



## **FINANCE COMMITTEE MEETING**

**Virtual Meeting via**

**Microsoft Teams**

754-900-7480

Conference ID: 825 370 961#

**To join the meeting on the computer:** *(copy and paste the link below in a web browser)*

[https://teams.microsoft.com/l/meetup-](https://teams.microsoft.com/l/meetup-join/19%3ameeting_YWYxYTlxOGEtMDM2Ny00MDRiLWFINGMtYzAwN2U0NGJmZmVh%40thread.v2/0?context=%7b%22Tid%22%3a%227bbca740-f271-4428-aeec-f0585b3625b3%22%2c%22Oid%22%3a%22c21a5b4a-8413-4e49-b3cd-1515692c3561%22%7d)

[join/19%3ameeting\\_YWYxYTlxOGEtMDM2Ny00MDRiLWFINGMtYzAwN2U0NGJmZmVh%40thread.v2/0?context=%7b%22Tid%22%3a%227bbca740-f271-4428-aeec-f0585b3625b3%22%2c%22Oid%22%3a%22c21a5b4a-8413-4e49-b3cd-1515692c3561%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_YWYxYTlxOGEtMDM2Ny00MDRiLWFINGMtYzAwN2U0NGJmZmVh%40thread.v2/0?context=%7b%22Tid%22%3a%227bbca740-f271-4428-aeec-f0585b3625b3%22%2c%22Oid%22%3a%22c21a5b4a-8413-4e49-b3cd-1515692c3561%22%7d)

**May 19, 2022 - 4:00 PM**

### **AGENDA**

- **Introductions / Roll Call**

#### **NEW BUSINESS**

1. Approval of April 21, 2022 Meeting Minutes
2. Approval of Financial Statements for March 2022
3. Approval of Provider to the BBHC Network- Network Fellowship Recovery Community Organization
4. Approval of Vendor for Communications and Outreach RFQ 22-002
5. 988 Update
6. Any Other Business
7. Public Comments
8. Adjournment

**Next meeting - June 16, 2022**



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## Finance Committee Meeting MINUTES

Virtual Meeting via Microsoft Teams – April 21, 2022– 4:00 PM

### ATTENDANCE

**Committee Members:** Mr. Larry Rein, Ms. Marta Prado, Commissioner Nan Rich, Mr. Paul Jaquith, Dr. Tammy Tucker, and Dr. Steve Ronik

**BBHC Staff:** Ms. Silvia Quintana, Mr. Steve Zuckerman, Ms. Stefania Pace, Ms. Danica Mamby and Ms. Kerline Robinson

**BBHC Attorney:** Mr. Jacob Horowitz

**DCF Staff:** Mr. Frank Jowdy

**Guest:** Ms. Ana Valladares

**Call to Order:** Mr. Larry Rein called the meeting to order at 4:07 p.m.

**Introductions/Roll Call:** Attendance was taken via Microsoft Teams and a quorum was established.

### NEW BUSINESS

1. **Approval of March 17, 2022 Meeting Minutes**

Without any corrections, a motion was made by Ms. Marta Prado and seconded by Dr. Tammy Tucker to approve the March 17, 2022 Finance Committee meeting minutes.

2. **Approval of Financial Statements for February 2022**

BBHC's Consulting Chief Financial Officer, Mr. Steve Zuckerman, presented the February 2022 Financial Statements. A motion was made by Ms. Marta Prado and seconded by Dr. Tammy Tucker to submit the February 2022 Financial Statements to the BBHC Board of Directors for approval.

3. **Approval of Amendment #0054**

Ms. Silvia Quintana stated that Amendment 54 will be adding \$22,869 of TANF funding for substance abuse treatment services into the network's budget. A motion was made by Dr. Steve Ronik and seconded by Mr. Paul Jaquith to submit Amendment #0054 to the BBHC Board of Directors for approval.

