

West Volusia Hospital Authority
BOARD OF COMMISSIONERS REGULAR MEETING
February 20, 2020 5:00 p.m.
DeLand City Hall
120 S. Florida Ave., DeLand, FL

AGENDA

1. Call to Order Regular meeting
2. Opening Observance followed by a moment of silence
3. Approval of Proposed Agenda
4. Consent Agenda
 - A. Approval of Minutes - Organizational/Regular Meeting January 16, 2020
5. Citizens Advisory Committee (CAC) Elmer Holt, Chair
 - A. CAC Meeting Minutes-Organizational February 4, 2020 (Draft)
6. Citizens Comments
7. Reporting Agenda
 - A. EBMS January Report – Written Submission
 - B. UMR January Report – Written Submission
 - C. FQHC January Report – Written Submission
Northeast Florida Health Services, Inc. (NEFHS)
d/b/a Family Health Source (FHS)
 - D. The House Next Door (THND) January HealthCard Application Report
 - E. Contractual Verbal Utilization Reports to the WVHA Board of Commissioners
 1. Healthy Start Coalition of Flagler and Volusia
8. Hospital Quarterly Report
 - A. Advent Health Fish Memorial – Rob Deininger, CEO and/or Eric Ostarly, CFO
 - B. Advent Health DeLand – Lorenzo Brown, CEO and/or Kyle Glass, CFO
9. Discussion Items
 - A. James Moore & Company WVHA FYE 2018 Audit Presentation- Zach Chalifour, CPA
 - B. Carrie Garnett Baird, Executive Director/Flagler Cares – Presentation
Volusia County Community Health Needs Assessment
 - C. Proposed Changes to Eligibility Guidelines (EG)
 - D. Funding Application revisions collaboratively made by DRT & TWSPA
 1. Primary Care Funding Application Revised 2-20-2020
 2. Non-Primary Care Funding Applications Revised 2-20-2020
 - E. Board approval to release 2020-2021 Funding Applications Tuesday, February 25, 2020
 1. Funding Application for Hospitals
 - F. Attorney Theodore W. Small to attend CAC Applicant Workshop 3/3/2020
 - G. Follow Up Items
 1. Tentatively Scheduled Meetings 2020 – July 16, 2020 Budget
Workshop followed by Regular Meeting Commencing at 4:00 p.m. at
Deltona City Hall, 2345 Providence Blvd., Deltona, FL,
10. Finance Report
 - A. January Financials
11. Legal Update
12. Commissioner Comments
13. Adjournment

**WEST VOLUSIA HOSPITAL AUTHORITY
WVHA BOARD OF COMMISSIONERS ORGANIZATIONAL
MEETING FOLLOWED BY THE REGULAR MEETING**

DeLand City Hall
120 S. Florida Avenue, DeLand, FL
January 16, 2020
DeLand, Florida

Those in Attendance:

Commissioner Dolores Guzman
Commissioner Andy Ferrari
Commissioner John Hill
Commissioner Voloria Manning
Commissioner Judy Craig

CAC Present:

Elmer Holt
Donna Pepin
Ann Flowers
Linda White

Others Present:

Attorney for the Authority: Theodore Small, Law Office of Theodore W. Small, P.A.
Accountant for the Authority: Ron Cantlay, Dreggors, Rigsby & Teal, (DRT) P.A.
Administrative Support: Eileen Long, DRT

Call to Order Organizational Portion of Meeting

Chair Craig called the Organizational meeting to order. The meeting took place at DeLand City Hall, 120 S. Florida Avenue, DeLand, Florida, having been legally noticed in the Daytona Beach News-Journal, a newspaper of general circulation in Volusia County. The meeting was opened with The Pledge of Allegiance followed by a moment of silence.

Organizational Meeting

Election of Officers

Open floor for nomination of Chair

Chair Craig opened the floor for nominations for Chair.

Commissioner Ferrari nominated Commissioner Dolores Guzman for the office of Chair.

Chair Craig asked Commissioner Guzman if she accepted the nomination for the office of Chair. Commissioner Guzman accepted

There were no other nominations for the office of Chair.

By acclamation Commissioner Guzman was declared Chair.

Chair continues with nominations and Election of remaining Officers

Chair Craig entertained nominations for the office of Vice-Chair.

Commissioner Manning volunteered for the office of Vice-Chair.

There were no other nominations for the office of Vice-Chair.

By acclamation Commissioner Manning was declared Vice-Chair.

Chair Craig entertained nominations for the office of Secretary.

Commissioner Ferrari volunteered for the office of Secretary.

Commissioner Manning nominated Commissioner Hill for the office of Secretary.

Commission Hill declined the nomination for the office of Secretary.

There were no other nominations for the office of Secretary.

By acclamation Commissioner Ferrari was declared Secretary.

Chair Craig entertained nominations for the office of Treasurer.

Commissioner Guzman nominated Commission Hill for the office of Treasurer.

There were no other nominations for the office of Treasurer.

By acclamation Commissioner Hill was declared Treasurer.

Organizational Matters

Motion and approval confirming location of Authority office and records remains the same

Motion 001 - 2020 Commissioner Ferrari motioned to confirm the location of Authority office and records remains the same. Commissioner Hill seconded the motion. The motion passed unanimously.

Motion and approval of time and location for Authority meetings

- **DeLand City Hall, 120 S. Florida Avenue, DeLand, FL, 5 p.m.**
- **Dreggors, Rigsby & Teal, P.A., 1006 N. Woodland Blvd., DeLand, FL, 5 p.m.**
- **DeLand Police Department Community Room, 219 W. Howry Avenue, DeLand, FL, 5 p.m.**
- **Wayne Sanborn Center, 815 S. Alabama Ave., DeLand, FL, 5 p.m.**
- **Deltona City Hall, 2345 Providence Blvd., Deltona, FL 5 p.m.**

Motion 002 - 2020 Commissioner Guzman motioned to approve the locations and times for Authority meetings. Commissioner Manning seconded the motion. The motion passed unanimously.

Citizens Advisory Committee Vacancies (CAC)

Chair Craig stated that the CAC vacancy will be addressed during the Regular Meeting commencing upon the conclusion of the Organizational Meeting.

Allow WVHA Commissioners short comments, concerns and requests for agenda items for regular meetings

There were brief comments of gratitude to Chair Craig for serving as Chair last year.

Adjourn Organizational portion of meeting

Call to Order

Chair Guzman called the meeting to order. The meeting took place at DeLand City Hall in the Commission Chamber, located at 120 S. Florida Ave., DeLand, Florida, having been legally noticed in the Daytona Beach News-Journal, a newspaper of general circulation in Volusia County, commencing at 5:11 p.m.

Approval of Proposed Agenda

Motion 003 – 2020 Commissioner Ferrari motioned to approve the amended agenda as presented. Commissioner Craig seconded the motion. The motion passed unanimously.

Consent Agenda

Approval of Minutes – Regular Meeting November 14, 2020

Motion 004 – 2020 Commissioner Hill motioned to approve the Consent Agenda. Commissioner Manning seconded the motion. The motion passed unanimously.

Citizens Comments

There were three.

Reporting Agenda

UMR November/December Report – Written Submission
FQHC Report, Northeast Florida Health Services, Inc. Written Submission
d/b/a/ Family Health Source (FHS) November/December Report
The House Next Door (THND) November/December HealthCard Report

Discussion Items

DRT Engagement Letter 2019-2020 Contractual Compliance Site Visit Review
The House Next Door HealthCard Program

Motion 005 – 2020 Commissioner Ferrari motioned to approve the DRT Engagement Letter to perform the 2019-2020 Contractual Compliance Site Visit Review of The House Next Door HealthCard Program. Commissioner Hill seconded the motion. The motion passed unanimously.

Workshop to Discuss Future of WVHA Funding Advent Hospitals February 20, 2020 to commence at 4:00 p.m.

Motion 006 – 2020 Commissioner Ferrari motioned to approve the workshop to discuss future funding for Advent Hospitals on Thursday, February 20, 2020 to commence at 4:00 p.m. Commissioner Craig seconded the motion.

There was Board discussion as to whether the Board was going to allow any other local hospitals to engage in WVHA funding discussions and/or to allow other local hospitals to submit applications for WVHA funding.

The Board called Mr. Rafael Ramirez, Administrator, Halifax Health in Deltona to the podium to ask if he thought the representatives at Halifax Health would be ready to provide the Board with a proposal in time for the February 20, 2020 meeting?

Mr. Rafael Ramirez, Administrator, Halifax Health in Deltona stated that he believed that Halifax Health would need a little more time to prepare.

The Board encouraged Mr. Ramirez to communicate Halifax's intentions and anticipated time needed for consideration of the Board to Miss Long.

The motion passed unanimously.

WVHA Public Records Policy – Attorney Theodore W. Small (see Legal Update)

Mr. Small addressed the Board and summarized the proposed WVHA Public Records Policy, removing the reference of sending texts to Ms. Long, he recommended approval as to form and as amended.

Motion 007 – 2020 Commissioner Hill motioned to approve the WVHA Public Records Policy as amended. Commissioner Manning seconded the motion. The motion passed unanimously.

EBMS TPA Transition Update

Ms. Pepper Schafer, Principal, Veracity made introductions of all of the representatives present for tonight's meeting. Mr. Mike Espenlaub, Principal, Veracity, Mr. Jim Vertino, CEO, EBMS, Dr. Andrew Murray, CMO, EBMS and Mr. Dan Myers, Client Development, EBMS.

Mr. Dan Myers updated the Board in regards to the operational implementation of the TPA transition from UMR to EBMS. They did receive the member data files from UMR and that data load was successful. All HealthCard members contained in that data file transfer were successfully loaded and new EBMS HealthCard identification cards were mailed out. However, that data file transfer provided HealthCard eligibility through December 17, 2019, therefore there was a gap for the last few weeks of the year. EBMS has developed a relationship with The House Next Door (THND) and he stated that they are wonderful partners. THND are actively enrolling and renewing HealthCard members in the EBMS

provider portal. Everything is “up and running”. The WVHA Summary Plan Document has been updated and finalized. Claims adjudication will commence in the next day. EBMS received the existing referrals from UMR and these referrals have been loaded into the EBMS provider portal and providers will be able to verify them. Again, however, these referrals were through December 16, 2019 so there was a gap in coverage for a few weeks. Mr. Myers explained to the Board that the representatives at THND manually loaded the member files that were omitted from the data transfer files so that the HealthCard members did not experience a lapse in coverage.

Dr. Andrew Murray, CMO, EBMS addressed the Board to update them on the provider credentialing progress. The EBMS mandate was to replicate the prior UMR provider network. EBMS identified 77 individual tax ID numbers (TIN); or 77 different practices. As of 2:00 p.m. EST today, 33 of the 77 have signed contracts with EBMS, 37 of the 77 are in direct contracting with EBMS, and of those 37, 5 relate to Advent Health Physicians. An additional 9 of the TIN’s relate to Quest Diagnostics. Of the 77 TIN’s there are only 7 providers that EBMS has not been able to generate a response either through email, US Postal Mail, phone calls, etc. EBMS has been unsuccessful in reaching these 7 providers.

There was Board discussion and request that Dr. Murray identify those 7 practices that EBMS has been unable to contact. The Board would like to offer their assistance in getting these providers credentialed with EBMS.

Dr. Murray identified the 7 practices that EBMS is struggling to reach as, 1) Advanced Imaging Partners, LLC, 2) Central Florida Mental Health Associates, 3) Dr. Douglas Lieb – Advanced Retina Associates, 4) First Assist Professionals, LLC, 5) Mid-Florida Radiology Center, 6) Patricia Richeson, Licensed Clinical Social Worker, and 7) Volusia Vascular Center. EBMS will process and pay any claims with a valid referral for these providers at the rates of reimbursement that they had been being reimbursed by UMR.

Commissioner John Hill CAC Appointee Joyce Cusack (application attached)

Motion 008 – 2020 Commissioner Ferrari motioned to appoint Joyce Cusack as Commission Hill’s CAC appointee. Commissioner Hill seconded the motion. The motion passed unanimously.

Florida Legislature Joint Legislative Auditing Committee to direct Auditor General to perform an operational audit of the West Volusia Hospital Authority

Mr. Cantlay explained that he and Attorney Small collectively drafted a letter in response to the concerns that the Joint Legislative Auditing Committee outlined for the Auditor General (attached).

Mr. Small believed that the WVHA Board would want this type of communication sent to the Auditor General in response to the listed concerns.

Motion 009 – 2020 Commissioner Manning motioned to approve the response letter as presented to the Board this evening. Commissioner Craig seconded the motion.

Commissioner Hill stated that Legal Counsel and Administrative staff work “at the leisure of this Commission”. Commissioner Hill did not agree with approving this letter and the Board should have directed contracted staff to draft a response if that had been the will of the Board. He stated for the record that he did not support this letter.

Commissioner Craig felt that the response contained in the letter simply answers some of the allegations and she agreed with sending the letter to the Auditor General.

Commissioner Ferrari was concerned because there has not been a request for a response, there has not been a request for a hearing, there has not been a request for anything. He stated that he would be standing with Commissioner Hill on this matter.

Commissioner Manning believed that the letter is very well written and written by the people who represent this Board.

Chair Guzman explained that the letter is not stating that this Board is opposed to the Auditor General performing the operational audit. This letter simply responds to the concerns as outlined by the Joint Legislative Auditing Committee.

Roll Call:

Commissioner Hill	No
Commissioner Craig	Yes
Commissioner Ferrari	No
Commissioner Manning	Yes
Commissioner Guzman	Yes

The motion passed.

Follow Up Items

Exemption from any extensions of the City of DeLand CRA's, HB 535/SB 1072

(See pages 1 and 2 of Attorney Small's legal update attached).

Tentatively Scheduled Meetings – 2020 – July 16, 2020 @ DeLand Police department Community Room

Ms. Long explained that The City of DeLand Commission Chamber is not available for the WVHA to hold their July 16, 2020 Budget Workshop followed by the Regular Meeting. The DeLand Police Department Community Room has been confirmed for that date for the WVHA's use.

There was Board direction to seek out the availability of Deltona City Hall and bring this back during the February 20, 2020 Regular Meeting.

Finance Report

Mr. Ron Cantlay, DRT reviewed for the Board the November and December financial statements (see attached).

Motion 010 - 2020 Commissioner Craig motioned to pay the bills totaling \$2,621,321.93. Commissioner Ferrari seconded the motion. The motion passed unanimously.

Legal Update

Mr. Theodore Small, Legal Counsel for the WVHA submitted his legal update memorandum dated December 17, 2019 (See attached).

Commissioner Comments

There being no further business to come before the Board, the meeting was adjourned.

Adjournment

Dolores Guzman, Chair

**CITIZENS ADVISORY COMMITTEE MEETING
WEST VOLUSIA HOSPITAL AUTHORITY
DREGGORS, RIGSBY AND TEAL, P.A.
1006 N. WOODLAND BLVD., DE LAND FL
FEBRUARY 4, 2020
5:15PM
MINUTES**

CAC Members/Attendance:

Elmer Holt
Linda White
Jacquie Lewis
Donna Pepin
Joyce Cusack
Ann Flowers
Lynn Hoganson

**PRELIMINARY
DRAFT**

CAC Members/Absent:

Alissa Lapinsky (Excused)
Althea Whittaker (Not Excused)
Jenneffer Pulapaka (Excused)

WVHA Commissioners Present:

Commissioner Voloria Manning
Commissioner Judy Craig

Others Present:

Eileen Long, Dreggors, Rigsby & Teal, P.A.

Call to Order

Chair Holt opened the meeting with The Pledge of Allegiance followed by a moment of silence.

Approval of Agenda

Member Lewis motioned to approve the agenda. Member Flowers seconded the motion. The motion passed unanimously.

Election of Officers

Chair Holt opened the floor for the nomination of CAC Chair.

Member Hoganson nominated Elmer Holt to the office of CAC Chair.

There were no other nominations.

Elmer Holt was declared CAC Chair by acclamation.

- **Vice-Chair**

Chair Holt opened the floor for nomination of CAC Vice-Chair.

Member Cusack nominated Ann Flowers to the office of CAC Vice-Chair.

Member Flowers declined the nomination.

Member Lewis nominated Donna Pepin to the office of CAC Vice Chair.

Member Cusack seconded the nomination.

There were no other nominations.

Member Pepin accepted the nomination.

Donna Pepin was nominated to the office of CAC Vice-Chair unanimously.

**PRELIMINARY
DRAFT**

Citizens Comments

There were none.

Review WVHA Meeting Minutes

- **Special Meeting Minutes October 17, 2019**
- **Regular Meeting Minutes October 17, 2019**
- **Regular Meeting Minutes November 14, 2019**
- **Organizational/Regular Meeting Minutes January 16, 2020 (Draft)**

Chair Holt explained that the WVHA meeting minutes were provided to keep the CAC informed. Further, Chair Holt opened the floor to the Committee to ask any questions of the Commissioners present.

Member Hoganson shared that she has been contacted by various agency representatives who are worried about future funding from the WVHA in light of the recent changes to the new TPA, EBMS and their 3 phase proposal.

Member Lewis expressed concern for the future of Health Care Responsibility Act (HCRA) claims and that it would fall to the County to pay these claims if the WVHA were disbanded.

There was CAC discussion regarding the impending Auditor General's operational audit.

Commissioner Craig stated that the WVHA Board of Commissioners welcomes the Auditor General's operational audit.

Tentatively Scheduled Meetings - 2020

- **Funding Process**
- **Steps in Funding Review Process**

Chair Holt reviewed the 2020 meeting schedule and CAC funding process.

