

# **Minutes**

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

**THURSDAY, NOVEMBER 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  
Shelly Spivack, Member  
Rosalyn Frazier, 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  
Ben Crego, Assistant County Attorney, County Attorney's Office  
Mary Hayen, Accountant IV, Accounting Division  
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 November 13, 2014, in Room 513 of the Governmental Center after establishing that a quorum was present.

### **MOTION TO APPROVE MINUTES TO MEETING OF SEPTEMBER 11, 2014 (2)**

Ms. Frazier made a motion to approve the minutes to the meeting of September 11, 2014. Ms. Spivack seconded the motion, and the motion passed unanimously.

### **SELECTION OF VICE CHAIR (3)**

The Chair nominated Ms. Spivack for Vice Chair, Ms. Spivack accepted the nomination and Ms. Frazier made a motion to select Ms. Spivack for Vice Chair. The motion was seconded by the Chair. The motion passed with a unanimous vote. The Chair brought up the resignation of Dan Lewis. Ms. Spivack made a motion to accept Dan Lewis' resignation as submitted. With a second from Ms. Frazier, the motion carried.

## **HFA SURPLUS FUNDS (4)**

Mr. Farmer informed that staff is putting procedures in place to more effectively utilize the surplus funds, and he will be coming back to the HFA Board with the new procedures for the members to review. The Chair started to go over the history of the HFA Surplus Funds Committee, which consists of the HFA Chair, the Director of the Human Services Department, the CFO and the Director of the Office of Management and Budget. The funds that are granted out are based on the balance of fees from outstanding loans. The Chair mentioned that she was appointed to the HFA Board in 1982 and was Executive Director of Hospice at that time. The HFA Surplus Funds Committee needed an advisor and the Director of the Human Services Department joined the Committee, so that there would not be any way for the Chair to aggrandize herself or anyone else. The HFA Surplus Funds Committee reviews the grant applications, and the recommendations go to the Board of County Commissioners for approval.

Mr. Rowlee advised that his office reviewed the history and found that pursuant to Section 15 – 176 of the Broward County Code of Ordinances, the HFA upon approval of a resolution may donate surplus funds that remain in its account at the end of the fiscal year to the Board of County Commissioners. The Board of County Commissioners in turn must disperse the surplus funds to nonprofit human health service agencies. The HFA Surplus Funds Review Committee was established for that purpose. The Human Services Department issues a Request for Proposals (RFP) to accept grant applications from health agencies for the disbursement of the surplus funds to be used as a capital expenditure for emergency preparedness. Last year grant monies were awarded to two agencies, the United Cerebral Palsy for hurricane shutters in the amount of \$6,077.75 and \$47,499.25 to the Gulf Coast Jewish Family and Community Services for a generator. The HFA Surplus Funds Review Committee reviewed the applications, rated them and made recommendations to the Board of County Commissioners.

Ms. Spivack questioned the need for another committee other than the HFA to handle the grant process. Mr. Rowlee advised that based on research, the HFA Surplus Funds Committee was established by the County Administrator more than 20 years ago. The Chair suggested that the HFA make a recommendation to the Board of County Commissioners to bring back the surplus fund functions to the HFA. Ms. Frazier advised that it would also mean taking over the administrative responsibilities. The Chair is representing the HFA on the Surplus Funds Committee, so decisions are not made without input from the HFA. The Chair asked the Board members what they wanted to do. Ms. Spivack said that the HFA Board would only need to include the Director of the Human Services Department, the Director of the Office of Management and Budget and the CFO, and the HFA would then make the recommendation to the Board. Mr. Rowlee advised that the HFA Surplus Funds Committee is not legally required but the HFA is, so that would be possible. Ms. Spivack made a motion to change the membership of the HFA to include the Human Services Department. Ms. Frazier pointed out that the Human Services Department needs to be part of the HFA

for this purpose only and will still be part of the HFA Surplus Funds Committee. Ms. Spivack advised that HFA with three added members, the Director of the Human Services Department, the Director of the Office of Management and Budget and the CFO, would review the grant applications and make recommendations to the Board. Ms. Spivack restated the motion: "the motion is to include the membership of the HFA Surplus Committee as part of the HFA Board for purposes of allocating the surplus funds". The HFA would then take on the responsibility of doing the final evaluation and making the recommendation to the Board. Ms. Frazier wanted to know why the HFA Surplus Funds Committee needed to become members as opposed to just changing the process. Mr. Rowlee explained that they would not become members of the HFA; they would be assisting the HFA in making the final decision. Ms. Frazier repeated that the HFA only needed to change the process. Mr. Rowlee clarified that the HFA would be kept intact, but the HFA Surplus Committee would bring the presentations of the grant applicants to the HFA for the HFA to make the final decision. The Chair said that the grantees would do a five-minute presentation. Mr. Rowlee advised that the purpose has been emergency preparedness, however, the legal requirement has been a one-time capital expenditure. Mr. Rowlee is going to draft a formal resolution reflecting the action the HFA will be taking and present that to the HFA Board at the next meeting. It can be formally included in the resolution and then the HFA Board can go forward from there. It does not have to be approved by the Board. Ms. Spivack made a motion to formally request the County Attorney's Office to provide the HFA with a resolution at the next meeting. Ms. Frazier seconded the motion, all were in favor and the motion carried.

#### **ADJOURNMENT (5)**

Ms. Spivack made a motion to adjourn the meeting, seconded by Ms. Frazier. The motion carried unanimously. The Chair adjourned the meeting at 9:42 am.

This meeting was recorded with file name: Health Facilities Authority Board Meeting 11-13-14 on recorder named *Grant*.

RRM/ao

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