

**LAKE SHORE HOSPITAL AUTHORITY
BOARD OF TRUSTEES**

**Minutes
Budget Meeting &
Regular Meeting**

**September 14, 2020
5:15 p.m.**

This meeting was conducted as a CMT Meeting.

Present: Brandon Beil, Chair
Lory Chancy – Secretary/Treasurer

Stephen M. Douglas, Trustee
Dr. Mark Thompson, Trustee

Also

Present: Dale Williams, Executive Director
Cynthia Watson, LSHA staff
Stew Lilker, Citizen

Sonja Markham, LSHA Staff
Fred Koberlein, Attorney for LSHA

15 participants participated in the LSHA Virtual CMT Budget Meeting and Regular Meeting.

CALL TO ORDER

Chairman Beil called the Budget Hearing to order at 5:15 pm.

NEW BUSINESS

2020-2021 Budget – First Public Hearing

Mr. Dale Williams explained the format of budget documents has changed due to a request that was made last year, and the budget was prepared based on current conditions. Any future decisions made by the Trustees that affect the budget will be addressed by budget amendments. Chairman Beil announced 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.

Public comments - none.

Chairman Beil calls for a Motion to adopt the tentative millage rate. **Motion** by Dr. Mark Thompson to adopt the tentative millage rate of 0.0001 mills for the 2020-2021 fiscal year, **Second** by Mrs. Lory Chancy. All in favor. **Motion carried.**

Chairman Beil calls for Motion to adopt the tentative budgets for the 2020-21 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	<u>1,067,965</u>
Total	<u>\$28,423,765</u>

Motion by Dr. Mark Thompson to adopt the tentative budgets for the 2020-21 fiscal year, **Second** by Mrs. Lory Chancy. All in favor. **Motion Carried.**

Public Budget Hearing closed. Final Budget Hearing will be held Monday, September 21, 2020 at 5:15 pm.

Chairman Beil called the regular board meeting to order.

AGENDA

Chairman Beil called for additions/deletions to the Agenda. There were none. Chairman Beil called for a Motion to approve the Agenda. **Motion** by Mrs. Lory Chancy. **Second** by Dr. Mark Thompson to approve adoption of the Agenda. All in favor. **Motion carried.**

INDIVIDUAL APPEARANCES

Public comments - none

CONSENT AGENDA

Chairman Beil called for additions/deletions to the Consent Agenda. There were none. Chairman Beil called for a Motion to approve the Consent Agenda. **Motion** by Mrs. Lory Chancy. **Second** by Dr. Mark Thompson to approve adoption of the Consent Agenda. All in favor. **Motion carried.**

UNFINISHED BUSINESS

None.

NEW BUSINESS

Discussion and possible action – Property/Workers Comp Insurance Renewal

Mr. Dale Williams announced the renewal premium is \$8,547.00. The renewal premium for the property coverage is an 11% increase, and the workers comp has an increase of 2%. Mr. Williams requested Trustee approval for the FMIT Insurance Renewal. **Motion** by Dr. Mark Thompson to approve the renewal rate as stated by Mr. Williams. **Second** by Mrs. Lory Chancy. All in favor. **Motion Carried**

Discussion and possible action – Mowing Service Bid Award

Mr. Dale Williams explained we accepted bids on the renewal for the mowing service contract. LSHA received 3 bids. Mr. Williams recommends that we award the bid to Lawn Enforcement Agency with a bid of \$5,040.70. **Motion** by Dr. Mark Thompson to approve the bid award by Lawn Enforcement Agency as stated by Mr. Williams. **Second** by Mr. Stephen Douglas. All in favor. **Motion Carried.**

Discussion, and possible action - Vice-Chair seat

Mr. Dale Williams informs Trustees with Mr. Swisher's resignation we need to appoint a new Vice-Chair. Dr. Mark Thompson volunteered to be Vice-Chair. **Motion** by Mrs. Lory Chancy to appoint Dr. Mark Thompson as Vice-Chair, **Second** by Mr. Stephen Douglas. All in favor. **Motion Carried.**

Approval of Proclamations covering the period of August 13, 2020 through September 16, 2020 issued by the LSHA Chair in accordance with Resolution No. 2020-004 (State of Emergency – COVID 19)

Mr. Dale Williams asked the Board for approval of Proclamations issued by the Chair. **Motion** by Mrs. Lory Chancy to accept the Proclamations covering the period of August 13, 2020 through September 16, 2020, issued by the LSHA Chair in accordance with Resolution No. 2020-004 (State of Emergency – COVID 19). **Second** by Dr. Mark Thompson. All in favor. **Motion carried.**

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.

Mr. Dale Williams asked the Board for approval of Lake Shore Hospital Authority Resolution No. 2020-010. Resolution 2020-010 includes the latest gubernatorial executive order and replaces Resolution 2020-004. **Motion** by Mr. Stephen Douglas to approve Resolution No. 2020-010. **Second** by Dr. Mark Thompson. All in favor. **Motion Carried.**

STAFF REPORT

Chairman Beil announced staff report is in the trustee packets.

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September 14, 2020

BOARD MEMBER COMMENTS

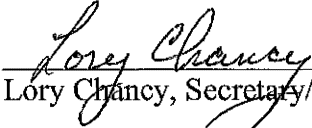
Comments by Mrs. Lory Chancy, Mr. Dale Williams, and Dr. Mark Thompson.

Mr. Dale Williams reminds the Trustees the Final Budget Meeting will be Monday, September 21, 2020 at 5:15 pm. This will be a Zoom meeting.

Chairman Beil called for a Motion to adjourn meeting.

Meeting adjourned.

Respectfully submitted,



Lory Chancy, Secretary/Treasurer

10-12-20

Date of Approval

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.

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 Oct '17 - Sep 18	Actual Oct 18 - Sept 19	Actual Oct 19 - July 20	Proposed 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	Actual	Actual	Proposed
	Oct '17 - Sep 18	Oct 18 - Sept 19	Oct 19 - July 20	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 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 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