

# Minutes

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

**THURSDAY, MARCH 13, 2014  
9:00 A.M. – ROOM 513**

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

### **MEMBERS PRESENT**

Susan Telli, Chair  
Dan Lewis, Member  
Shelly Spivack, Member

### **MEMBER ABSENT**

Alan Routman, MD, Vice Chair

### **ALSO PRESENT**

Sue Baldwin, Deputy CFO/Deputy Director, Finance and Administrative Services Department  
Stephen Farmer, Acting Assistant to Department Director, Finance and Administrative Services Department  
Noel Pfeffer, Deputy County Attorney, County Attorney's Office  
Anette Ofoezie, Division Administrative Assistant, Finance and Administrative Services Department (Recording Secretary)

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

The Chair called the meeting to order at 9:07 a.m. on March 13, 2014, in Room 513 of the Governmental Center after establishing that a quorum was present.

### **MOTION TO APPROVE MINUTES TO MEETING OF FEBRUARY 13, 2014 (2)**

Ms. Spivack made a motion to approve the minutes to the meeting of February 13, 2014. The motion was seconded by Mr. Lewis. The motion carried.

### **OUTREACH FOLLOW-UP FROM BOARD MEETING ON FEBRUARY 13, 2014 (3)**

Ms. Baldwin revealed that the HFA now has a website and distributed drafts of a brochure and website information including the steps for a process flow chart for the Board members to review. Ms. Baldwin went over the different web pages on the conference room monitor. Mr. Pfeffer will review the content for accuracy. There is a link for the application. Finance Department accepts the application for the HFA if it has the \$5,000 non-refundable fee and is complete. After review and approval by the HFA, the application goes back to the Finance Department for a financial review. Mr. Lewis asked about the time-line for the process, and Mr. Pfeffer responded that a transaction would take 6 – 10 weeks. The Bond resolution, TEFRA hearing and the Bond documents go to the Board of County Commissioners for approval two or three times. The applicant must have an underwriter and the County may request that the

applicant pays a certain amount to the County's financial advisor for more oversight. Mr. Lewis wanted to know if there was any advantage in using bonds instead of money. Mr. Pfeffer advised that it is a complicated business decision. After some discussion regarding the need for the County's financial advisor to oversee an applicant's transaction, Ms. Baldwin continued through the remainder of the web pages. Pictures of the HFA Board members can be added as well as brief biographies. Stephen Farmer is the HFA liaison. Mr. Lewis wanted the HFA Surplus Funds grantees listed on the website. The Board members did not want any financial statements listed. Mr. Pfeffer noted that the dates were missing for the annual process of the grant applications. Ms. Baldwin will contact the Human Services Department for further details. Ms. Baldwin informed that the HFA will have to pay for the printed brochures (usually not more than 2 cents per copy). Mr. Lewis would be satisfied with a pdf document. The Chair preferred 500 – 1,000 printed copies. Ms. Baldwin announced that she is leaving Broward County and will finalize the brochure and the website before she leaves. The Board members will have a new draft to review at the next HFA Board meeting. Mr. Lewis requested that Ms. Baldwin circulates the pdf document for the Board members to review and comment on. In response to the Board members request for suggestions, Ms. Baldwin informed that Authorities are not allowed to have business cards. Ms. Baldwin had the following other suggestions: submit a delegation request before the Board of County Commissioners, a news release could be sent through Public Communications and anybody who wants to be on the Speakers' Bureau can be signed up and anybody can go into the Speakers' Bureau on the County's website and request a speaker to come and talk about the HFA.

#### **ADJOURNMENT (4)**

Mr. Lewis moved to adjourn the meeting. With a second from Ms. Spivack, the Chair adjourned the meeting at 9:49 am.

This meeting was recorded with file name: Health Facilities Authority Board Meeting 03-13-14 on recorder named *Grant*.

SGM/ao

G:\HEALTHFA\FY 2014 HFA\Meeting of 03-13-14\03-13-14 HFA Minutes.docx