



ESCAMBIA COUNTY HEALTH FACILITIES AUTHORITY

MEETING AGENDA

June 27, 2017

4 p.m.

1. **Call to Order** and accept proof of publication of notice of meeting.
2. **Approve Minutes** of the meeting held on March 28, 2017.
3. **Open Forum/Public Comment:** The Health Facilities Authority allows any person to speak regarding agenda items other than ministerial or information only matters. Speakers must complete the speaking request form prior to the start of the meeting. Each speaker or group representative is limited to three (3) minutes of speaking time. Speakers shall refrain from abusive or profane remarks, disruptive outbursts, protests, or other conduct which interferes with the orderly conduct of the meeting.
4. **Financial Matters:**
 - a. Authority CPA Yeagle Report on fiscal year 2nd Quarter financial statements.
 - b. Executive Director Report on operations through May 31, 2017.
5. **Operations:**
 - a. Chairman Bullock report on Executive Director Annual Evaluation for contract year ending 5-31-17.
 - b. Transition planning discussion.
6. **Grants:**
 - a. Update and action as needed on Projects being funded with the PPH Gift:
 - (1) Council on Aging
 - (2) Loaves & Fishes Soup Kitchen
 - (3) Favor House of Northwest Florida
 - b. Update and action as needed on the Authority grant program.
7. **Routine Authority Business:**
 - a. Reschedule August 22 meeting.
 - b. NAHEFFA Fall 2017 Conference in Boise, ID – September 4, 2017

Next Scheduled Meeting of the Authority: To be determined

ESCAMBIA COUNTY HEALTH FACILITIES AUTHORITY
MEETING MINUTES
March 28, 2017
4:00 p.m.

Members present: Keith Bullock
Eugene Franklin
Michael Kohler
Linda Miragliotta

Members absent: Jim Hall

Others Present: Paula Drummond, Executive Director
Virginia Yeagle, CPA
David Lister, Saltmarsh Cleaveland & Gund CPAs
Allison Jones, Saltmarsh Cleaveland & Gund CPAs
Jen Mostert, Saltmarsh Cleaveland & Gund CPAs

- 1. Call to Order and accept proof of publication of notice of meeting.** Chairman Bullock called the meeting to order at 4:00 pm. Notice of the meeting appeared in the Board of County Commissioners weekly notice published on March 25, 2017 in the PNJ; and notice of the meeting date and time was published on the Authority's website throughout the month of March. All board members were present except for Mr. Jim Hall who had a business conflict. Also present were Paula Drummond, Executive Director; Virginia Yeagle, CPA; and three representatives from the Authority's audit firm, Saltmarsh, Cleaveland & Gund: David Lister; Allison Jones, and Jen Mostert.
- 2. Approve Minutes of meetings held on January 24 and February 28, 2017:** Motion was made by Ms. Miragliotta and seconded by Mr. Franklin to approve the minutes of both meetings as presented. Motion passed 4-0.
- 3. Open Forum/Public Comment:** No members of the public attended.
- 4. Financial Matters:**
 - a. Representatives from Saltmarsh Cleaveland & Gund to present the Authority's audited financial statements for fiscal year ending September 30, 2016:** The representatives from Saltmarsh presented the fiscal year 2016 audited financial statements to the Authority. They confirmed their written opinion contained in the audit document that the financial statements presented fairly, in all material respects, the financial position of the Authority as of September 30, 2016 and 2015. They further advised the Authority complied with the requirements of Section 218.415, F.S. regarding its investment policy and investments; there were no deficiencies with internal controls and no instances of noncompliance with laws, regulations, contracts or grant agreements; and they issued a clean Management Letter related to matters required to be addressed by the Florida Auditor General. They answered questions from the Board Members and Ms. Yeagle. Following their presentation the Saltmarsh team left the meeting. Motion was made by Mr. Kohler and seconded by Mr. Franklin to accept the audited financial statements as presented. Motion passed 4-0.
 - b. Authority CPA Virginia Yeagle to present FY 2017 First Quarter financial statements for the period October 1 – December 31, 2016:** Ms. Yeagle presented the compiled financial statements for the first quarter of fiscal year 2017. She advised the adjustments made by the auditors for fiscal year 2016 were incorporated to insure an accurate opening balance for fiscal year 2017. Motion was

made by Mr. Franklin and seconded by Ms. Miragliotta to accept the financial statements dated December 31, 2016 as presented. Motion passed 4-0.

c. Reports on operations for the period January 1 – February 28, 2017: Ms. Drummond presented the reports on operations for the months of January and February 2017, and a report on the fair market value of the Authority's investments as of February 28, 2017. There was discussion regarding reinvestment of the proceeds of the corporate bonds which will mature during 2017 beginning in April. The consensus was to reinvest those proceeds in accordance with the investment policy, with shorter term maturities preferred. Motion was made by Ms. Miragliotta and seconded by Mr. Kohler to approve the financial reports as presented by Ms. Drummond. Motion passed 4-0.

