

**LAKE SHORE HOSPITAL AUTHORITY
BOARD OF TRUSTEES**

**AGENDA
Regular Meeting
September 14, 2020 - 5:15 pm**

THIS MEETING WILL BE CONDUCTED IN COMPLIANCE WITH COVID-19 SAFETY RECOMMENDATIONS. TO ACCESS THIS MEETING PLEASE READ THE ACCOMPANYING “NOTICE OF PUBLIC MEETING OF THE LAKE SHORE HOSPITAL AUTHORITY”

Meeting Called to Order

Chairman Comments Regarding COVID-19 Meetings of the Lake Shore Hospital Authority

- **Discussion and Review FY 2020-2021 Budget**
- **Public Hearing (First) – FY 2020-2021 Budget**

Staff or Trustee Addition or Deletions to Agenda and/or Consent Agenda

Adoption of Agenda

Public Comments

Approve Consent Agenda

- **Consent Agenda**

Unfinished Business

New Business

- **Discussion and possible action - Property/Workers Comp Insurance Renewal**
- **Discussion and possible action – Mowing Service Bid Award**
- **Discussion and possible action – Vice-Chair seat**
- **Approval of Proclamations covering the period August 13, 2020 through September 16, 2020 issued by the LSHA Chair in accordance with Resolution No. 2020-004 (State of Emergency – COVID 19)**

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New Business (con't)

- **Request to approve Lake Shore Hospital Authority Resolution No. 2020-010, A Resolution of the Board of Trustees of the Lake Shore Hospital Authority of Columbia County, Florida Ratifying the Chairman's Extension of the State of Emergency Arising from the COVID-19 Public Health Emergency**

Staff Report

Board Member Comments

Adjournment

Pursuant to 286.0105, Florida Statutes, the Authority hereby advises the public if a person decides to appeal any decision made by the Board with respect to any matter considered at its meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

NOTICE OF PUBLIC MEETING OF THE LAKE SHORE HOSPITAL AUTHORITY

MONDAY, September 14, 2020

5:15 p.m.

The Lake Shore Hospital Authority will be conducting a “Virtual” Board meeting utilizing communications media technology (“CMT”), related to conducting public meetings while under the public health emergency related to the spread of Novel Coronavirus Disease 2019 (COVID-19).

Public access to this virtual meeting can be accomplished as follows:

- Live Meeting Coverage - Video
 - Broadcast on
<https://zoom.us/j/3864005558?pwd=YjYwMDB4SDR1U3JOU0UzaWF3bzNDZz09>
- Verbal Public Comment During the Meeting – Telephone Number
 - Dial the local number: **(386) 400-5558** from your phone. When the **extension** number is requested, enter **386**. If you find this number cannot be dialed from your phone locally, then dial the Toll Free Number: **(800) 888-4436** from your phone. When the extension number is requested, enter **386**.
 - **Press *9 to signify that you would like to speak. Press *9 again to withdraw the request.**
 - A moderator will call on you when it is your turn to speak
 - Please mute the sound on your computer if you call in on your telephone
 - State your name clearly for the record
 - Each speaker will have three minutes to comment
- Written Public Comment – accepted in advance of the meeting
 - By mail to *Lake Shore Hospital Authority, 259 NE Franklin Street, #102, Lake City, Florida 32055*
 - By email to *sonja@lakeshoreha.org*
 - By phone to the Authority Office at *386-755-1090*

All written comments submitted shall be received on or before **12:00 Noon on Monday, September 14, 2020**. Please note all written comments will be made a part of the public record. If any member of the public requires additional information about this Board Meeting or has any questions about how to submit a public comment at the meeting, please contact:

Sonja Markham at 386-755-1090

Please contact the Authority's Office at 386-755-1090 to report issues with the technology that the Authority is using (not the technology members of the public are using) to provide public access (viewing, listening and/or commenting) to the meeting.

