



MEETING AGENDA

March 23, 2021

4 p.m.

1. **Call to Order** and accept proof of publication of notice of meeting.
2. **Approve Minutes** of the meeting held on October 27, 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 2020 by representatives from Saltmarsh, Cleaveland & Gund, and acceptance of same by the Authority Board.
 - b. Ms. Yeagle to present reports on operations for period October 1 – December 31, 2020.
5. **Routine Authority Business:**
 - a. Post Issuance Compliance – Letter from DEO
 - b. NAHEFFA Virtual Spring Conference – April 18 to April 21, 2021. \$225/pp

Next Scheduled Meeting of the Authority: May 25, 2021

**ESCAMBIA COUNTY HEALTH FACILITIES AUTHORITY
MEETING MINUTES
October 27, 2020**

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| Members In Attendance: | Jim Hall Eugene Franklin Susan Ashby |
| Members Attending by Phone | Michael Kohler |
| Members Absent: | Keith Bullock |
| Others Present : | Virginia Yeagle, Administrator, CPA |
| Others Present on Call: | Michael Stebbins, General Counsel |

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- 1. Call to order and accept proof of publication of notice of meeting.**
Chairman Hall called the meeting to order at 4:03 p.m. The Board members in attendance were Mr. Franklin and Ms. Susan Ashby. Also present was Virginia Yeagle, Administrator. Mr. Mike Kohler and Mr. Michael Stebbins, General Counsel attended by telephone. Absent was Mr. Keith Bullock.

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.

- 2. Approve Minutes of August 25, 2020 meeting.**
Motion was made by Ms. Ashby and seconded by Mr. Franklin to approve the minutes as presented. Motion passed unanimously.
- 3. Open Forum/Public Comment – None**
- 4. Financial Matters:**
 - a. Report on Operations for the period August 1 to September 30, 2020.**
Ms. Yeagle presented the report on operations covering the period August 1 to September 30, 2020. The report shows all activity in the bank and investment accounts for the two month period. Items noted include payment of Dixon School of Arts Grant and third installment on the Escambia County BOCC grant. Ms. Yeagle presented a detail of investments held in the Regions Investment account noting upcoming bond maturities. Ms. Yeagle noted that there was a transfer of funds from the investment account to the Regions checking in September to pay the above mentioned grants. Motion was made by Mr. Franklin and seconded by Ms. Ashby to approve the report on Operations as presented. Motion passed unanimously.
 - b. Adopt Amended Budget for FY 2020; Adopt Resolution 2020-05 approving the FY 2020 Amended budget.**
Ms. Yeagle presented the amended budget for Fiscal Year 2020. The amended budget presented was compared to the original FY 2020 approved budget. Interest and investment income are lower than budgeted due to the decrease in rates during the year. However, revenues from Bond Issuances were more than budgeted due to the issuance of the 2020 Series A & B Bonds as well as the fees associated

with the 2010 Series Bond modification. For expenditures notable differences included a decrease in Authorized Travel and Education due to the cancelled NAHEFFA conferences. Professional fees and non-employee services were lower than originally budgeted as fees for projected services were not needed. However, there was an increase in bond issuance costs due to the Series 2020 A & B bonds issued in 2020 as well as the fees associated with the 2010 Series Bond modification. Motion was made by Mr. Franklin and seconded by Ms. Ashby to approve amending the FY 2020 budget and adopting Resolution 2020-05 as presented. Motion passed unanimously.

c. Report on Dixon School of Arts – Clinic Grant Completed.

Ms. Yeagle reported on the completion of the Dixon School of Arts – Clinic Grant. The project has been completed and a request for grant payment has been made. On September 24, 2020, Ms. Yeagle and Mr. Kohler meet with the school principal, Dr. Currie, and toured the school. Ms. Yeagle and Mr. Kohler were introduced to the school nurse and inspected the improvements made to the clinic as requested in the grant application. Mr. Kohler noted the plaque on the entrance to the clinic recognizing the Authority for its contribution. In lieu of a public presentation of the grant, the Board agreed that a thank you note for the clinic funding would be appropriate.

5. Operations:

a. Canceling November 17, 2020 meeting

Ms. Yeagle requested that the November 17, 2020 meeting be cancelled as she has received a federal jury summons for November and there is a chance she would not be available for the November meeting. Mr. Hall inquired of items that might require Board action at the November meeting. Ms. Yeagle stated that there were no items at this time or anticipated. Motion made by Ms. Ashby and seconded by Mr. Franklin to cancel the November 17, 2020 meeting. Motion passed unanimously.

b. Approve 2021 meeting schedule

Ms. Yeagle presented the calendar year 2021 meeting schedule. There are six Board meetings planned for 2021; January 26, March 23, May 25, July 27, September 28 and November 16, 2021. All meetings are on the fourth Tuesday of the month, except the November 16 meeting which will be the third Tuesday. Meetings will be at 4pm at the Authority's office. Motion made by Ms. Ashby and seconded by Mr. Franklin to approve the 2021 meeting schedule. Motion passed unanimously.

c. Follow up on establishing policies and procedures regarding appointment and reappointment of Board Members.

Ms. Yeagle updated the Board on her review of the Authority's authorizing documents and applicable State Statutes concerning appointment of Authority board members. The appointment authority rests with the Escambia Board of County Commissioners. However, it has been customary for the Authority to recommend to the Escambia BOCC, members for Board appointment and reappointment. Mr. Hall requested that Ms. Yeagle present at the January 26, 2021 meeting proposed guidelines for the Authority to use in selecting individuals for recommendation as a new Board member as well as guidelines for recommending the reappointment of a Board members. There was a brief discussion of including some criteria for meeting attendance/active participation for reappointments.

d. Update on Audit for FY 2020

Ms. Yeagle stated that she has been in contact with the audit team at Saltmarsh, Cleaveland and Gund. They will be starting their audit of the FYE 9-30-2020 in late November with expected presentation of the audit at the March 23, 2021 meeting.

Not final until Approved

Routine Authority Business:

a. Update records management project

Ms. Yeagle stated that the records management project to purge old paper files eligible for destruction has been completed. Over 12 cubic feet of records (approximately 311 lbs.) of paper was shredded on site. A certificate of confidential destruction has been received.

b. Update on NAHEFFA Fall Virtual Teleconference – October 28 -29, 2020

Ms. Yeagle provided registration materials for the NAHEFFA conference being held virtually. Mr. Hall, Mr. Franklin, Ms. Ashby and Ms. Yeagle are registered for the conference.

c. Board Recognitions

Ms. Yeagle recognized Ms. Ashby for her appointment to the Greater Pensacola IMPACT 100 Board of Directors. Also, Ms. Yeagle recognized Mr. Franklin for his third appearance on Florida Trends' list of the 500 most influential Floridians.

There being no further business to discuss, the meeting adjourned at 4:35 pm.