4. **Approval of Providers to the BBHC Network**

Ms. Quintana explained that a contract was secured with the school system, and BBHC's Provider Network will be providing services and treatment to children with mental and behavior health issues. The five (5) new providers: Evolutions, Children's Harbor, Children's Home Society, Multicultural Alliance Health Care Solutions, Counseling Mediation Education and Treatment have gone through the prequalification process and will be added to the network as they address the needs of the children and families within the school system. A recommendation was made by Dr. Tammy Tucker and seconded by Ms. Marta Prado to have the Board of Directors approve adding the five (5) school system supported providers be added to the BBHC provider network.

5. **Proposed Plan to Utilize BBHC's Portion of the \$126 Million Allocated to Florida**

Ms. Quintana stated that DCF asked all Managing Entities to respond based on their priorities based on the Proviso, the needs based on the 945 Plan, and priorities identified by the Needs Assessment and the Enhancement Plan. The funding is pending governor's veto. Focus has been placed on care coordination, multi-disciplinary teams, peer coordination, and to address staff retention. **A motion was made by Ms. Marta Prado and seconded by Dr. Steve Ronik to submit the proposed Plan to utilize BBHC's portion of allocated funds to the BBHC Board of Directors for approval.**

6. FY22-23 Pre-Veto SAMH Proviso Implementation Plan - The Proviso Implementation Plan which details all of the programs that will be receiving funding and the amount being allocated to each provider, was reviewed. The plan is pending the governor's veto.

7. **Utilization Report**

Ms. Danica Mamby reviewed the Utilization Report to show the expenditures through March 2022. The majority of providers are doing well utilizing their funds.

8. **Any Other Business**

None.

9. **Public Comments**

None.

10. **Adjournment**

The meeting adjourned at 4:32 p.m.

**BROWARD BEHAVIORAL HEALTH COALITION, INC.**  
**STATEMENT OF FINANCIAL POSITION**  
**March 31, 2022**

	<b>MARCH 2022</b>	<b>FEBRUARY 2022</b>
<b>ASSETS</b>		
<b>CURRENT ASSETS</b>		
Cash and Cash Equivalent	\$ 14,478,498	\$ 9,703,468
Grant Contract Receivable, net of Allowance for Doubtful Accounts of \$-0-	\$ 6,774,786	\$ 12,489,700
Prepaid Expenses	\$ 207,324	\$ 92,390
<b>TOTAL CURRENT ASSETS</b>	<b>\$ 21,460,609</b>	<b>\$ 22,285,557</b>
<b>FIXED ASSETS</b>		
Computer Hardware	\$ 26,128	\$ 26,128
Furniture, Fixtures and Equipment	\$ 8,852	\$ 8,852
<b>TOTAL</b>	<b>\$ 34,980</b>	<b>\$ 34,980</b>
Less: Accumulated Depreciation	\$ 34,980	\$ 34,980
<b>Net Book Value</b>	<b>\$ 0</b>	<b>\$ 0</b>
<b>OTHER ASSETS</b>		
Security Deposits	\$ 7,746	\$ 7,746
<b>TOTAL ASSETS</b>	<b>\$ 21,468,355</b>	<b>\$ 22,293,303</b>
<b>LIABILITIES and NET ASSETS</b>		
<b>CURRENT LIABILITIES</b>		
Accounts Payable - Subcontracted Services	\$ 6,865,819	\$ 7,093,317
PPP Loan Payable	\$ 305,048	\$ 305,048
Accrued Expenses Payable	\$ 303,008	\$ 276,754
Deferred Revenue	\$ 13,966,669	\$ 14,590,372
<b>TOTAL CURRENT LIABILITIES</b>	<b>\$ 21,440,543</b>	<b>\$ 22,265,491</b>
<b>NET ASSETS</b>		
Beginning of Year	\$ 26,701	\$ 26,701
Change in Net Assets	\$ 1,111	\$ 1,111
<b>TOTAL NET ASSETS - END OF PERIOD</b>	<b>\$ 27,812</b>	<b>\$ 27,812</b>
<b>TOTAL LIABILITIES and NET ASSETS</b>	<b>\$ 21,468,355</b>	<b>\$ 22,293,303</b>

