

Minutes

BROWARD COUNTY HEALTH FACILITIES AUTHORITY REGULAR BOARD MEETING

**THURSDAY, SEPTEMBER 11, 2014
9:00 A.M. – ROOM 513**

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

MEMBERS PRESENT

Dan Lewis, Acting Chair
Rosalyn Frazier, Member
Darryl L. Wright, Member

MEMBERS ABSENT

Susan Telli, Chair
Shelly Spivack, Member

ALSO PRESENT

Robert Miracle, Acting CFO/Director, Finance and Administrative Services
Department
Mary Hayen, Accountant IV, Accounting Division
Carlos Rodriguez-Cabarrocas, Assistant County Attorney, County Attorney's
Office
James Rowlee, Assistant County Attorney, County Attorney's Office
Anette Ofoezie, Division Administrative Assistant, Finance and Administrative
Services Department (Recording Secretary)

CALL MEETING TO ORDER (1)

The Acting Chair called the meeting to order at 9:05 a.m. on September 11, 2014, in Room 513 of the Governmental Center after establishing that a quorum was present.

MOTION TO APPROVE MINUTES TO MEETING OF JUNE 12, 2014 (2)

Ms. Frazier made a motion to approve the minutes to the meeting of June 12, 2014, and Mr. Wright seconded the motion. All were in favor and the motion carried unanimously.

DISCUSSION OF PROPOSED BUDGET FOR FY 2015 (3)

Mr. Miracle presented the budget for FY 2015 and explained that the annual recurring fee income is generated by existing bond issues. The interest is also coming from the bonds that were issued in the past. The state-mandated 5% is deducted from the recurring fee income and will stay in the account and flow into the estimated fund balance, \$73,167.67, which will roll forward into the FY 2015 budget. The auditing fees were reduced from \$5,000 to \$3,500 on the expenditure side of the proposed budget.

Mr. Miracle advised that the Health Facilities Authority donates surplus funds remaining in the account at the end of the fiscal year through the Health Facilities Surplus Funds Committee comprised of four committee members:

- Chair, Health Facilities Authority
- Director, Finance and Administrative Services Department
- Director, Human Services Department
- Director, Office of Management and Budget

The Health Facilities Surplus Funds Committee reviews grant applications from not-for-profit human health service agencies for small facility improvements and make recommendations to the Board of County Commissioners for approval. The Human Services Department facilitates the grant process. The estimated amount in the proposed budget is \$60,000 based on the amount that was granted out last year, \$57,000.

Mr. Lewis had an issue with the funds being granted out by another independent Authority and emphasized the HFA's obligation to ensure, that the funds are granted and spent pursuant to the purposes of the HFA under both state statute and rules. Mr. Lewis did not think that was being done, because the grant applications never come before the HFA Board. Mr. Lewis wanted to see a process that involves the HFA members and informed that the grant application process had never been mentioned in the HFA minutes. Mr. Miracle referred to the minutes to the HFA Board meeting on October 10, 2013, where it is mentioned that Ms. Brasso gave a brief overview of the HFA Surplus Funds Committee meeting and went through which agencies received the funds and what the funds were used for. Mr. Miracle advised that the HFA is involved through the budget process and is notified of the Surplus Funds recommendations for grant award. Mr. Miracle asked Mr. Lewis if he thought there was a better approach. Mr. Lewis asked what would happen if the HFA made an amendment to change that \$60,000 to \$0, and if the money then would stay within the HFA. Mr. Miracle advised that the guidelines for the HFA Surplus Funds Committee needed to be revisited.

Mr. Rowlee is going to review how the HFA Surplus Funds Committee was established and report at the next meeting. Mr. Lewis was looking for the HFA Board to be represented on the Surplus Funds Committee, and Mr. Miracle advised that the HFA Chair is representing the Authority. Mr. Lewis wanted all of the HFA Board members to participate in the grant approval process. Mr. Miracle advised that the HFA Board members are welcome to attend the HFA Surplus Funds meetings and are always copied on the meeting invitations. Ms. Frazier commented that the HFA should be more involved in establishing eligibility and qualification guidelines, and that being part of the grant process is outside of the HFA's role. The HFA Chair is part of the Surplus Funds Committee and can report back to the HFA members. Mr. Miracle asked Mr. Lewis if he had seen the HFA Surplus Funds Committee's guidelines for the grant process. Mr. Lewis replied that he had seen the guidelines for the grant process but not for the approval process. The HFA Chair is just one of the Board members, and it is the

responsibility of the HFA Board as an independent Authority designed by state statute to ensure that the funds are spent according to the rules and regulations. The HFA members should have the right to decide which qualifications that would be appropriate for the grant applicants, which type of grants that could be approved and also come up with a list of suitable applications. That function should not be part of another Board's functions because that is offensive to the independence, the responsibility and the obligations of the HFA Board. Mr. Miracle commented that this was semantics, and that the HFA Board is a part of the process. Mr. Lewis still insisted that the HFA Board is not a part of the Surplus Funds Committee. Mr. Miracle respectfully begged to differ with Mr. Lewis and advised, that the HFA is represented in the grant application process, so the HFA Board has a voice. Mr. Lewis remarked that the HFA Board had not been reported to in many years, and there had been maybe only one meeting a year for four and a half minutes related to having been overcharged by the Accounting Division. Mr. Rowlee offered to research how the Surplus Funds Committee was established and structured and report back to the Authority. Mr. Lewis did not think that was important, what the Authority wished to do going forward was important.

Mr. Rowlee asked if Mr. Lewis wanted the grant applications to come before the HFA Board for approval after the Surplus Funds Committee's process. Mr. Lewis said that would be a step in the right direction; another would be for the HFA to process guidelines for some kind of accountability. Grant applications could come directly to the HFA Board for action. Mr. Wright thought that there needed to be a little more interaction between the Chair of the Board and the members. Mr. Wright would like to hear Ms. Telli's view on these issues. Ms. Frazier agreed with Mr. Rowlee, that as a new member she would like to know what the guidelines are and how they were established. If there were policies and procedures put in place at some time, the Authority could address amending those. Ms. Frazier also said that if the HFA Chair was the Authority's representative and there were already predetermined guidelines, this just needed to be explained at the next meeting with the Chair present. Mr. Rowlee emphasized that he would research and report back to the Authority. Mr. Miracle was going to contact the Human Services Director to find out when the grant process begins and what the guidelines are for the grant process and e-mail that information to the Board members. Mr. Miracle also offered to ask the Director of Human Services to put the process on hold until the Authority has received all of the information at the next Board meeting in October. The Chair needs to attend that meeting if possible.

Mr. Lewis asked if the Authority's money is transferred immediately to the general fund for grants to be awarded when the HFA's budget is approved. Ms. Hayen responded that Accounting Division does not transfer that money until a grant is awarded. If that does not happen the money rolls over to the next fiscal year. Mr. Wright made a motion to pass the budget, seconded by Ms. Frazier and the motion passed unanimously.

NEW BUSINESS (4)

Mr. Miracle wanted to make the Board members aware that members of John Knox Village had called Broward County and inquired about a bond issue for an expansion of their facility. They also contacted Pembroke Pines and they

are now working with Pompano Beach. Mr. Miracle will reach out to John Knox Village and see what decision they have made and report back at the next Board meeting.

ADJOURNMENT (5)

The Chair adjourned the meeting at 9:47 am.

This meeting was recorded with file name: HFA Board Meeting 09-11-14 on recorder named *Grant*.

RRM/ao G:\HEALTH\FY 2014 HFA\Meeting of 09-11-14\09-11-14 HFA Minutes.docx