There was CAC discussion regarding a recent Volusia County Community Health Needs Assessment that was performed and a representative, Carrie Garnett Baird, Executive Director of Flagler Cares will present their findings during the WVHA Regular Meeting of February 20, 2020.

There was further CAC discussion regarding the hospital's WVHA contract expiring as of September 30, 2020. The WVHA Board of Commissioners will be discussing this during a special meeting before the February 20, 2020 Regular Meeting to discuss the future of Advent Health funding. It remains to be determined how the WVHA Board will proceed with considering the future of hospital funding.

Discussion

- **CAC member list (attached)**

CAC Comments

Adjournment

There being no further business before the Committee, the meeting was adjourned.

Elmer Holt, Chair

**PRELIMINARY
DRAFT**

West Volusia Hospital Authority,
% DRT CPA,
1006 N. Woodland Blvd., #A,
P.O. Box 940,
DeLand, FLA 32721.

Tanner Andrews,
1027 M. Euclid Ave.,
P.O. Box 1208,
DeLand, FLA 32721.

28-Jan-2020

To the Board:

At the January meeting, at least one member of the Board appeared surprised by the attorney having prepared a draft letter concerning the upcoming audit. I write to share my views, not as your attorney and not as legal advice, but only as to public policy.

I am an attorney, licensed and practicing in Florida. As an attorney, I have developed experience and expectations as to what I would expect attorneys to do. As well, I have been involved with local government for the past several years, and have had the opportunity to observe what attorneys for government entities normally do.

Based on my experience and observation as an attorney, I would expect that an attorney whose client is targeted by such communication as may require prompt response, would draft such response in line with the client's views as expressed in the past. Frankly, I would be disappointed if any government entity attorney did not do the same thing.

It is especially appropriate where the board meets infrequently, such as twice monthly or less, and yet prompt response should be given. As here, where incoming communication is founded on incomplete information, I would expect that the attorney would marshal the relevant facts in order to avoid waiver. This appears to have been done properly.

I have also reviewed the letter prepared by the WVHA attorney and signed by the WVHA Chairman. It is well within the reasonable range of what I would expect an attorney to do on behalf of his client.

It follows that the board member's surprise is likely founded on inadequate familiarity with government and attorney custom and practice. There being the risk that I was the only non-WVHA-connected attorney present at the meeting, I cannot remain silent in the face of the misplaced criticism. Were I to do so, it could dampen our administration's willingness to act promptly to protect the public interest. That, I shall not have.

Yours,


Tanner Andrews



Ebms

February 11, 2020

**Submission Report for WVHA Board
Members**

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Executive Summary for 00532

Client:

West Volusia Hospital Authority

Benefit Plan: All

Paid Dates:

1/1/2020 to 1/31/2020

TIN: All

Location:

All

Plan Experience Summary			Cash Flow Summary		Disallowed Charges by Category		
Claim Counts	411		Charges	\$542,150	Disallowed Category	Amount	% of Gross
Claim Type	Total Paid	Per EE/Mo	less Disallowed	\$474,497	Addl Info Not Provided	\$328	0.06%
Medical	\$65,205	\$37	Allowed	\$67,652	Duplicate Charges	\$248	0.05%
Professional	\$49,107	\$28	less Member	\$2,448	Plan Limitations	\$71,694	13.22%
Facility	\$16,098	\$9	less Adjustments	\$0	Other	\$402,228	74.19%
Vision	\$0	\$0	Paid Benefit	\$65,205	Total:	\$474,497	87.52%
Total Plan Paid:	\$65,205	\$37	plus Admin Costs	\$0			
			Total Plan Paid:	\$65,205			

Census										
Census Date:	Male Emp	Female Emp	Total Employees	Male Spouse	Female Spouse	Male Dep	Female Dep	Total Medical	Total Dental	Total Vision
1/31/2020										
0 to 19	24	26	50	0	0	0	0	50	0	0
20 to 25	49	50	99	0	0	0	0	99	0	0
26 to 29	54	30	84	0	0	0	0	84	0	0
30 to 39	135	135	270	0	0	0	0	270	0	0
40 to 49	161	218	379	0	0	0	0	379	0	0
50 to 59	229	350	579	0	0	0	0	579	0	0
60 to 64	70	152	222	0	0	0	0	222	0	0
65 and Older	23	47	70	0	0	0	0	70	0	0
Totals	745	1008	1753	0	0	0	0	1753	0	0
Average Age	44.61	48.45	46.82	0.00	0.00	0.00	0.00	46.82	0.00	0.00

Top Paid			Plan Payment by Age & Claimant Type			
Name	Claim Count	Paid	Census Date: 1/31/2020	Employee	Spouse	Dependent
NEFHS Deltona 2160	113	\$13,646	0 to 19	\$0	\$0	\$0
Adventhealth Deland	25	\$11,714	20 to 25	\$1,727	\$0	\$0
NEFHS Deland	96	\$10,510	26 to 29	\$2,078	\$0	\$0
Adventhealth Fish	25	\$4,384	30 to 39	\$7,047	\$0	\$0
NEFHS Pierson	26	\$3,919	40 to 49	\$12,498	\$0	\$0
Family Psychiatry Services	27	\$3,620	50 to 59	\$28,387	\$0	\$0
Advent Health Fish	1	\$1,883	60 to 64	\$9,850	\$0	\$0
Adventhealth Medical	2	\$1,600	65 and Older	\$3,619	\$0	\$0
Adventhealth Medical	3	\$1,573	Totals	\$65,205	\$0	\$0
Quest Diagnostics Tampa	16	\$1,460				

Claims Paid by Month		Average Lag & Average Spend (rolling 12 months)			
January 20	\$65,205	Product	Avg Paid per Day	Avg Lag Days	Lag Dollars
Total:	\$65,205	Medical	\$32,602	25	\$815,050
		Vision	\$0	21	\$0
		Total:			\$815,050



Executive Summary for 00532

Client:
Paid Dates:
Location:

West Volusia Hospital Authority
1/1/2020 to 1/31/2020
All

Benefit Plan: All
TIN: All

Benefit Analysis								
Benefit Category	Line Counts	Charges	Disallowed	Allowed	Member	Adjustments	Plan Paid	% of Total
EMERG ROOM CHRGS	25	\$129,068	\$123,081	\$5,987	\$425	\$0	\$5,562	8.53%
INELIGIBLE	119	\$183,272	\$183,272	\$0	\$0	\$0	\$0	0.00%
IP HOSP CHARGES	5	\$90,477	\$83,781	\$6,697	\$0	\$0	\$6,697	10.27%
MATERNITY	8	\$606	\$93	\$513	\$0	\$0	\$513	0.79%
OFFICE VISIT	246	\$37,961	\$8,929	\$29,032	\$1,390	\$0	\$27,642	42.39%
OP PHYSICIAN	26	\$2,849	\$764	\$2,085	\$8	\$0	\$2,077	3.19%
OTHER	2	\$321	\$0	\$321	\$10	\$0	\$311	0.48%
PSYCHIATRIC	38	\$5,710	\$997	\$4,713	\$170	\$0	\$4,543	6.97%
RADIATION /CHEMO	2	\$240	\$121	\$119	\$0	\$0	\$119	0.18%
SURGERY	20	\$1,025	\$744	\$281	\$10	\$0	\$271	0.42%
SURGERY OP	10	\$14,910	\$8,479	\$6,431	\$7	\$0	\$6,424	9.85%
THERAPY	27	\$2,407	\$602	\$1,805	\$100	\$0	\$1,705	2.62%
VISION	11	\$0	\$0	\$0	\$0	\$0	\$0	0.00%
WELLNESS	36	\$4,521	\$2,275	\$2,246	\$0	\$0	\$2,246	3.44%
XRAY/ LAB	142	\$68,783	\$61,361	\$7,422	\$328	\$0	\$7,095	10.88%
Totals:	717	\$542,150	\$474,497	\$67,652	\$2,448	\$0	\$65,205	



PCORI Membership Count

Block of Business ID:
Client ID:

EBMSI
00532

Eligibility Date: : 1/1/2020 to 1/31/2020

Month-Year	Employee Count	Dependent Count	Total Member Count
00532-West Volusia Hospital...			
JAN-2020	1879		
Total Member Days			
1,879.00			



Enrollment Counts by Postal Code

Block of Business ID:
Client ID:

EBMSI
00532

As Of Date: 1/31/2020

Postal Code	Employee Count	Dependent Count	Total Count
32102	3	0	3
32130	59	0	59
32180	93	0	93
32190	27	0	27
32713	71	0	71
32720	419	0	419
32721	4	0	4
32724	305	0	305
32725	305	0	305
32728	2	0	2
32738	295	0	295
32739	4	0	4
32744	26	0	26
32753	1	0	1
32763	125	0	125
32764	12	0	12
32774	2	0	2
Total	1753	0	1753



Tier Census on 1/31/2020

Block of Business ID:
Client ID:
Display By:

EBMSI
00532
By Product

Products: MM,DE,VI
Status: A,C,NC,R,V

EBMSI : Employee Benefit Management Services

00532 : West Volusia Hospital Authority

Status	Medical	Total Members	Male Members	Female Members	Male Spouses	Female Spouses	Male Dependents	Female Dependents	Total Enrolled
Active	Employee	1749	745	1004	0	0	0	0	1749
	Subtotal:	1749	745	1004	0	0	0	0	1749
	Total Medical	1749	745	1004	0	0	0	0	1749



Benefit Analysis Summary

Block of Business ID: EBMSI
Client ID: 00532

Paid Date: 1/1/2020 to 1/31/2020

	Line Count	Charge	Ineligible	Cost Savings	Allowed	Patient Responsibility	Adjustments	Paid	% Paid
00532-West Volusia Hospital Authority									
EMERG ROOM...	25	129,068.09	36,871.58	86,209.31	5,987.20	425.00	0.00	5,562.20	8.53%
INELIGIBLE	119	183,272.03	183,272.03	0.00	0.00	0.00	0.00	0.00	0.00%
IP HOSP CHARGES	5	90,477.34	67,742.00	16,038.56	6,696.78	0.00	0.00	6,696.78	10.27%
MATERNITY	8	605.84	227.19	-134.10	512.75	0.00	0.00	512.75	0.79%
OFFICE VISIT	246	37,960.71	1,119.84	7,808.81	29,032.06	1,390.00	0.00	27,642.06	42.39%
OP PHYSICIAN	26	2,849.18	0.00	763.76	2,085.42	8.38	0.00	2,077.04	3.19%
OTHER	2	320.74	0.00	0.00	320.74	10.00	0.00	310.74	0.48%
PSYCHIATRIC	38	5,709.94	585.00	411.50	4,713.44	170.00	0.00	4,543.44	6.97%
RADIATION /CHEMO	2	240.00	0.00	121.40	118.60	0.00	0.00	118.60	0.18%
SURGERY	20	1,025.00	0.00	743.91	281.09	10.00	0.00	271.09	0.42%
SURGERY OP	10	14,910.00	0.00	8,479.01	6,430.99	6.62	0.00	6,424.37	9.85%
THERAPY	27	2,407.00	0.00	601.66	1,805.34	100.00	0.00	1,705.34	2.62%
VISION	11	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
WELLNESS	36	4,520.57	344.48	1,930.39	2,245.70	0.00	0.00	2,245.70	3.44%
XRAY/ LAB	142	68,783.31	10,302.95	51,058.21	7,422.15	327.63	0.00	7,094.52	10.88%
00532	717	542,149.75	300,465.07	174,032.42	67,652.26	2,447.63	0.00	65,204.63	100.00%
Totals:	717	542,149.75	300,465.07	174,032.42	67,652.26	2,447.63	0.00	65,204.63	100.00%

Requested by: ReportScheduler from p316 data [P316]

Generated at: 03:48:55 on 01 February 2020



Cost of Major

Block of Business ID: EBMSI
Client ID: 00532
Paid Date: 1/1/2020 to 1/31/2020

ClientID	Client Name	CategoryID	Category Description	Unique Patients	Claim Count	Paid Amount	Percent of Total
00532	West Volusia Hospital Authority	10	Diseases of the Respiratory System	29	31	10,232.93	15.69%
00532	West Volusia Hospital Authority	13	Diseases of the Musculoskeletal System & Connective Tissue	50	59	9,246.26	14.18%
00532	West Volusia Hospital Authority	04	Endocrine, nutritional and metabolic diseases	55	58	8,014.64	12.29%
00532	West Volusia Hospital Authority	11	Diseases of the Digestive System	19	19	7,978.28	12.24%
00532	West Volusia Hospital Authority	18	Symptoms, signs and abnormal clinical and laboratory findings, not elsewhere ...	37	41	6,688.67	10.26%
00532	West Volusia Hospital Authority	09	Diseases of Circulatory System	27	28	4,776.25	7.33%
00532	West Volusia Hospital Authority	05	Mental, Behavioral and Neurodevelopmental disorders	29	34	4,543.44	6.97%
00532	West Volusia Hospital Authority	14	Diseases of the Genitourinary System	22	22	4,189.86	6.43%
00532	West Volusia Hospital Authority	21	Factors Influencing Health Status and Contact with Health Services	28	31	3,440.35	5.28%
00532	West Volusia Hospital Authority	02	Neoplasms	5	7	1,514.35	2.32%
00532	West Volusia Hospital Authority	07	Diseases of the eye & adnexa	10	10	1,229.27	1.89%
00532	West Volusia Hospital Authority	06	Diseases of the nervous system	8	8	866.67	1.33%
00532	West Volusia Hospital Authority	01	Certain infectious and parasitic disease	7	7	833.15	1.28%
00532	West Volusia Hospital Authority	19	Injury, Poisoning and Certain Other Consequences of External Causes	4	4	753.32	1.16%
00532	West Volusia Hospital Authority	12	Diseases of the skin & subcutaneous tissue	6	7	666.33	1.02%
00532	West Volusia Hospital Authority	08	Diseases of the ear & mastoid process	1	1	115.43	0.35%
00532	West Volusia Hospital Authority			338	368	65,204.63	100.00%



Cost of Minor

Block of Business ID: EBMSI
Client ID: 00532
Paid Date: 1/1/2020 to 1/31/2020

ClientId	Client Name	CategoryId	Category Description	Unique Patients	Claim Count	Paid Amount	Percent of Total
00532	West Volusia Hospital Authority	J40	Chronic lower respiratory diseases	7	7	7,445.96	11.42%
00532	West Volusia Hospital Authority	E08	Diabetes mellitus	31	31	4,254.45	6.52%
00532	West Volusia Hospital Authority	F30	Mood [affective] disorders	23	26	3,576.72	5.49%
00532	West Volusia Hospital Authority	M20	Other joint disorders	16	20	3,058.09	4.69%
00532	West Volusia Hospital Authority	K40	Hernia	2	2	2,684.08	4.12%
00532	West Volusia Hospital Authority	N30	Other diseases of the urinary system	9	9	2,581.68	3.96%
00532	West Volusia Hospital Authority	I10	Hypertensive diseases	21	21	2,441.03	3.74%
00532	West Volusia Hospital Authority	Z00	Persons encountering health services for examinations	21	22	2,423.11	3.72%
00532	West Volusia Hospital Authority	M50	Other dorsopathies	13	13	2,119.30	3.25%
00532	West Volusia Hospital Authority	K55	Other diseases of intestines	6	6	2,105.12	3.23%
00532	West Volusia Hospital Authority	E70	Metabolic disorders	17	17	1,960.37	3.01%
00532	West Volusia Hospital Authority	I80	Diseases of veins, lymphatic vessels and lymph nodes, not elsewhere classified	3	3	1,958.13	3.00%
00532	West Volusia Hospital Authority	J00	Acute upper respiratory infections	14	15	1,809.85	2.78%
00532	West Volusia Hospital Authority	M70	Other soft tissue disorders	11	11	1,679.69	2.58%
00532	West Volusia Hospital Authority	R97	Abnormal tumor markers	2	3	1,610.49	2.47%
00532	West Volusia Hospital Authority	K20	Diseases of esophagus, stomach and duodenum	6	6	1,569.13	2.41%
00532	West Volusia Hospital Authority	M45	Spondylopathies	7	9	1,480.30	2.27%
00532	West Volusia Hospital Authority	K80	Disorders of gallbladder, biliary tract and pancreas	3	3	1,389.09	2.13%
00532	West Volusia Hospital Authority	R10	Symptoms and signs involving the digestive system and abdomen	9	10	1,312.29	2.01%
00532	West Volusia Hospital Authority	E00	Disorders of thyroid gland	4	5	1,222.67	1.88%
00532	West Volusia Hospital Authority	R00	Symptoms and signs involving the circulatory and respiratory systems	6	6	1,137.48	1.74%
00532	West Volusia Hospital Authority	Z30	Persons encountering health services in circumstances related to reproduction	5	6	753.61	1.16%
00532	West Volusia Hospital Authority	F40	Anxiety, dissociative, stress-related, somatoform and other nonpsychotic...	5	6	726.72	1.11%
00532	West Volusia Hospital Authority	R83	Abnormal findings on examination of other body fluids, substances and...	2	4	681.92	1.05%
00532	West Volusia Hospital Authority	J30	Other diseases of upper respiratory tract	6	6	667.26	1.02%
00532	West Volusia Hospital Authority	R70	Abnormal findings on examination of blood, without diagnosis	6	6	660.61	1.01%
00532	West Volusia Hospital Authority	G40	Episodic and paroxysmal disorders	5	5	520.38	0.80%
00532	West Volusia Hospital Authority	N20	Urolithiasis	4	4	480.46	0.74%
00532	West Volusia Hospital Authority	N17	Acute kidney failure and chronic kidney disease	3	3	476.68	0.73%
00532	West Volusia Hospital Authority	M15	Osteoarthritis	1	1	449.19	0.69%

