



MEETING AGENDA

October 27, 2020

4 p.m.

1. **Call to Order** and accept proof of publication of notice of meeting.
2. **Approve Minutes** of the meeting held on August 25, 2020.
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. Report on Operations for the period August 1 September 30, 2020
 - b. Adopt Amended Budget for FY 2020; adopt Resolution 2020-05 approving the FY 2020 amended budget
 - c. Report on Dixon School of Arts – Clinic Grant Completed.
5. **Operations:**
 - a. Canceling November 17, 2020 meeting
 - b. Approve 2021 meeting schedule
 - c. Follow up on establishing policies and procedures regarding appointment and reappointment of Board Members
 - d. Update on Audit for FY 2020

Routine Authority Business:

- a. Update records management project
- b. Update on NAHEFFA Fall Virtual Teleconference – October 28 -29, 2020

Next Scheduled Meeting of the Authority: January 26, 2021

**ESCAMBIA COUNTY HEALTH FACILITIES AUTHORITY
MEETING MINUTES
August 25, 2020**

Members on Call: Eugene Franklin
Jim Hall
Michael Kohler
Keith Bullock
Susan Ashby

Others Present on Call: Virginia Yeagle, Administrator, CPA
Michael Stebbins, General Counsel

1. Call to order and accept proof of publication of notice of meeting.

Chairman Franklin called the meeting to order at 4:00 p.m. This meeting is being held by telephone conference pursuant to Emergency Orders issued by Governor DeSantis for “stay at home” order due to the COVID-19 pandemic. Ms. Yeagle was present at the Authority’s office and conducted a roll call of Board Members on the call. The Board members on the conference call were Mr. Jim Hall, Mr. Michael Kohler, J Keith Bullock and Ms. Susan Ashby. Also present were Virginia Yeagle, Administrator and Michael Stebbins, General Counsel.

Notice of the meeting was published in the BCC weekly meeting notice in the Pensacola News Journal, on the Authority’s website, and a meeting notice was posted on the front door at the Authority’s office.

Congratulations were sent to Mr. Kohler for his reappointment by the Board of County Commissioners for a new term effective August 22, 2020 through August 21, 2024.

2. Approve Minutes of July 28, 2020 meeting.

Motion was made by Mr. Hall and seconded by Mr. Kohler to approve the minutes as presented. Motion passed unanimously.

3. Open Forum/Public Comment – Ms. Zenani Johnson, Governmental Liaison with the Escambia County Administrator’s office, was attending by teleconference. Ms. Yeagle stated that there had been no inquiry by any member of the public to attend in person or by teleconference, other than Ms. Johnson.

4. Financial Matters:

a. Report on Operations for the period May 1 to July 31, 2020.

Ms. Yeagle presented the report on operations covering the period May 1 to July 31, 2020. The report shows all activity in the bank and investment accounts for the three month period. Items noted include payment of general and property insurance, NAHEFFA membership dues and monthly service and back-up plan for the computer system. Ms. Yeagle noted that there will be a need to transfer funds from the investment account to pay the grant to Dixon School of Arts for the school clinic and to make the third installment on the grant agreement with the Escambia County. Ms. Yeagle expects to make the transfer in early September so monies are available for disbursement by mid- September. Motion was made by Mr. Kohler and seconded by Mr. Hall to approve the report on Operations as presented. Motion passed unanimously.

- b. Adopt Budget for FY 2021; Adopt Resolution 2020-03 approving the FY 2021 budget matters.**

Ms. Yeagle presented the proposed budget for Fiscal Year 2021. The budget presented for FY 2021 was shown in comparison to FY 2020 approved budget. Ms. Yeagle provided explanations for anticipated revenues and expense items. Board members asked various questions regarding budget line items including non-employee services. Motion was made by Mr. Hall and seconded by Mr. Kohler to approve the proposed budget for FY 2021 and adopt Resolution 2020-03. Motion passed unanimously.

5. Operations:

- a. Review and approval of Administrator's performance evaluation.**

Ms. Yeagle's contract with the Authority calls for an annual performance review to be conducted by the Chairman on or before March 1 after each calendar year of service. 2019 was Ms. Yeagle's first year of service. Due to time constraints of the two bond transactions handled by the Authority this year and the disruption caused by COVID-19, there has not been adequate time for the Chairman Franklin and Ms. Yeagle to meet and conduct the performance review. Since this is the last Authority meeting under Chairman Franklin, Ms. Yeagle presented a self-evaluation based on the duties set forth in her contract and asked for feedback from all Board members. Chairman Franklin stated he would meet with Ms. Yeagle by the end of August to perform the review and the results of the review would be shared with the Board. Mr. Kohler inquired about why March was used as the period to have the evaluation conducted. Ms. Yeagle stated that her contract was on a calendar year. Mr. Kohler suggested that the evaluation period should be changed to coincide with the Authority's fiscal year. Ms. Yeagle stated that she welcomes comments from all Board members and looks forward to meeting with Chairman Franklin next week.
- b. Election of Officer's for Fiscal Year 2021; Adopt Resolution 2020-04 designating the officer's elected**

