type: none"> <li>• November Financials</li> <li>• F990 Presentation</li> </ul>	Mark Broms Dan Nye	15 minutes
<b>IV. Organizational Updates</b> <ul style="list-style-type: none"> <li>• Review New Policies</li> <li>• Transition House</li> <li>• Conflict of Interest Planning</li> </ul>	Maria Bledsoe	10 minutes
<b>V. Other/Public Input</b>	Group	3 minutes/person
<b>VI. Adjourn - Executive Committee Meeting</b> <ul style="list-style-type: none"> <li>• February 9, 2022 at 2 pm Central Florida Cares Health System, Inc. 707 Mendham Blvd., #201 Orlando, FL 32825 Board Room</li> </ul>	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 1/12<sup>th</sup> 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.*

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Wayne Holmes, President

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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>
<b>Assets</b>			
<b>Current Assets</b>			
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
<b>Total Current Assets</b>	<u>30,051,866</u>	<u>25,573,134</u>	<u>27,180,993</u>
<b>Long-term Assets</b>			
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)
<b>Total Long-term Assets</b>	<u>123,203</u>	<u>123,203</u>	<u>123,203</u>
<b>Total Assets</b>	<u><u>30,175,069</u></u>	<u><u>25,696,337</u></u>	<u><u>27,304,196</u></u>
<b>Liabilities</b>			
<b>Short-term Liabilities</b>			
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
<b>Total Short-term Liabilities</b>	<u>29,552,403</u>	<u>24,962,510</u>	<u>26,570,548</u>
Non Current Note Payable (PPP)	-	-	-
<b>Total Liabilities</b>	<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



<b>Unaudited</b>	<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
<b>Total Operating Revenue</b>	<b>5,991,011</b>	<b>6,102,767</b>	<b>7,529,946</b>	<b>32,451,189</b>
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
<b>Total Expenditures</b>	<b>6,107,594</b>	<b>5,971,078</b>	<b>7,530,138</b>	<b>32,470,484</b>
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)
<b>Net Other Revenue (Expense)</b>	<b>1,500</b>	<b>(1,500)</b>	<b>14</b>	<b>(1,169)</b>
<b>Net Revenue over Expenditures</b>	<b>(115,083)</b>	<b>130,189</b>	<b>(179)</b>	<b>(20,462)</b>

## 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