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Generated at: 03:09:15 on 01 February 2020



Cost of Minor

Block of Business ID: EBMSI
 Client ID: 00532
 Paid Date: 1/1/2020 to 1/31/2020

ClientId	Client Name	CategoryId	Category Description	Unique Patients	Claim Count	Paid Amount	Percent of Total
00532	West Volusia Hospital Authority	D10	Benign neoplasms, except benign neuroendocrine tumors	1	1	448.00	0.69%
00532	West Volusia Hospital Authority	R50	General symptoms and signs	4	4	432.13	0.66%
00532	West Volusia Hospital Authority	H53	Visual disturbances and blindness	4	4	419.69	0.64%
00532	West Volusia Hospital Authority	C30	Malignant neoplasms of respiratory and intrathoracic organs	1	1	366.96	0.56%
00532	West Volusia Hospital Authority	E50	Other nutritional deficiencies	3	3	346.29	0.53%
00532	West Volusia Hospital Authority	S60	Injuries to the wrist, hand and fingers	2	2	334.49	0.51%
00532	West Volusia Hospital Authority	H40	Glaucoma	3	3	331.18	0.51%
00532	West Volusia Hospital Authority	R30	Symptoms and signs involving the genitourinary system	3	3	309.27	0.47%
00532	West Volusia Hospital Authority	M05	Inflammatory polyarthropathies	2	2	305.86	0.47%
00532	West Volusia Hospital Authority	S80	Injuries to the knee and lower leg	1	1	303.40	0.47%
00532	West Volusia Hospital Authority	C73	Malignant neoplasms of thyroid and other endocrine glands	1	1	300.74	0.46%
00532	West Volusia Hospital Authority	C64	Malignant neoplasms of urinary tract	1	2	294.46	0.45%
00532	West Volusia Hospital Authority	N80	Noninflammatory disorders of female genital tract	2	2	281.56	0.43%
00532	West Volusia Hospital Authority	H00	Disorders of eyelid, lacrimal system and orbit	2	2	260.86	0.40%
00532	West Volusia Hospital Authority	I95	Other and unspecified disorders of the circulatory system	1	1	242.11	0.37%
00532	West Volusia Hospital Authority	F20	Schizophrenia, schizotypal, delusional, and other non-mood psychotic disorders	2	2	240.00	0.37%
00532	West Volusia Hospital Authority	G89	Other disorders of the nervous system	2	2	230.86	1.77%
00532	West Volusia Hospital Authority	L20	Dermatitis and eczema	2	2	230.43	0.35%
00532	West Volusia Hospital Authority	H25	Disorders of lens	1	1	217.54	0.33%
00532	West Volusia Hospital Authority	R90	Abnormal findings on diagnostic imaging and in function studies, without...	2	2	198.19	0.30%
00532	West Volusia Hospital Authority	J09	Influenza and pneumonia	2	2	194.43	0.30%
00532	West Volusia Hospital Authority	Z20	Persons with potential health hazards related to communicable diseases	2	2	148.20	0.23%
00532	West Volusia Hospital Authority	L60	Disorders of skin appendages	2	2	146.38	0.22%
00532	West Volusia Hospital Authority	B00	Viral infections characterized by skin and mucous membrane lesions	1	1	141.00	0.22%
00532	West Volusia Hospital Authority	N40	Diseases of male genital organs	2	2	131.62	0.20%
00532	West Volusia Hospital Authority	N70	Inflammatory diseases of female pelvic organs	1	1	122.43	0.19%
00532	West Volusia Hospital Authority	R25	Symptoms and signs involving the nervous and musculoskeletal systems	1	1	115.43	2.66%
00532	West Volusia Hospital Authority	B85	Pediculosis, acariasis and other infestations	1	1	115.00	0.18%
00532	West Volusia Hospital Authority	C60	Malignant neoplasms of male genital organs	1	1	102.56	0.16%
00532	West Volusia Hospital Authority	L00	Infections of the skin and subcutaneous tissue	1	1	58.66	0.09%

Requested by: ReportScheduler from p316 data [P316]

Generated at: 03:09:15 on 01 February 2020

Cost of Minor

Block of Business ID: EBMSI
 Client ID: 00532
 Paid Date: 1/1/2020 to 1/31/2020

Clientid	Client Name	CategoryId	Category Description	Unique Patients	Claim Count	Paid Amount	Percent of Total
00532	West Volusia Hospital Authority	M30	Systemic connective tissue disorders	2	2	38.40	0.06%
00532	West Volusia Hospital Authority	I20	Ischemic heart diseases	1	2	19.55	0.03%
00532	West Volusia Hospital Authority	C51	Malignant neoplasms of female genital organs	1	1	1.63	0.00%
				348	368	65,204.63	100.00%



Summary of Claims Paid By Location

Block of Business ID: EBMSI
Client ID: 00532

Paid Date: 1/1/2020 to 1/31/2020

Description	Claims	Medical	Dental	Vision	Prescription	Disability	Total Paid
00532-West Volusia Hospital Authority							
DeLand	159	20,699.97	0.00	0.00	0.00	0.00	20,699.97
Deltona	221	33,836.73	0.00	0.00	0.00	0.00	33,836.73
Pierson	21	10,667.93	0.00	0.00	0.00	0.00	10,667.93
	10	0.00	0.00	0.00	0.00	0.00	0.00
00532 Totals:	411	65,204.63	0.00	0.00	0.00	0.00	65,204.63



Top Providers by Paid Amount for Tins: '550799729'

Block of Business ID: EBMSI
Client ID: 00532

Paid Date: 1/1/2020 to 1/31/2020

Tin	NPI	Provider	City	State	Specialty	Claim Count	Billed Charges	Over UCR	PPO Discount	Allowed	Plan Paid	Patient Resp
55-0799729	1750546313	NEFHS Deltona 2160	Deltona	FL	Clinic	113	16,902.52	0.00	2,147.53	14,330.65	13,646.31	505.00
55-0799729	1407026016	NEFHS Deland	Deland	FL	Clinic	96	13,802.29	0.00	2,099.13	11,032.74	10,510.24	400.00
55-0799729	1992792311	NEFHS Pierson	Pierson	FL	Clinic	26	3,793.34	0.00	-245.39	4,038.73	3,918.73	120.00
55-0799729	1396282208	NEFHS Daytona	South Daytona	FL	Clinic	2	245.00	0.00	4.14	240.86	230.86	10.00

Location Name	Month	Hospital	Laboratory	PCP	Specialty	Facility Physician	Total Claims Count	Total Paid Claims	Total Fixed Costs	Employee Count	PEPM Cost/Employee	Hospital PEPM	Lab PEPM	PCP PEPM	Specialty PEPM	Facility PEPM
00532 - West Volusia Hospital Authority																
Deland	01-2020	\$1,662.15	\$1,351.75	\$11,978.43	\$4,935.94	\$771.70	157	\$20,699.97	\$0.00	899	\$23.03	\$1.85	\$1.50	\$13.32	\$5.49	\$0.86
	Subtotal:	\$1,662.15	\$1,351.75	\$11,978.43	\$4,935.94	\$771.70	157	\$20,699.97	\$0.00	899	\$23.03	\$1.85	\$1.50	\$13.32	\$5.49	\$0.86
Deltona	01-2020	\$5,961.94	\$108.23	\$14,530.99	\$10,834.92	\$2,400.65	217	\$33,836.73	\$0.00	968	\$38.98	\$6.87	\$0.12	\$16.74	\$12.48	\$2.77
	Subtotal:	\$5,961.94	\$108.23	\$14,530.99	\$10,834.92	\$2,400.65	217	\$33,836.73	\$0.00	968	\$38.98	\$6.87	\$0.12	\$16.74	\$12.48	\$2.77
Pierson	01-2020	\$8,473.91	\$0.00	\$1,796.72	\$199.11	\$198.19	21	\$10,667.93	\$0.00	116	\$91.96	\$73.05	\$0.00	\$15.49	\$1.72	\$1.71
	Subtotal:	\$8,473.91	\$0.00	\$1,796.72	\$199.11	\$198.19	21	\$10,667.93	\$0.00	116	\$91.96	\$73.05	\$0.00	\$15.49	\$1.72	\$1.71
	Total:	\$16,098.00	\$1,459.98	\$28,306.14	\$15,969.97	\$2,370.54	395	\$65,204.63	\$0.00	1883	\$34.63	\$8.55	\$0.78	\$15.03	\$8.48	\$1.79

Parameters

Beginning Location:
Ending Location:
Paid Date: 1/1/2020-1/31/2020
Client ID: 00532
Location: 000-zzzzz



UMR

February 07, 2020

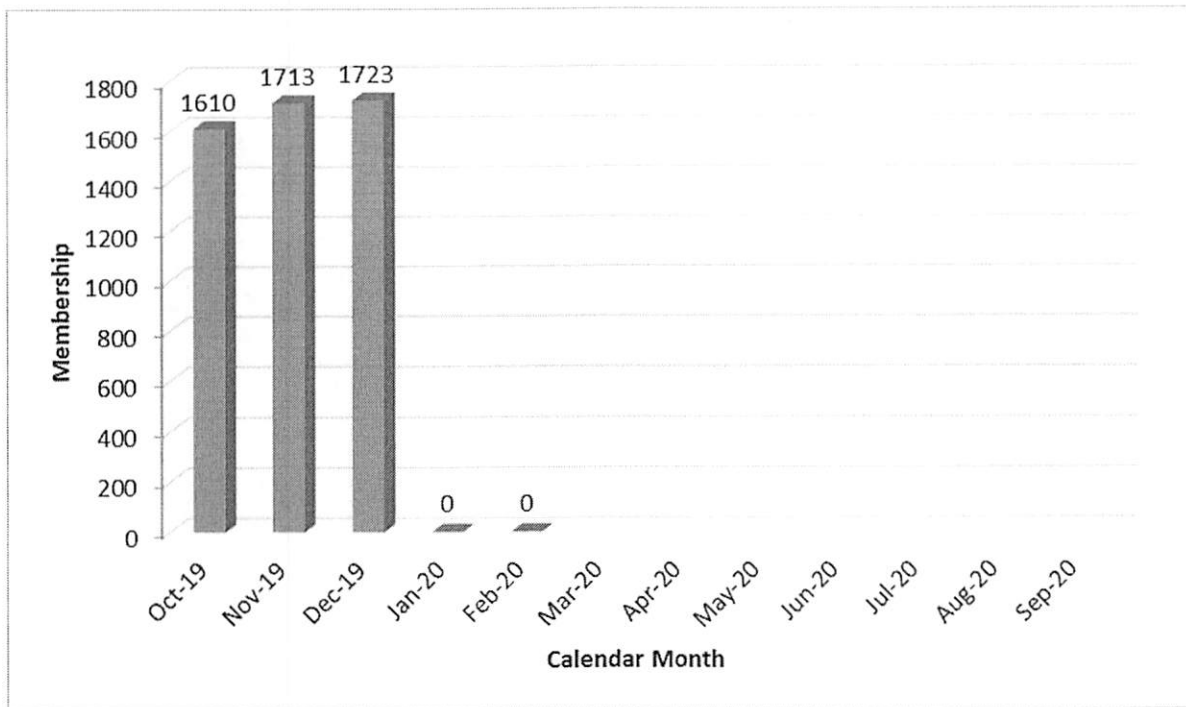
Submission Report for WVHA Board Members

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WVHA Health Card Program Eligibility – by Calendar Month – as of February 1, 2020

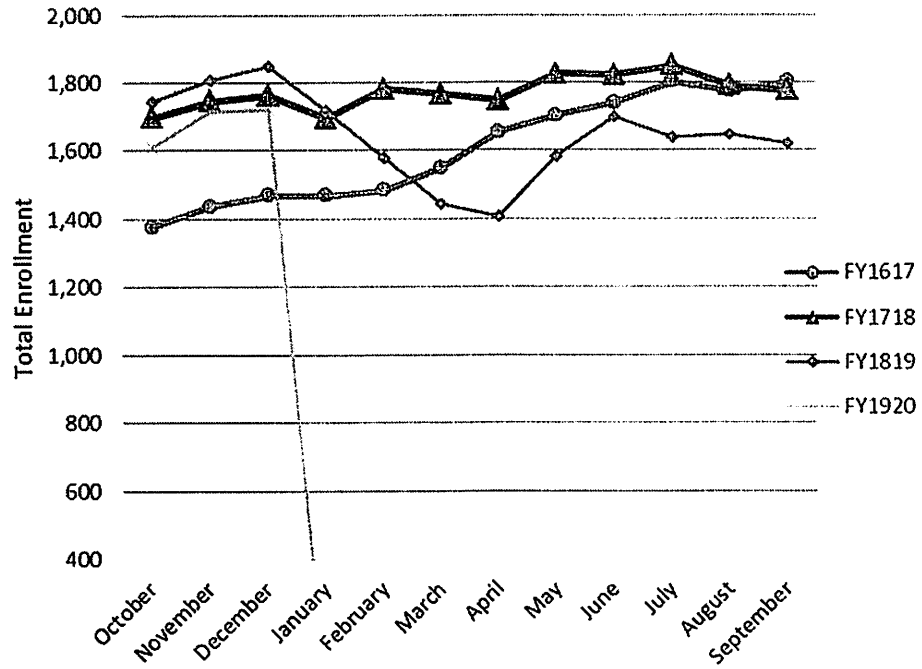
Eligibility reported above reflects eligibility as of the first of each month.



As of February 1, 2020, total program eligibility was 0 patients.

WVHA Enrollment by Fiscal Year – as of February 1, 2020

WVHA Enrollment By Fiscal Year	
Month of Fiscal Year	FY1920
October	1,610
November	1,713
December	1,723
January	0
February	0
March	
April	
May	
June	
July	
August	
September	
Grand Total	5,046



WVHA Enrollment by Zip Code – as of February 1, 2020

WVHA Enrollment by Zip Code by Month										
Zip Code	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20
32102	5	5	5	5	4	4	3	3	0	0
32130	62	62	53	53	53	48	51	53	0	0
32180	106	106	97	98	95	93	97	94	0	0
32190	19	19	20	22	23	24	21	20	0	0
32706	2	2	2	2	2	2	1	1	0	0
32713	64	64	60	64	62	66	71	74	0	0
32720	362	362	327	337	334	344	381	395	0	0
32721	4	4	3	3	3	4	4	5	0	0
32724	285	285	286	289	281	262	292	296	0	0
32725	334	334	336	331	333	327	329	312	0	0
32728	3	3	3	4	4	4	4	4	0	0
32732	1	1	0	0	0	0	0	0	0	0
32738	294	294	288	278	275	275	288	296	0	0
32744	26	26	25	24	26	25	28	27	0	0
32753	1	1	1	1	1	1	1	1	0	0
32759	1	1	1	1	0	0	0	0	0	0
32763	113	113	112	113	104	104	113	115	0	0
32764	15	15	15	15	14	13	13	11	0	0
32774	3	3	2	2	2	2	2	2	0	0
32762	1	0	0	0	0	0	0	0	0	0

Medical and Prescription Drug Claim Data

Pharmacy Claims by Fiscal Year by Service Month (Month Prescription Filled)

	FY1920				
Month	Drug Costs	Dispensing Fee Less Copayments	Total Costs	Total Rx's Filled	Avg Cost Per Rx
October	\$123,465.25	-\$1,864.20	\$121,601.05	2,390	\$50.88
November	\$111,197.43	-\$1,694.94	\$109,502.49	2,173	\$50.39
December	\$100,276.14	-\$1,521.78	\$98,754.36	1,951	\$50.62
January					
February					
March					
April					
May					
June					
July					
August					
September					
Grand Total	\$334,938.82	-\$5,080.92	\$329,857.90	6,514	\$50.64

Combined Medical Costs (as of Claims Payment through 01/23/2020)

Medical and pharmacy costs are reported on a paid basis

Fiscal Year	Hospital	Lab	PCP	Specialty	Facility Physicians	Pharmacy	Total Costs	Member Months	Overall Per Member Per Month (PMPM)	Hospital PMPM	Lab PMPM	PCP PMPM	Specialty PMPM	Pharmacy PMPM
FY1920	\$422,666.90	\$104,481.20	\$269,106.23	\$1,041,213.48	\$108,499.09	\$329,857.90	\$2,275,824.80	3,436	\$662.35	\$123.01	\$30.41	\$78.32	\$303.03	\$96.00
October	\$ (339,593.22)	\$ 40,888.46	\$ 103,635.91	\$ 321,160.59	\$ -	\$121,601.05	\$247,692.79	1,713	\$144.60	-\$198.24	\$23.87	\$60.50	\$187.48	\$70.99
November	\$ 102,651.00	\$ 17,590.64	\$ 44,314.69	\$ 204,626.66	\$ 43,404.87	\$109,502.49	\$522,090.35	1,723	\$303.01	\$59.58	\$10.21	\$25.72	\$118.76	\$63.55
December	\$ 184,660.61	\$ 20,042.98	\$ 66,512.14	\$ 242,759.88	\$ -	\$98,754.36	\$612,729.97	NA	NA	NA	NA	NA	NA	NA
January	\$ 474,948.51	\$ 25,959.12	\$ 54,643.49	\$ 272,666.35	\$ 65,094.22		\$893,311.69	NA	NA	NA	NA	NA	NA	NA
February														
March														
April														
May														
June														
July														
August														
September														
Grand Total	\$422,666.90	\$104,481.20	\$269,106.23	\$1,041,213.48	\$108,499.09	\$329,857.90	\$2,275,824.80	3,436	\$662.35	\$123.01	\$30.41	\$78.32	\$303.03	\$96.00