Persons with disabilities who require assistance to participate in the meetings are requested to call the Lake Shore Hospital Authority office at 386-755-1090, or email sonja@lakeshoreha.org at least two business days in advance of the meeting.

LAKE SHORE HOSPITAL AUTHORITY

**AGENDA
FIRST BUDGET HEARING**

September 14, 2020
5:15 p.m.

1. Open Public Hearing

Chair announces that the proposed millage rate of 0.0001 mills is 99.99 % less than the rolled back rate for 2020. The purpose of the levy is to maintain the legal standing of the Lake Shore Hospital Authority as a taxing authority.

2. Overview of budget.

3. Comments on the budget by the Authority members and staff.

4. Public input on the budget and millage rate.

5. Amendments to the proposed budget and millage rate, if any.

6. Motion: To adopt tentative millage rate of 0.0001 mills for the 2020-2021 fiscal year.

7. Motion: To adopt tentative budgets for the 2020-2021 fiscal year as follows:

	Appropriations & Reserves
Patient Care Fund - Hospital Services	\$ 9,020,800
Patient Care Fund - Clinical Services	1,210,000
Operating Fund	17,125,000
Capital Improvement Fund	1,067,965
Total	<u>\$ 28,423,765</u>

8. Close Public Hearing and announce:

The Final Budget Hearing will be held Monday, September 21, 2020 at 5:15 p.m. This meeting will be conducted as a "Virtual " Board meeting utilizing communications media technology (CMT) related to conducting public meetings while under the public health emergency related to the spread of Novel Coronavirus Disease 2019 (COVID-19). Specific information on how the public may attend and participate in this hearing can be found on the Authority website at "lakeshoreha.org" under the agenda materials posted for this meeting.

LSHA Operating Fund
Proposed Budget
October 2020 through September 2021

	Actual Oct '17 - Sep 18	Actual Oct 18 - Sept 19	Actual Oct 19 - July 20	Proposed Oct 20 - Sept 21
Income				
Interest Income	\$ 39,752.05	\$ 105,987.00	\$ 190,354.18	\$ 125,000.00
Miscellaneous Revenue	832.78	2,696.54	1,095.06	-
Other Income	6,839.09	315.26	143.49	-
Rental Income	441,596.00	440,684.00	424,373.86	-
Total Income	489,019.92	549,682.80	615,966.59	125,000.00
Gross Profit	489,019.92	549,682.80	615,966.59	125,000.00
Expense				
Accounting Services	22,169.00	15,184.00	17,501.00	25,000.00
Advertising	4,874.38	3,171.19	2,927.75	4,000.00
Bank Fees	37.50	150.00	-	500.00
Communications Expense	7,189.66	6,187.48	5,183.35	7,000.00
Dues & Subscriptions	1,604.05	1,444.10	847.10	1,500.00
Employee Expense	339.50	169.42	410.50	500.00
Insurance				
Property	7,191.00	7,038.00	935.03	7,500.00
Workers' Compensation	717.00	719.00	-	1,000.00
Directors & Officers Liability	-	19,890.00	19,955.00	21,000.00
General Liability	-	1,974.11	1,264.00	2,500.00
Total Insurance	7,908.00	29,621.11	22,154.03	32,000.00
Janitorial Expense	5,237.88	4,358.82	2,700.00	5,000.00
Lawn Maintenance	5,774.10	8,916.17	6,511.30	8,000.00
Legal Services	25,895.40	30,857.80	20,955.32	30,000.00
Licenses	75.00	75.00	1,635.00	1,800.00
Miscellaneous Expense	1,335.79	99.00	3,048.96	3,000.00
Office Expense	7,908.00			
Computer/Network related	10,777.97	9,327.00	17,339.70	12,000.00
Miscellaneous Supplies	1,166.85	1,463.85	926.62	1,500.00
Office Supplies	5,328.27	7,629.12	4,190.48	6,000.00
Website Maintenance	1,044.04	1,954.02	1,714.85	2,500.00
Office Expense - Other	1,408.39	96.16	1,882.44	2,000.00
Total Office Expense	27,633.52	20,470.15	26,054.09	24,000.00
Postage	400.87	412.83	381.60	500.00
Professional Services	1,850.00	-	1,785.00	2,000.00
Repair & Maintenance				
Building	369.50	295.25	115.00	2,000.00
Equipment	4,877.98	5,468.57	4,720.36	5,000.00
Repair & Maintenance - Other	190.00	-	1,737.72	2,000.00
Total Repair & Maintenance	5,437.48	5,763.82	6,573.08	9,000.00
Sales Tax	34,813.52	34,792.09	28,755.90	-