*BROWARD BEHAVIORAL HEALTH COALITION, INC.*

EXPLANATION OF BUDGET VARIANCES

March 2022

**Revenue**

- Managing Entity Contract – Services – (\$9,163,299) – Below budget for reporting period including Carry Forward Funds from FY 20-21. This represents an improvement of \$585,691 over last month
- Managing Entity Contract – Operations – (\$1,039,247) – Below Budget for reporting period including Carry Forward Operational Funds from FY 20-21.
- Other Income –(\$114,585)– Below budget for reporting period due to Trauma Services from CSC, and Care Coordination Services from Wellpath.
- OCP3 Grant –(\$60,755) – Below budget for reporting period.
- Family – CPR Grant – (\$43,521 – Below budget for reporting period.
- BYRC Grant – \$19,826 – Above budget for reporting period. This grant will expire April 30<sup>th</sup> and recommence in July 2022.

**Expenses**

- Provider Services – See Revenue explanation above
- Salaries – Below budget for reporting period.
- Fringe Benefits – Below budget for reporting period.
- Building Occupancy –Below budget for reporting period
- Professional Services – Below budget for reporting period.
- Travel – Below budget for reporting period.
- Equipment Costs –Below budget for reporting period.
- Subcontracted Provider Services – Breakeven for reporting period.
- Insurance Expense – Below budget for reporting period.
- Telephone Expense – Below budget for reporting period.
- Operating Supplies – Below budget for reporting period.
- Other Expenses/Community Events – Above budget for reporting period. This is the offset for Trauma Services and Care Coordination Services from Wellpath.

**BROWARD BEHAVIORAL HEALTH COALITION, INC.**  
**Managing Entity for Substance Abuse and Mental Health Services**  
**Income Statement**  
**For the nine months ended March 31, 2022**