PCP Encounter Claims by Clinic by Month (as of Claims Payment through 01/23/2020)

Month	FY1920					
	NEFHS Deland	NEFHS Deltona	NEFHS Pierson	NEFHS Stone Street	NEFHS Daytona	Total
October	278	334	116	0	13	741
November	205	163	73	0	1	442
December	163	211	84	0	11	469
January	119	184	79	0	4	386
February						0
March						0
April						0
May						0
June						0
July						0
August						0
September						0
Grand Total	765	892	352	0	29	2,038

PCP encounter claims are reported on a paid basis

Specialty Care Services by Specialty – Top 25 (January, 2020)

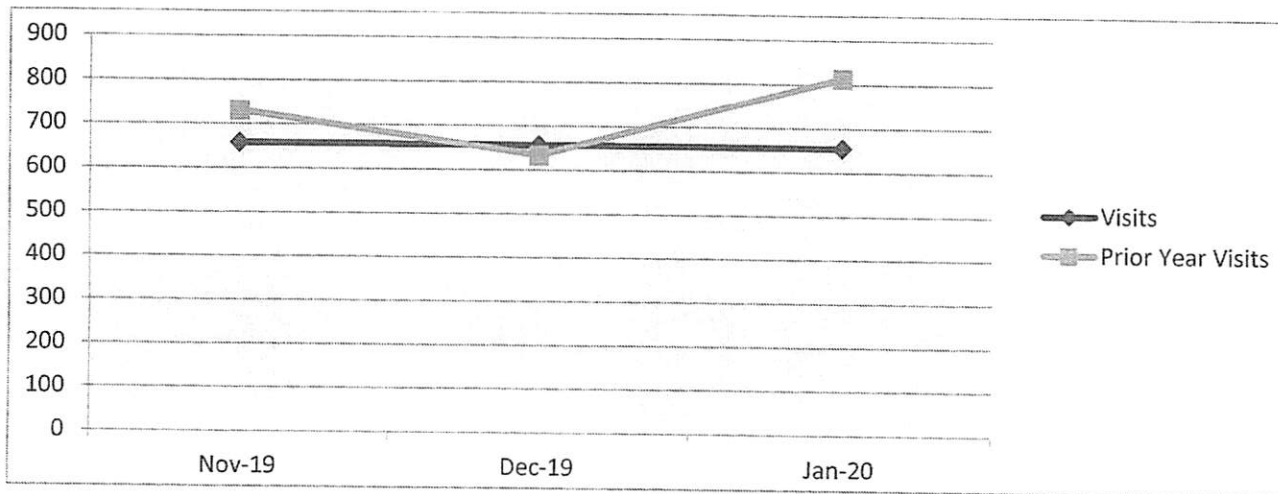
SPECIALTY CARE SERVICES BY SPECIALTY - TOP 25 FOR November						
Order	SPECIALTY	Unique Patients	Claim Volume		Paid	Cost Per Patient
1	Hematology Oncology	21	50	\$	49,820.77	\$ 996.42
2	Surgery Center	19	21	\$	43,136.26	\$ 2,054.11
3	Cardiovascular Diseases	27	38	\$	16,900.97	\$ 444.76
4	Oncology	21	51	\$	16,526.51	\$ 324.05
5	Radiology	199	310	\$	12,720.72	\$ 41.03
6	Internal Medicine	60	128	\$	12,180.39	\$ 95.16
7	Orthopedic Surgery	35	56	\$	9,349.49	\$ 166.96
8	Gastroenterology	38	51	\$	6,735.84	\$ 132.08
9	Pain Management	31	33	\$	6,030.20	\$ 182.73
10	Physical & Occupational Therapy	23	66	\$	5,137.24	\$ 77.84
11	Cardiology	14	19	\$	4,296.57	\$ 226.14
12	Nurse Anesthetist	32	36	\$	4,154.19	\$ 115.39
13	Pulmonary Medicine	26	36	\$	4,136.74	\$ 114.91
14	Obstetrics & Gynecology	24	31	\$	3,969.53	\$ 128.05
15	Ophthalmology	24	26	\$	3,373.62	\$ 129.75
16	Urology	13	14	\$	3,074.19	\$ 219.59
17	Physiatrists / Phys Med Dr.	6	8	\$	2,350.09	\$ 293.76
18	Neurology	22	23	\$	2,206.07	\$ 95.92
19	Infectious Diseases	27	41	\$	2,138.72	\$ 52.16
20	Optometry	17	19	\$	2,013.18	\$ 105.96
21	Nurse Practitioner	22	22	\$	1,844.87	\$ 83.86
22	Podiatry	18	28	\$	1,686.42	\$ 60.23
23	Anesthesiology	14	14	\$	1,674.24	\$ 119.59
24	Counselor / Therapist	13	16	\$	1,075.11	\$ 67.19
25	Family Practice	19	36	\$	977.71	\$ 27.16



Northeast Florida Health Services
January-20

Patient Visits

	Nov-19	Dec-19	Jan-20
Visits	658	657	656
Prior Year Visits	731	634	815

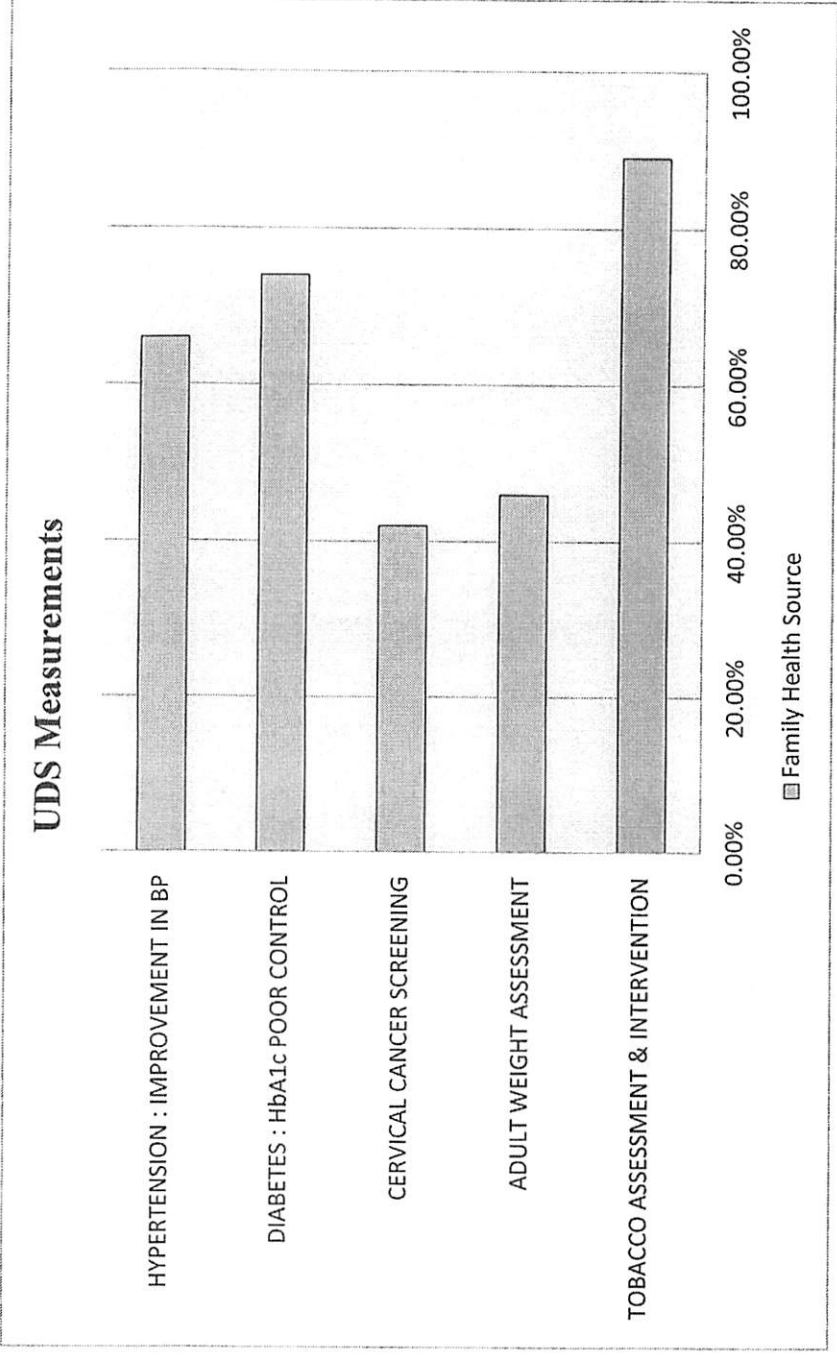


Patient Visits by Location

Location	Nov-19	Dec-19	Jan-20
Deland Medical	253	223	251
Deltona Medical	263	305	301
Pierson Medical	132	114	95
Daytona	10	15	9
Total	658	657	656

UDS Measures

Clinical Measures for the month of November 2019		Family Health
TOBACCO ASSESSMENT & INTERVENTION		89.00%
ADULT WEIGHT ASSESSMENT		46.00%
CERVICAL CANCER SCREENING		42.00%
DIABETES : HbA1c POOR CONTROL		74.00%
HYPERTENSION : IMPROVEMENT IN BP		66.00%



The Facts About Medicaid/ FQHC Prospective Payment System (PPS)

Federally Qualified Health Centers (FQHCs) currently serve over 25 million patients, including more than 12 million (over 1 in 6) people covered by Medicaid. In recognition of the critical role FQHCs play and the value they deliver for Medicaid patients and state programs, Congress, on a bipartisan basis, created a specific payment methodology for health centers, the FQHC Prospective Payment System (PPS). This payment system is central to the successful relationship between FQHCs and Medicaid, and to health centers' continued viability.

Health Centers (FQHCs) are a unique type of Medicaid provider.

- FQHCs offer a full range of primary and preventive services, as well as dental, behavioral and vision services.
- Many services offered by FQHCs are often **not covered by fee-for-service Medicaid**, such as case management, translation, transportation, and some dental and mental health services.
- Each FQHC must locate in an **underserved area and care for all**, regardless of income or insurance status.
- By law and mission, no FQHC can restrict how many Medicaid patients it treats if payment is too low.

Congress created FQHC PPS to ensure predictability and stability for health centers while protecting other federal investments.

- Beginning in 2001, PPS rates were **calculated for each FQHC**, derived from the historical costs of providing comprehensive care to Medicaid patients to ensure each rate is appropriate and accurate.
- FQHC PPS ensures health centers are **not forced to divert their Federal Section 330 grant funds**, which support operations and care to the uninsured, to subsidize low Medicaid payments.

FQHC PPS is a bundled payment that drives efficiency, not cost-based reimbursement.

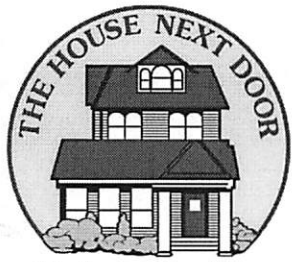
- Rather than being paid fee-for-service, **FQHCs receive a single, bundled rate** for each qualifying patient visit. This single rate pays for all covered services and supplies provided during the visit.
- Updates to **PPS rates have not kept pace with inflation**, or with changes to the range of services FQHCs provide – indeed on average, **PPS covers 82% of FQHCs' costs** of caring for Medicaid patients.

FQHCs – and PPS – cost Medicaid little, and save much.

- FQHCs account for **less than 2% of total Medicaid spending**, yet provide care to 16% of Medicaid enrollees.
- FQHC patients have **24% lower total health care costs** than similar patients who do not go to an FQHC.

Current law offers states significant flexibility in how to pay FQHCs.

- Instead of PPS, states may implement an **Alternative Payment Methodology (APM)** to reimburse FQHCs, as long as each affected FQHC agrees and total reimbursement is not less than it would have been under PPS.
- **More than 20 states currently use an APM** to reimburse FQHC for services to Medicaid patients.
- States and MCOs can – and currently do -- incorporate FQHCs into **value-based payment arrangements**, including those involving financial risk related to quality, outcomes and cost.



**Nurturing Families
Building Communities**

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Volusia and Flagler Counties*

Administrative
Offices 804

North Woodland
Blvd. DeLand, FL
32720
386-734-7571
386-734-0252 (fax)

DeLand Counseling Center
121 W. Pennsylvania Ave.
DeLand, FL 32720
Counseling: 386-738-9169
Programs: 386-734-2236
386-943-8823 (fax)

Deltona Counseling
Center 840 Deltona
Blvd., Suite K Deltona,
FL 32725

Counseling and Programs:
386-860-1776
386-860-6006 (fax)

Flagler Counseling
Center
25 N Old Kings Road #7B
Palm Coast, FL 32137
386-738-9169
386-943-8823

S. Daytona Counseling Center
1000 Big Tree
Road Daytona
Beach, FL
32114 386-301-
4073
386-492-7638 (fax)



COURTESY • INTEGRITY • ACHIEVEMENT



February 1, 2020

West Volusia Hospital Authority

Monthly Enrollment Report

In the month of January there were 311 appointments to assist with new applications and 55 appointments to assist with pended applications from December-January. For a total of 366 face to face contact with clients.

300 applications were submitted for verification and enrollment. Of these, 271 were processed by the end of the month (includes the roll overs -43- from previous month) leaving the balance of 72 to roll over into February 2020 for approval.

Of the 271 that were processed, 237 were approved and 12 were denied. The remaining 22 were pended and letters were sent out to the clients.

Currently applications are being processed, approved and the client enrolled in 7 business days. Current enrollment with EBMS is taking up to 3-5 days to appear active in system.

The transition to EBMS has gone very smoothly with minimal snags.

Respectfully submitted by Gail Hallmon

Utilization Reports

West Volusia Hospital Authority (WVHA) Funding Contracts

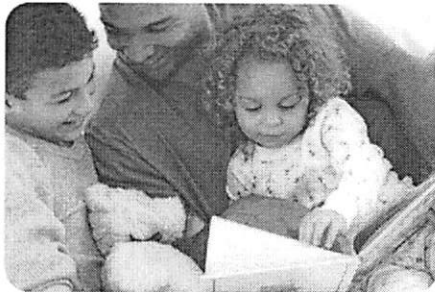
Fiscal Year: Oct 1, 2018 to Sep 30, 2019

and Oct 1, 2019 to Jan 31, 2020

Prenatal, Post-partum & Infant Access To Health Care Services:

#1) Family Services Coordinator

#2) Women's Intervention Specialist (WIS)-Neonatal Outreach Specialist (NOS)



 **Healthy Start**
Coalition of Flagler & Volusia Counties, Inc.
Strengthening Our Future

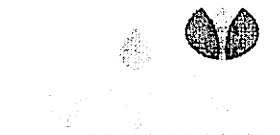


UTILIZATION REPORT #1

WVHA FUNDING AGREEMENT ACCESS TO HEALTH CARE SERVICES FOR PRENATAL, POST-PARTUM & INFANT BY FAMILY SERVICES COORDINATOR @ FAMILY PLACE DELTONA & OB/GYN OFFICE



Strengthening Our Future HERE



ANNUAL UTILIZATION REPORT (FSC):

WVHA Funding contract for Oct 1, 2018 to Sep 30, 2019
and Oct 1, 2019 to Sep 30, 2020

Program Goals:

A Family Services Coordinator (FSC) to provide assistance in application for Medicaid Managed Care (MMC), food stamps, and cash assistance through DCF ACCESS, assist in navigating to application sites to obtain the WVHS Health Card, provide information and/or referral to WIC program, Healthy Start and other needed services, provide a referral for women to receive post-partum interconception health care or to parents of children for pediatric care.





