



## **MEETING AGENDA**

**August 22, 2023**

**4 p.m.**

1. **Call to Order** and accept proof of publication of notice of meeting. Welcome returning Board Members Keith Bullock and Jim Hall who has been reappointed for a new term effective August 21, 2023 through August 20, 2027
2. **Approve Minutes** of the meeting held on June 27, 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. Report on Operations for the period April 1 to June 30, 2023.
  - b. Adopt Budget for FY 2024; adopt Resolution 2023-01 approving the FY 2024 budget matters
5. **Operations:**
  - a. Updates on Email /website

### **Routine Authority Business:**

- a. NAHEFFA Fall Conference Burlington VT Oct 9-16, 2023  
Hilton Hotel – Lake Champlain

**Next Scheduled Meeting of the Authority: September 26, 2023**

**ESCAMBIA COUNTY HEALTH FACILITIES AUTHORITY  
MEETING MINUTES  
June 27, 2023**

**Members in Attendance:**                      **Jim Hall  
Eugene Franklin  
Susan Ashby**

**Others Present :**                              **Virginia Yeagle, Administrator, CPA**

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

Vice Chairman Ashby called the meeting to order at 4:20 pm. The Board members in attendance were Mr. Gene Franklin, Ms. Susan Ashby and Mr. Jim Hall. Also in attendance was Virginia Yeagle, Administrator. Mr. Bullock and Ms. Tucker were not at the meeting.

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 May 23, 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. Consideration of Grant Request from District One Medical Examiner's Office (DOMES) for \$50,000 to purchase 2 new vehicles.

Grant funds are available from the Partnership for Public Health restricted charitable grant funds for this grant. DOMES is a 501c3 entity and operates in the 4 counties of Escambia, Santa Rosa, Okaloosa and Walton, with the main office being in Escambia County. Ms. Yeagle stated that she had reviewed the grant application and it meets the requirements of the Authority's grant program. The vehicles will be purchased under the state procurement contracts. Mr. Franklin made a motion to approve the grant, seconded by Mr. Hall. Motion passed unanimously.

- b. Consideration of Grant Request from Favor House of Northwest Florida, Inc. for \$26,665 for 22 sets of new bunks beds and 45 new under bed storage lockers.

Favor House has submitted a grant request to fund new furniture for its facilities. The last grant awarded to Favor House by the Authority was in 2015. The amount requested exceeds the funding available by \$826. Ms. Yeagle has communicated with Favor House and they are able to cover the cost of shipping should they be awarded the grant. This would allow the grant amount to be reduced to \$25,882 to be funded

\$25,191 from the Authority grant funds and \$692 from Partnership for Public Health remaining restricted charitable grant funds. Mr. Franklin made a motion to approve the grant, seconded by Mr. Hall. Motion passed unanimously.

Ms. Yeagle will send letters to both organizations notifying them of the grant awards and process for funding.

**5. Routine Authority Business:**

- a. Modification to legal services contract with Michael Stebbins PL for required insurance coverage.

Ms. Yeagle presented a request from Mr. Stebbins to amend his agreement for Legal Service (Section V. Insurance) dated January 1, 2019 to reduce the amount professional liability insurance to \$1,000,000, to be effective as of July 1, 2023. Ms. Yeagle explained that Mr. Stebbins has reduced his practice, effectively serving only a handful of clients, including the Authority, and the cost of malpractice insurance as currently required under his contract is too costly compared to the fees charged the Authority. There was a general discussion on the merits for utilizing legal counsel for routine business. Ms. Yeagle stated that Mr. Stebbins services and attendance at Board meetings as well as immediate access to an attorney knowledgeable of the Authority's activities is critical in her function as administrator. Likewise, the cost of legal services provided by Mr. Stebbins has been very reasonable. Franklin made a motion to approve the request for modification, seconded by Mr. Hall. Motion passed unanimously.

- b. Board Members Bullock and Hall reappointment.

Both Mr. Bullock and Mr. Hall's terms of service expire on August 21, 2023. Both members have agreed to serve another 4 year term if reappointed by the Escambia County Board of County Commissioners. Ms. Yeagle has prepared a letter requesting reappointment. Ms. Ashby will sign on behalf of the Board.