	March 2022	YTD Actual	YTD Budget	Variance Favorable (Unfavorable)	Approved FY 2021-2022 Budget
<b>Revenues:</b>					
DCF Revenue for Services	\$ 6,509,803	\$ 46,029,975	\$ 53,847,038	\$ (7,817,063)	\$ 71,796,051
DCF Carry Forward for Services	\$ 342,044	\$ 1,202,130	\$ 2,548,366	\$ (1,346,236)	\$ 3,397,821
DCF Revenue for Operations	\$ 286,555	\$ 1,382,797	\$ 2,547,129	\$ (1,164,332)	\$ 3,396,172
DCF Carry Forward Revenue for Operations	\$ -	\$ 871,015	\$ 745,930	\$ 125,085	\$ 994,573
Other Income	\$ 17,282	\$ 312,267	\$ 426,852	\$ (114,585)	\$ 589,136
OCP3 Grant	\$ 58,304	\$ 637,360	\$ 698,115	\$ (60,755)	\$ 930,820
Family - CPR Grant	\$ 71,504	\$ 406,479	\$ 450,000	\$ (43,521)	\$ 600,000
BYRC Grant	\$ 32,393	\$ 319,826	\$ 300,000	\$ 19,826	\$ 333,333
<b>Total Revenue</b>	<b>\$ 7,317,885</b>	<b>\$ 51,161,849</b>	<b>\$ 61,513,430</b>	<b>\$ (10,402,692)</b>	<b>\$ 82,017,906</b>
<b>Expenses from Provider Services</b>	<b>\$ 6,851,847</b>	<b>\$ 47,232,105</b>	<b>\$ 56,726,384</b>	<b>\$ 9,494,279</b>	<b>\$ 75,635,179</b>
<b>Expenses from Operations:</b>					
<b>Total Salary and Wages</b>	<b>\$ 202,189</b>	<b>\$ 1,621,061</b>	<b>\$ 1,649,124</b>	<b>\$ 228,063</b>	<b>\$ 2,465,499</b>
<b>Total Fringe Benefits</b>	<b>\$ 49,604</b>	<b>\$ 340,700</b>	<b>\$ 436,667</b>	<b>\$ 95,967</b>	<b>\$ 582,222</b>
<b>Total Building Occupancy</b>	<b>\$ 8,798</b>	<b>\$ 77,507</b>	<b>\$ 91,280</b>	<b>\$ 13,773</b>	<b>\$ 121,706</b>
<b>Total Professional Services</b>	<b>\$ 104,811</b>	<b>\$ 880,481</b>	<b>\$ 1,389,532</b>	<b>\$ 489,051</b>	<b>\$ 1,826,042</b>
<b>Total Travel</b>	<b>\$ 72</b>	<b>\$ 21,301</b>	<b>\$ 60,053</b>	<b>\$ 38,752</b>	<b>\$ 80,071</b>
<b>Total Equipment Costs</b>	<b>\$ 10,977</b>	<b>\$ 79,020</b>	<b>\$ 171,413</b>	<b>\$ 92,393</b>	<b>\$ 228,550</b>
<b>Total Subcontracted Services - Carerisk</b>	<b>\$ 58,417</b>	<b>\$ 507,750</b>	<b>\$ 507,750</b>	<b>\$ -</b>	<b>\$ 677,000</b>
<b>Total Insurance</b>	<b>\$ 3,706</b>	<b>\$ 30,487</b>	<b>\$ 34,625</b>	<b>\$ 4,138</b>	<b>\$ 46,166</b>
<b>Total Telephone Expense</b>	<b>\$ 2,255</b>	<b>\$ 19,343</b>	<b>\$ 22,996</b>	<b>\$ 3,653</b>	<b>\$ 30,661</b>
<b>Total Operating Supplies</b>	<b>\$ 1,051</b>	<b>\$ 10,334</b>	<b>\$ 31,634</b>	<b>\$ 21,300</b>	<b>\$ 42,178</b>
<b>Total Other Expenses</b>	<b>\$ 26,158</b>	<b>\$ 340,649</b>	<b>\$ 211,974</b>	<b>\$ (128,675)</b>	<b>\$ 282,632</b>
<b>Total Expenditures Before Depreciation</b>	<b>\$ 7,317,885</b>	<b>\$ 51,160,738</b>	<b>\$ 61,513,430</b>	<b>\$ 10,352,692</b>	<b>\$ 82,017,906</b>
<b>Total Depreciation</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Expenditure After Depreciation</b>	<b>\$ 7,317,885</b>	<b>\$ 51,160,738</b>	<b>\$ 61,513,430</b>	<b>\$ 10,352,692</b>	<b>\$ 82,017,906</b>
<b>Adjusted Change In Net Assets</b>	<b>\$ -</b>	<b>\$ 1,111</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>



**TO** Broward Behavioral Health Coalition Inc. (BBHC) Finance Committee, and Board of Directors

**FROM** Silvia Quintana, CEO

**SUBJECT** Approval of Vendor for Communication and Outreach Consulting Services

**DATE** May 16, 2022

**BACKGROUND**

Broward Behavioral Health Coalition Inc. (BBHC), requested proposals from reputable vendors for Communications and Outreach Consulting Services, which BBHC staff will use to educate residents about BBHC programs, events, and funded services as well as community-wide resources available for children, adults and families in Broward County. The selected vendor will work with BBHC to assist in creating several strategies and planning events to celebrate the organization’s 10<sup>th</sup> anniversary.

Also, the selected vendor would assist in the development of BBHC’s comprehensive, strategic, and innovative Communication and Outreach Plan.

