

## **PUBLIC NOTICE**

The Escambia County Health Facilities Authority hereby provides notice that its next meeting will be held on Tuesday, May 19, 2020 at 4:00 PM (Central) via teleconference.

### **Instructions for Joining the Teleconference**

Please follow the directions below, approximately five (5) minutes before a scheduled public meeting to ensure your ability to join-in virtually.

Dial-in Number: 1-866-848-4341

Conference Code: 4300589261

Once you have joined the meeting, please MUTE your phone or computer in order to reduce background noise, except for when speaking.

If you wish to speak during the meeting, please email the Board Administrator, Virginia Yeagle at [vlyeagle@echealthfinance.org](mailto:vlyeagle@echealthfinance.org) with your name, telephone number, and street address and the topic you wish to speak on. Once you have been recognized by either the Board Chairman during the teleconference and invited to speak, you will have three (3) minutes to speak.



## MEETING AGENDA

May 19, 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 February 18, 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. Presentation of audited financial statements for fiscal year 2019 by representatives from Saltmarsh, Cleaveland & Gund, and acceptance of same by the Authority Board.
  - b. Ms. Yeagle to present reports on operations for period January 1 – April 30, 2020.
5. **Routine Authority Business:**
  - a. Re-appointment of Michael Kohler to the Board for a 4 year term beginning August 22, 2020
  - b. NAHEFFA Fall Conference – Milwaukee WI September 16-18, 2020

**Next Scheduled Meeting of the Authority:** July 28, 2020

**ESCAMBIA COUNTY HEALTH FACILITIES AUTHORITY  
MEETING MINUTES  
February 18, 2020**

**Members Present:** Eugene Franklin  
Jim Hall  
Michael Kohler  
Susan Ashby

**Members Absent:** Keith Bullock

**Others Present:** Virginia Yeagle, Administrator, CPA  
Michael Stebbins, General Counsel  
Paula G. Drummond, Special Counsel

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

Chairman Franklin called the meeting to order at 4 p.m. Additional Board Members in attendance were Mr. Jim Hall, Mr. Michael Kohler, and Ms. Susan Ashby. Board member J Keith Bullock was absent. Also present were Virginia Yeagle, Administrator. Michael Stebbins, General Counsel and Paula G. Drummond, Special Counsel.

Notice of the meeting was published in the BCC weekly meeting notice in the Pensacola News Journal on Saturday February 8 and 15, 2020 and on the Authority's website since the January 14, 2020 meeting.

**2. Approve Minutes of January 14, 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 – No member of the public attended.**

**4. Financial Matters:**

**a. Final Report on Baptist Health Care Corporation Bond Offering Series 2020A and 2020B**

Ms. Paula Drummond gave a final report on the Series 2020A and B bond series which closed on February 12, 2020. Series A was issued for \$542,660,000 and are tax exempt. Rating for Series A were S&P BBB+; Moody's Baa2 and Finch BBB, all stable outlook

Series B was issued for \$67.645,000 and are taxable. These bonds are insured with Assured Guaranty Municipal Corp and carry the following ratings: S&P AA; Moody's A2 and Finch AA+, all stable outlook.

Ms. Drummond conveyed Baptist's sincere appreciation to the Board for the issuance of the bonds and thanked all the Board members and staff for their work to get the deal done. She also thanked the Board for the opportunity to work on the matter.

**b. Consideration of Resolution 2020-01 “Post Bond Issuance Tax Compliance Policies & Procedures”**

Ms. Drummond explained the IRS requires the bond issuer to have compliance procedures in place and this resolution will set forth the Authority’s policies on post bond issuance compliance. In April, Baptist’s Health Care Board will adopt their own Bond Compliance procedures, as the Authority’s resolution places bond compliance with the borrower. Motion was made by Mr. Kohler and seconded by Mr. Hall. Resolution approved unanimously.

At this time, Ms. Drummond left the meeting.

**5. Operations:**

**a. NAHEFFA Spring Conference – April 27-29, 2020 Charleston, SC  
Agenda, travel accommodations and travel budget**

Ms. Yeagle presented the travel budget for the NAHEFFA Spring Conference. Travel will be by airfare or automobile. Budget for the conference for all attendees is \$8,500 and includes two nights at the conference Hotel. This conference budget was authorized as part of the annual travel budget of the Authority for FY 2019 -2020.

**b. Authority travel policy – Revisions for automobile travel**

Ms. Yeagle provided Board members with a copy of the current Authority Travel policies and procedures, which were adopted in Resolution 2018-07 on October 23, 2018. Ms. Yeagle highlighted various sections including Section 3 on travel by automobile which is allowed for travel less than 650 miles one-way. However, lodging in route will not be reimbursed. Ms. Yeagle asked if there were any questions or the need to revise any sections. The Board members indicated they feel the travel policies are fair and they see no need to revise them at this time.

**6. Routine Authority Business:**

**a. Redesign of logo for Authority**

Ms. Yeagle presented 3 samples of the revised Authority Logo. Consensus among the Board was to use the sea oats graphics from Sample 1 with the Block lettering of Sample 2. Ms. Yeagle will ask the designer to make this change and Ms. Yeagle will proceed with ordering new stationery and letterhead.

**b. Upgrade to computer system, maintenance and back up**

Ms. Yeagle contacted Antler Inc for a quote on a new desktop computer and monthly maintenance services. Ms. Yeagle met with the owner of Antler and described the computer needs of the Authority to move to Windows 10 and updated backups. Antler provided a quote for a new Dell Business Class PC with Windows 10 Professional, wireless mouse and keyboard and 3-year warranty along with a Dell 22” monitor. Antler will handle installation and conversion of data from current desktop to the new machine. Since the desktop currently being used is over 10 years old and running Windows 7, it is necessary to upgrade the computer. The replacement of the computer was included in the FY 19-20. The Authority will also utilize Antler for monthly back up and maintenance service which includes onsite and cloud backup and unlimited tech support.

Draft – Not final until approved.

**c. Miscellaneous Announcements and other matters.**

There being no further business to discuss, the meeting adjourned at 5:05 pm.

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**Minutes approved in public meeting on this 19<sup>th</sup> day of May 2020.**

**ESCAMBIA COUNTY HEALTH FACILITIES AUTHORITY**

**ATTEST:**

**By: \_\_\_\_\_**  
**Chairman or Vice Chairman**

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**Secretary or Assistant Secretary**