Since this meeting is the last Authority meeting of the fiscal year, it is necessary to elect officers for FY 2021. Based on the traditional rotation of officers, Ms. Yeagle presented the following slate of officers for FY 2021: Mr. Jim Hall, Chair; Mr. Kohler, Vice Chair; Mr. Bullock, Secretary; and Ms. Ashby, Assistant Secretary. No other slates of officers' were presented by any other Board member. Motion was made by Ms. Ashby and seconded by Mr. Kohler to approve the slate of officers for FY 2021 and adopt Resolution 2020-04. Motion passed unanimously.
- c. Establishing policies and procedures regarding appointment and reappointment of Board Members.**

As a follow up to the July 25, 2020 meeting item, Ms. Yeagle asked for direction from the Board on how they would like her to proceed. Mr. Stebbins suggested that Ms. Yeagle look at the organizing documents such as bylaws, articles of incorporation, state statute and historically at how the process is addressed. Also, it was recommended Ms. Yeagle contact NAHEFFA and other similar organizations to see what their policies and procedures for Board appointment include. Ms. Yeagle was advised to begin work on developing policies and procedures based on best practices from this fact gathering and present at a future Authority meeting.

6. Routine Authority Business:

a. Dixon School of Arts – Grant and Clinic Grand Opening.

Ms. Yeagle stated that she received an update from Dixon School of Arts on the progress of the school clinic. The clinic renovations should be finished by the end of August and the Authority should be receiving a reimbursement request in early September. Ms. Yeagle stated that she will do a walk-through of the facilities and will ask a Board Member to accompany her. It is anticipated a formal Grand opening of the Clinic will take place in late September.

b. Update on NAHEFFA Fall Tele-Conference

Ms. Yeagle stated that the Fall NAHEFFA conference will now be held by teleconference and is scheduled for October 29 and 30th. The schedule is still being finalized but will be open to all Board members. Ms. Yeagle will provide more information as it becomes available.

c. Miscellaneous Announcements and other matters.

There was no miscellaneous announcement or other matters.

There being no further business to discuss, the meeting adjourned at 4:58 pm.

Minutes approved in public meeting on this 27th day of October, 2020.

ESCAMBIA COUNTY HEALTH FACILITIES AUTHORITY

ATTEST:

By: _____
Chairman or Vice Chairman

Secretary or Assistant Secretary

RESOLUTION 2020-05

A RESOLUTION OF THE ESCAMBIA COUNTY HEALTH FACILITIES AUTHORITY APPROVING THE ADOPTION OF THE FIRST AND FINAL AMENDMENT TO THE BUDGET FOR THE FISCAL YEAR ENDING SEPTEMBER 30, 2020; AND PROVIDING AN EFFECTIVE DATE.

BE IT RESOLVED BY THE ESCAMBIA COUNTY HEALTH FACILITIES AUTHORITY:

Section 1. The Authority hereby amends the Fiscal Year 2020 Budget as shown in the attached document titled "FIRST AND FINAL AMENDED FISCAL YEAR 2020 BUDGET."

Section 2. This Resolution shall take effect immediately upon its adoption.

DULY ADOPTED in public meeting on this 27th day of October, 2020.

ESCAMBIA COUNTY HEALTH FACILITIES AUTHORITY

By: _____
Chairman

Attest:

Secretary

ESCAMBIA COUNTY HEALTH FACILITIES AUTHORITY
First and Final Amended Fiscal Year 2020 BUDGET
OCTOBER 1, 2019- SEPTEMBER 30, 2020

| <u>REVENUES</u> | <u>BUDGET</u> | <u>AMENDED BUDGET 10/27/2020</u> |
|--|----------------------|--|
| Annual Bond Fees | \$ 39,715.00 | \$ 39,715.00 |
| Interest & Investment Income | \$ 72,285.00 | \$ 57,659.00 |
| Bond Issuance and related revenue | \$ - | \$ 616,848.00 |
| From Long Term Operations Reserve Fund | \$ 30,000.00 | \$ - |
| TOTAL OPERATING REVENUES: | \$ 142,000.00 | \$ 714,222.00 |
| <u>EXPENDITURES</u> | | |
| Accounting & Auditing | \$ 13,000.00 | \$ 11,875.00 |
| Annual Dues and Fees | \$ 2,000.00 | \$ 1,520.00 |
| Authorized Travel & Education | \$ 25,000.00 | \$ 6,941.00 |
| Bond Issuance and related expenses | \$ - | \$ 1,640.00 |
| Equipment & Furnishings | \$ 3,500.00 | \$ 2,028.00 |
| Investment Advisor Fees | \$ 3,500.00 | \$ 2,188.00 |
| Legal & Professional Services | \$ 10,000.00 | \$ 2,974.00 |
| Non Employee Services | \$ 58,750.00 | \$ 51,125.00 |
| Office Operational Expenses | \$ 11,000.00 | \$ 10,898.00 |
| Office Rent | \$ 15,250.00 | \$ 14,282.00 |
| TOTAL OPERATING EXPENDITURES: | \$ 142,000.00 | \$ 105,471.00 |

**ESCAMBIA COUNTY HEALTH FACILITIES AUTHORITY
1019 N. 12th Avenue
Pensacola, Florida 32501
(850) 432-7555**

2021 Meeting Schedule

All regular meetings are held at 4:00 p.m. in the Authority office on each date

*All meeting dates are the 4th Tuesday of the Month unless otherwise noted**

January 26, 2021

March 23, 2021

May 25, 2021

July 27 2021

September 28, 2021

November 16, 2021 *

*** Third Tuesday**