

1 MINUTES OF MEETING OF NORTH LAKE COUNTY
2 HOSPITAL DISTRICT OF January 19, 2023
3

4 A meeting of the North Lake County Hospital District (NLCHD) was held on January 19,
5 2023 at 5:30 p.m. in the Lake County Commission Chambers, Administration Building,
6 315 W. Main Street, Tavares, Florida.

7
8 Ms. Barbara Price, Chairman, called the meeting to order, called for a moment of silence,
9 and led the Pledge of Allegiance.

10
11 ADMINISTRATION OF OATHS

12 Ms. Meredith Kirste, attorney for the NLCHD, swore in Mr. Ricky Harper, Mr. Trueman
13 Hurley, and Ms. Price. She reminded everyone that Sunshine Law was applicable to this
14 Board, and that if there was any possibility of having a discussion on any matter which
15 may foreseeably go before this Board and be voted on, then she asked them not to discuss
16 it with the other Board members in any type of setting.

17
18 ROLL CALL

19 Ms. Kirste called the roll to ascertain the trustees present for the meeting, with the
20 following members in attendance: Mr. Ricky Harper, Ms. Susan Hooper, Mr. Trueman
21 Hurley, and Ms. Barbara Price.

22
23 APPROVAL OF MINUTES

24 On a motion by Mr. Harper, seconded by Ms. Hooper, and carried unanimously by a vote
25 of 4-0, the NLCHD board approved the Minutes of October 6, 2022.

26
27 FINANCIAL REPORT AUDIT PRESENTATION

28 Mr. Terrance Wilson, Audit Manager with Moore Stephens Lovelace (MSL), explained
29 that his organization did quarterly procedures over the submissions that the clinics and
30 hospitals made, noting that they were reimbursed based off their cost of those submissions.
31 He added that his organization did a sample of those items to get 95 percent assurance, and
32 that the items were tested for eligibility in the program. He indicated that they also tested
33 the reasonableness of those costs, noting that the NLCHD did not reimburse the clinics or
34 hospitals based on what they would charge patients; rather, the district reimbursed them
35 based on what the cost was. He said that his organization would traditionally use what
36 Medicare would reimburse, which was a cost reimbursement function. He stated that his
37 organization did the procedures for the quarter ended September 30, 2022, and that at the
38 next meeting they would have information for the quarters ended December 31, 2022 and
39 March 31, 2023. He relayed that they did not find any new issues, and that if they found
40 an error, they would typically extrapolate it to make everything whole. He commented that
41 there were no real issues to raise to the Board and that everything went like a normal
42 quarter. He noted that there was some fluctuation in one clinic or hospital versus another,
43 and he said that there was traditionally some seasonality to what the clinics and hospitals
44 submitted. He mentioned that one of the facilities also had a new software system, and he
45 did not believe that their submissions submitted for this quarter was everything; rather, he
46 thought that they submitted what they could to keep them moving along without being

1 delayed. He added that they could also catch this up in future quarters, and that his
2 organization could test them appropriately.

3
4 On a motion by Ms. Hooper, seconded by Mr. Harper, and carried unanimously by a vote
5 of 4-0, the NLCHD Board approved the quarterly audit report.

6
7 ANNUAL REPORT OF THE BOARD OF TRUSTEES

8 Ms. Kirste presented the annual report of the Board of Trustees, stating that pursuant to
9 Chapter 2012-258, section 4, paragraph C, the agenda for the annual meeting of the Board
10 of Trustees shall include, but not be limited to, the agenda items 1, 4, 6, 7 and 8, with one
11 of these being the presentation of the annual report. She also commented the annual report
12 had been a presentation of all the minutes of any meetings that they held in the previous
13 year since the last annual meeting that were discussed and approved.

14
15 TRANSACTION OF BUSINESS

16 Ms. Kirste said that the first item was the reaffirmation of Resolution 98-1, explaining that
17 it allowed the accountant to respond to the State's financial reports and to sign as their
18 accountant.

19
20 On a motion by Mr. Hurley, seconded by Ms. Hooper, and carried unanimously by a vote
21 of 4-0, the NLCHD board voted to reaffirm Resolution 98-1.

22
23 Ms. Kirste then stated that the next proposed meeting dates were as follows: August 17,
24 2023 for the funding requests; August 31, 2023 for the preliminary budget meeting;
25 September 14, 2023 for the final budget meeting; and January 18, 2024 for the annual
26 meeting. She requested that the Board review these dates and confirm that they would be
27 available.