ANNUAL UTILIZATION REPORT (FSC)

Report for Oct 1, 2018 – Sep 30, 2019

<u>WVHA FSC Billable Unique Clients</u>	<u>Number</u>
Pregnant	63
Post Partum	54
<u>Infants (0-3 years old)</u>	<u>88</u>
Total	205

WVHA Funding Amount for FSC:	\$68,859.00
FY18-19 Total # Unique Clients Billed	168

*37 clients not billed due to exhausting of contracted funds

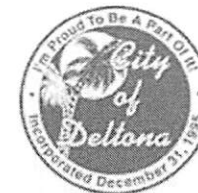


ANNUAL UTILIZATION REPORT (FSC)

Report for Oct 1, 2019 – Jan 31, 2020

<u>WVHA FSC Billable Unique Clients</u>	<u>Q1 (Oct –Dec)</u>	<u>Jan</u>
Pregnant	19	4
Post Partum	18	4
<u>Infants (0-3 years old)</u>	<u>28</u>	<u>10</u>
Total	65	18

WVHA Funding Amount for FSC:	\$68,859.00
FY19-20 Total # Unique Clients Billed	83



FAMILY PLACE DELTONA

- DCF ACCESS COMMUNITY PARTNER TO GENERAL PUBLIC (ie. Medicaid/food stamps/cash assistance)
- FACE TO FACE assistance for ACCESS to health and human services
- Computers, internet, printing, scanning, phone and fax machine
- "Warm" Referrals to resources (i.e. HND, NEFHS, Career Source, Early Learning Coalition, 211, Help Me Grow, etc.)
- Healthy Start & Healthy Families program staff co-located on-site

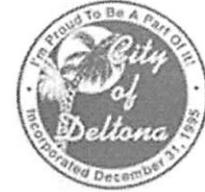
FAMILY PLACE DELTONA PARTICIPANT ACCESS NEEDS SUMMARY

Time Period: Oct 1, 2018 – Sept 31, 2019

- **796** Total Visits by Participants
- **457** Unique Participants Assisted by Family Services Coordinator
- **52%** Accessed by General Public

During visits by our 457 Unique (New) Participants:

- **48%** Accessed by Pregnant, Post-Partum & Infants (0-3 years old)
- **401** Visits Utilized Available Technology On-Site*
(*Computer/Internet, Phone/Fax, Print/Scan, Navigation Help)
- **317** Finding Health Insurance (Medicaid/ACA/WVHA Card)
- **43** Access to Prenatal Care/Family Planning/Pediatric Care/Primary Care
- **55** Locating and/or connecting to Housing Assistance/Support
- **15** Locating and/or connecting to Assistance with Identification



FAMILY PLACE DELTONA

- DCF ACCESS COMMUNITY PARTNER TO GENERAL PUBLIC (ie. Medicaid/food stamps/cash assistance)
- FACE TO FACE assistance for ACCESS to health and human services
- Computers, internet, printing, scanning, phone and fax machine
- "Warm" Referrals to resources (i.e. HND, NEFHS, Career Source, Early Learning Coalition, 211, Help Me Grow, etc.)
- Healthy Start & Healthy Families program staff co-located on-site

FAMILY PLACE DELTONA PARTICIPANT ACCESS NEEDS SUMMARY

Time Period: Oct 1, 2019 – Jan 31, 2020

- **271** Total Visits by Participants
- **147** Unique Participants Assisted by Family Services Coordinator
- **44%** Accessed by General Public

During visits by our 457 Unique (New) Participants:

- **56%** Accessed by Pregnant, Post-Partum & Infants (0-3 years old)
- **133** Visits Utilized Available Technology On-Site*
(*Computer/Internet, Phone/Fax, Print/Scan, Navigation Help)
- **108** Finding Health Insurance (Medicaid/ACA/WVHA Card)
- **7** Access to Prenatal Care/Family Planning/Pediatric Care/Primary Care
- **19** Locating and/or connecting to Housing Assistance/Support
- **5** Locating and/or connecting to Assistance with Identification

Participant Needs Summary

Report for Oct 1, 2018 – Sept 31, 2019

WFS ID	City	Zip	Need	Vendor	Amount	Date of Request
LP-1173715	Deltona	32725	housing	Travelodge Deltona	\$327.95	2/1/2019
LP-1173715	Deltona	32725	identification	Volusia County Health Department	\$45.00	2/6/2019
LP-1173715	Deltona	32725	housing	Travelodge Deltona	\$391.95	2/5/2019
LP-1689612	Deland	32720	housing	Budget Inn of Deland	\$489.32	3/19/2019
LP-1343510	Deland	32720	housing	Budget Inn of Deland	\$259.85	3/27/2019
LP-1343510	Deland	32720	housing	Budget Inn of Deland	\$347.11	4/6/2019
LP-1689612	Deland	32720	housing	Budget Inn of Deland	\$481.96	4/6/2019
LP-1765675	Deland	32725	housing	Travelodge Deltona	\$541.81	6/11/2019
LP-1765675	Deland	32725	infant car seat	Target	\$99.99	6/14/2019
LP-1186488	Deland	32720	housing	Travelodge Deltona	\$320.98	6/17/2019
LP-1772074	Deltona	32738	identification	Volusia County Health Department	\$75.00	6/20/2019
LP-1200283	Deland	32720	childcare	Kids Cabana	\$189.00	6/18/2019
LP-1186488	Deland	32720	housing	Travelodge Deltona	\$179.97	6/25/2019
LP-1765675	Deland	32725	housing	Travelodge Deltona	\$202.47	6/28/2019
LP-1780305	Deland	32724	identification	Volusia County Health Department	\$45.00	7/8/2019
LP-1772281	Deltona	32725	identification	Volusia County Health Department	\$15.00	7/9/2019
LP-1765675	Deland	32725	housing	Deco Investments LLC	\$234.00	7/12/2019
LP-1817483	Orange City	32763	housing	1876 Heritage Inn	\$158.00	8/9/2019
LP-1825755	Orange City	32763	housing	1876 Heritage Inn	\$300.00	8/9/2019
LP-1825755	Orange City	32763	auto insurance	Acceptance Auto Insurance	\$330.38	8/26/2019
LP-1825755	Orange City	32763	housing	1876 Heritage Inn	\$300.00	8/26/2019

TOTAL \$5,334.74



Participant Needs Summary

Report for Oct 1, 2019 – Jan 31, 2020

WFS ID	City	Zip	Need	Vendor	Amount	Date of Request
1357912	Deltona	32725	housing	Travelodge Deltona	\$330.00	11/7/2019
1357912	Deltona	32725	childcare	Kid City Child Care	\$223.40	11/21/2019

TOTAL \$553.40

FY18-19: Family Place Deltona – Other Participant Assistance

- | | | |
|------|-------------------------|------------------------------|
| (20) | 7-day Bus Passes | Oct 28, 2018 to Jun 6, 2019 |
| (5) | \$10 Speedway Gas Cards | Mar 21, 2019 to May 30, 2019 |
| (10) | \$10 Subway Food Cards | May 2, 2019 to Sept 26, 2019 |



UTILIZATION REPORT #2

WVHA FUNDING AGREEMENT ACCESS TO HEALTH CARE SERVICES FOR PRENATAL, POST-PARTUM & INFANT BY WOMEN'S INTERVENTION SPECIALIST (WIS)/ NEONATAL OUTREACH SPECIALIST (NOS) SERVING WEST VOLUSIA RESIDENTS



UTILIZATION REPORT

WVHA Funding contract for October 1, 2018 to September 30, 2019
and Utilization from Oct 1, 2019 to Jan 31, 2020

Total Amount of Contract for WIS/NOS Services = \$ 73,500

Program Goals:

The Women's Intervention Specialist (WIS)-Neonatal Outreach Specialist (NOS) provides outreach by

- Contacting pregnant women upon referral to assess service needs
- Ensuring that infants in the Neonatal Intensive Care Unit at local hospitals have a pediatric medical provider,
- Attempting to engage mothers in the Healthy Start program
- Encouraging and providing breastfeeding support to mothers
- Providing relevant information about health care options,
- Developing Individualized Plan of Care,
- Contacting and collaborating with relevant health care providers
- Providing immediate referrals to appropriate health care providers.





FY18-19 WIS/NOS Client Characteristics

Utilization Time Period: October 1, 2018 – September 31, 2019



Client Characteristics	Total Clients (FY18-19)
Age	
0-5	71
6-10	0
11-17	5
18-29	51
30-54	43
55-64	0
Not Documented	1
Gender	
Male	32
Female	139
Race	
White	132
Black/African American	25
Other	14
Residence	
DeLand 32720, 32721, 32722, 32723, 32724	66
DeLeon Springs 32130	7
Lake Helen 32744	5
Pierson 32180	5
DeBary 32713, 32753	9
Deltona 32725, 32728, 32738, 32739	62
Orange City 32763, 32774	14
Osteen 32764	3
TOTAL SERVED BY TIME PERIOD	171



FY19-20 WIS/NOS Client Characteristics

Utilization Time Period: October 1, 2019 – January 31, 2020



Client Characteristics	Total Clients (FY19-20)
Age	
0-5	18
6-10	0
11-17	0
18-29	26
30-54	7
55-64	0
Not Documented	0
Gender	
Male	7
Female	44
Race	
White	44
Black/African American	1
Other	6
Residence	
DeLand 32720, 32721, 32722, 32723, 32724	18
DeLeon Springs 32130	4
Lake Helen 32744	0
Pierson 32180	2
DeBary 32713, 32753	4
Deltona 32725, 32728, 32738, 32739	18
Orange City 32763, 32774	4
Osteen 32764	1
TOTAL SERVED BY TIME PERIOD	51



Related Activities



- Coordination with NEFHS and Dr. Rawji for clinic support
- Outreach and coordination with to delivery hospitals with Level II & III NICU's
- Participation in the Substance Exposed Newborn Task Force
- Coordination with Department of Children and Families in the development of a Safe Plan of Care in accordance with the CARA Federal Legislation and DCF Operational Procedure 170-8
- Coordination with other WVHA partners to ensure collaboration with other related services for HIV, legal support, medical care, mental health services, and health education
- Participation in the West Volusia Hospital Collaborative Meeting
- Coordination with Advent Health for detox for pregnant and post partum women.
- Participation in statewide maternal and child health collaborative to better coordinate services

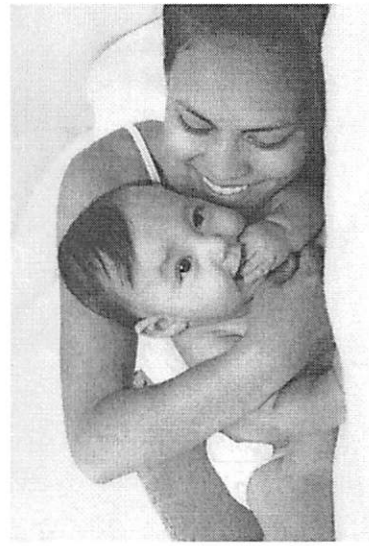


Healthy Start

Coalition of Flagler & Volusia Counties, Inc.

Strengthening Our Future

Working together to keep them ALL
safe, healthy, and happy for a **STRONG** future!



February 20, 2020

To the Board of Commissioners,
West Volusia Hospital Authority:

We have audited the financial statements of West Volusia Hospital Authority (the Authority) as of and for the year ended September 30, 2019, and have issued our report thereon dated February 20, 2020. Professional standards require that we advise you of the following matters relating to our audit.

Our Responsibility in Relation to the Financial Statement Audit

As communicated in our engagement letter dated April 10, 2018, our responsibility, as described by professional standards, is to form and express an opinion about whether the financial statements that have been prepared by management with your oversight are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of its respective responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement. An audit of financial statements includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control over financial reporting. Accordingly, as part of our audit, we considered the internal control of the Authority solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are also responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

We have provided our comments regarding our recommendations during our audit, if any, in a separate report to you dated February 20, 2020.

Planned Scope and Timing of the Audit

We conducted our audit consistent with the planned scope and timing we previously communicated to you.

Compliance with All Ethics Requirements Regarding Independence

The engagement team, other individuals in our firm, and our firm have complied with all relevant ethical requirements regarding independence.

121 Executive Circle
Daytona Beach, FL 32114-1180
Telephone: 386-257-4100

133 East Indiana Avenue
DeLand, FL 32724-4329
Telephone: 386-738-3300

5931 NW 1st Place
Gainesville, FL 32607-2063
Telephone: 352-378-1331

2477 Tim Gamble Place, Suite 200
Tallahassee, FL 32308-4386
Telephone: 850-386-6184

Qualitative Aspects of the Entity's Significant Accounting Practices

Significant Accounting Policies

Management has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted by the Authority is included in Note 1 to the financial statements. There have been no initial selection of accounting policies and no changes in significant accounting policies or their application during the year ended September 30, 2019. No matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

Significant Accounting Estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's current judgments. Those judgments are normally based on knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ markedly from management's current judgments.

The most sensitive accounting estimates affecting the financial statements are:

Management's estimate of useful lives for depreciation and amortization, which is based on past history. We evaluated the key factors and assumptions used to develop the useful lives in determining that it is reasonable in relation to the financial statements taken as a whole.

Management's estimate of the workers' compensation claims payable, which is based on an actuarial analysis performed in 2003 and management's estimate of future costs. We evaluated the key factors and assumptions used to develop the estimated liability in determining that it is reasonable in relation to the financial statements taken as a whole.

Financial Statement Disclosures

Certain financial statement disclosures involve significant judgment and are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting the Authority's financial statements relate to:

The disclosure of accrued workers' compensation claims in Note 6 to the financial statements discusses the future estimated payments on one outstanding workers' compensation claim.

Significant Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management relating to the performance of the audit.

Uncorrected and Corrected Misstatements

For purposes of this communication, professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Further, professional standards require us to also communicate the effect of uncorrected misstatements related to prior periods on the relevant classes of transactions, account balances or disclosures, and the financial statements. Listed below are uncorrected financial statement misstatements whose effects in the current and prior periods, as determined by management, are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

- None noted.

In addition, professional standards require us to communicate to you all material, corrected misstatements that were brought to the attention of management as a result of our audit procedures. No such misstatements were noted.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter, which could be significant to the Authority's financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Representations Requested from Management

We have requested certain written representations from management, which are included in the management representation letter dated February 20, 2020.

Management's Consultations with Other Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.

Other Significant Matters, Findings or Issues

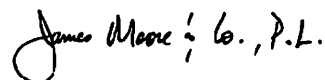
In the normal course of our professional association with the Authority, we generally discuss a variety of matters, including the application of accounting principles and auditing standards, operating conditions affecting the entity, and operating plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition to our retention as the Authority's auditors.

Other Matters

With respect to the supplementary information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

This report is intended solely for the information and use of the Board of Commissioners and management of the West Volusia Hospital Authority and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

A handwritten signature in cursive script that reads "James Moore & Co., P.L.".

JAMES MOORE & CO., P.L.



Dreggors, Rigsby & Teal, P.A.

Advisors for Life

Certified Public Accountant | Registered Investment Advisor

1006 N. Woodland Boulevard ■ DeLand, FL 32720

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Victoria A. Kizma, CPA

Robin C. Lennon, CPA

John A. Powers, CPA

Ann J. Rigsby, CPA/CFP®

Melissa J. Trickey, CPA

February 20, 2020

West Volusia Hospital Authority
Board of Commissioners
1006 N. Woodland Blvd.
PO Box 940
DeLand, FL 32721

This representation letter is provided in connection with your audit of the financial statements of West Volusia Hospital Authority (the Authority) as of September 30, 2019 and for the year then ended, and the related notes to the financial statements, for the purpose of expressing an opinion on whether the basic financial statements present fairly, in all material respects, the financial position, results of operations, and cash flows, where applicable, of the Authority in accordance with accounting principles generally accepted for governments in the United States of America (U.S. GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in the light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement.

We confirm that, to the best of our knowledge and belief, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves as of February 20, 2020:

Financial Statements

1. The financial statements were prepared in accordance with U.S. GAAP.
2. We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
3. We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
4. We acknowledge our responsibility for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to us.
5. We have reviewed, approved, and taken responsibility for the financial statements and related notes.
6. We have a process to track the status of audit findings and recommendations.
7. We have identified and communicated to you all previous audits, attestation engagements, and other studies related to the audit objectives and whether related recommendations have been implemented.
8. Significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable.
9. There have been no related party transactions.
10. All events subsequent to the date of the financial statements and for which U.S. GAAP requires adjustment or disclosure have been adjusted or disclosed.

MEMBERS

11. There is no summary of unrecorded misstatements shown in an attached schedule since all adjustments proposed by the auditor, material and immaterial, have been recorded.
12. The effects of all known actual or possible litigation and claims have been accounted for and disclosed in accordance with U.S. GAAP.
13. All funds and activities are properly classified.
14. All funds that meet the quantitative criteria in GASB Statement No. 34, *Basic Financial Statements—and Management's Discussion and Analysis—for State and Local Governments*, GASB Statement No. 37, *Basic Financial Statements—and Management's Discussion and Analysis—for State and Local Governments: Omnibus* as amended, and GASB Statement No. 65, *Items Previously Reported as Assets and Liabilities*, for presentation as major are identified and presented as such and all other funds that are presented as major are considered important to financial statement users.
15. All components of net position, nonspendable fund balance, and restricted, committed, assigned, and unassigned fund balance are properly classified and, if applicable, approved.
16. The policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position/fund balance are available is appropriately disclosed and net position/fund balance is properly recognized under the policy.
17. All expenses have been properly classified in or allocated to functions and programs in the statement of activities, and allocations, if any, have been made on a reasonable basis.
18. All interfund and intra-entity transactions and balances, if any, have been properly classified and reported.
19. Special items and extraordinary items have been properly classified and reported.
20. Deposit and investment risks have been properly and fully disclosed.
21. Capital assets, including infrastructure assets, are properly capitalized, reported, and if applicable, depreciated.
22. All required supplementary information is measured and presented within the prescribed guidelines.
23. Accrued workers' compensation claims have been properly reserved for and the amount recorded is adequate given the circumstances.
24. With regard to investments and other instruments reported at fair value:
 - The underlying assumptions are reasonable and they appropriately reflect the Authority's intent and ability to carry out its stated courses of action.
 - The measurement methods and related assumptions used in determining fair value are appropriate in the circumstances and have been consistently applied.
 - The disclosures related to fair values are complete, adequate, and in accordance with U.S. GAAP.
 - There are no subsequent events that require adjustments to the fair value measurements and disclosures included in the financial statements.