d. Report on the defeasance of the outstanding balance of the Authority's Series 2000 Bonds: Ms. Drummond advised the defeasance of the Series 2000 bonds closed on schedule on March 13, 2017. All required funds were transferred into the escrow account established for the bonds, and fees and expenses were paid by the trustee according to the schedule approved by the Authority in Resolution 2017-01. After all the financial transactions associated with the defeasance were settled, the Trustee transferred the remaining funds in the trust accounts to the Authority. There was discussion about using funds transferred to the Authority to improve health care services in underserved areas of Escambia County. No decisions were made and the matter will be taken up again at the next meeting.

5. Grants:

a. Applications from the following organizations to be funded with the PPH Gift: Ms. Drummond explained the summary sheet outlining the details of the projects proposed by each applicant. The Board's determinations on each application were as follows:

(1) Council on Aging: The Board expressed concern about the cost of projects 1 & 2 listed on the Summary, and decided that additional bids on the construction projects would be necessary. They were in agreement that the other projects 4-6 were fine without conditions. With respect to projects 1 & 2, the Board accepted the projects subject to either (1) a reduction in project costs by 20% by the current low bidder or a new bidder or (2) a new bid was obtained which was reviewed and deemed acceptable by Chairman Bullock and Ms. Drummond. Motion was made by Mr. Kohler and seconded by Mr. Franklin to approve the application subject to the conditions stated. Motion passed 4-0.

(2) Loaves & Fishes Soup Kitchen: The Board discussed the projects submitted and the costs proposed. No objections or concerns were expressed. Motion was made by Mr. Franklin and seconded by Mr. Kohler to approve the application as submitted. Motion passed 4-0.

(3) Favor House of Northwest Florida: The Board discussed the projects on the list for Favor House, and approved projects 2 – 6 with no conditions. With respect to project 1 related to acquisition of a new vehicle and extras, Ms. Drummond advised the Board of the reasons Favor House did not want to buy a used vehicle, including concerns about undisclosed mechanical problems; lack of funding to make repairs; and their intention to keep the vehicle in service for 10 or more years. There was discussion about the MSRP of the new vehicles included for comparison in their application and whether or not the requested extras, including an extended warranty and insurance should be approved. After consideration, the Board decided to authorize the purchase of a new vehicle in the price range proposed, and the cost of insurance for one year, but no further extras. Ms. Drummond was authorized to approve Favor House purchasing the vehicle and insurance if the final project cost was reasonable and in line with the Board discussion. Motion made by Ms. Miragliotta and seconded by Mr. Kohler to approve the application, subject to the restrictions on the purchase of the vehicle as stated. Motion passed 4-0.

b. Discuss potential recipients to receive grants from the Authority's ongoing regular and mini-grant program before fiscal year end on September 30, 2017: There was a brief discussion on this topic but no action was taken.

6. Routine Authority Business.

a. NAHEFFA Spring 2017 Conference in Alexandria, VA April 3-5, 2017: Travel details and conference information. Ms. Drummond gave the board members who were attending the conference copies of their travel documents.

There being no further business to come before the meeting, they adjourned at 5:40 p.m.

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Minutes approved in public meeting on this 27th day of June, 2017.

**ESCAMBIA COUNTY HEALTH FACILITIES
AUTHORITY**

ATTEST:

By: _____
Chairman

Secretary

Annual Evaluation of Paula G. Drummond Executive Director & General Counsel Escambia County Health Facilities Authority		Evaluator Signature <i>ABH</i>			
Review conducted by: <i>Keith Bullock</i>					
Date: <i>5/24/17</i>	Check the Appropriate Box				
June 1 2016 - May 31 2017	Excellent	Better Than Average	Satisfactory	Needs Improvement	No Basis For Review
1. Perform duties in a professional manner	✓				
2. Demonstrates a positive attitude and enthusiasm toward the job	✓				
3. Is open to new ideas, view points, and approaches, and can expect, adjust, and manage change	✓				
4. Demonstrates ability to think creatively in order to develop and implement programs or activities within the resources available	✓				
5. Presents a positive image of the Authority to State agencies; NAHEFFA; and other professionals/organizations doing business with the Authority	✓				
6. Communicates effectively through written materials and verbal presentations	✓				
7. Is available and accessible to Board members	✓				
8. Prepares accurate financial reports; meeting minutes; and other documentation as needed for Authority board meetings and operations	✓				
9. Protects and leverages the financial resources of the Authority to achieve maximum benefits	✓				
10. Selects and/or manages competent outside professionals as needed for Authority business matters; provides effective assistance and cooperation.	✓				