28
29 Ms. Price indicated that she was fine with the dates, and that she would like to add a date
30 in the end of May 2023 or the beginning of June 2023 to set a tentative millage rate to be
31 submitted to the Lake County Property Appraiser.

32
33 Ms. Kirste indicated that this date could not be set at the current time because they had to
34 coordinate availability with the County Administration Building and the Lake County
35 Clerk of the Circuit Court and Comptroller's Office for availability.

36
37 The Chairman opened the floor for public comment.

38
39 Mr. Phil Braun, Vice President and General Counsel for University of Florida (UF) Health
40 Central Florida, asked that if the funding presentations were in August 2023, and if the
41 Board was setting a millage rate without any funding presentations, then what would they
42 be setting the millage on.

43
44 Ms. Price responded that in the previous year, the Board had a meeting to set a tentative
45 millage rate, noting that the history of this Board had never been to approve a tentative
46 millage rate. She thought that it was important for the Board to address this before going
47 into budget.

1 Mr. Braun relayed his understanding that the Board set it at the August meeting after the
2 funding presentations, and he opined that it was done in May 2022 under the guise of a
3 budget workshop.

4
5 Ms. Price commented that in the past, an individual who was not a voting member of the
6 Board had submitted one mill each year, and she believed that it was important for the
7 Board to address this concern, whether it was one mill or less.

8
9 Mr. Braun noted that they could only lower the tentative millage, and he asked what they
10 would base the millage on. He also expressed concerns for making a decision without facts
11 and information. He opined that if the Board was not going to allow the hospitals to present
12 funding presentations in August 2023 and then make their determination, then they should
13 possibly meet in May 2023, even though this did not give them as much time to look at
14 data.

15
16 Ms. Price reiterated that in the history of this Board, a person had decided to submit one
17 mill each year without voting privileges. She opined that this Board was about
18 transparency to the taxpayers, and that it would be the will of the Board.

19
20 There being no one else who wished to address the Board regarding this matter, the
21 Chairman closed the floor for public comment.

22
23 Mr. Harper indicated that he did not mind meeting, but that he needed data to consider.

24
25 Ms. Price relayed that the tentative millage rate had to be sent to the Lake County Property
26 Appraiser by July 1. She added that the Board had been supplied information at the end of
27 May 2022.

28
29 Mr. Hurley noted that there was less than a month between the funding presentations and
30 the final budget meeting, and he asked if this was enough time.

31
32 Ms. Price replied that this is what they had always done.

33
34 Mr. Ralph Smith arrived at 5:46 p.m.

35
36 Ms. Donna Catterson, with Crippen and Co., explained that there was a 15 day window
37 once they did the preliminary budget where they had to advertise their final budget hearing
38 and what their millage rate was going to be; furthermore, the meeting had to be two to five
39 days after the advertisement. She noted that this was set by the Florida Department of
40 Revenue.

41
42 Mr. Smith thought that it would be a fine idea to have a meeting at the end of May 2023 or
43 the beginning of June 2023 to set the tentative millage rate. He also requested to possibly
44 hold these meetings later in the day to make it more convenient for individuals with day
45 jobs.

46

1 Ms. Price said that the Board had to arrange to have a clerk in attendance, County staff to
2 record the meeting and help if someone called in via Zoom, and to have security.

3
4 Mr. Smith thought that the meeting dates were fine.

5
6 Ms. Price commented that the May 2023 meeting date was not on the schedule, and that
7 the Board needed to vote if they would like to do this.

8
9 Mr. Smith relayed that he was amicable with this if it was on a Thursday night.

10
11 On a motion by Mr. Smith, seconded by Mr. Hurley, and carried unanimously by a vote of
12 5-0, the NLCHD Board approved to add an extra meeting and to accept the proposed
13 meeting dates.

14
15 ELECTION OF OFFICERS OF THE BOARD OF TRUSTEES

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

18
19 On a motion by Ms. Hooper, seconded by Mr. Harper, and carried unanimously by a vote
20 of 5-0, the NLCHD Board elected Ms. Barbara Price as Chairman.

21
22 On a motion by Ms. Price, seconded by Mr. Hurley, and carried unanimously by a vote of
23 5-0, the NLCHD Board elected Mr. Ricky Harper as Vice Chairman.

24
25 On a motion by Mr. Smith, seconded by Mr. Hurley and carried unanimously by a vote of
26 5-0, the NLCHD Board elected Ms. Susan Hooper as Secretary-Treasurer.