Information Provided

25. We have provided you with:
 - Access to all information, of which we are aware that is relevant to the preparation and fair presentation of the financial statements of the Authority referred to above, such as records, documentation, meeting minutes, and other matters;
 - Additional information that you have requested from us for the purpose of the audit; and
 - Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
26. All transactions have been recorded in the accounting records and are reflected in the financial statements.
27. We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
28. We have no knowledge of any fraud or suspected fraud that affects the entity and involves:

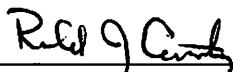
- The Board of Commissioners of the West Volusia Hospital Authority
 - Employees (if any, whether current or former), contractors, and/or others who have significant roles in internal control; or
 - Others where the fraud could have a material effect on the financial statements.
29. We have no knowledge of any allegations of fraud, or suspected fraud, affecting the entity's financial statements communicated by employees, former employees, vendors, regulators, or others.
30. Except as disclosed to you, we are not aware of any pending or threatened litigation and claims whose effects should be considered when preparing the financial statements.
31. We have disclosed to you the identity of the entity's related parties. There have been no related party transactions.
32. There have been no communications from regulatory agencies concerning noncompliance with or deficiencies in accounting, internal control, or financial reporting practices.
33. The Authority has no plans or intentions that may materially affect the carrying value or classification of assets and liabilities.
34. We have disclosed to you all guarantees, whether written or oral, under which the Authority is contingently liable.
35. We have disclosed to you all significant estimates and material concentrations known to us that are required to be disclosed in accordance with GASB Statement No. 62 (GASB-62), *Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 30, 1989 FASB and AICPA Pronouncements*. Significant estimates are estimates at the balance sheet date that could change materially within the next year. Concentrations refer to volumes of business, revenues, available sources of supply, or markets or geographic areas for which events could occur that would significantly disrupt normal finances within the next year.
36. We have identified and disclosed to you the laws, regulations, and provisions of contracts and grant agreements that could have a direct and material effect on financial statement amounts, including legal and contractual provisions for reporting specific activities in separate funds.
37. Except as disclosed to you, we have no knowledge of:
- Violations or possible violations of laws or regulations, or provisions of contracts or grant agreements whose effects should be considered for disclosure in the financial statements or as a basis for recording a loss contingency, including applicable budget laws and regulations.
 - Unasserted claims or assessments that our lawyer has advised are probable of assertion and must be disclosed in accordance with GASB-62.
 - Other liabilities or gain or loss contingencies that are required to be accrued or disclosed by GASB-62.
38. The Authority has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset or future revenue been pledged as collateral, except as disclosed to you.
39. We have complied with all aspects of grant agreements and other contractual agreements that would have a material effect on the financial statements in the event of noncompliance.
40. In order to provide oversight of the financial statement preparation services at an appropriate level, we have established effective review policies and procedures including the performance of the following functions:
- Reconcile general ledger amounts to the draft financial statements utilizing grouping schedules to be provided by JMCO.
 - Review all supporting documentation and explanations for journal entries proposed and approve the entries.
 - Review the adequacy of financial statement disclosures by completing a disclosure checklist.
 - Review and approve schedules and calculations supporting amounts included in the notes to the financial statements.
 - Apply analytic procedures to the draft financial statements.
 - Perform other procedures as considered necessary by us.
41. In regards to the financial statement preparation assistance services performed by you, we have:
- Made all management decisions and performed all management functions.

- Designated a management-level individual with suitable skill, knowledge, or experience to oversee the services.
- Evaluated the adequacy and results of the services performed.
- Accepted responsibility for the results of the services.
- Established and maintained internal controls, including monitoring ongoing activities.

Section 218.415, Florida Statutes, *Local Government Investment Policies*

We confirm, to the best of our knowledge and belief, the following representations made to you during your examination engagement:

42. We are responsible for complying with Section 218.415, Florida Statutes, *Local Government Investment Policies*.
43. We are responsible for selecting the criteria and have selected the following: Section 218.415, Florida Statutes, *Local Government Investment Policies*.
44. We have determined that the criteria are suitable and appropriate for our purposes.
45. We are responsible for establishing and maintaining effective internal control over compliance.
46. We assert that the Authority is in compliance with Section 218.415, Florida Statutes, *Local Government Investment Policies* for the year ended September 30, 2019.
47. There is no known noncompliance.
48. There has been no correspondence or other communications we have received from regulatory authorities, internal auditors, and other practitioners regarding possible noncompliance with the specified requirements.
49. We have made available to you all records and documentation applicable to compliance with the specified requirements.
50. There is no known noncompliance that has occurred subsequent to through the date of this letter that would affect the presentation of the Section 218.415, Florida Statutes, *Local Government Investment Policies*, or your report.
51. We represent that your report will be available for general use.



Dreggors, Rigsby & Teal, P.A.



West Volusia Hospital Authority

February 20, 2020

James Moore & Co., P.L.
121 Executive Circle
Daytona Beach, Florida 32114

This representation letter is provided in connection with your audit of the financial statements of West Volusia Hospital Authority (the Authority) as of September 30, 2019 and for the years then ended, and the related notes to the financial statements, for the purpose of expressing an opinion on whether the basic financial statements present fairly, in all material respects, the financial position, results of operations, and cash flows, where applicable, of the Authority in accordance with accounting principles generally accepted for governments in the United States of America (U.S. GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in the light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement.

We confirm that, to the best of our knowledge and belief, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves as of February 20, 2020:

Financial Statements

1. We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated April 10, 2018, for the preparation and fair presentation of the financial statements of the Authority referred to above in accordance with U.S. GAAP.
2. We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
3. We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
4. We acknowledge our responsibility for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to us.
5. We have reviewed, approved, and taken responsibility for the financial statements and related notes.
6. We have a process to track the status of audit findings and recommendations.
7. We have identified and communicated to you all previous audits, attestation engagements, and other studies related to the audit objectives and whether related recommendations have been implemented.
8. Significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable.
9. There have been no related party transactions.
10. All events subsequent to the date of the financial statements and for which U.S. GAAP requires adjustment or disclosure have been adjusted or disclosed.
11. There is no summary of unrecorded misstatements shown in an attached schedule since all adjustments proposed by the auditor, material and immaterial, have been recorded.
12. The effects of all known actual or possible litigation and claims have been accounted for and disclosed in accordance with U.S. GAAP.
13. All funds and activities are properly classified.

14. All funds that meet the quantitative criteria in GASB Statement No. 34, *Basic Financial Statements—and Management's Discussion and Analysis—for State and Local Governments*, GASB Statement No. 37, *Basic Financial Statements—and Management's Discussion and Analysis—for State and Local Governments: Omnibus* as amended, and GASB Statement No. 65, *Items Previously Reported as Assets and Liabilities*, for presentation as major are identified and presented as such and all other funds that are presented as major are considered important to financial statement users.
15. All components of net position, nonspendable fund balance, and restricted, committed, assigned, and unassigned fund balance are properly classified and, if applicable, approved.
16. Our policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position/fund balance are available is appropriately disclosed and net position/fund balance is properly recognized under the policy.
17. All expenses have been properly classified in or allocated to functions and programs in the statement of activities, and allocations, if any, have been made on a reasonable basis.
18. All interfund and intra-entity transactions and balances, if any, have been properly classified and reported.
19. Special items and extraordinary items have been properly classified and reported.
20. Deposit and investment risks have been properly and fully disclosed.
21. Capital assets, including infrastructure assets, are properly capitalized, reported, and if applicable, depreciated.
22. All required supplementary information is measured and presented within the prescribed guidelines.
23. Accrued workers' compensation claims have been properly reserved for and the amount recorded is adequate given the circumstances.
24. With regard to investments and other instruments reported at fair value:
 - The underlying assumptions are reasonable and they appropriately reflect the Authority's intent and ability to carry out its stated courses of action.
 - The measurement methods and related assumptions used in determining fair value are appropriate in the circumstances and have been consistently applied.
 - The disclosures related to fair values are complete, adequate, and in accordance with U.S. GAAP.
 - There are no subsequent events that require adjustments to the fair value measurements and disclosures included in the financial statements.

Information Provided

25. We have provided you with:
 - Access to all information, of which we are aware that is relevant to the preparation and fair presentation of the financial statements of the Authority referred to above, such as records, documentation, meeting minutes, and other matters;
 - Additional information that you have requested from us for the purpose of the audit; and
 - Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
26. All transactions have been recorded in the accounting records and are reflected in the financial statements.
27. We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
28. We have no knowledge of any fraud or suspected fraud that affects the entity and involves:
 - The Board of Commissioners of the West Volusia Hospital Authority
 - Employees (if any, whether current or former), contractors, and/or others who have significant roles in internal control; or
 - Others where the fraud could have a material effect on the financial statements.

29. We have no knowledge of any allegations of fraud, or suspected fraud, affecting the entity's financial statements communicated by employees (if any, whether current or former), vendors, regulators, or others.
30. Except as disclosed to you, we are not aware of any pending or threatened litigation and claims whose effects should be considered when preparing the financial statements.
31. We have disclosed to you the identity of the entity's related parties. There have been no related party transactions.
32. There have been no communications from regulatory agencies concerning noncompliance with or deficiencies in accounting, internal control, or financial reporting practices.
33. The Authority has no plans or intentions that may materially affect the carrying value or classification of assets and liabilities.
34. We have disclosed to you all guarantees, whether written or oral, under which the Authority is contingently liable.
35. We have disclosed to you all significant estimates and material concentrations known to us that are required to be disclosed in accordance with GASB Statement No. 62 (GASB-62), *Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 30, 1989 FASB and AICPA Pronouncements*. Significant estimates are estimates at the balance sheet date that could change materially within the next year. Concentrations refer to volumes of business, revenues, available sources of supply, or markets or geographic areas for which events could occur that would significantly disrupt normal finances within the next year.
36. We have identified and disclosed to you the laws, regulations, and provisions of contracts and grant agreements that could have a direct and material effect on financial statement amounts, including legal and contractual provisions for reporting specific activities in separate funds.
37. Except as disclosed to you, we have no knowledge of:
 - Violations or possible violations of laws or regulations, or provisions of contracts or grant agreements whose effects should be considered for disclosure in the financial statements or as a basis for recording a loss contingency, including applicable budget laws and regulations.
 - Unasserted claims or assessments that our lawyer has advised are probable of assertion and must be disclosed in accordance with GASB-62.
 - Other liabilities or gain or loss contingencies that are required to be accrued or disclosed by GASB-62.
38. The Authority has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset or future revenue been pledged as collateral, except as disclosed to you.
39. We have complied with all aspects of grant agreements and other contractual agreements that would have a material effect on the financial statements in the event of noncompliance.
40. In order to provide oversight of the financial statement preparation services at an appropriate level, we have established effective review policies and procedures including the performance of the following functions:
 - Reconcile general ledger amounts to the draft financial statements utilizing grouping schedules to be provided by you.
 - Review all supporting documentation and explanations for journal entries you proposed and approve the entries.
 - Review the adequacy of financial statement disclosures by completing a disclosure checklist.
 - Review and approve schedules and calculations supporting amounts included in the notes to the financial statements.
 - Apply analytic procedures to the draft financial statements.
 - Perform other procedures as considered necessary by us.
41. In regards to the financial statement preparation assistance services performed by you, we have:
 - Made all management decisions and performed all management functions.
 - Designated a management-level individual (Ronald Cantlay, Dreggors, Rigsby, & Teal) with suitable skill, knowledge, or experience to oversee the services.
 - Evaluated the adequacy and results of the services performed.

- Accepted responsibility for the results of the services.
- Established and maintained internal controls, including monitoring ongoing activities.

Section 218.415, Florida Statutes, *Local Government Investment Policies*

We confirm, to the best of our knowledge and belief, the following representations made to you during your examination engagement:

42. We are responsible for complying with Section 218.415, Florida Statutes, *Local Government Investment Policies*.
43. We are responsible for selecting the criteria and have selected the following: Section 218.415, Florida Statutes, *Local Government Investment Policies*.
44. We have determined that the criteria are suitable and appropriate for our purposes.
45. We are responsible for establishing and maintaining effective internal control over compliance.
46. We assert that the Authority is in compliance with Section 218.415, Florida Statutes, *Local Government Investment Policies* for the year ended September 30, 2019.
47. We have communicated and disclosed to you all known noncompliance.
48. We have communicated and disclosed to you all correspondence or other communications we have received from regulatory authorities, internal auditors, and other practitioners regarding possible noncompliance with the specified requirements.
49. We have made available to you all records and documentation applicable to compliance with the specified requirements.
50. To the best of our knowledge and belief, we have disclosed to you all known noncompliance that has occurred subsequent to through the date of this letter that would affect the presentation of the Section 218.415, Florida Statutes, *Local Government Investment Policies*, or your report.
51. We represent that your report will be available for general use.

Signed: _____
Chair, Board of Commissioners

Signed: Rod J Cantlay
Ronald Cantlay, Partner, Dreggors, Rigsby & Teal

Eileen Long

From: Carrie Baird <carrie@flaglercares.org>
Sent: Monday, December 02, 2019 5:02 AM
To: Eileen Long
Cc: Ron Cantlay
Subject: RE: West Volusia Hospital Authority

Good Morning Eileen,

I would be pleased to present an update on the Volusia County Community Health Needs Assessment. I am available on February 20. How long should I prepare for?

Thank you for the opportunity!



FlaglerCares

Carrie Garnett Baird, Executive Director

386.295.1112 | carrie@flaglercares.org
2561 Moody Boulevard, Suite 206
Flagler Beach, FL 32136
www.flaglercares.org

From: Eileen Long <elong@drtcpa.com>
Sent: Wednesday, November 27, 2019 12:30 PM
To: Carrie Baird <carrie@flaglercares.org>
Cc: Ron Cantlay <rcantlay@drtcpa.com>
Subject: West Volusia Hospital Authority

Good afternoon and Happy Thanksgiving Carrie,

The West Volusia Hospital Authority (WVHA) held their Board Meeting on Thursday, November 14, 2019 and Ms. Danielle Johnson/COO, Advent Health Fish Memorial suggested that the Board would benefit with a presentation from your regarding the recently completed Community Health Needs Assessment.

I have attached to this email the WVHA's 2020 Tentatively Scheduled Board Meetings. Would you be available to provide a brief presentation during the first quarter of next year (January 16, February 20, or March 19)?

Please let me know and thank you for your consideration.

Eileen O'Reilly Long

**WEST VOLUSIA HOSPITAL AUTHORITY
1006 N. WOODLAND BLVD
C/O DREGGORS, RIGSBY & TEAL, PA
DELAND, FLORIDA 32720
TEL: (386) 734-9441**

**PRIMARY CARE APPLICATION
APPLICATIONS ARE DUE BY 12:00 P.M.,
NOON, FRIDAY, APRIL 3, 2020**

AGENCY NAME _____

Thank you for your recent request for the West Volusia Hospital Authority (WVHA) Funding Application Packet. Please pay close attention to the enclosed information designed to assist your efforts. We look forward to reviewing your proposal.

ELIGIBLE APPLICANTS

Applications will be accepted from other governmental entities or Florida corporations (for-profit or non-profit) with the capacity, competence, and experience to accomplish proposed program goals and objectives. A different application and process is applicable to non-primary health care providers.

ELIGIBLE SERVICES

Services must be provided within the boundaries of the West Volusia Hospital Authority. Only those programs which provide medical, health care related or access to health care services to indigent residents of West Volusia County (as set forth in Chapter 57-2085, Laws of Florida, as amended, and pursuant to section 200.065, Florida Statutes) will be considered for funding. All program requests must include measurable goals or outcomes and cost effectiveness/efficiency data.

CONTENT OF APPLICATIONS

Applications for funding must be submitted in the attached format and must address, at a minimum, the specific information requested in each section. Submissions are limited to no more than 14 pages (not counting required documents) and no smaller than 11 pt. font.

APPLICATION SUBMISSION DEADLINE

One original and seventeen copies of the completed application and attachments must be submitted by **NOON, April 3, 2020**, a strictly enforced deadline, at the following address:

West Volusia Hospital Authority
c/o Dreggors, Rigsby & Teal, P.A., CPA
1006 N. Woodland Blvd
DeLand, Florida 32720

Applicants are encouraged to submit well in advance of this deadline to avoid any traffic, technical, weather or other unforeseen difficulties that result in missing that strict deadline.

APPLICATION REVIEW

The West Volusia Hospital Authority Board of Commissioners (Board) reviews and makes final determination for funding of primary care applications. The Board will determine finally whether a proposed program is fully funded, funded in part or not funded at all. Generally funding commitments will conform to the October 1st – September 30th fiscal year and require applicants to execute a written funding agreement in a form acceptable to West Volusia Hospital Authority. **Applicants that have not previously received funding are encouraged to request a sample of the required written funding agreement to ensure that funding requests comply with the required fee-for-service model and that program participants can be screened individually for qualifications pursuant to the *West Volusia Hospital Authority (WVHA) Health Card Program Eligibility Guidelines and Procedures*.**

REPORTING REQUIREMENTS/INVOICES

Reporting requirements will vary according to program/service and will be determined at the time of approval for funding. Invoices submitted to the Authority for services must include, at a minimum, invoice amount, time period covered, services rendered, a de-identified reference number for the individual client served, the aggregate number of individuals served and the cost per unit of service. No cost or rate of reimbursement charged to the Authority may exceed that charged to any other insurance payer, funding entity, public or private, for the same or substantially the same services. A final report must be submitted to the Authority within 30 days of the end of the fiscal year and shall include services rendered, number served, outcomes and final budget information.

INSTRUCTIONS:

1. Application instructions must be followed exactly as written or application may be declined.
2. Additional documents that are required must be submitted with application.
3. A representative of your agency or corporation must appear before the WVHA Board of Commissioners (BOC) to answer questions regarding your application. Failure to appear may result in the denial of your application.

I have read and understand the instructions and will comply with them.

