



## MEETING AGENDA

August 23, 2022

4 p.m.

1. **Call to Order** and accept proof of publication of notice of meeting. Welcome returning Board Members Gene Franklin who has been reappointed for a new term effective August 22, 2022 through August 21, 2026
2. **Approve Minutes** of the meeting held on June 28, 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. Adopt Budget for FY 2023; adopt Resolution 2022-02 approving the FY 2023 budget matters
5. **Operations:**
  - a. REAP Grant Application for Cox Building Renovations

### Routine Authority Business:

- a. NAHEFFA Fall Conference Bozeman MT Sept 12-16, 2022

**Next Scheduled Meeting of the Authority: September 27, 2022**

**ESCAMBIA COUNTY HEALTH FACILITIES AUTHORITY  
MEETING MINUTES  
June 28, 2022**

**Members in Attendance:**                    **Jim Hall**  
   **Mike Kohler**  
   **Eugene Franklin**  
   **Keith Bullock**  
   **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 Hall called the meeting to order at 4:04pm. The Board members in attendance were Mr. Mike Kohler. Mr. Gene Franklin, Ms. Susan Ashby and Mr. Keith Bullock. Also in attendance was Virginia Yeagle, Administrator, and Mr. 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 March 22, 2022.  
Motion was made by Mr. Franklin and seconded by Mr. Kohler to approve the minutes as presented. Motion passed unanimously.

3. **Open Forum/Public Comment:** None

4. **Financial Matters:**

**a. Report on Operations for the period January 1 to March 31, 2022.**

Ms. Yeagle presented the Report on Operations for the quarter January 1 to March 31, 2022. The second quarter of fiscal year ended September 30, 2022. Ms. Yeagle highlighted the annual bond fees received and the renewal of the 3 year insurance policy. Ms. Yeagle reviewed the Detail of investments held in the Regions Investment account and upcoming maturities on the bonds. Motion was made by Mr. Kohler and seconded by Ms. Ashby to approve the Report on Operations as presented. Motion passed unanimously.

**b. Resolution 2022-01 – Establishing the Audit Selection Committee**

Ms. Yeagle presented Resolution 2022-01 to establish an Audit selection committee. Based on revised State of Florida Auditor General guidance, the prior Resolution 2018-01 establishing an audit committee is no longer viable since neither the Authority's administrator nor the Chairman of the Authority Board can serve on the committee. Based the new resolution, the Chairman will appoint two Board members to serve and one volunteer from the Pensacola community. The Authority administrator will serve as an advisor to the committee and handle all administrative functions for the committee. Motion was made by Mr. Bullock and seconded by Mr. Kohler to approve Resolution 2022-01. Motion passed unanimously.

Chairman Hall then appointed Board Members Ms. Ashby and Mr. Bullock to serve on the Audit Selection committee. Chairman Hall then presented the resume of Jean Walker Tucker a retired

nurse and attorney to serve as the community member of the committee. Motion was made by Mr. Bullock and seconded by Mr. Franklin to approve appointment of Mrs. Jean W. Tucker to serve as the community member of the Audit Selection Committee. Motion passed unanimously.

Ms. Yeagle will contact the committee members to set an initial meeting date.

**c. Redemption of Covenant Hospice Series 2005 A&B Bonds**

Ms. Yeagle explained that Covenant Hospice sold the buildings securing the Series 2005 A&B bonds and will be redeeming the outstanding debt. The sale of the buildings took place on June 9, 2022. Regions Bank, as bond trustee, will handle redemption. All outstanding bonds were owned by PNC Bank and they have consented to the redemption without the required notice.

Mr. Clements with Bryant, Miller and Olive (Authority Bond counsel) in conjunction with Mr. Stebbins provided guidance on the redemption letter needed by the Bond trustee, Regions Bank. Mr. Clements stated the redemption letter could be signed by Ms. Yeagle as the Authority's administrator and did not need Board approval.

Ms. Yeagle reminded the Board that the 2005 Bonds were issued to help Covenant Hospice purchase a new building as Hurricane Ivan had destroyed their headquarters. The Authority receives no annual bond fees on these bonds and did not charge bond issuance fees at origination. As such, no fees will be charged Covenant with regards to the redemption work.

**d. Revisions to the Authority's Charitable Grant Program Policy and Procedures**

Ms. Yeagle provided revised policy and guidelines for the Authority's charitable grant program. The revisions and updating are needed to address concerns about monies set aside in the grant program in 2012 as well as the annual limitations on the amount of grants to be awarded in any fiscal year. Additionally, there is a need to review the eligibility requirements for nonprofit organizations seeking grants as many small nonprofits do not have audited or reviewed financial statements. While reviewing the suggested revisions, Ms. Yeagle, provided a list of grants that have been awarded since 2012 including mini-grants. Under the Charitable Grant Program, the Authority has awarded approximately \$150,000 in grants to 13 different non-profits.