27
28 REQUEST FOR PROPOSAL FOR AUDITING SERVICES

29 Mr. Matt White, with Crippen and Co., recalled that they were made aware in the previous
30 year that the firm that had been performing the financial statement audit of the organization
31 was no longer able to perform the services. He relayed that they had sent out a request for
32 proposal (RFP) and had received two proposals, noting that both firms were included in
33 the Board's packet, and that he had included pages from the proposal which would review
34 how to weigh their scoring system as the Board heard the firms' presentations and
35 continued to review their proposals. He said that the Board would hopefully gather enough
36 information to score the firms appropriately and select an audit firm for this organization
37 for at least a three year period, beginning with the September 30, 2022 year end.

38
39 Mr. Zach Chalifour, with James Moore & Co., opined that the Board was considering two
40 very qualified firms. He explained that his organization was a regional firm with five
41 offices in the State of Florida, noting that government was the largest industry in his firm's
42 auditing and accounting practice. He said that he currently served as the partner in charge
43 of their audit and government practices, noting that 100 percent of the client base that he
44 worked with was government. He mentioned that they had worked with the West Volusia
45 Hospital Authority and the Southeast Volusia Hospital District in recent years, and that in
46 the previous July, they had switched roles with the West Volusia Hospital Authority from
47 being the external auditor to being a contract Chief Financial Officer (CFO). He mentioned

1 that they had extensive government experience and were a large firm with plenty of
2 resources.

3
4 Mr. Harper asked if they would be bringing in interns, seasoned people, or a mix.

5
6 Mr. Chalifour replied that it was a mix and that it was a steady pipeline where they normally
7 recruited college graduates each year, though he opined that this was becoming more
8 challenging. He said that they always tried to keep the same individuals on the same job,
9 and that they did not expect the NLCHD to train their staff, noting that they absorbed it
10 internally. He opined that it was a smooth process from the client's side, and that they
11 usually had three or four key people working through it; additionally, one or two people
12 would likely be the most that would change from one year to the next.

13
14 Mr. Harper then asked how long they had been in business.

15
16 Mr. Chalifour responded that they had been in business as a firm for almost 60 years, noting
17 that they had offices in the Cities of Daytona Beach and DeLand, which would be the
18 primary hub that they would be serving the NLCHD out of, and that they also had a City
19 of Gainesville office. He commented that they functioned as a cohesive government team
20 across the firm as opposed to being constrained to an office or physical limitations.

21
22 Ms. Helen Painter, with Purvis, Gray and Company, commented that her organization had
23 read through the NLCHD's financial statements and did research, and that they understood
24 the purpose. She indicated that they did a significant amount of work in Lake County,
25 noting that they audited the City of Eustis, the Lake County School District, and others.
26 She said that she was out of the City of Ocala office, and that they had currently had five
27 offices throughout the state, mentioning that they did a significant amount of work in the
28 governmental sector, not for profit, and healthcare industries. She stated that they were
29 currently working with Crippen and Co. with the Marion County Hospital Taxing District,
30 and that they were familiar with the accounting performed by Crippen and Co.;
31 furthermore, they had previously worked with Mr. White. She relayed her understanding
32 that in the prior year, there was no millage charged for the citizens of Lake County, and
33 that in the current year the NLCHD had a 0.5 millage rate and were expecting
34 approximately a \$12 million budget. She mentioned how the amounts seeking
35 reimbursement were verified to be correct, noting that MSL performed a quarterly review
36 of the expenses. She remarked that all of the information about her firm was in the
37 document with references, and she thought that the Board would see that they would
38 provide good auditing services.

39
40 Mr. Harper asked about what kind of staffing they would bring in.

41
42 Ms. Painter responded that they currently did not have any interns in their City of Ocala
43 office, that they had about a dozen auditors in that office, and that they had auditors
44 throughout all five of their offices. She mentioned that there could be an intern onsite or
45 remote, but they usually had experienced auditors on their teams.

46
47 Mr. Hurley inquired if they had an office in Lake County.

1 Ms. Painter replied that they currently did not, but that they did a lot of work in Lake
2 County.

3

4 Mr. Smith asked how long they had been auditing Lake County Schools, and Ms. Painter
5 responded that it had likely been about 15 years.

6

7 Mr. Hurley inquired how long they had been auditing the City of Eustis.

8

9 Ms. Painter replied that it was probably 15 or 20 years, and she added that they also audited
10 Lake Community Action Agency and the special districts of The Villages.

11

12 Ms. Price said that she had called several references of these companies, and that the only
13 person she was able to speak to was Mayor Michael Holland, with the City of Eustis,
14 regarding Purvis, Gray and Company. She added that he had nothing but excellent reviews
15 of them, and that she did not reach any references for James Moore and Co. She
16 commented that the only concern she had was that the NLCHD's funding was from the
17 taxpayer, and that there was a large difference in fees.

