



MEETING AGENDA
November 14, 2023
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 22, 2023 and September 26, 2023.
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. REAP Grant Contract Discussion
 - b. Report on Operations for the period July 1 to September 30, 2023
 - c. Adopt Amended Budget for FY 2023; adopt Resolution 2023-03 approving the FY 2023 amended budget
5. **Operations:**
 - a. Election of Officers for fiscal year 2024; adopt Resolution 2023-02 designating the officers elected.
 - b. Approve 2024 meeting schedule
 - c. Update on Audit for FY 2023
 - d. Website Security Improvement

Routine Authority Business:

Next Scheduled Meeting of the Authority: January 23, 2024

**ESCAMBIA COUNTY HEALTH FACILITIES AUTHORITY
MEETING MINUTES
August 22, 2023**

Members in Attendance: Keith Bullock
Jim Hall
Eugene Franklin
Jean Tucker
Susan Ashby (by phone)

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

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

Chairman Bullock called the meeting to order at 4:00 pm. The Board members in attendance were Mr. Gene Franklin, Mr. Jim Hall, Ms. Jean Tucker and by phone, Ms. Susan Ashby. Also in attendance was Virginia Yeagle, Administrator and Michael Stebbins, General Counsel.

Notice of the meeting was published in the BCC weekly meeting notice in the Escambia Sun Press, on the Authority's website, and a meeting notice was posted on the front door at the Authority's office.

2. Approve Minutes of the meeting held on June 27, 2023.

Motion was made by Mr. Hall and seconded by Mr. Franklin to approve the minutes. Motion passed unanimously.

3. Open Forum/Public Comment: - None

4. Financial Matters:

a. Report on Operations for the period April 1 to June 30, 2023.

Ms. Yeagle presented the Report on Operations for the third quarter of the fiscal year ending 6-30-2023. The report included Account balances, all activity in the accounts for the quarter, a schedule of maturities for the investments held. Ms. Yeagle noted that a number of investments will mature in the next 90 days. As securities mature, Ms. Yeagle will look at the rates in light of term and type to improve the return on investment.

Ms. Yeagle will look at alternative investments such as certificate of deposits. Other notable items for the quarter include the payment of insurance premium for the year as well as the final payment on the FY2022 audit. Ms. Yeagle stated that no payments have been made yet on the FavorHouse or District One Medical Examiner's grants. Ms. Yeagle will contact both organizations to seek the status of the grants. Motion made by Ms. Ashby and seconded by Mr. Franklin to approve the Report on Operations. Motion passed unanimously.

b. Adopt Budget for FY 2024; adopt Resolution 2023-01 approving the FY 2024 budget matters

Ms. Yeagle presented the budget for FY 2024. Ms. Yeagle stated that projected revenue reflects anticipated bonds fees for the 2010 Baptist Bonds and the outstanding Azalea Trace bonds. Investment revenues reflect rising rates on Treasury bonds and state investment pool. Anticipated increase in expenses include a schedule rent increase, increase in utility costs and an increase in the travel budget due to rising travel costs. After discussion, motion was made by Mr. Hall, second by Ms. Tucker to approve the resolution. Motion passed unanimously.

5. Operations:

a. Updates on Email /website

Ms. Yeagle gave an update on the issue with the Authority's outgoing email. Our email service was moved to Microsoft Office 365 and will now have Advanced email threat protection. Antler handled the migration to Office 365 and handled the upgrade. Ms. Yeagle asked that any Board member having issues receiving her emails to let her know.

Routine Authority Business:

**a. NAHEFFA Fall Conference Burlington VT Oct 9-12, 2023
Hilton Hotel – Lake Champlain**

Ms. Yeagle stated that the conference registration is open. Ms. Yeagle presented a travel budget reflecting both a 3 night stay and 4 night stay. Due to the air travel available from Pensacola to Burlington VT, flights are limited and require very early departure in order to arrive at the hotel before the opening reception. Motion made by Mr. Franklin and approved by Mr. Hall to approve a fourth night hotel stay for those attending the conference. Motion passed unanimously.