LSHA Operating Fund
Proposed Budget
October 2020 through September 2021

	Actual	Actual	Actual	Proposed
	Oct '17 - Sep 18	Oct 18 - Sept 19	Oct 19 - July 20	Oct 20 - Sept 21
Utilities				
Electric	\$ 7,829.50	\$ 7,555.99	\$ 5,421.43	\$ 8,000.00
Garbage Disposal	320.56	301.44	258.80	400.00
Water, Sewer, Gas	4,614.18	5,649.59	4,607.29	5,800.00
Total Utilities	12,764.24	13,507.02	10,287.52	14,200.00
66000 · Payroll Expenses				
Payroll Taxes	13,856.42	11,855.44	10,167.34	13,129.00
Retirement Contributions	26,137.51	16,624.71	9,799.71	13,438.00
Wages	181,129.80	154,972.96	132,906.30	176,610.00
66000 · Payroll Expenses - Other	241.50	231.80	194.25	300.00
Total 66000 · Payroll Expenses	221,365.23	183,684.91	153,067.60	203,477.00
66900 · Reconciliation Discrepancies	(36.64)	(0.51)	(0.15)	-
69800 · Uncategorized Expenses	530.60	215.20	-	-
Total Expense	311,850.63	359,079.60	310,778.95	371,477.00
Net Income	(311,133.63)	190,603.20	305,187.64	(246,477.00)
Beginning Fund Balance	9,369,101.00	9,470,921.84	9,661,525.04	17,000,000.00
Ending Fund Balance	\$ 9,057,967.37	\$ 9,661,525.04	\$ 9,966,712.68	\$ 16,753,523.00

LSHA PCF Hospital Services
Proposed Budget
October 2020 through September 2021

	Actual Oct '17 - Sep 18	Actual Oct 18 - Sept 19	Actual Oct 19 - July 20	Proposed Oct 20 - Sept 21
Ordinary Income/Expense				
Income				
Ad Valorem Tax - Current	\$ 2,289,064.15	\$ 2,476,258.00	\$ 2,696,625.01	\$ 300.00
Ad Valorem Tax - Delinquent	11,114.29	-	8,242.88	500.00
Interest Income	29,722.02	95,008.00	28,777.49	20,000.00
Miscellaneous Income	44,263.00	5,650.00	7,236.11	-
Total Income	2,374,163.46	2,576,916.00	2,740,881.49	20,800.00
Gross Profit	2,374,163.46	2,576,916.00	2,740,881.49	20,800.00
Expense				
Tax Collector Fees	37,261.00	36,240.00	37,250.00	-
Property Appraiser Fees	85,656.00	85,579.00	92,066.35	-
Other Expenses	35.00	723.00	722.34	-
Indigent Care				-
Physician Reimbursement	159,872.00	116,972.00	81,378.13	-
Indigent Care - Other	1,333,853.00	864,186.00	493,211.73	-
Total Indigent Care	1,493,725.00	981,158.00	574,589.86	-
Total Expense	1,616,677.00	1,103,700.00	704,628.55	-
Net Ordinary Income	757,486.46	1,473,216.00	2,036,252.94	-
Net Income	757,486.46	1,473,216.00	2,036,252.94	20,800.00
Beginning Fund Balance	5,232,585.00	5,990,072.00	7,463,288.00	9,000,000.00
	\$ 5,990,071.46	\$ 7,463,288.00	\$ 9,499,540.94	\$ 9,020,800.00