18

19 Mr. Hurley mentioned that this was also his concern.

20

21 Ms. Price relayed her understanding that both firms were excellent and provided the same
22 service, along with being in business for a long time. She commented that the only item
23 for her was the fee, noting that they would be able to give more funding to clinics and
24 hospitals if they were receiving the same service from both companies.

25

26 Mr. Hurley indicated that the other part was that since there were no Lake County Certified
27 Public Accountant (CPA) firms that could do this, this would be the next best thing since
28 Purvis, Gray and Company was working in the county.

29

30 Mr. White opined that they were very qualified firms, and that they were nearly identical
31 in the grading section. He added that this item was advertised as required by the Florida
32 Statutes, noting that his firm had interactions with these firms and that they had nothing
33 but great things to say about both of them. He hoped that the Board could pass a motion
34 to select one of the firms.

35

36 On a motion by Mr. Hurley, seconded by Ms. Hooper, and carried unanimously by a vote
37 of 5-0, the NLCHD Board approved Purvis, Gray and Company for auditing services.

38

39 PERFORMANCE REVIEW

40 Mr. White noted that the required performance review information was in the Board's
41 packet, and that it was information gathered from the agreed upon procedures and reports
42 that Mr. Wilson and MSL presented. He elaborated that the Board would see the amounts
43 paid, the amounts approved from submissions, and the number of patients served at each
44 of the acute care facilities and clinics coming up to an average cost per encounter. He also
45 said that they disclosed the amount of general administrative costs that the organization
46 incurred, which was just under \$238,000 or six percent, noting that this was slightly
47 increased over prior years but was less than a one percent increase. He stated that he had

1 done an analysis of these numbers since 2018, and that the service cost per encounter was
2 reasonable over the years considering the cost increases. He believed that the statute
3 required that they communicate these encounters and this information to the Board. He
4 opined that nothing was out of line.

5
6 Mr. Hurley relayed that it looked like a large difference between University of Florida (UF)
7 Health Leesburg and AdventHealth Waterman patients served and the average cost per
8 encounter.

9
10 Mr. White responded that different facilities likely provided different care and different
11 levels within that care.

12
13 Ms. Price said that she suspected that it was the services rendered, and Mr. Wilson
14 commented that they fluctuated from quarter to quarter.

15
16 Mr. White stated that UF Health Leesburg has been between \$1,700 and \$1,900 historically
17 for the past three years, and that it had been lower prior to some of these cost increases.
18 He added that AdventHealth Waterman was lower in this period, but in the past had been
19 about \$1,100 to \$1,500

20
21 On a motion by Mr. Harper, seconded by Mr. Hurley, and carried unanimously by a vote
22 of 5-0, the NLCHD Board approved the performance review, as presented.

23
24 NEW BUSINESS

25 Ms. Kirste remarked that she had two items to address under new business. She requested
26 to have an RFP for a company for a website, noting that her office was having significant
27 challenges. She said that she would like the Board to consider that since the next meeting
28 may be in May, June or August 2023, if they could publish the RFP, then she could send
29 everything to the Board members that they received a response for, and then give the
30 Chairman the ability to enter into a contract under a certain amount of funding. She related
31 that the current website was basic and that they had been paying about \$2,000 and not
32 receiving much. She mentioned that she had reached out to a company, and that it would
33 be approximately \$3,500. She indicated an interest in possibly capping the cost at \$5,000.
34 She summarized that everyone would receive a copy of the proposal, that they could vote
35 on it, and that they could allow Ms. Price to execute the contract.

36
37 On a motion by Mr. Harper, seconded by Mr. Smith, and carried unanimously by a vote of
38 5-0, the NLCHD Board approved to move forward with the website hosting availability
39 with the intent of the \$5,000 window for signature.

40
41 Ms. Kirste then asked the Board to see her after the meeting if they had not already received
42 the funding agreements from her, noting that she had the agreements that needed to be
43 executed by each of the clinics and hospitals.

44
45 PUBLIC COMMENT

46 The Chairman opened the floor for public comment.

47

1 Mr. Mark Dickinson, with Community Health Centers, stated that he had not been
2 receiving the report regarding the encounters and funding.

3

4 Ms. Kirste replied that Mr. Wilson or Mr. White could address this.

5

6 There being no one else who wished to address the Board, the Chairman closed the floor
7 for public comment.

8

9 ADJOURNMENT

10 The meeting adjourned at 6:15 p.m.

11

12

13

14

15

Barbara Price, Chairman

16