



MEETING AGENDA

August 26, 2025

4 p.m.

1. **Call to Order** and accept proof of publication of notice of meeting.
2. **Approve Minutes** of the meeting held on June 24, 2025.
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, 2025.
 - b. Adopt Budget for FY 2026; adopt Resolution 2025-01 approving the FY 2026 budget matters.
 - c. Grant funding opportunities
5. **Operations:**
 - a. Approval of administrator's contract for the three year term ending December 31, 2027.

Routine Authority Business:

- a. Board Training
- b. NAHEFFA Fall Conference Minneapolis, Minnesota (Mall of America) October 5-8, 2025
Approve travel budget

Next Scheduled Meeting of the Authority: September 23, 2025

**ESCAMBIA COUNTY HEALTH FACILITIES AUTHORITY
MEETING MINUTES
June 24, 2025**

Members in Attendance: **Gene Franklin
Keith Bullock
Jim Hall
Susan Ashby**

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

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

Chairman Franklin called the meeting to order at 4:04 pm. The Board members in attendance were Ms. Susan Ashby, Mr. Bullock and Mr. Jim Hall. Also in attendance was Virginia Yeagle, Administrator and Michael Stebbins, General Counsel. Board member Ms. Jean Tucker was 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 March 25 and April 29, 2025.

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

3. Open Forum/Public Comment: - None

4. Financial Matters:

a. Report on Operations for the period January 1 to March 31, 2024

Ms. Yeagle presented the Report on Operations for the second quarter of the fiscal year ending 12-31-2024. The report included Account balances for the cash account for each month in the quarter, all activity in the bank accounts for the quarter, a schedule of maturities for the investments held at Regions and fair market value of investments held in the Regions Account compared to last quarter. Ms. Yeagle noted that a number of investments matured in early 2025. As the securities mature, Ms. Yeagle will look to replace them with longer term maturities to lock in higher rates. Mr. Hall recommended looking at short term Certificate of Deposits as an alternative to US Treasuries or corporate bonds. Motion made by Ms. Ashby and seconded by Mr. Hall to approve the Report on Operations. Motion passed unanimously.

b. Renewal of Administrator's contract

Ms. Yeagle voluntarily left the meeting while the Board Members discussed her contract as the Administrator. The General Counsel for the ECHFA was also present.

Board members discussed the Administrator's medical condition, which she disclosed when the item of her contract came up in the agenda. The Board members discussed whether the Administrator's medical condition might need to be addressed in any proposed contract as it relates to potential extended absences or whether potential extended absences could simply be raised with the Administrator's if and when any such extended absence might occur. The consensus of the Board members was to discuss this issue with the Administrator when she returns to the meeting.

Additionally, the Board members discussed a raise in the monthly payment the Administrator receives for her services. The Board consensus was to discuss with the Administrator a raise to \$6,000.00 per month.

Next, the Board members discussed whether the contract should include an automatic annual increase in the amount of the monthly payment. The Board members came to the consensus that such an increase was appropriate then discussed how to calculate the increase. It was suggested the raise could be tied to the Consumer Price Index and/or the increases in rent for the offices of the ECHFA and/or the Common Area Maintenance Fee under that same lease. The Board members came to the consensus that a four percent increase annually would be the fairest and easiest to implement.

Finally, the Board members discussed the term of the proposed contract. The Board members came to the consensus that the term should be three years commencing after the Board members approve any such contract at the August 2025 meeting of the Board members.

Thereafter, Ms. Yeagle was called back into the meeting to discuss her proposed contract further. The proposed terms of the contract were discussed with Ms. Yeagle, who agreed to the terms. Motion made by Mr. Hall and seconded by Mr. Bullock to authorize General Counsel to draft an amendment for extension of Ms. Yeagle's contract for these new terms and conditions with approval to be made at the August 26, 2025 meeting. Motion passed unanimously.

5. Routine Authority Business:

a. Board Member Ashby reappointment.

