

# Minutes

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

**THURSDAY, OCTOBER 8, 2015  
9:00 A.M. – ROOM 513**

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

### **MEMBERS PRESENT**

Shelly Spivack, Vice Chair  
Rosalyn Frazier, Member  
Calvin Glidewell, Member

### **MEMBER ABSENT**

Darryl Wright, Member

### **ALSO PRESENT**

Stephen Farmer, Assistant to the Department Director, Finance and  
Administrative Services Department  
James Rowlee, Senior Assistant County Attorney, County Attorney's Office  
Mary Hayen, Accountant IV, Accounting Division  
Mandy Wells, Director, Community Partnerships Division, Human Services  
Department  
Anette Ofoezie, Division Administrative Assistant, Finance and Administrative  
Services Department (Recording Secretary)

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

The Vice Chair called the meeting to order at 9:33 a.m. on October 8, 2015, in Room 513 of the Governmental Center after establishing that a quorum was present.

### **MOTION TO APPROVE MINUTES TO MEETING OF JUNE 11, 2015 (2)**

Ms. Frazier made a motion to approve the minutes to the meeting of June 11, 2015 seconded by Mr. Glidewell. The motion passed unanimously.

### **APPROVAL OF FY 2016 BUDGET (3)**

Mr. Glidewell made a motion to approve the FY 2016 budget. Ms. Frazier seconded the motion, which passed with a unanimous vote. Ms. Hayen gave an overview of the budget and explained that the annual recurring fee income is the annual payment of the debt issuances. The interest is based on the prior year and the Accounting Division has to withhold 5% of revenues. The estimated fund balance is the

amount anticipated to be brought forward from 9/30/15 to the new fiscal year, and the amount for grant disbursement will be circa \$70,000. No grants were awarded in 2015.

Mr. Farmer announced that the current HFA Chair resigned and the vacancy on the HFA Board was not yet filled. Mr. Rowlee advised that the Code says: "The Authority shall annually elect from its members a Chair person, a Vice Chairperson and a Secretary".

### **REVIEW RESOLUTION AND DISCUSSION OF CONFLICTS (3)**

Mr. Farmer stated that staff would like to defer this item about granting of surplus funds, due to a change in leadership in the Human Services Department. The long-time Director retired last month and his interim replacement needs some time to be situated before coming to the meeting to speak about the process. The Vice Chair asked about the timeline for the Surplus Funds distribution. Mr. Farmer reminded the HFA Board of the threshold for granting the funds. In the resolution prepared by Mr. Rowlee the amount was \$100,000 and after some discussion Mr. Gladwell proposed a lower amount, and the amount was lowered to \$75,000. At this time \$70,000 is available for granting. The Vice Chair wanted to know when the surplus funds needed to be distributed. Mr. Farmer advised that historically the distribution has been in the spring, and Human Services Department issues a Request for Proposals (RFP) in December. Ms. Wells confirmed that the work on the RFP starts in December, and prior to that the donations of the Surplus Funds would have to be known. A donation to the Board of County Commissioners will be made once the surplus reaches \$75,000. The Vice Chair suggested lowering the threshold again and changing the language related to emergency preparedness. Mr. Rowlee confirmed that the language can be expanded, and stated that the resolution now says "a one-time human health activity use". The Vice Chair asked if there is a minimum amount, i.e. a grant cannot be less than \$5,000 for instance. Mr. Rowlee stated that there was no such stipulation. The Vice Chair wanted to add that language into the resolution. Ms. Wells confirmed that the Human Services Department will be responsible for issuing the RFP, and for maximum impact in use there should be flexibility. The Vice Chair stated that the Human Services Department would review the applications and bring a short-list to the HFA for review and recommendation to the Board of County Commissioners. Ms. Wells advised that Human Services Department will look at the questions with the new Interim Director and come back and share the information with the HFA Board. The HFA can then review and decide what direction to go in as far as donations to the Board of County Commissioners in the future. Mr. Glidewell agreed with Ms. Wells and suggested lowering the threshold again to increase the effectiveness of quarterly meetings. Ms. Wells said that the Human Services Department will come back to propose and recommend a one-time service activity consistent with the Administrative Code. The Board can then consider if it makes sense to have a threshold or not. The Human Services Department would definitely have to know this before advertising the RFP. A small amount is not going to be sufficient to meet the need in the community. The Vice Chair suggested that the Human Services Department bring a list of how

many agencies in the community would be eligible to apply for this kind of a grant and where they are located. Ms. Wells stated that geographical diversity and access is a requirement. The Vice Chair asked for a copy of the last RFP that went out. Mr. Rowlee recommended to table the discussion on conflicts.

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

A motion to adjourn the meeting was made by Ms. Frazier. Mr. Glidewell seconded the motion and the Vice Chair adjourned the meeting at 9:59 a.m.

This meeting was recorded with file name: Health Facilities Authority Board Meeting 10-08-15 on recorder named Truman.

RRM/ao

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