Ms. Yeagle noted that it appears the Authority emails being sent to g-mail accounts are not being received. She will contact both Mr. Bullock and Ms. Tucker to see if they received the emails regarding today's meeting. Also, Ms. Yeagle will contact the Authority's IT advisors to determine the issue with sending emails and work to rectify the issue. Ms. Yeagle will contact Board members by phone prior to meetings if they have not responded to the emails contacting the meeting notices.

**Meeting Adjourned at 4:50 pm**

**Next Scheduled Meeting of the Authority: August 22, 2023**

**RESOLUTION 2023-1**

**A RESOLUTION OF THE ESCAMBIA COUNTY HEALTH FACILITIES AUTHORITY APPROVING THE ADOPTION OF THE BUDGET FOR FISCAL YEAR ENDING SEPTEMBER 30, 2024; PROVIDING FOR AMENDMENT OF SAID BUDGET FROM TIME TO TIME; PROVIDING FOR POSTING ON OFFICIAL WEBSITE; AND PROVIDING AN EFFECTIVE DATE.**

**BE IT RESOLVED BY THE ESCAMBIA COUNTY HEALTH FACILITIES AUTHORITY:**

**Section 1. Adoption of Annual Budget:** The Escambia County Health Facilities Authority (the “Authority”) hereby adopts the attached annual budget for the fiscal year commencing on October 1, 2023 and ending September 30, 2024.

**Section 2. Amendment of Budget:** This budget may be amended by resolution from time to time as necessary during the fiscal year, or within 60 days following the end of the fiscal year, at a regular meeting of the Authority or a special meeting called for that purpose. The Authority hereby authorizes the Administrator to make line-item amendments to the budget during the fiscal year provided that the total appropriation for the annual budget does not increase.

**Section 3. Website Requirements:** The final adopted budget of the Authority shall be posted on the Authority’s official website within 30 days after adoption. Budget amendments authorized by resolution shall be posted to the website within 5 days after adoption.

**Section 4. Effective Date:** This Resolution shall take effect immediately upon its adoption.

**DULY ADOPTED** in public meeting on this 22nd day of August 2023.

**ESCAMBIA COUNTY HEALTH  
FACILITIES AUTHORITY**

**By:** \_\_\_\_\_  
**Chairman**

**Attest:**

\_\_\_\_\_  
**Secretary or Assistant Secretary**

**ESCAMBIA COUNTY HEALTH FACILITIES AUTHORITY**  
**Fiscal Year 2023 BUDGET (proposed)**  
**OCTOBER 1, 2023- SEPTEMBER 30, 2024**

**OPERATIONS**

	<b>Proposed FY 24 BUDGET</b>	<b>FY23 Budget</b>
<b><u>REVENUES</u></b>		
Annual Bond Fees	\$ 30,000.00	\$ 30,500.00
Interest & Investment Income	\$ 120,000.00	\$ 33,500.00
From Long Term Operations Reserve Fund	\$ -	\$ 76,000.00
<b>TOTAL OPERATING REVENUES:</b>	<b>\$ 150,000.00</b>	<b>\$ 140,000.00</b>

**EXPENDITURES**

Accounting & Auditing	\$ 17,000.00	\$ 15,000.00
Annual Dues and Fees	\$ 2,500.00	\$ 2,000.00
Authorized Travel & Education	\$ 28,000.00	\$ 25,000.00
Equipment & Furnishings	\$ 1,000.00	\$ 1,000.00
Investment Advisor Fees	\$ 4,000.00	\$ 3,000.00
Legal & Professional Services	\$ 6,000.00	\$ 6,000.00
Non Employee Services	\$ 59,000.00	\$ 59,000.00
Office Operational Expenses	\$ 16,000.00	\$ 13,000.00
Office Rent	\$ 16,500.00	\$ 16,000.00
<b>TOTAL OPERATING EXPENDITURES:</b>	<b>\$ 150,000.00</b>	<b>\$ 140,000.00</b>

**CHARITABLE**

**REVENUES**

From Long Term Operations Reserve Fund	<b>\$ 100,000.00</b>
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**EXPENDITURES**

Charitable Grants	<b>\$ 100,000.00</b>
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