

1 NLCHD did not collect any funding, though the Property Appraiser still had to assess
2 everyone, noting that the property tax bill in the current year had 0.0 for the NLCHD.

3
4 Ms. Swan indicated an understanding that the Property Appraiser would not charge them
5 anything if there was not a tax.

6
7 Ms. Patricia Sykes-Amos, accountant for the NLCHD, stated that the Tax Collector
8 charged two percent, but that two percent of zero was zero. She elaborated that for the
9 Property Appraiser, the other agencies would have to pick up the NLCHD's share, opining
10 that they would not be willing to do this.

11
12 Mr. Ross said that one solution could be to charge a minimal millage to cover the overhead.

13
14 Ms. Price thought that the Property Appraiser presented this in his budget, and that he had
15 already projected it as collections. She said that this was something that the NLCHD likely
16 needed to ask the Property Appraiser about.

17
18 Ms. Sykes-Amos clarified that he allocated his budget among all of the districts; therefore,
19 if the NLCHD did not pay their fair share, then the Cities, the St. Johns River Water
20 Management District (SJRWMD), etc. would have to fund this.

21
22 Ms. Price indicated an understanding that when the NLCHD did their preliminary budget
23 and set it at one mill, then this was the Property Appraiser's projection for his budget. She
24 said that they needed to find out where this stood if the NLCHD set a lower or higher
25 millage, and if they always had to start at one mill for a proposed millage.

26
27 Ms. Sykes-Amos clarified that they started at one mill because this was the maximum they
28 could do, unless they wanted to have budget workshops in May, noting that it had to be
29 submitted by July 1. She said that it had been easier to advertise it as one mill, and that
30 they could always vote to decrease it but not increase it.

31
32 Ms. Price thought that Ms. Kirste could possibly discuss this with the Property Appraiser,
33 and that the NLCHD possibly needed to have a workshop in May 2022 to determine where
34 they would go from there for the millage.

35
36 On a motion by Ms. Swan, seconded by Mr. Sullivan, and carried unanimously by a vote
37 of 6-0, the NLCHD board approved the annual financial audit report.

38
39 ANNUAL REPORT OF THE BOARD OF TRUSTEES

40 Ms. Kirste presented the annual report of the Board of Trustees, stating that pursuant to
41 Chapter 2012-258, section 4, paragraph C, the agenda for the annual meeting of the Board
42 of Trustees shall include, but not be limited to, the agenda items 1, 3, 4, 5, 6 and 7, with
43 one of these being the presentation of the annual report. She also commented that of all of
44 the minutes that had been approved and discussed since the previous annual meetings were
45 part of the annual report.

1 TRANSACTION OF BUSINESS

2 Ms. Sykes-Amos asked the Board to reaffirm the 1998 resolution, explaining that it gave
3 them the authority to sign for the Public Security Deposit Act and some other items that
4 came through each year. She elaborated that the Public Security Deposit Act indicated that
5 they had to keep their money in an approved bank, and once per year, the bank furnished a
6 confirmation of the account balance; furthermore, they had to send forms into the State,
7 and this had been taken care of in November 2021.

8
9 On a motion by Mr. Sullivan, seconded by Ms. Swan, and carried unanimously by a vote
10 of 6-0, the NLCHD board voted to reaffirm Resolution 98-1.

11
12 ELECTION OF OFFICERS OF THE BOARD OF TRUSTEES

13 Ms. Kirste stated that the Board needed to elect a Chairman, a Vice Chairman and a
14 Secretary-Treasurer.

15
16 On a motion by Mr. Smith, seconded by Ms. Swan, and carried unanimously by a vote of
17 6-0, the NLCHD Board elected Ms. Barbara Price as Chairman.

18
19 On a motion by Mr. Smith, seconded by Mr. Sullivan, and carried unanimously by a vote
20 of 6-0, the NLCHD Board elected Ms. Joyce Richey Huey as Vice Chairman.

21
22 On a motion by Mr. Sullivan, seconded by Mr. Smith, and carried unanimously by a vote
23 of 6-0, the NLCHD Board elected Ms. Anita Swan as Secretary-Treasurer.

