

Note: Public participation at the meeting shall be limited to telephonic participation only, pursuant to the Governor's Executive Order Number 20-246. The public may listen to the meeting through the dedicated conference line (954) 357-5480.

## **Agenda**

**BROWARD COUNTY HEALTH FACILITIES AUTHORITY  
REGULAR BOARD MEETING  
TUESDAY, OCTOBER 27, 2020  
9:30 - 10:30 A.M.**

**VIA SKYPE for Board Members  
Public Conference Call-in Number: (954) 357-5480**

1. Call Meeting to Order
2. Motion to Approve Minutes to Meeting of June 11, 2020
3. Review and Approval of FY2021 Proposed Budget
4. New Business - Update on Surplus Funds
5. Adjournment

SF/md

# Minutes

## **BROWARD COUNTY HEALTH FACILITIES AUTHORITY REGULAR BOARD MEETING**

**THURSDAY, JUNE 11, 2020  
9:36 - 10:02 A.M.**

VIA SKYPE FOR BOARD MEMBERS | CONFERENCE CALL-IN NUMBER FOR THE PUBLIC: (954) 357-5488

### **MEMBERS PRESENT (TELEPHONICALLY)**

Shelly Spivack, Chair  
Rosalyn Frazier, Vice Chair  
Natasha Britton, Member

### **STAFF PRESENT (TELEPHONICALLY)**

Stephen Farmer, Finance Manager, Finance and Administrative Services Department  
Alicia Lobeiras, Assistant County Attorney, County Attorney's Office  
Lawanda Lester, Accounting Supervisor, Accounting Division  
Monica Donner, Administrative Specialist, Finance and Administrative Services  
Department (Recording Secretary)

#### **I. CALL MEETING TO ORDER**

- Shelly Spivack confirmed that a quorum of three was present and called the meeting to order at 9:36 a.m. on June 11, 2020.

#### **II. MOTION TO APPROVE MINUTES TO MEETING OF OCTOBER 10, 2019**

- After roll call, Rosalyn Frazier made a motion to approve the minutes to the meeting of October 10, 2019, Natasha Britton seconded the motion. The minutes were approved unanimously as distributed.

#### **III. ELECTION OF OFFICER(S)**

- Ms. Spivack stated that three elected positions were available: Chair, Vice Chair and Secretary. Ms. Britton asked for an explanation of the responsibilities of the Chair position. Stephen Farmer briefly explained the responsibilities of the Chair and Ms. Spivack added to Mr. Farmer's explanation. Ms. Frazier made a motion to nominate Ms. Spivack as Chair. Ms. Britton seconded the motion. The motion carried and Ms. Spivack accepted the nomination. Ms. Spivack made a motion to nominate Ms. Frazier as Vice Chair. Ms. Britton seconded the motion. The motion carried and Ms. Frazier accepted the nomination. Ms. Frazier made a motion to nominate Ms. Britton as Secretary. Ms. Spivack seconded the motion. The motion carried and Ms. Britton accepted the nomination.

#### **IV. REVIEW AND APPROVAL OF AUTHORIZING RESOLUTION**

- Mr. Farmer summarized the Human Services Department's request for surplus funds to be used for human health service agencies to households experiencing

homelessness by Volunteers of America of Florida. He stated that the resolution needed to be signed by the Secretary.

- Ms. Frazier made a motion to adopt the resolution. Ms. Britton seconded the motion. Ms. Spivack requested if there were any public comments and hearing none, the motion carried unanimously.
- Mr. Farmer requested clarification from Alicia Lobeiras regarding the process for resolution execution - if the resolution needed to be wet-signed or e-signed by the Secretary. Ms. Lobeiras stated that the practice has been that paper copies of the resolution were mailed, wet-signed and remotely sent back.
- Ms. Spivack asked Ms. Lobeiras if the signed document could be scanned and the [hardcopy] returned. Ms. Lobeiras answered that yes, the resolution could be scanned, but the signed hardcopy had to be returned.

**V. MOTION TO DISCUSS HFA AUDITED FINANCIAL STATEMENTS FOR FY 2019**

- Lawanda Lester gave an overview of the Health Facilities Authority Audited Financial Statements for FY2019 as distributed. The fund balance at the beginning of year was \$61,852; total revenue, \$24,308; total expenditures, \$6,405; and end of year fund balance, \$79,755.
- Ms. Britton made a motion to approve the FY2019 Audited Financial Statements. Ms. Frazier seconded the motion. Ms. Spivack asked if there was any further discussion or any comments from the public, hearing none the motion carried unanimously.

**VI. NEW BUSINESS**

- Ms. Spivack opened the discussion regarding the current board meeting time of 9:30 a.m., and if the time worked for the members. Ms. Frazier and Ms. Britton stated that 9:30 a.m. worked for them.
- The discussion continued regarding if the meeting would in person. Mr. Farmer stated that the next scheduled meeting, which would be in August, would likely be an in-person meeting. The current executive order allowing for telephonic method would have expired by that time. Ms. Britton asked if the executive order was for the County and has it been extended. Ms. Lobeiras stated that the Governor's statewide executive order was set to expire at the end of July and an extension could occur but was not expected at this time. Ms. Spivack asked if the building were not open to the public in August would the meeting be in person or telephonic. Ms. Lobeiras stated that the ability to have a telephonic meeting depended on the Governor's order. Ms. Spivack stated that they would wait and see in August.

- Ms. Spivack stated that while the filling of vacancies was not new business, two positions were now vacant with the resignation of Juana Frias. Mr. Farmer stated that Intergovernmental Affairs/Boards Section was aware of the vacancies and the Chair's desire for the vacancies to be filled.
- Mr. Farmer checked if there were any other public comments at this time, and hearing none the discussion concluded.

**VII. ADJOURNMENT**

Ms. Britton made a motion to adjourn the meeting. Ms. Frazier seconded the motion, which passed unanimously. Ms. Spivack adjourned the meeting at 10:02 a.m.

This meeting was recorded with file name: 20200611\_082321\_HFA Board Meeting on recorder named Carter.

SF/md

HEALTH FACILITIES AUTHORITY (69030)

FY 2021 PROPOSED BUDGET

REVENUES

69030-35101010-460085	Other Charges for Services	\$	20,953
69030-35101010-499010	Fund Balance Forward	\$	25,013
69030-35101010-499005	Less 5%	\$	(1,048)
	TOTAL REVENUES	\$	44,918

APPROPRIATIONS

69030-35101010-511060	Professional Services-County Attorney Fees	\$	2,783
69030-35101010-512510	Auditing Fees	\$	3,500
69030-35101010-547160	Misc Expense-State of FL Special District Accountability Program Fee	\$	175
69030-35101010-597060	Other Restricted Reserves	\$	38,460
	TOTAL APPROPRIATIONS	\$	44,918

**LAWANDA LESTER** Digitally signed by LAWANDA LESTER  
Date: 2020.09.24 09:59:48 -04'00' 09/24/2020

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Prepared by: LaWanda Lester Date  
Accounting Supervisor, Accounting Division

**William O'Reilly** Digitally signed by William O'Reilly  
Date: 2020.09.24 14:54:38 -04'00' 09/24/2020

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Reviewed by: William O'Reilly Date  
Acting Director, Accounting Division