



MEETING AGENDA

November 19, 2024

4 p.m.

1. **Call to Order** and accept proof of publication of notice of meeting.
2. **Approve Minutes** of the meeting held on September 24, 2024 .
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 July 1 to September 30, 2024
 - b. Adopt Amended Budget for FY 2024; adopt Resolution 2024-03 approving the FY 2024 amended budget
5. **Operations:**
 - a. Approve 2025 meeting schedule
 - b. Update on Audit for FY 2024

Routine Authority Business:

Next Scheduled Meeting of the Authority: January 28, 2025

**ESCAMBIA COUNTY HEALTH FACILITIES AUTHORITY
MEETING MINUTES
September 24, 2024**

Members in Attendance: Susan Ashby
Jim Hall
Keith Bullock

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

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

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

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 August 27, 2024.

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

3. Open Forum/Public Comment: - None

4. Operations:

- a. Election of Officers for fiscal year 2025; adopt Resolution 2024-02 designating the officers elected.

Officers for the 24-24 fiscal year will be:

Chairman	– Mr. Gene Franklin
Vice Chairman	– Mr. Jim Hall
Secretary	– Ms. Jean Tucker
Assistant Secretary	– Ms. Susan Ashby

Motion was made by Mr. Bullock and seconded by Mr. Hall to approve the resolution. Motion passed unanimously.

- b. Authority Goals and Objectives, performance measures and Standard pursuant to Section 189.0694 Florida Statutes.

Ms. Yeagle presented a draft of Goals and Objective for the Authority for FY 24-25, in accordance with the new requirement under FL. Stat. 189-0694. Mr. Stebbins queried other special districts for see how they are responding to the new requirement. Escambia County Housing Finance Authority responded to Mr. Stebbins query and shared their draft document. Ms. Yeagle stated that she used their structure as a guide, but based the Authority's draft on the mission and purpose of the Authority. Ms. Yeagle asked for Board input on any item presented. A suggestion was made to change the measurement of Goal 3a to read as follows:

"Ensure sufficient investment returns to meet annual operational budget and charitable endeavors"

Motion was made by Mr. Bullock to adopt the Goals and Objectives as presented with the modification to the measurement standard for Goal 3a. Motion was seconded by Mr. Hall to approve. Motion passed unanimously.

Motion was made by Mr. Bullock to not publish the Authority's Goals and Objective on the Authority website yet. The FL Statutes do not require publication on adoption of the Goals and Objectives. However, by December 1, 2025 the Authority must publish an annual report on the Authority's website describing the goals and objective achieve by the Authority as well as the performance measures and standards used by the Authority to make that determination. Also, any goals or objective not achieve must be disclosed. Motion was seconded by Mr. Hall to approve. Motion passed unanimously.

Routine Authority Business:

- a. NAHEFFA Fall Conference Couer d' Alene Resort, ID Oct 6-9, 2024 Travel Budget

Ms. Yeagle presented the travel budget for attending the Fall 2024 NAHEFFA conference. Mr. Stebbins will be attending the conference on behalf of the Authority. Motion was made by Mr. Bullock and seconded by Mr. Hall to approve the resolution. Motion passed unanimously.

Meeting adjourned at 4:30pm

Next Scheduled Meeting of the Authority: November 19, 2024

RESOLUTION 2024-03

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, 2024; AND PROVIDING AN EFFECTIVE DATE.

BE IT RESOLVED BY THE ESCAMBIA COUNTY HEALTH FACILITIES AUTHORITY:

Section 1. The Authority hereby amends the Fiscal Year 2024 Budget as shown in the attached document titled "FIRST AND FINAL AMENDED FISCAL YEAR 2024 BUDGET."

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

DULY ADOPTED in public meeting on this 19th day of November, 2024.

**ESCAMBIA COUNTY HEALTH
FACILITIES AUTHORITY**

By: _____
Chairman

Attest:

Secretary

ESCAMBIA COUNTY HEALTH FACILITIES AUTHORITY
First and Final Amended Fiscal Year 2024 BUDGET
OCTOBER 1, 2023- SEPTEMBER 30, 2024

	<u>BUDGET</u>	<u>AMENDED BUDGET</u>
<u>REVENUES</u>		
Annual Bond Fees	\$ 30,000.00	\$ 30,000.00
Interest & Investment Income	\$ 120,000.00	\$ 170,500.00
Bond Issuance and related revenue		
From Long Term Operations Reserve Fund	\$ -	\$ -
TOTAL OPERATING REVENUES:	\$ 150,000.00	\$ 200,500.00
<u>EXPENDITURES</u>		
Accounting & Auditing	\$ 17,000.00	\$ 14,500.00
Annual Dues and Fees	\$ 2,500.00	\$ 1,745.00
Authorized Travel & Education	\$ 28,000.00	\$ 12,050.00
Bond Issuance and related expenses	\$ -	
Equipment & Furnishings	\$ 1,000.00	\$ -
Investment Advisor Fees	\$ 4,000.00	\$ 2,784.00
Legal & Professional Services	\$ 6,000.00	\$ 3,150.00
Non Employee Services	\$ 59,000.00	\$ 54,000.00
Office Operational Expenses	\$ 16,000.00	\$ 8,200.00
Office Rent	\$ 16,500.00	\$ 17,210.00
TOTAL OPERATING EXPENDITURES:	\$ 150,000.00	\$ 113,639.00
EXCESS OPERATING REVENUES OVER EXPENDITURES	\$ -	\$ 86,861.00
CHARITABLE		
<u>Revenues</u>		
From Long Term Operations Reserve Fund	\$ 100,000.00	\$ 120,946.00
From Restricted Net Position	-	\$ 50,000.00
Total Charitable Funds	\$ 100,000.00	\$ 170,946.00
<u>Expenditures</u>		
Charitable Grants	\$ 100,000.00	\$ 170,946.00

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

2025 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 28, 2025

March 25, 2025

June 24, 2025

August 26, 2025

September 23, 2025

November 18, 2025 *

*** Third Tuesday**