24
25 NEW BUSINESS

26
27 QUARTERLY AUDITS

28 Mr. Terrance Wilson, with Moore Stephens Lovelace, reported on the quarter ended
29 September 30, 2021. He said that the submissions went as expected, and he commented
30 that since the coronavirus disease 2019 (COVID-19) started, there had been a significant
31 fluctuation in the numbers from quarter to quarter; however, he thought that this was fine
32 and that there was no issue. He commented that in the current quarter, they spent about 29
33 percent of the total annual budget, noting that there was a large fluctuation in the clinics
34 compared to September 2020 where only 15 percent of the budget was spent.

35
36 Mr. Sullivan noted that there would be another report at the end of March 2022, and that if
37 the Board had a workshop, they might have some indication of how the numbers would
38 look.

39
40 Mr. Wilson mentioned that they had to give some lag time, noting that the next report
41 would be through the end of December 2021 and that this report would likely be ready
42 around March 2022. He also said that he could try to have the March 2022 numbers by
43 May 2022.

44
45 Mr. Sullivan suggested to schedule a workshop toward the end of May 2022.

1 Mr. Wilson stated that this should be fine, assuming that they got everything in timely,
2 though they would at least have the submissions and an estimate of what was submitted.

3
4 Ms. Sykes-Amos mentioned that with this quarter, LifeStream Behavioral Center,
5 AdventHealth Waterman, and University of Florida (UF) Health Leesburg Hospital
6 participated in a low income pool (LIP) with the State. She said that they had not billed
7 the NLCHD yet for their funding, and that when looking at the submission numbers, UF
8 Health Leesburg Hospital had requested \$317,000 to go to the State, though their
9 submissions were only \$286,000; therefore, they would not receive a check on the current
10 evening. She elaborated that AdventHealth Waterman had asked for \$56,000 to go to the
11 State and had submitted \$715,000, and the check which would go to AdventHealth
12 Waterman on the current evening was \$56,000 less than that because she was holding this
13 money back to go to the State. She commented that LifeStream Behavioral Center had
14 submitted \$185,000, though their LIP agreement was \$710,000, so they would not receive
15 a check on the current night. She also said that all of the clinics would be fully funded, and
16 mentioned that the State budget had been approved for certain groups but was not yet
17 approved for hospital groups.

18
19 SCHEDULING OF BUDGET AND SPECIAL MEETINGS

20 Ms. Sykes-Amos mentioned that the following proposed meeting dates had been sent to
21 the Board: August 18, 2022 for funding requests; September 15, 2022 for the preliminary
22 budget; September 29, 2022 for the final budget meeting; and January 19, 2023. She asked
23 if the Board wanted her to schedule the Board Chambers on a Thursday in May 2022.

24
25 Ms. Price confirmed this, preferably toward the end of May 2022.

26
27 Mr. Sullivan said that it would probably be May 19, 2022, and Ms. Sykes-Amos said that
28 she would see if May 19, 2022 would work.

29
30 REQUEST FOR PROPOSAL FOR ACCOUNTING AND OPERATIONAL SERVICES

31 Ms. Sykes-Amos said that she did not receive any responses to the request for proposal
32 (RFP) that she had sent out. She indicated that they had talked to Crippen & Co., a certified
33 public accountant (CPA) firm in the Cities of Leesburg and Ocala, and that they were
34 working on a proposal.

35
36 Mr. Matt White, with Crippen & Co., explained that their firm provided audit, tax and
37 accounting services for organizations, and that they were currently engaged with the
38 hospital district in Marion County to provide accounting services; however, the NLCHD
39 was ran significantly differently. He said that his firm had experience with hospital districts
40 and governmental entities, along with for profit and not for profit organizations, and that
41 they were staffed in a manner that allowed them to have multiple people on the job. He
42 said that if engaged, there were some considerations that they would like to bring forth to
43 the Board to possibly change some things to fit the way they did it best and allow them to
44 keep costs down. He said that once the NLCHD received their formal proposal and if they
45 wanted to go further with them, it would involve some conversations because there were
46 some items about this engagement which were unique and fit outside of accounting services
47 and were more in an administrative function.

1 Mr. Sullivan asked if the NLCHD did not receive a proposal because of the items that Mr.
2 White wanted to take into consideration.

3
4 Mr. White confirmed that this was a significant piece, and also that they had an accounting
5 manager leave public accounting in December 2021, along with closing for the week of
6 Christmas; however, they were currently back in the office. He said that it was not common
7 that they missed these deadlines.

8
9 Mr. Sullivan inquired about Ms. Sykes-Amos' status in the interim.

