

# Minutes

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

**THURSDAY, OCTOBER 12, 2017  
9:30 A.M. – ROOM 513**

BROWARD COUNTY GOVERNMENTAL CENTER, 115 SOUTH ANDREWS AVENUE, FORT LAUDERDALE, FL 33301

### **MEMBERS PRESENT**

Rosalyn Frazier, Vice Chair  
Nelson Fernandez, Secretary  
Juana Frias, Member

### **MEMBER ABSENT**

Shelly Spivack, Chair

### **ALSO PRESENT**

Stephen Farmer, Finance Manager, Finance and Administrative Services Department  
Israel Fajardo, Assistant County Attorney, County Attorney's Office  
Lawanda Lester, Accounting Supervisor, Accounting Division  
Jed Shank, Audit Manager, Office of the County Auditor  
Anette Ofoezie, Administrative Specialist, Finance and Administrative Services  
Department (Recording Secretary)

### **CALL MEETING TO ORDER (1)**

The Vice Chair confirmed that a quorum was present and called the meeting to order at 9:30 a.m. on October 12, 2017.

### **MOTION TO APPROVE MINUTES TO MEETING OF JUNE 8, 2017 (2)**

Mr. Fernandez made a motion to approve the minutes to the meeting of June 8, 2017. Ms. Frias seconded, and the motion carried.

### **DISCUSSION AND APPROVAL OF PROPOSED BUDGET FOR FY 2018 (3)**

Ms. Lester advised that the Authority needs to review and approve the proposed budget for FY 2018, before it is adopted. Ms. Lester informed that total revenues and appropriations are \$157,223. Included in that amount is a surplus fund of \$90,000 (previously awarded by the Authority to be donated to the Broward County General Fund), and a FY 2017 surplus amount of \$60,923. Mr. Fernandez asked if the \$90,000 was not paid last year. Ms. Lester explained that the money was from FY 2016 and will be paid this year. Mr. Farmer advised that the Human Services Department has not yet submitted an agenda item for the Board of County Commissioners to approve the donation. There were some issues, so the agenda item has not yet been finalized. Mr. Fernandez made a motion to

approve the proposed budget for FY 2018, seconded by Ms. Frias. The motion passed unanimously.

#### **APPROVAL OF MEMORANDUM TO THE BOARD OF COUNTY COMMISSIONERS (4)**

This item was tabled at the previous meeting. Mr. Farmer informed that after discussion with County Administration, there are two options: go forward with the memorandum or the Chair can submit a delegation request to address the Board of County Commissioners for three minutes. Mr. Fernandez made a motion to authorize the Chair, at her preference, to either send the memorandum or send the memorandum in addition to asking for a delegation request. Ms. Frias seconded the motion, which carried.

#### **APPROVAL OF EXTERNAL AUDIT SERVICES AGREEMENT (5)**

Mr. Farmer advised that the County has approved an agreement with an external auditor, and every covered entity must sign the agreement. A representative from the County Auditor's Office, Mr. Shank, informed that the agreement is with a new auditing firm, RSM US LLP, and it is part of a standard yearly audit. The County has a five-year rotation policy that requires selection of a new auditing firm every five years. The Vice-Chair signed eight copies of the agreement's signature page, and the Secretary attested. Ms. Frias made a motion to approve the External Audit Services Agreement. Mr. Fernandez seconded, and the motion passed.

#### **NEW BUSINESS (6)**

Mr. Farmer advised that on August 22, 2017, the Board of County Commissioners approved an agenda item from the Office of Intergovernmental Affairs and Professional Standards with recommendations for improvements for several Boards and Authorities. Based upon reviews, the two recommended changes for the HFA were to update the purpose statement and to amend the ordinance. Mr. Farmer will ask the Office of Intergovernmental Affairs and Professional Standards to clarify the first recommendation. Mr. Fajardo explained that he needed to know the specific section of the Florida Statutes in order to propose an amendment to the ordinance for the second recommendation. The language was too vague. Mr. Farmer will e-mail the purpose statement and the section of Florida Statutes in question to the members. The Vice-Chair tabled the first recommendation until the next meeting. For the second recommendation, Mr. Fernandez made a motion to authorize Mr. Fajardo to propose an amendment on behalf of the HFA Board in accordance with the instructions in the recommendation. The motion was seconded by Ms. Frias, and the motion carried.

#### **ADJOURNMENT (7)**

The Vice Chair adjourned the meeting at 10:07 a.m.

This meeting was recorded with file name: Health Facilities Authority Board Meeting 10-12-17 on recorder named Lincoln.

KBK/ao