



MEETING AGENDA
November 15, 2022
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 27, 2022.
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, 2022
 - b. Adopt Amended Budget for FY 2022; adopt Resolution 2022-04 approving the FY 2022 amended budget
 - c. Report on Grant Requests received
5. **Operations:**
 - a. Approve 2023 meeting schedule
 - b. Update on Audit for FY 2022

Routine Authority Business:

- a. Accept resignation from Mr. Kohler due to election to County Commission.

Next Scheduled Meeting of the Authority: January 24, 2023

**ESCAMBIA COUNTY HEALTH FACILITIES AUTHORITY
MEETING MINUTES
September 27, 2022**

Members in Attendance: **Jim Hall
Mike Kohler
Eugene Franklin
Keith Bullock
Susan Ashby**

Others Present: **Virginia Yeagle, Administrator, CPA
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 4:00pm. The Board members in attendance were Mr. Gene Franklin, Mr. Mike Kohler, Ms. Susan Ashby and Mr. Keith Bullock. Also in attendance was Virginia Yeagle, Administrator, and Mr. Michael Stebbins, General Counsel (arrived late).

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 23, 2022.
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. **Auditor Selection Process: Receive rankings of firms which responded to the Request for Proposal for Audit Services; Authorize Selection Committee Chairman to negotiate with top ranked firm on terms and conditions of engagement; and if, successful, to enter into an engagement with the firm on behalf of the Authority.**

Ms. Yeagle gave a recap of the Audit Selection Committee's solicitation of Requests for Proposal for Audit Services. Two firms responded to the RFP, Saltmarsh, Cleaveland and Gund, CPAs and Brown Thornton Pacenta, CPAs. No other firms made any inquiries or contacted the Authority during the solicitation period that ran from August 8, 2022 to September 6, 2022. The committee met on September 21, 2022 to review the proposals and rank the firms. The top ranked firm chosen by the Audit Selection Committee was Saltmarsh, Cleaveland and Gund, CPAs

After a general discussion of the basis for the committee's ranking, a motion was made by Mr. Kohler, seconded by Mr. Franklin to authorize the Chairman of the Audit Selection Committee to negotiate with Saltmarsh, Cleaveland and Gund, CPAs for audit services. Motion passed unanimously.

5. Operations:

a. Election of Officers for Fiscal Year 2023; Adopt Resolution 2022-03 designating the officers elected.

Ms. Yeagle presented Resolution 2022-03 setting forth the officers for the upcoming fiscal year. They are Chairman – JH Keith Bullock, Vice Chair – Susan Ashby, Secretary – Eugene Franklin and Assistant Secretary – Jim Hall. Motion made by Mr. Kohler, seconded by Mr. Franklin to approve Resolution 2022-03, Election of Officers for Fiscal Year 2023. Motion passed unanimously.

b. Accept recommendations for candidates as potential Authority Board member to fulfill the unexpired term of Mr. Kohler upon his election to Escambia County Board of County Commissioners.

Mr. Kohler won his primary for District 2 County Commissioner on August 23, 2022 and is unopposed in the General Election. Therefore, Mr. Kohler will be resigning from the Authority after the November 15, 2022 meeting. Hence, the Authority will need to recommend a replacement candidate to the County Commissioners to fulfill Mr. Kohler's unexpired term which ends August 21, 2024.

Ms. Ashby recommends Ms. Jean Walker Tucker, a retired nurse and bond attorney, Ms. Tucker recently served on the Audit Selection Committee. Ms. Tucker's CV was provided to the Board for review. Ms. Tucker has agreed to serve, if appointed. Ms. Ashby made a motion to recommend Ms. Tucker as the Authority's candidate to the Board of County Commissioners to serve the unfilled term of Mr. Kohler. Mr. Bullock seconded the motion. Motion was approved unanimously with Mr. Kohler abstaining from the vote.

Routine Authority Business:

a. Report from Attendees on NAHEFFA Fall Conference in Bozeman, MT.

The Fall 2022 NAHEFFA conference was held September 13-16 at the Armory Hotel in Bozeman, MT. Attending the conference from the Authority were Mr. Hall, Mr. Kohler, Ms. Yeagle and Mr. Stebbins. Each attending member gave a brief discussion of the topics they found of interest. There was a general discussion on the structure of the conference and new dining format. Each attending member reported they found the conference educational and beneficial to attend.

The Spring 2023 NAHEFFA Conference will be held in Washington DC on April 16-18 at the Mayflower Hotel.

Meeting adjourned at 4:40pm

Next Scheduled Meeting of the Authority: November 15, 2022 at 4pm.

RESOLUTION 2022-04

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, 2022; AND PROVIDING AN EFFECTIVE DATE.

BE IT RESOLVED BY THE ESCAMBIA COUNTY HEALTH FACILITIES AUTHORITY:

Section 1. The Authority hereby amends the Fiscal Year 2022 Budget as shown in the attached document titled "FIRST AND FINAL AMENDED FISCAL YEAR 2022 BUDGET."

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

DULY ADOPTED in public meeting on this 15th day of November, 2022.

**ESCAMBIA COUNTY HEALTH
FACILITIES AUTHORITY**

By: _____
Chairman

Attest:

Secretary

**ESCAMBIA COUNTY HEALTH FACILITIES AUTHORITY
 First and Final Amended Fiscal Year 2022 BUDGET
 OCTOBER 1, 2021- SEPTEMBER 30, 2022**

Proposed

	<u>BUDGET</u>	<u>AMENDED BUDGET</u>
<u>REVENUES</u>		
Annual Bond Fees	\$ 32,000.00	\$ 31,000.00
Interest & Investment Income	\$ 26,000.00	\$ 38,500.00
Bond Issuance and related revenue		\$ 2,500.00
From Long Term Operations Reserve Fund	\$ 80,000.00	\$ 51,000.00
TOTAL OPERATING REVENUES:	\$ 138,000.00	\$ 123,000.00
<u>EXPENDITURES</u>		
Accounting & Auditing	\$ 14,000.00	\$ 12,000.00
Annual Dues and Fees	\$ 2,000.00	\$ 2,000.00
Authorized Travel & Education	\$ 24,000.00	\$ 21,000.00
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	\$ 3,000.00
Non Employee Services	\$ 59,000.00	\$ 54,000.00
Office Operational Expenses	\$ 13,000.00	\$ 12,000.00
Office Rent	\$ 16,000.00	\$ 16,000.00
TOTAL OPERATING EXPENDITURES:	\$ 138,000.00	\$ 123,000.00

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

2023 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 24, 2023

March 28, 2023

June 27, 2023

August 22, 2023

September 26, 2023

November 14, 2023 *

*** Third Tuesday**