There was discussion concerning the need for a contract with the nonprofit once a grant is awarded to ensure all parties understood the terms of the grant and the conditions the nonprofit would need to meet to receive the grant funds. Since grants are on a reimbursement basis, there is a concern that funds would be expended that might not meet the grant criteria but would be expected to be reimbursed by the Authority. After much discussion on the merits of requiring a contract, it was agreed that any grant over \$25,000 will require the nonprofit to enter into a contract with the Authority. Mr. Stebbins will draft the contract for any grant award meeting these criteria.

Motion was made by Mr. Bullock, second by Ms. Ashby to approve the revised Charitable Grant Program Policy and Guidelines, as modified by the changes discussed at this meeting. Motion passed unanimously.

**e. Consideration of REAP's grant request for the Clinton Cox Building**

The grant application submitted by REAP in October 2021 is still pending. Litigation concerning the Clinton Cox Building at the old Pathways for Change location has not been formally settled. Since this grant application has evolved from the initial request for portable bathrooms for three homeless locations being run by REAP to renovations and structural improvements to the Clinton

Not Final until Approved

Cox Building. Ms. Yeagle recommended REAP resubmit the grant request for the specific project of renovations to the Clinton Cox building. Mr. Bullock requested the resubmittal have updated cost projections and include engineering studies as to required work to be done to the building to meet building standards. Clear title to the facility as well as formal settlement of any litigation concerning the building/facility must be provided in order for the grant to be considered. A certificate of occupancy will be required before reimbursement if grant is awarded.

Ms. Yeagle will communicate with REAP's Executive Director, Mr. Whibbs, regarding grant resubmittal and the items needed to accompany the revised grant request.

**Routine Authority Business:**

**a. Meeting calendar addition – July 26, 2022**

Ms. Yeagle stated that this meeting addition is not needed and rescinded the request.

**b. NAHEFFA Fall Conference – Bozeman Montana Sept 13-16, 2022.**

Ms. Yeagle announced that registration for the Fall NAHEFFA conference is open. Hotel reservations can now be made. Once a conference agenda is available, it will be distributed.

**Meeting adjourned at 5:09pm**

**Next Scheduled Meeting of the Authority: August 23, 2022**

\*\*\*\*\*

**RESOLUTION 2022-2**

**A RESOLUTION OF THE ESCAMBIA COUNTY HEALTH FACILITIES AUTHORITY APPROVING THE ADOPTION OF THE BUDGET FOR FISCAL YEAR ENDING SEPTEMBER 30, 2023; 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, 2022 and ending September 30, 2023.

**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 23rd day of August 2022.

**ESCAMBIA COUNTY HEALTH  
FACILITIES AUTHORITY**

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

**Attest:**

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

**ESCAMBIA COUNTY HEALTH FACILITIES AUTHORITY**  
**Fiscal Year 2023 BUDGET (proposed)**  
**OCTOBER 1, 2022- SEPTEMBER 30, 2023**

<b><u>REVENUES</u></b>	<b><u>Proposed FY 23 BUDGET</u></b>	<b><u>FY22 Budget</u></b>
Annual Bond Fees	\$ 30,500.00	\$ 32,000.00
Interest & Investment Income	\$ 33,500.00	\$ 26,000.00
From Long Term Operations Reserve Fund	\$ 76,000.00	\$ 80,000.00
<b>TOTAL OPERATING REVENUES:</b>	<b>\$ 140,000.00</b>	<b>\$ 138,000.00</b>
<b><u>EXPENDITURES</u></b>		
Accounting & Auditing	\$ 15,000.00	\$ 14,000.00
Annual Dues and Fees	\$ 2,000.00	\$ 2,000.00
Authorized Travel & Education	\$ 25,000.00	\$ 24,000.00
Equipment & Furnishings	\$ 1,000.00	\$ 1,000.00
Investment Advisor Fees	\$ 3,000.00	\$ 3,000.00
Legal & Professional Services	\$ 6,000.00	\$ 6,000.00
Non Employee Services	\$ 59,000.00	\$ 59,000.00
Office Operational Expenses	\$ 13,000.00	\$ 13,000.00
Office Rent	\$ 16,000.00	\$ 16,000.00
<b>TOTAL OPERATING EXPENDITURES:</b>	<b>\$ 140,000.00</b>	<b>\$ 138,000.00</b>