**SUMMARY**

On April 26, 2022, BBHC released a Request for Qualifications – RFQ #22-002, inviting applications to submit proposals for Communication and Outreach Consulting Services per specified requirements. The selected applicant would be awarded \$80,000 through fiscal years ending June 2023 and extendable for a period of two (2) additional fiscal years, ending on June 30, 2025.

On the closing date of RFQ, May 9, 2022, BBHC received two (2) applications from Boardroom PR and Kip Hunter Marketing.

The rating committee met on May 13, 2022 to evaluate the proposals and made recommendations in accordance with established criteria. The committee selected Kip Hunter Marketing.

**RECOMMENDATION**

It is being recommended that the BBHC Board of Directors approve the selection of Kip Hunter Marketing as the marketing firm to provide communication and outreach consulting services to BBHC.



**TO** Broward Behavioral Health Coalition Inc. (BBHC) Finance Committee

**FROM** Silvia Quintana, CEO

**SUBJECT** Approval of Provider to the BBHC Network - Fellowship Recovery Community Organization

**DATE** May 16, 2022

### **BACKGROUND**

The pre-qualification of agencies to provide behavioral health services allows BBHC to negotiate with entities most suitable to deliver the services it funds through an efficient and effective process and meet the needs of the community served through BBHC.

Through pre-qualification, BBHC identifies direct service agencies that possess the administrative and programmatic infrastructure that present reasonable likelihood of an applicant's ability to successfully comply with BBHC's contractual requirements. The current BBHC Provider Network delivers an array of services. The criteria is indicative of an entity's viability, competencies, and capabilities and, when present, result in a reasonable likelihood the successful applicant will achieve or exceed BBHC's standardized contract requirements; quality service delivery expectations; appropriately utilize public funds; and protect vulnerable person served funded by BBHC.

### **SUMMARY**

Fellowship Recovery Community Organization is a non-profit (501c3) organization that provides provide peer-based recovery support services (P-BRSS), respite, outreach programs, and recovery-focused activities in South Florida. They applied for pre-qualification to the BBHC network.

After much review and meetings, we have decided to recommend Fellowship Recovery Community Organization (FRCO) for approval to the BBHC network with the following conditions:

1. Provide evidence of internal controls listed on all FRCO Policies by the end of each Quarter for BBHC Desk Review.
2. Implement new Accounting and Financial controls and reports to achieve the following:
  - a. Allocate Budgeted Revenue and Expenses by Program and Grants.
  - b. Allocate Actual Revenue and Expenses by Program and Grants.
  - c. Ensure total Administrative Expense is below 10%.
  - d. Ensure that Unallowed Expenses are not allocated to BBHC Grant General Ledger.

3. Provide FRCO's Financial Reports, Trial Balances, General Ledgers, Bank Reconciliations, and new reports (described in the item above) by the closing of each Quarter for BBHC Desk Review.
4. Expand FRCO Board of Directors to 15 members and achieve diversification goals regarding gender, race, ethnicity (Latinos), LGBT, 51% of people in recovery, including young people in recovery, by 09/30/2022.
5. Develop a plan to increase FRCO Cash and Cash Equivalents (including short-term investments) to cover 90 days of FRCO Operating Cost (Day of cash on hand ratio = 90 days). This could be achieved through Operating Surpluses and/or Unrestricted Donations/Fund-Raising. While the ratio of 90 days is not attained with Cash and Cash Equivalents only, FRCO needs to develop an alternative plan to achieve it with the addition of Line of Credit and Equity Line of Credit.  
Day of cash on hand ratio = Cash and cash equivalents, not including long term investments / ( Total Budgeted Expenses, excluding Depreciation, Bad Debt, In-Kind Donations / 365 days )
6. Background Check Policy and Procedures follow up.
7. Respite Hiring Process.
8. Hire Clinical Consultant (paid on Cost Reimbursement during FY 22-23 and added to covered service rate during FY23-24).

### **RECOMMENATION**

It is being recommended that Fellowship Recovery Community Organization be added to the BBHC Provider Network.