Signed _____

Date _____

AGENCY: _____

EXECUTIVE DIRECTOR/PRESIDENT: _____

ADDRESS: _____

TELEPHONE: _____ FAX: _____

E-MAIL: _____

AGENCY STATUS (Circle One) Government Not for Profit For Profit Other (explain)
Explain, if Applicable: _____

PROPOSED SERVICE IN W. VOLUSIA: _____

TARGET POPULATION IN W. VOLUSIA: _____

NUMBER TO BE SERVED IN W. VOLUSIA: _____

MEDICAL OUTCOMES THIS SERVICE WILL ADDRESS: _____

CONTACT PERSON: _____ TITLE: _____

ADDRESS: _____

TELEPHONE: (____) _____ FAX: (____) _____

E-MAIL: _____

	APPLICATION YEAR	PRIOR YEAR GRANTED
TOTAL PROGRAM COST:	\$ _____	\$ _____

*WVHA FUNDS REQUESTED:	\$ _____	\$ _____
------------------------	----------	----------

AVG COST TO PROGRAM/UNIT OF SERVICE:	\$ _____	\$ _____
--------------------------------------	----------	----------

WVHA REIMBURSEMENT RATE:	\$ _____	\$ _____
--------------------------	----------	----------

COMPARATIVE REIMBURSEMENT:

MEDICAID \$ _____

MEDICARE \$ _____

PRIVATE INSURANCE \$ _____

*** If there is a significant change between the funds requested last year and this year, explain below:**

****If your response is N/A, please explain in detail why it is not applicable. If rates vary by carrier, please provide the range of rates:**

I. SERVICE DESCRIPTION :

- Hours of operation
- Process for after-hours approval for referrals
- Expected appointment wait times for
 - Urgent care visit
 - Routine sick visit
 - Well care visit
- Post discharge follow up care time frame for
 - In patient care
 - Emergency room care
 - Outpatient care
- State your budgeted clinician ratios per user (enrollee) by type of licensed professional

II. NEED STATEMENT

- Describe why WVHA funding is needed for this service (**Even though the Authority is interested in this information about program costs, most all funding commitments will be reimbursed on a fee-for-service basis**)
- Are there any other providers of this service in west Volusia County
- Define the geographic areas by zip codes
- Summarize the anticipated population residing in the service areas

III. ELIGIBILITY CRITERIA

- Summarize the demographic makeup of the service area by
 - Age
 - Income
- Describe verification procedures

IV. NUMBER OF PERSONS SERVED

- UTILIZATION (USERS & VISITS) PROPOSED FOR NEXT FISCAL YEAR. INCLUDE BY ALL TYPES OF USERS (WVHA, MEDICAID, MEDICARE, HMO, SELF-PAY AND OTHER)

- REPORT THE CURRENT YEAR UTILIZATION (USERS & VISITS) SEEN THIS FISCAL YEAR BY ALL TYPES (FOLLOW WVHA FISCAL YEAR). INDICATE THE PERIOD THAT ACTUAL UTILIZATION IS BEING REPORTED THROUGH
- REPORT EXPECTED UTILIZATION (USERS & VISITS) FOR THE REMAINDER OF THIS FISCAL YEAR BY ALL TYPES
- STATE THE CURRENT YEAR FINAL APPROVED WVHA UTILIZATION (USERS & VISITS) AS WELL AS THE OTHER TYPES OF USERS FOR THE CURRENT FISCAL YEAR
- EXPLAIN ANY SIGNIFICANT CHANGES IN UTILIZATION PATTERNS (USERS & VISITS) FROM THE CURRENT APPROVED BUDGET, CURRENT PROJECTION (CURRENT ACTUAL & EXPECTED) AND THE PROPOSED UTILIZATION FOR THE NEXT FISCAL YEAR

V. MEDICAL OUTCOMES

Detail the current diseases experienced by the WVHA users by disease type. Identify the number of users with co-morbidities by disease type. Indicate if the clinic is providing a disease management for each of the diseases present

- Describe how the clinic will act as the medical home and coordinate the care of members between the other providers in the community
- Describe briefly what quality assurance metrics are captured by the clinic
- Describe the current “clinic health care plan” results vs. the stated goals. Explain any significant variances
- Describe your customer satisfaction metrics, frequency and results obtained this fiscal year

VI. AGENCY CREDENTIALS (explain your agency’s ability to administer this program). Agency credentials must include accreditation of the organization, if any, and qualifications (education, experience, etc.) of personnel pertaining to the proposed services.

- Agency
- Administration/Financial Personnel
- Medical Supervisor/Medical Personnel:

VII. BUDGET

- DETAIL THE OTHER LINES OF BUSINESS THAT THE CLINIC HAS CONTRACTED WITH (I.E. MEDICAID, MEDICARE, HMO AND OTHERS)
- DESCRIBE ANY OPPORTUNITIES FOR RECEIVING MATCHING FEDERAL AND STATE INTER-GOVERNMENTAL FUND TRANSFERS (IGT) UTILIZING WVHA FUNDING

- DETAIL THE CLINICS EXPECTED BREAKEVEN POINT FOR OPERATIONS IN TERMS OF PATIENT VOLUMES AND MIX
- DETAIL PROJECTED REVENUE, EXPENSES AND VISITS BY ALL TYPES OF USERS IN WHOLE DOLLARS AND PER VISIT
- DETAIL CURRENT WVHA FISCAL YEAR ACTUAL REVENUES, EXPENSES AND VISITS BY ALL TYPES IN WHOLE DOLLARS AND PER VISIT. INDICATE THE PERIOD RESULTS ARE BEING REPORTED THROUGH

VIII. BUDGET NARRATIVE (complete a budget narrative for the agency program budget.)

IX. ATTESTATION STATEMENT (complete the attached form)

X. STATEMENT OF UNDERSTANDING (complete the attached form)

PROPOSED PROGRAM BUDGET

Complete this section only for the program for which funds are being requested. The West Volusia Hospital Authority prior to finalization of the funding agreement may request a copy of the Agency Operating Budget.

Revenue	Amount	% Of Program Revenue
Federal		
State		
County		
Other Local Funding (list)		
In-Kind Contributions		
3 rd Party Reimbursements		
Fees		
Medicaid		
Other (list anything over 10% of Program Revenue)		
Amount Requested from the WVHA		
TOTAL REVENUE		

Program Operation Expenses	Total Expense	Amount Requested From WVHA	% Of WVHA Funding *
Salaries and benefits			
Contracted services			
Administrative and other services			
Travel			
Medical			
Pharmacy			
Other (list anything over 10% of Program Expense)			
TOTAL			

*** Note: % of Total Program Funds = what percent of the program is supported by WVHA funds? (i.e.: Total ABC Program budget is \$100,000. The ABC agency is providing \$50,000 in resources, funding from the United Way will provide \$25,000, ABC agency is requesting \$25,000 from the WVHA to fund the project. West Volusia Hospital Authority % of Total Program Funds would be 25%)**

BUDGET NARRATIVE

Attach, in narrative form, an explanation and justification of all line items listed for this program of service using the following guidelines. All items should be addressed. Indicate N/A where appropriation and explain why not applicable.

Personnel:

List each person who will be employed with position title, description and salary, payroll taxes and cost of benefits for each position.

Contracted Services:

Justify services provided under subcontracts and explain why agency staff cannot perform them.

Administrative and Other Services:

List other categories of expenses incurred in operating Proposed Program. Justify any exceptional amounts.

Food Services (if applicable):

Indicate what types of services are being provided by whom and to whom. How is cost determined?

Medical:

Describe how these services are provided and how cost is determined.

Pharmacy:

Describe how these services are provided and how cost is determined.

Other:

Include any expected costs not listed above. Provide clear justification for each item.

AGENCY ATTESTATION FORM

AGENCY: _____

SERVICE NAME: _____

TO COMPLY WITH WEST VOLUSIA HOSPITAL AUTHORITY APPLICATION REQUIREMENTS FOR FUNDING OF MEDICAL SERVICES FOR FISCAL YEAR 2020-2021, THE ABOVE REFERENCED AGENCY OR CORPORATION ATTESTS THAT:

1. **INCORPORATION.** The agency is a governmental agency or a corporation registered with the Office of Secretary of State for the State of Florida.
2. **NEGOTIATION.** Applicant is aware that a mutually agreed written funding agreement is necessary before any approved funding can be disbursed and the applicant will recognizes that the West Volusia Hospital Authority reserves the right to disapprove funding if it deems any proposed modification of its standard funding agreement as unacceptable. The applicant may request a sample of this standard funding agreement by contacting the WVHA Attorney.
3. **SERVICE AVAILABILITY.** Services will be made available on a nondiscriminatory basis regardless of race, religion, color, gender, national origin, age, handicap or marital status.
4. **DOCUMENTS.** Applicant will submit the following documents by NOON on April 3, 2020 with all other parts of the completed application:
 - a) Basic Financial Statements, Audit Reports and Management Letter from an independent audit for the previous fiscal year (if an audit was performed) or most current organizational financial statement if no audit was performed
 - b) A copy of all licenses that are legally required for Applicant to perform the proposed services
 - c) If tax exempt, a Tax Exempt Determination Letter from the Internal Revenue Service or signed letter from CPA verifying filing status
 - d) Fire and Health Inspection Certificates for service site(s) (if applicable)
 - e) Certificates of insurance
5. **BACKGROUND CHECK.** All employees of the agency working directly with children or vulnerable adults must have a background screening completed through the abuse registry prior to working directly with children or vulnerable adults.
6. **FISCAL CONDITIONS.** Circle the appropriate response to each of the following questions:

- | | | | |
|----|-----|----|--|
| a) | Yes | No | Has your agency ever had a contract canceled for cause? |
| b) | Yes | No | Does your organization owe any repayment of funds to any funding sources? |
| c) | Yes | No | Has your organization declared bankruptcy or had any assets attached by any court within the last 3 years? |

If the answer to any of the questions stated above is "yes", please attach a written explanation.

**FAILURE TO CERTIFY AND COMPLY WITH THE ABOVE REQUIREMENTS
MAY RESULT IN PROGRAM FUNDS BEING DENIED AND, IF ALLOCATED,
BEING WITHDRAWN, REALLOCATED, OR DELAYED.**

(Chief Agency Officer)

(Date)

(Type Name/Title)

(Date)

(Authorized Agency Countersignature)

(Date)

(Type Name/Title)

(Date)

STATEMENT OF UNDERSTANDING

AGENCY: _____

SERVICE NAME: _____

ELIGIBLE APPLICANTS

Applications will be accepted from public or tax exempt agencies with the capacity, competence, and experience to accomplish proposed program goals and objectives.

ELIGIBLE SERVICES

Services must be provided within the boundaries of the West Volusia Hospital Authority. Only those programs which provide medical, health care related or access to health care services to indigent residents of western Volusia County as set forth in Chapter 57-2085, Laws of Florida, as amended, and pursuant to section 200.065, Florida Statutes will be considered for funding. All program requests must include measurable goals or outcomes and cost effectiveness/efficiency data.

CONTENT OF APPLICATIONS

Applications for funding must be submitted in the attached format and must address, at a minimum, the specific information requested in each section. Applications must be no longer than four pages excluding the budgets, budget narratives, Attestation Statement and Statement of Understanding.

APPLICATION SUBMISSION

One Original and seven copies of the completed application and attachments must be submitted by **NOON, April 3, 2020** at the following address:

West Volusia Hospital Authority
C/o Dreggors, Rigsby & Teal, P.A., CPA
1006 N. Woodland Blvd
DeLand, Florida 32720

APPLICATION REVIEW

The West Volusia Hospital Authority Board of Commissioners reviews all applications. Applications will subsequently be placed on the Agenda of the West Volusia Hospital Authority for final determination for funding. Applications may be funded all, in part or not funded at all. All funding commitments conform to the October 1st – September 30th fiscal year.

REPORTING REQUIREMENTS/INVOICES

Reporting requirements will vary according to program/service and will be determined at the time of approval for funding. Invoices submitted to the Authority for services must include, at a minimum, invoice amount, time period covered, services rendered, the number of individuals served and the cost per unit of service. A final report must be submitted to the Authority within 30 days of the end of the fiscal year and shall include services rendered, number served, outcomes and final budget information.

(Authorized Signature of Agency)

(Date)

(Type Name/Title)

(For WVHA Board of Commissioners use)

Would you:

A) Fund this applicant at 100% of the requested amount. Why:

B) Not fund this applicant. Why:

C) Fund this applicant but not at the requested amount of \$ _____.
But fund the amount of \$ _____. Why:

**WEST VOLUSIA HOSPITAL AUTHORITY
C/O DREGGORS, RIGSBY & TEAL, PA
1006 N. WOODLAND BLVD
DELAND, FLORIDA 32720
TEL: (386) 734-9441**

NON-PRIMARY CARE APPLICATION
(Reviewed Initially by Citizen Advisory Committee)

**APPLICATIONS ARE DUE BY 12:00 P.M.,
NOON, FRIDAY, APRIL 3, 2020**

Thank you for your recent request for the West Volusia Hospital Authority (WVHA) Funding Application Packet. Please pay close attention to the enclosed information designed to assist your efforts. We look forward to reviewing your proposal.

ELIGIBLE APPLICANTS

Applications will be accepted from other governmental entities or Florida corporations (for-profit or non-profit) with the capacity, competence, and experience to accomplish proposed program goals and objectives. A different application and process is applicable to primary care providers.

ELIGIBLE SERVICES

Services must be provided within the boundaries of the West Volusia Hospital Authority. Only those programs which provide medical, health care related or access to health care services to indigent residents of West Volusia County (as set forth in Chapter 57-2085, Laws of Florida, as amended, and pursuant to section 200.065, Florida Statutes) will be considered for funding. All program requests must include measurable goals or outcomes and cost effectiveness/efficiency data.

CONTENT OF APPLICATIONS

Applications for funding must be submitted in the attached format and must address, at a minimum, the specific information requested in each section. Submissions are limited to no more than 14 pages (not counting required documents) and no smaller than 11 pt. font.

APPLICATION SUBMISSION DEADLINE

One original and seventeen copies of the completed application and attachments must be submitted by **NOON, April 3, 2020**, a strictly enforced deadline, at the following address:

West Volusia Hospital Authority
c/o Dreggors, Rigsby & Teal, P.A., CPA
1006 N. Woodland Blvd
DeLand, Florida 32720

Applicants are encouraged to submit well in advance of this deadline to avoid any traffic, technical, weather or other unforeseen difficulties that result in missing that strict deadline.

APPLICATION REVIEW

The Citizens Advisory Committee (CAC) of the West Volusia Hospital Authority reviews all applications. Applications will subsequently be placed on the Agenda of the West Volusia Hospital Authority Board of Commissioners (Board) for final determination for funding. The CAC will recommend and the Board will determine finally whether a proposed program is fully funded, funded in part or not funded at all. Generally funding commitments will conform to the October 1st – September 30th fiscal year and require applicants to execute a written funding agreement in a form acceptable to West Volusia Hospital Authority. Applicants that have not previously received funding are encouraged to request a sample of the required written funding agreement to ensure that funding requests comply with the required fee-for-service model and that program participants can be screened individually for qualifications pursuant to the *West Volusia Hospital Authority (WVHA) HealthCard Program Eligibility Guidelines and Procedures*.

REPORTING REQUIREMENTS/INVOICES

Reporting requirements will vary according to program/service and will be determined at the time of approval for funding. Invoices submitted to the Authority for services must include, at a minimum, invoice amount, time period covered, services rendered, a de-identified reference number for the individual client served, the aggregate number of individuals served and the cost per unit of service. No cost or rate of reimbursement charged to the Authority may exceed that charged to any other insurance payer, funding entity, public or private, for the same or substantially the same services. A final report must be submitted to the Authority within 30 days of the end of the fiscal year and shall include services rendered, number served, outcomes and final budget information.

AGENCY: _____

EXECUTIVES DIRECTOR/PRESIDENT: _____

ADDRESS: _____

TELEPHONE: _____ FAX: _____

CONTACT PERSON: _____ TITLE: _____

ADDRESS: _____

TELEPHONE: _____ FAX: _____

E-MAIL: _____

AGENCY STATUS (Circle One) Government Not for Profit For Profit Other
Explanation, if you marked other: _____

TOTAL PROGRAM COST: APPLICATION YEAR PRIOR YEAR GRANTED
\$ _____ \$ _____

*WVHA FUNDS REQUESTED: \$ _____ \$ _____

****AVERAGE COST/UNIT OF SERVICE WITH COMPARATIVE REIMBURSEMENT:**

Description of Service (Separately describe each type and RX fee)	Agency cost per unit of service	WVHA Reimbursement rate per unit of service	Medicaid Reimbursement rate per unit of service	Medicare Reimbursement rate per unit of service	Private Insurance Reimbursement rate per unit of service

*** If you received funding last year and there is a significant change between the funds received or the reimbursement rate structure last year and the funds requested or the reimbursement rate structure proposed this year, please explain below:**

****If your response is N/A, please explain in detail why it is not applicable. If service is not reimbursed by Medicaid, Medicare or private insurance in Florida, please provide comparative rate information from another state where it is covered. If rates vary by carrier, please provide the range of rates:**

Mission of your Agency: _____

SECTION I – PROPOSAL (See Appendix A)

A. Identify why funds are being requested and how funds will be used: _____

B. Describe your target population (the specific segment of the serviceable population you will be serving – i.e. children, seniors, pregnant, etc) in West Volusia:

1. Identify any obstacles you anticipate in individually qualifying your target population pursuant to the *West Volusia Hospital Authority (WVHA) HealthCard Program Eligibility Guidelines and Procedures* and if any, describe how you will overcome them to comply with those *Eligibility Guidelines and Procedures*:

C. Estimate the total number of people that will be served for the proposed budget year:

D. What measurable (i.e. outcomes that can be evaluated) outcomes/goals will this service address

E. Describe the outcome measures your agency uses to assess if the goals are met

1. If industry standards are used, identify source: _____

a.) What was your agency's rating against this standard(s): _____

2. If questionnaires were used:

a) Last year how many questionnaires were completed: _____

b) Number of valid complaints issued _____

c) Please attach summary of results.

