

# Minutes

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

**THURSDAY, NOVEMBER 3, 2016  
9:30 A.M. – ROOM 513**

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

### **MEMBERS PRESENT**

Shelly Spivack, Chair  
Rosalyn Frazier, Vice Chair  
Nelson Fernandez, Member

### **MEMBER ABSENT**

Darryl Wright, Member

### **ALSO PRESENT**

Kevin Kelleher, Deputy CFO/Deputy Director, Finance and Administrative Services Department  
Stephen Farmer, Assistant to the Department Director, Finance and Administrative Services Department  
James Rowlee, Senior Assistant County Attorney, County Attorney's Office  
Israel Fajardo, Assistant County Attorney, County Attorney's Office  
Lawanda Lester, Accounting Supervisor, Accounting Division  
Anette Ofoezie, Division Administrative Assistant, Finance and Administrative Services Department (Recording Secretary)

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

The Chair confirmed that a quorum was present and called the meeting to order at 9:47 a.m. on November 3, 2016.

### **MOTION TO APPROVE MINUTES TO MEETING OF AUGUST 18, 2016 (2)**

Mr. Fernandez made a motion to approve the minutes to the meeting of August 18, 2016. Ms. Frazier seconded the motion, and the motion carried.

### **DISCUSSION OF PROPOSED BUDGET FOR FY 2017 (3)**

Ms. Lester advised that \$35,000 is appropriated in "Other Restricted Reserves" and \$90,000 was estimated for the HFA Surplus Funds at the last Board meeting. Ms. Frazier made a motion to approve the proposed budget for fiscal year 2017, and the motion passed with a second from Mr. Fernandez.

#### **SURPLUS FUNDS RESOLUTION (4)**

Mr. Rowlee advised that the resolution is stating that the Health Facilities Authority is donating surplus funds in the amount of \$90,000 to the Broward County Board of County Commissioners, which in turn will appropriate and disburse such surplus funds to non-profit human health service agencies. The resolution also states that future donations of surplus funds may be made in the Authority's sole discretion. The resolution directs Authority staff to deliver a copy of the adopted resolution to the County Administrator and to the Director of the Human Services Department, who attended the last meeting, to explain how the funds will be distributed. Once the Authority donates the surplus funds to the Board of County Commissioners, the Board will determine how the proceeds will be distributed. Mr. Farmer advised that the Human Services Department will attend the HFA Board meeting one time for each year that the HFA wants to donate the surplus funds. The Human Services Department will list the services that would benefit from this donation. With a motion from Mr. Fernandez to approve the resolution as written and a second from Ms. Frazier, the motion passed unanimously.

#### **WEBSITE UPDATE (5)**

Mr. Farmer presented the now published HFA website and showed the different additions that had been made. County staff are planning on linking the website to the Broward County main website through the Office of Intergovernmental Affairs and Professional Standards (OIAPS). Mr. Kelleher suggested having an article that advertises the HFA site on the broward.org main page. The Chair asked if the HFA could send a delegation to the Board of County Commissioners to present the website in a public meeting. Mr. Kelleher advised the Chair to contact County Administration. County staff will check with the OIAPS how they normally handle this with other Boards. Mr. Kelleher wanted to make sure that protocols are followed.

#### **REPLACEMENT OF BOARD MEMBER (6)**

Mr. Farmer confirmed that Mr. Gladwell had resigned, so the HFA Board has an open seat. Mr. Farmer advised that the Board of County Commissioners has a 15-day rotation process to select a new HFA Board member. The OIAPS has been made aware of Mr. Wright's absence record. Mr. Rowlee confirmed the Authority's removal policy. An appointee shall be automatically removed as a member after three or more consecutive unexcused absences in a Board that meets more frequently than quarterly, or misses four properly noticed meetings in one calendar year. Excused absences are: death of an immediate family member, member's hospitalization, a member is summoned to jury duty or issued a subpoena by a court of competent jurisdiction, or when the member is performing an authorized alternative activity relating to outside Board business. Mr. Farmer advised that staff will address Mr. Wright's absence record with the OIAPS.

**NEW BUSINESS (7)**

Ms. Frazier made a motion to nominate Mr. Fernandez for Secretary. The Chair seconded the motion, which carried. As Secretary, Mr. Fernandez will sign the Resolution after today's Board meeting.

**ADJOURNMENT (8)**

Ms. Frazier made a motion to adjourn the meeting. Mr. Fernandez seconded the motion, which passed unanimously. The Chair adjourned the meeting at 10:14 a.m.

This meeting was recorded with file name: Health Facilities Authority Board Meeting 11-03-16 on recorder named Eisenhower.

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