Ms. Ashby's term as a board member expires on August 20, 2025. Ms. Ashby would like to continue on the Board and has agreed to serve another term if reappointed. Motion made by Mr. Hall to submit Ms. Ashby's reappointment for a new four year term beginning August 22, 2025 to the Escambia County Board of County Commissioners. Motion seconded by Mr. Bullock. Motion passed unanimously with Ms. Ashby abstaining.

b. Scope of Operations.

At the request of Mr. Hall, Ms. Yeagle presented to the Board the resolutions establishing the Health Facilities Authority as well as the State of Florida Statute (Chapter 154.2) establishing Health Facilities Authorities in the State of Florida. These documents govern the powers, limitations, and scope of operations for the Authority.

c. Board Training Topics

As part of the Authority's goals and objective for the fiscal year, each Board member is to obtain 1 hour of training. To meet this goal, Ms. Yeagle provided information on the NAHEFFA's 2025 Summer Webinar to be held on July 30, 2025. This webinar will cover the new federal legislation known as the "Big Beautiful Tax Bill" and its impact on tax exempt bonds. It is free to attend. Ms. Yeagle will pass along the log-in information to Board members as it becomes available.

Additional training can be obtained from the Florida League of Cities or attendance at a NAHEFFA conference. Board Members have until September 30th to obtain the required training.

Meeting adjourned at 5:25pm

Next Scheduled Meeting of the Authority – August 26, 2025

RESOLUTION 2025-1

A RESOLUTION OF THE ESCAMBIA COUNTY HEALTH FACILITIES AUTHORITY APPROVING THE ADOPTION OF THE BUDGET FOR FISCAL YEAR ENDING SEPTEMBER 30, 2026; 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, 2025 and ending September 30, 2026.

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 26th day of August 2025.

**ESCAMBIA COUNTY HEALTH
FACILITIES AUTHORITY**

By: _____
Chairman

Attest:

Secretary or Assistant Secretary

ESCAMBIA COUNTY HEALTH FACILITIES AUTHORITY
Fiscal Year 2026 BUDGET (proposed)
OCTOBER 1, 2025- SEPTEMBER 30, 2026

OPERATIONS

	Proposed FY 26 BUDGET	FY25 Budget
<u>REVENUES</u>		
Annual Bond Fees	\$ 30,000.00	\$ 30,000.00
Interest & Investment Income	\$ 145,000.00	\$ 130,000.00
From Long Term Operations Reserve Fund	\$ -	\$ -
TOTAL OPERATING REVENUES:	\$ 175,000.00	\$ 160,000.00

EXPENDITURES

Accounting & Auditing	\$ 18,000.00	\$ 18,000.00
Annual Dues and Fees	\$ 4,000.00	\$ 3,000.00
Authorized Travel & Education	\$ 25,000.00	\$ 28,000.00
Equipment & Furnishings	\$ 2,000.00	\$ 2,000.00
Investment Advisor Fees	\$ 4,000.00	\$ 4,000.00
Legal & Professional Services	\$ 6,500.00	\$ 6,000.00
Non Employee Services	\$ 77,500.00	\$ 64,000.00
Office Operational Expenses	\$ 18,500.00	\$ 17,000.00
Office Rent	\$ 19,500.00	\$ 18,000.00
TOTAL OPERATING EXPENDITURES:	\$ 175,000.00	\$ 160,000.00

CHARITABLE

<u>REVENUES</u>		
From Long Term Operations Reserve Fund	\$ 100,000.00	\$ 100,000.00

EXPENDITURES

Charitable Grants	\$ 100,000.00	\$ 100,000.00
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ESCAMBIA COUNTY HEALTH FACILITIES AUTHORITY
1019 N. 12th Avenue • Pensacola, FL 32501

AUTHORIZED TRAVEL BUDGET

Dates: October 5-8, 2025
Purpose: NAHEFFA Conference
Location: Minneapolis MN
Travel Method: Air

Expenses Authorized for Reimbursement:

Hotel:	\$ 1,250
Airfare:	\$ 800
Airline baggage fees:	\$ 60
PNS Airport Parking:	\$ 75
Local Transportation:	\$ 75
Meals/Incidentals:	\$ 200
Baggage Handling:	\$ 20

Total Reimbursable Expenses: \$ 2,480