Planning to attend the conference for the Authority will be Mr. Stebbins, Mr. Hall and Ms. Yeagle

Meeting Adjourned at 4:35 pm

**ESCAMBIA COUNTY HEALTH FACILITIES AUTHORITY
MEETING MINUTES
September 26, 2023**

Members in Attendance: **Keith Bullock**
 Susan Ashby
 Eugene Franklin (by phone)
 Jean Tucker (by phone)

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

The Board Meeting of September 26, 2023 was cancelled for lack of a quorum.

RESOLUTION 2023-03

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, 2023; AND PROVIDING AN EFFECTIVE DATE.

BE IT RESOLVED BY THE ESCAMBIA COUNTY HEALTH FACILITIES AUTHORITY:

Section 1. The Authority hereby amends the Fiscal Year 2023 Budget as shown in the attached document titled "FIRST AND FINAL AMENDED FISCAL YEAR 2023 BUDGET."

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

DULY ADOPTED in public meeting on this 14th day of November, 2023.

**ESCAMBIA COUNTY HEALTH
FACILITIES AUTHORITY**

By: _____
Chairman

Attest:

Secretary

ESCAMBIA COUNTY HEALTH FACILITIES AUTHORITY
First and Final Amended Fiscal Year 2023 BUDGET
OCTOBER 1, 2022- SEPTEMBER 30, 2023

Proposed 11-14-2023

	BUDGET	AMENDED BUDGET
<u>REVENUES</u>		
Annual Bond Fees	\$ 30,500.00	\$ 30,000.00
Interest & Investment Income	\$ 33,500.00	\$ 147,000.00
Bond Issuance and related revenue		
From Long Term Operations Reserve Fund	\$ 76,000.00	\$ -
TOTAL OPERATING REVENUES:	\$ 140,000.00	\$ 177,000.00
<u>EXPENDITURES</u>		
Accounting & Auditing	\$ 15,000.00	\$ 13,000.00
Annual Dues and Fees	\$ 2,000.00	\$ 2,000.00
Authorized Travel & Education	\$ 25,000.00	\$ 8,000.00
Bond Issuance and related expenses	\$ -	\$ -
Equipment & Furnishings	\$ 1,000.00	\$ -
Investment Advisor Fees	\$ 3,000.00	\$ 3,000.00
Legal & Professional Services	\$ 6,000.00	\$ 4,500.00
Non Employee Services	\$ 59,000.00	\$ 54,000.00
Office Operational Expenses	\$ 13,000.00	\$ 13,000.00
Office Rent	\$ 16,000.00	\$ 15,500.00
TOTAL OPERATING EXPENDITURES:	\$ 140,000.00	\$ 113,000.00

RESOLUTION 2023-02

ELECTION OF OFFICERS

BE IT RESOLVED BY THE ESCAMBIA COUNTY HEALTH FACILITIES AUTHORITY:

Section 1. It is the practice of the Authority to elect officers annually, and the terms of those currently holding office will expire on September 30, 2023 or when their successors have been elected, qualified and take office.

Section 2. In public meeting on this 14th day of November, 2023 the Authority officially takes action to designate and elect the following members to hold the offices of Chairman, Vice Chairman, Secretary, and Assistant Secretary for the term designated herein:

Chairman	Susan Ashby
Vice Chairman	Eugene Franklin
Secretary	Arthur J. Hall, Jr.
Assistant Secretary	Jean W. Tucker

Section 3. The above designated officers shall each hold their respective offices for a period of one year commencing November 15, 2023 and terminating on September 30, 2024, or until their successors are elected and have qualified. The officers shall perform the duties and responsibilities of their respective offices as set forth in the Authority's bylaws, or as may be established from time to time as a policy or procedure of the Authority.

Section 4. This resolution shall take effect upon its adoption.

DULY ADOPTED this 14th day of November, 2023.

ESCAMBIA COUNTY HEALTH FACILITIES
AUTHORITY

[SEAL]

By: _____
Chairman

ATTEST:

Secretary

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

2024 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 23, 2024

March 26, 2024

June 25, 2024

August 27, 2024

September 24, 2024

November 19, 2024 *

*** Third Tuesday**