



MEETING AGENDA

January 25, 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 November 16, 2021.
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 October 1 to December 31, 2021.
 - b. Grant Submission
 1. REAP -Grant for Portable bathroom facilitates.
5. **Operations:**
 - a. Update on Audit for FY 2021
 - b. Website maintenance
 - c. Financing Inquiry
 - d. Office Maintenance and security

Routine Authority Business:

- a. Update on NAHEFFA Spring Conference – April 24-26, 2022, Charleston SC

Next Scheduled Meeting of the Authority: March 22, 2022

**ESCAMBIA COUNTY HEALTH FACILITIES AUTHORITY
MEETING MINUTES
November 16, 2021**

Members in Attendance: **Jim Hall
Eugene Franklin
Keith Bullock**

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

Attending by telephone **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 4:00 p.m. The Board members in attendance were Mr. Keith Bullock, and Mr. Gene Franklin. Mr. Mike Kohler and Ms. Susan Ashby were absent. Also present was Virginia Yeagle, Administrator and by phone, Mr. Michael Stebbins, General Counsel.

Notice of the meeting was published in the BCC weekly meeting notice in the Pensacola News Journal, on the Authority’s website, and a meeting notice was posted on the front door at the Authority’s office.

- 2. Approve Minutes of September 14, 2021 meeting.**

Motion was made by Mr. Bullock and seconded by Mr. Franklin 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 July 1 to September 30, 2021.**

Ms. Yeagle presented the Report on Operations for the quarter July 1 to September 30. Ms. Yeagle highlighted the transfer of money from the PRIME account to Regions checking to cover the 4th payment to BOCC. Also highlighted were the NAHEFFA Fall conference registration and travel expenses. Ms. Yeagle reviewed the Detail of investments held in the Regions Investment account and upcoming maturities on the bonds. Ms. Yeagle discussed the low rate of interest on the bonds and the difficulty in finding quality bonds as securities mature. Ms. Yeagle stated that she is keeping maturities date within 2 years with hopes of rising interest rates. Motion was made by Mr. Franklin and seconded by Mr. Bullock to approve the Report on Operations as presented. Motion passed unanimously.

b. Adopt Amended Budget for FY 2021; adopt Resolution 2021-04 approving the FY 2021 amended budget.

Ms. Yeagle presented the amended budget for FY 2021 which reflects actual operations for FY 2021 on a cash basis. Actual results differed from the budget adopted in September 2020 for the fiscal year due to lower than expected investment returns and lower expenditures in all categories. Motion was made by Mr. Bullock and seconded by Mr. Franklin to approve the amended Budget for FYE 9-30-2021 and adopt resolution 2021-04. Motion passed unanimously.

c. Report on Grant Requests received

Ms. Yeagle stated that the Authority has received 2 grant requests, which she is in the process of reviewing. One grant request is for a mini-grant of \$1500 for the LEAP Class of 2022 project at the Health and Hope Clinic to construct an outside Gazebo for patients waiting for appointment. This grant meets the terms of the mini-grant criteria and does not require Board approval.

The second grant request received was from REAP to fund the purchase and installation of bathroom facilities at the homeless shelter at the former Salvation Army location off Pace Blvd. Ms. Yeagle stated that she called and discussed the grant with Mr. Whibbs in light of news the City of Pensacola was funding a homelessness initiative. Mr. Whibbs asked that the grant request be put on hold until the City allocates its funding.

Ms. Yeagle will report back to the Board on this grant at its next Board meeting.

5. Operations:

a. Administrator's annual performance review

Chairman Hall conducted Ms. Yeagle's annual performance review in the week prior to the Board meeting. A copy of the evaluation was provided in the Board's agenda packet. In addition, Chairman Hall provided comments on the evaluation and his basis for his ratings. Ms. Yeagle agreed with evaluation.

b. Administrator's contract renewal for new term

Ms. Yeagle's contract for services expires on December 31, 2021. Chairman Hall made a motion to extend Ms. Yeagle's current contract for three additional years until December 31, 2024. Motion was made by Mr. Franklin and seconded by Mr. Bullock to approve extending Ms. Yeagle's contract as Administrator for 3 additional years. Motion passed unanimously

Mr. Stebbins will prepare the contract extension for each party to review and sign.

c. Approve 2022 meeting schedule

Ms. Yeagle provided a tentative meeting schedule for 2022. The schedule calls for 6 meetings of the Board. Motion was made by Mr. Bullock and seconded by Mr. Franklin to approve the 2022 meeting schedule. Motion passed unanimously.

d. Update on Audit for FY 2021

Ms. Yeagle gave an update on the status of the FY 2021 audit. Saltmarsh, Cleaveland and Gund is performing the audit. Work began in late October and should be wrapped up by first of the year. Auditors plan to present the audit at the March 22, 2022 meeting.

Not Final until Approved

Routine Authority Business:

a. Holiday office hours.

Ms. Yeagle stated that office hours will be slightly reduced during December as she is taking some time off,

Meeting ended at 4:30 pm

Next Scheduled Meeting of the Authority: January 25, 2022