10
11 Ms. Sykes-Amos replied that she would continue to assist until the Board agreed to engage
12 someone. She said that part of the RFP agreement was that there would be many
13 transitions, and she would consult and be available through the budget process.

14
15 Ms. Swan asked if having a budget meeting in May 2022 would cause her to be engaged.

16
17 Ms. Sykes-Amos clarified that it was just a workshop for the Board to discuss what they
18 wanted to do and that there was no particular work on her part for this, though she could
19 attend if needed.

20
21 Mr. White stated that there probably needed to be a transition or training stage to ensure
22 that everything was handled appropriately.

23
24 Ms. Price said that the Board needed to allow Crippen & Co. to submit the proposal.

25
26 Ms. Swan asked if they needed to reopen the RFP.

27
28 Ms. Sykes-Amos stated that she had emailed firms and that she did not receive a response.
29 She was unsure if the Board wanted Crippen & Co. to do a formal RFP, ask questions at
30 the current meeting, or engage with them. She said that she could work with them until
31 they were comfortable.

32
33 Mr. Sullivan asked if this could be done this way until they signed a contract. He indicated
34 that he liked the idea of hiring a local firm, and he noted that Ms. Sykes-Amos would be
35 present to help through the transition. He suggested that the Board move forward with
36 Crippen & Co. as a recommendation and let Ms. Sykes-Amos address the details with the
37 final signing of the documents and the timeline.

38
39 Ms. Kirste did not recommend that the Board enter into a contract until Crippen & Co.'s
40 proposal, costs and fees were known.

41
42 Ms. Swan said that the NLCHD could reissue the RFP, allow more time, and allow them
43 to put a proposal together that the Board needed to see before they could engage them.

44
45 Mr. White indicated that he would only ask for an extension of the RFP period, noting that
46 it would be open to everyone.

1 Ms. Price inquired if the Board should do an extension and if they were against the clock.
2 She asked if 30 days was too far out.

3
4 Ms. Sykes-Amos replied that the original RFP was sent out in October 2021. She
5 mentioned that she could send another email and run an advertisement in the newspaper to
6 say that they extended it through March 31, 2022, and she added that the Board could then
7 decide what to do at their May 2022 meeting.

8
9 Ms. Kirste believed that they had to republish the advertisement with an extension. She
10 said that she could also send a received proposal to the full Board, and if it was acceptable
11 and nothing negative was heard, then perhaps they could accept it that way and the
12 transition could start as opposed to waiting until May 2022.

13
14 Ms. Sykes-Amos said that legally, she just had to run the advertisement in the classified
15 advertisements. She said that she would do this again in the *Lake Sentinel* with the same
16 advertisement with a date of March 31, 2022.

17
18 Ms. Swan thought that they could refer back to the original advertisement because if the
19 25 documents that Ms. Sykes-Amos sent to the other potential firms were received, then
20 this could be acceptable.

21
22 On a motion by Ms. Swan, seconded by Mr. Smith, and carried unanimously by a vote of
23 6-0, the NLCHD Board approved to reopen and re-advertise the RFP for services until
24 March 31, 2022.

25
26 PUBLIC COMMENT

27 The Chairman opened the floor for public comment.

28
29 There being no one who wished to address the Board, the Chairman closed the floor for
30 public comment.

31
32 OTHER BUSINESS

33 Ms. Sykes-Amos indicated that they disposed of financial records from October 2012
34 through September 2016 and that they did this about every five years. She elaborated that
35 this included bank statements, monthly financial records and agendas. She also asked the
36 Board to log onto their NLCHD email accounts because items from the Florida
37 Commission on Ethics would only be sent there.

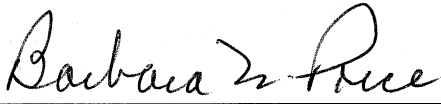
38
39 Mr. Smith asked about the requirements for advertising and why the RFP could not be
40 advertised in the *North Lake Outpost*.

41
42 Ms. Sykes-Amos clarified that it had to be a newspaper in the district. She explained that
43 she always included it on Sunday in the *Lake Sentinel*, noting that their rates were less than
44 the *Daily Commercial*.

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ADJOURNMENT

The meeting adjourned at 6:10 p.m.

A handwritten signature in cursive script that reads "Barbara Price". The signature is written in black ink and is positioned above a horizontal line.

Barbara Price, Chairman