



## MEETING AGENDA

March 22, 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 January 25, 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. Presentation of audited financial statements for fiscal year 2021 by representatives from Saltmarsh, Cleaveland & Gund, and acceptance of same by the Authority Board.
  - b. Grant Submission –
    1. REAP – Revised Grant for a) Structural Improvements to Clinton Cox Building or  
b) Portable bathroom facilities for 3 locations.
5. **Routine Authority Business:**
  - a. Website maintenance
  - b. Reappointment of Board Member Franklin – Term expires August 2022
  - c. NAHEFFA Spring Conference – April 24-26, 2022, Charleston SC.

**Next Scheduled Meeting of the Authority:** June 28, 2022

**ESCAMBIA COUNTY HEALTH FACILITIES AUTHORITY  
MEETING MINUTES  
January 25, 2022**

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

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

**Attending by Phone**                            **Susan Ashby**

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- 1. Call to order and accept proof of publication of notice of meeting.**  
Vice Chairman Kohler called the meeting to order at 4:10 p.m. The Board members in attendance were Mr. Keith Bullock, Mr. Gene Franklin, and Ms. Susan Ashby (by telephone). Also present was Virginia Yeagle, Administrator and Mr. Michael Stebbins, General Counsel.

Notice of the meeting was published in the Pensacola News Journal on December 22, 2021 as part of the annual meeting notice, with the Escambia County’s BOCC Meeting Schedule on the County’s website and 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 November 16, 2021 meeting.**  
Motion was made by Mr. Franklin and seconded by Mr. Bullock 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 October 1 to December 31, 2021.**  
Ms. Yeagle presented the Report on Operations for the quarter October 1 to December 31, 2021. The first quarter of fiscal year ended September 30, 2022. Ms. Yeagle highlighted the \$1,500 payment to Pensacola Chamber Foundation for a mini-grant for the 2022 LEAP class project at Health and Hope Clinic. Ms. Yeagle reviewed the Detail of investments held in the Regions Investment account and upcoming maturities on the bonds. Motion was made by Mr. Bullock and seconded by Mr. Franklin to approve the Report on Operations as presented. Motion passed unanimously.

Mr. Hall joined the meeting at 4:20 and assumed the Chairman duties

- b. Grant Submission – REAP – Grant for Portable Bathroom Facilities.**  
The Authority received a grant request from REAP (Re-Entry Alliance of Pensacola) to fund the purchase and installation of bathroom facilities at three homeless shelters being run by REAP.

The grant request was received in November 2021. Ms. Yeagle stated that she discussed the grant with Mr. Whibbs, Executive Director of REAP, 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 of Pensacola allocates its funding. The City of Pensacola is now moving forward with relocating the homeless and REAP will be managing three facilities funded by the City of Pensacola.

The Board was provided with a copy of the grant request to discuss. The first issue discussed was the applicability the use of funds as "health related". After discussion, it was agreed the project was health oriented. The next issue was whether portable bathroom facilities were considered "capital items". Because the bathrooms will be portable, the Board questioned the nature of permanency. Mr. Kohler raised the concern of keeping the facilities sanitary and how this will be accomplished and whether the Health Department had approved them. As a result of these discussions, the Board asked Ms. Yeagle to meet with Mr. Whibbs and obtain more information on the location and set up of the facilities. Ms. Yeagle asked for a Board member to join her in meeting with Mr. Whibbs. Mr. Kohler volunteered to attend any meeting. Ms. Yeagle will arrange the meeting.

Ms. Yeagle will give an update/ report at the March 22 meeting.

As part of the discussion on the grant, Mr. Stebbins was asked to review the Authority's Charitable Grant guidelines to offer his opinion on whether this grant request is "health related" as contemplated by the Authority's Charitable Grant Guidelines.

## 5. Operations:

### a. **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 and is close to completing their work. Auditors plan to present the audit at the March 22, 2022 meeting.

### b. **Website maintenance**

The Authority's website was developed under the former executive director and hosted on a small platform. The developer of the website has retired and the website is now hosted on a commonly used platform. However, as explained by Ms. Yeagle, the maintenance and updating is now the Authority's responsibility. Ms. Yeagle does not have the expertise to maintain and update the website and recommends that the Authority hire an information technology company or person to maintain and update the website. One option is to engage a company to manage the Authority's website while another is to provide technical resources to manage the website internally. Mr. Franklin offered his thoughts on external vs. internal website management based on his own experience with both and feels the Authority's website should be managed internally. Mr. Franklin offered to connect Ms. Yeagle with someone that can teach her how to manage the website. Ms. Yeagle welcomes the assistance. Ms. Yeagle will update the Authority on this matter at the next Authority meeting.

**c. Financing Inquiry**

Ms. Yeagle discussed an inquiry received from Mr. Dan Schebler, Director of Operations for the District One Medical Examiner's office (DOMES) concerning financing for their new medical facility that will be replacing the current facilities located at Sacred Heart Hospital. Ms. Yeagle related that she had a telephone conversation with Mr. Schebler discussing the mechanics of tax exempt financing, costs of tax exempt financing and other financing options available to tax exempt organizations. Since the possible borrowing would be less than \$40 million, the cost to finance through the Authority might not be feasible given other avenues of financing.

**d. Office maintenance and security**

Ms. Yeagle explained that there have been several incidents of members of the public entering the Authority's office asking for financial assistance. Ms. Yeagle asked for suggestions on ways to make the office more secure. Mr. Bullock recommended the installation of Paddle Locks on the front door. Ms. Yeagle will speak with the landlord and see what options are available. In the meantime, Ms. Yeagle may lock the door at her discretion.

**Routine Authority Business:**

**a. Update on NAHEFFA Spring Conference**

The conference will be held April 24-26, 2022 at the St. Francis Marion Hotel in Charleston, SC  
Welcome Reception will be Sunday evening. Conference will conclude Tuesday afternoon.

Ms. Yeagle expects information regarding hotel reservations to be forthcoming. She will forward any information she receives.

**Meeting ended at 5:05 pm**

**Next Scheduled Meeting of the Authority: March 22, 2022**

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