**LSHA PCF Clinical Services
Proposed Budget
October 2020 through September 2021**

	Actual Oct '17 - Sep 18	Actual Oct 18 - Sept 19	Actual Oct 19 - July 20	Proposed Oct 20 - Sept 21
Ordinary Income/Expense				
Income				
Interest Income	\$ 12,249.00	\$ 11,271.00	\$ 76.00	\$ 10,000.00
Total Income	12,249.00	11,271.00	76.00	10,000.00
Expense				
Indigent Care				
CLINIC Indigent Svc. Expense	71,600.00	52,400.00	32,825.00	60,000.00
Prescription Drug Assistance	15,328.00	13,261.00	8,152.00	15,000.00
Total Indigent Care	86,928.00	65,661.00	40,977.00	75,000.00
Total Expense	86,928.00	65,661.00	40,977.00	75,000.00
Net Ordinary Income	(74,679.00)	(54,390.00)	(40,901.00)	(65,000.00)
Net Income	(74,679.00)	(54,390.00)	(40,901.00)	(65,000.00)
Beginning Fund Balance	1,383,551.00	1,308,872.00	1,254,482.00	1,200,000.00
Ending Fund Balance	\$ 1,308,872.00	\$ 1,254,482.00	\$ 1,213,581.00	\$ 1,135,000.00

**LSHA Capital Improvement Fund
Proposed Budget
October 2020 through September 2021**

	Actual	Actual	Actual	Proposed
	Oct '17 - Sep 18	Oct 18-Sept 19	Oct 19-July 20	Oct 20-Sept 21
Ordinary Income/Expense				
Income				
Ad Valorem Taxes	\$ 10,200.00	\$ -	\$ -	\$ -
Interest Income	5,054.78	17,940.00	-	10,000.00
Total Income	15,254.78	17,940.00	-	10,000.00
Gross Profit	15,254.78	17,940.00	-	10,000.00
Expense				
Grounds Maintenance	25,000.00	-	-	-
Professional Services	984.25	-	216,558.50	-
Repairs and Maintenance				
Building	22,152.70	43,542.00	-	-
	-	-	-	-
Total Repairs and Maintenance	22,152.70	43,542.00	-	-
Capital Outlay	95,586.00	-	-	-
Total Expense	143,722.95	43,542.00	216,558.50	-
Net Ordinary Income	(128,468.17)	(25,602.00)	(216,558.50)	10,000.00
Net Income	(128,468.17)	(25,602.00)	(216,558.50)	10,000.00
Beginning Fund Balance	1,428,593.00	1,300,124.83	1,274,523.00	1,057,964.50
Ending Fund Balance	\$ 1,300,124.83	\$ 1,274,523.00	\$ 1,057,964.50	\$ 1,067,964.50

September 2, 2020

TO: LSHA Trustees

FR: Dale Williams, Executive Director

RE: FY 2020-2021 Budget

Please note the following:

- 1.) The format of budget documents has changed. Included in your agenda packet for all funds is a historical summary of actual line item expenditures for fiscal years 2017-2018, 2018 -2019, and for fiscal year 2019 -2020 (current year) for the 10 months ending July 31, 2020. The line items within the budget have been changed to match the "QuickBooks" accounting system used internally by the Authority for ease of comparison.
- 2.) The budget was prepared based on current conditions, which is the provision of clinical services only. No assumptions were made regarding the future revenue and expenses of **any** operating scenario for Lake Shore Hospital. Any future decisions made by the Trustees that affect the budget will be addressed by budget amendments.
- 3.) The proposed budget does not include any wage or benefit increases, except those required by law (i.e. FRS rates)
- 4.) Budget adoption requirements have not changed; therefore, in order to insure full compliance with applicable laws a "script" has been prepared to follow. Even if the motions change, the format will remain the same.