3. If your agency uses any other monitoring method please explain methodology and outcome:

SECTION II - AGENCY ORGANIZATION

A. Administrative and/or Financial Personnel provide organizational chart and qualifications related to their role in providing oversight and fiduciary responsibilities

B. Medical and/or Professional Personnel list the education, experience, qualifications and describe the roles of personnel involved in providing the direct service to be funded by WVHA.

SECTION III – FUNDING

Proposed Program Budget

Complete this section only for the program for which funds are being requested. The West Volusia Hospital Authority prior to finalization of the funding agreement may request a copy of the Agency Operating Budget.

Program Revenue (Program associated with WVHA funding request only)	Amount	% Of Program Revenue**
Federal		
State		
County		
Other Local Funding (list)		
In-Kind Contributions		
3 rd Party Reimbursements		
Fees		
Medicaid/Medicare		
Other (list anything over 10% of Program Revenue)		
Amount Requested from the WVHA		
TOTAL REVENUE *		

Request brief narrative... Program Expenses (Program associated with WVHA funding request only)	Amount	% Of Program Expenses **
Salaries and benefits		
Contracted services		
Administrative and other services		
Medical		
Pharmacy		
Other (list anything over 10% of Program Expense)		
TOTAL EXPENSE *		

*** TOTAL REVENUE MUST EQUAL TOTAL EXPENSES - ** % COLUMN MUST TOTAL 100%**

- A. Describe any upcoming opportunities for receiving matching and/or other funding whether through federal and state governmental funds other than WVHA funding that may become available to support or reduce WVHA financial support of this program in the future.

- B. What attempts have you made to locate other funding sources or partners to meet this program's needs?

- C. If the funding that the agency is requesting from the WVHA is dependent in any way upon another agency's support or activities, show substantiation and identity of that relationship.

- D. Describe how your agency can save the WVHA taxpayers money:

BUDGET NARRATIVE

Attach, in narrative form, an explanation and justification of all line items listed for this program of service using the following guidelines. All items should be addressed. Indicate N/A where appropriate and explain why not applicable.

Personnel:

List each person who will be employed with position title, description and salary, payroll taxes and cost of benefits for each position.

Contracted Services:

Justify services provided under subcontracts and explain why agency staff cannot perform them.

Administrative and Other Services:

List other categories of expenses incurred in operating Proposed Program. Justify any exceptional amounts.

Medical:

Describe how these services are provided and how cost is determined.

Pharmacy:

Describe how these services are provided and how cost is determined.

Other:

Include any expected costs not listed above. Provide clear justification for each item.

AGENCY ATTESTATION FORM

AGENCY: _____

SERVICE NAME: _____

TO COMPLY WITH WEST VOLUSIA HOSPITAL AUTHORITY APPLICATION REQUIREMENTS FOR FUNDING OF MEDICAL SERVICES FOR FISCAL YEAR 2020-2021, THE ABOVE REFERENCED AGENCY OR CORPORATION ATTESTS THAT:

1. **INCORPORATION.** Applicant is a governmental agency or a corporation registered with the Office of Secretary of State for the State of Florida.
2. **NEGOTIATION.** Applicant is aware that a mutually agreed written funding agreement is necessary before any approved funding can be disbursed and the applicant recognizes that the West Volusia Hospital Authority reserves the right to disapprove funding if it deems any proposed modification of its standard funding agreement as unacceptable. The applicant may request a sample of this standard funding agreement by contacting the WVHA Attorney.
3. **SERVICE AVAILABILITY.** Services will be made available on a nondiscriminatory basis regardless of race, religion, color, sex, national origin, age, handicap or marital status.
4. **DOCUMENTS.** Applicant will submit the following documents by NOON on April 3, 2020 with all other parts of the completed application:
 - a) Basic Financial Statements, Audit Reports and Management Letter from an independent audit for the previous fiscal year (if an audit was performed) or most current organizational financial statement if no audit was performed
 - b) A copy of all licenses that are legally required for Applicant to perform proposed services.
 - c) If tax exempt, a Tax Exempt Determination Letter from the Internal Revenue Service or signed letter from CPA verifying exempt filing status
 - d) Fire and Health Inspection Certificates for service site(s) (if applicable)
 - e) Certificates of insurance
5. **BACKGROUND CHECK.** All employees of the agency working directly with children or vulnerable adults must have a background screening completed through the abuse registry prior to working directly with children or vulnerable adults.
6. **FISCAL CONDITIONS.** Circle the appropriate response to each of the following questions:

a)	Yes	No	Has your agency ever had a contract canceled for cause?
b)	Yes	No	Does your organization owe any repayment of funds to any funding sources?
c)	Yes	No	Has your organization declared bankruptcy or had any assets attached by any court within the last 3 years?

If the answer to any of the questions stated above is “yes”, please attach a written explanation.

**FAILURE TO CERTIFY AND COMPLY WITH THE ABOVE REQUIREMENTS
MAY RESULT IN PROGRAM FUNDS BEING DENIED AND, IF ALLOCATED,
BEING WITHDRAWN, REALLOCATED, OR DELAYED.**

(Chief Agency Officer)

(Date)

(Type Name/Title)

(Date)

(Authorized Agency Countersignature)

(Date)

(Type Name/Title)

(Date)

APPENDIX A
Guide to Assist Applicants

Identify Why Funds are Being Requested: Examples

1. To provide health or mental health care services or access to such services to residents of West Volusia who are experiencing poverty as defined by WVHA.
2. To add capacity. I will now be able to serve X amount of people as opposed to Y.
3. Program start up. Based on population of X people who are eligible for this service, we propose to provide this particular service and our proposed population will be Y number of people

What Outcome(s)/Goals will this Service Address: Must be quantifiable statements (examples)

1. This service will improve health care or access to health care to this target population in the following quantifiable ways.
2. X amount of people will receive treatment for Y period of time with an expected rate of recovery of Z%. This is in compliance with the national average of a recovery rate of B based on the standard for this disorder.
3. X number of people will receive treatment that will limit hospital emergency room cost. It is estimated that our average cost for this treatment per person is Y where it is estimated that a hospital treatment cost is Z.

Describe the Outcome Measures Your Agency Uses to Assess if the Goals are Met

State what they are and how your agency ranked: e.g. "I used the American Medical Association's scoring standards and we were at X percentile which is Y% above, below, or on the mark of the National Goal."

The following questions will be used by the CAC in ranking all funding applications

If it were up to you as a member of the CAC or the Board would you:

- A) Fund this applicant at 100% of the requested amount. Why:
- B) Not fund this applicant. Why:
- C) Fund this applicant but not at the requested amount of \$ _____.
But fund the amount of \$ _____. Why:

WEST VOLUSIA HOSPITAL AUTHORITY
DeLand City Hall
120 S. Florida Avenue, DeLand, FL

TENTATIVELY SCHEDULED MEETINGS - 2020

Citizens Advisory Committee Meetings

Tuesdays at 5:15pm

Joint Meetings

Board of Commissioners Meetings

Thursdays at 5:00pm

January 16 - Organizational/Regular

February 4 - CAC Organizational/Orientation
***Judy Craig/Voloria Manning**

February 20 (ADVENT HOSP/HSCFV)

March 3 – Applicant Workshop *Andy Ferrari

March 19 (TNC/FDOH)
(TPA to Attend)

April 16 – 5 p.m. Joint meeting of WVHA Board and CAC – Preliminary Funding
Application Review

May 5 - Discussion/Q&A Meeting
***John Hill/Dolores Guzman**

May 21 (ADVENT HOSP-SMA/RAAO)

May 26 - Ranking Meeting * Dolores Guzman

June 18 – 4 p.m. Primary Care Application Workshop (duration 1 ½ hours)
June 18 – 5:30 p.m. Joint meeting of WVHA Board and CAC–Funding Recommendations

July (CAC Hiatus)

July 16 (4:00 p.m.) Budget
Workshop Followed by Regular
(THND/Healthy Comm)
(TPA to Attend)

August (CAC Hiatus)

August 20 (ADVENT HOSP/HHI/CLSMF)

September (CAC Hiatus)

September 10 – Initial Budget Hearing

September 24 - Final Budget Hearing/Regular Meeting

October (CAC Hiatus)

October 15

November (CAC Hiatus)

November 19 (ADVENT HOSP)

***WVHA Commissioner to attend CAC Meeting**

Meetings to be held at DeLand City Hall Commission Chamber 120 S. Florida Avenue, DeLand FL
Meetings to be held at DRT, 1006 N. Woodland Blvd., DeLand, FL

Meeting to be held at DeLand Police Department Community Room 219 W. Howry Ave, DeLand, FL
Meeting to be held at Deltona City Hall, 2345 Providence Blvd., Deltona FL

**West Volusia Hospital Authority
Financial Statements
January 31, 2020**



Dreggors, Rigsby & Teal, P.A.

Advisors for Life

Certified Public Accountant | Registered Investment Advisor

1006 N. Woodland Boulevard ■ DeLand, FL 32720

(386) 734-9441 ■ www.drtcpa.com

Ronald J. Cantlay, CPA/CFP®

James H. Dreggors, CPA

Victoria A. Kizma, CPA

Robin C. Lennon, CPA

John A. Powers, CPA

Ann J. Rigsby, CPA/PFS/CFP®

Melissa J. Trickey, CPA

To the Board of Commissioners
West Volusia Hospital Authority
P. O. Box 940
DeLand, FL 32720-0940

Management is responsible for the accompanying balance sheet (modified cash basis) of West Volusia Hospital Authority, as of January 31, 2020 and the related statement of revenues and expenditures - budget and actual (modified cash basis) for the month then ended and year-to-date, in accordance with accounting principles generally accepted in the United States of America. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

The accompanying supplemental information contained in Schedules I and II is presented for purposes of additional analysis and is not a required part of the basic financial statements. This information is the representation of management. The information was subject to our compilation engagement; however, we have not audited or reviewed the supplementary information and, accordingly, do not express an opinion, a conclusion, nor provide any assurance on such supplementary information.

Management has elected to omit substantially all of the disclosures required by accounting principles generally accepted in the United States of America. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the Authority's financial position, results of operations, and cash flows. Accordingly, the financial statements are not designed for those who are not informed about such matters.

We are not independent with respect to West Volusia Hospital Authority.

Dreggors, Rigsby & Teal, P.A.

Dreggors, Rigsby & Teal, P.A.
Certified Public Accountants
DeLand, FL

February 05, 2020

MEMBERS

American Institute of
Certified Public Accountants

the *CPA Alliance* network

Florida Institute of
Certified Public Accountants

West Volusia Hospital Authority
Balance Sheet
Modified Cash Basis
January 31, 2020

Assets

Current Assets

Petty Cash	\$ 100.00
Intracoastal Bank - Money Market	9,064,413.75
Intracoastal Bank - Operating	175,893.77
Mainstreet Community Bank - MM	16,066,148.91
Taxes Receivable	121,920.00
Total Current Assets	<u>25,428,476.43</u>

Fixed Assets

Land	145,000.00
Buildings	422,024.71
Building Improvements	350,822.58
Equipment	251.78
Total Fixed Assets	<u>918,099.07</u>
Less Accum. Depreciation	<u>(381,092.51)</u>
Total Net Fixed Assets	<u>537,006.56</u>

Other Assets

Deposits	<u>2,000.00</u>
Total Other Assets	<u>2,000.00</u>
Total Assets	<u><u>25,967,482.99</u></u>

Liabilities and Net Assets

Current Liabilities

Security Deposit	5,110.00
Deferred Revenue	116,506.00
Total Current Liabilities	<u>121,616.00</u>

Net Assets

Unassigned Fund Balance	12,908,605.75
Restricted Fund Balance	208,000.00
Nonspendable Fund Balance	537,006.56
Net Income Excess (Deficit)	12,192,254.68
Total Net Assets	<u>25,845,866.99</u>
Total Liabilities and Net Assets	<u><u>\$ 25,967,482.99</u></u>

West Volusia Hospital Authority
Statement of Revenue and Expenditures
Modified Cash Basis
Budget and Actual
For the 1 Month and 4 Months Ended January 31, 2020

	<u>Annual Budget</u>	<u>Current Period Actual</u>	<u>Year To Date Actual</u>	<u>Budget Balance</u>
Revenue				
Ad Valorem Taxes	19,350,000	884,492	16,815,518	2,534,482
Investment Income	135,000	18,337	51,052	83,948
Rental Income	71,988	5,999	23,996	47,992
Other Income	0	5,502	5,630	(5,630)
Total Revenue	<u>19,556,988</u>	<u>914,330</u>	<u>16,896,196</u>	<u>2,660,792</u>
Healthcare Expenditures				
Adventist Health Systems	5,904,295	556,141	845,494	5,058,801
Northeast Florida Health Services	2,187,941	145,524	410,303	1,777,638
Specialty Care	3,500,000	357,532	893,967	2,606,033
County Medicaid Reimbursement	2,452,561	204,380	817,520	1,635,041
The House Next Door	110,000	0	17,653	92,347
The Neighborhood Center	100,000	8,450	24,575	75,425
TNC Healthcare Navigation Program	50,000	4,350	7,775	42,225
Rising Against All Odds	219,000	18,925	64,375	154,625
Community Legal Services	86,627	4,830	23,743	62,884
Hispanic Health Initiatives	75,000	5,500	17,900	57,100
Florida Dept of Health Dental Svcs	228,000	16,990	56,967	171,033
Stewart Marchman - ACT	976,000	365,127	565,070	410,930
Health Start Coalition of Flagler & Volusia	142,359	12,741	44,871	97,488
H C R A	819,162	69,367	69,485	749,677
Other Healthcare Costs	303,780	0	0	303,780
Total Healthcare Expenditures	<u>17,154,725</u>	<u>1,769,857</u>	<u>3,859,698</u>	<u>13,295,027</u>
Other Expenditures				
Advertising	6,800	150	109	6,691
Annual Independent Audit	16,400	13,000	13,000	3,400
Building & Office Costs	6,500	535	2,363	4,137
General Accounting	68,100	6,399	14,445	53,655
General Administrative	65,100	850	10,801	54,299
Legal Counsel	70,000	2,540	19,907	50,093
Special Accounting	5,000	0	0	5,000
City of DeLand Tax Increment District	100,000	0	90,813	9,187
Tax Collector & Appraiser Fee	650,000	17,842	336,905	313,095
Legislative Consulting	60,000	5,000	20,000	40,000
TPA Services	663,938	110,466	225,866	438,072
Healthy Communities	74,363	5,320	18,296	56,067
Application Screening				
Application Screening - THND	391,062	0	66,473	324,589
Application Screening - RAAO	50,000	5,184	15,168	34,832
Workers Compensation Claims	25,000	7,627	7,627	17,373
Other Operating Expenditures	150,000	811	2,470	147,530
Total Other Expenditures	<u>2,402,263</u>	<u>175,724</u>	<u>844,243</u>	<u>1,558,020</u>
Total Expenditures	<u>19,556,988</u>	<u>1,945,581</u>	<u>4,703,941</u>	<u>14,853,047</u>
Excess (Deficit)	<u>0</u>	<u>(1,031,251)</u>	<u>12,192,255</u>	<u>(12,192,255)</u>

West Volusia Hospital Authority
Schedule I - Healthcare Expenditures
Modified Cash Basis
Budget and Actual
For the 1 Month and 4 Months Ended January 31, 2020

	Annual Budget	Current Period Actual	Year To Date Actual	Budget Balance
Healthcare Expenditures				
Adventist Health Systems				
Florida Hospital DeLand	2,839,647	276,152	413,930	2,425,717
Florida Hospital Fish Memorial	2,839,648	214,895	366,470	2,473,178
Florida Hospital DeLand - Physicians	112,500	35,558	35,558	76,942
Florida Hospital Fish - Physicians	112,500	29,537	29,537	82,963
Northeast Florida Health Services				
NEFHS - Pharmacy	1,000,320	62,690	188,070	812,250
NEFHS - Obstetrics	0	(4,817)	0	0
NEFHS - Primary Care	1,187,621	87,651	222,233	965,388
Specialty Care	3,500,000	357,532	893,967	2,606,033
County Medicaid Reimbursement	2,452,561	204,380	817,520	1,635,041
Florida Dept of Health Dental Svcs	228,000	16,990	56,967	171,033
Good Samaritan				
The House Next Door	110,000	0	17,653	92,347
The Neighborhood Center	100,000	8,450	24,575	75,425
TNC Healthcare Navigation Program	50,000	4,350	7,775	42,225
Rising Against All Odds	219,000	18,925	64,375	154,625
Community Legal Services	86,627	4,830	23,743	62,884
Hispanic Health Initiatives	75,000	5,500	17,900	57,100
Stewart Marchman - ACT				
SMA - Homeless Program	126,000	4,259	13,590	112,410
SMA - Residential Treatment	550,000	132,075	304,337	245,663
SMA - Baker Act - Match	300,000	228,793	247,143	52,857
Health Start Coalition of Flagler & Volusia				
HSCFV - Outreach	73,500	6,220	18,377	55,123
HSCFV - Fam Services	68,859	6,522	26,494	42,365
HCRA				
H C R A - In County	400,000	47,312	47,431	352,569
H C R A - Outside County	419,162	22,055	22,055	397,107
Other Healthcare Costs	303,780	0	0	303,780
Total Healthcare Expenditures	17,154,725	1,769,859	3,859,700	13,295,025

West Volusia Hospital Authority
Schedule II - Statement of Revenue and Expenditures
Modified Cash Basis

For the 1 Month and 4 Months Ended January 31, 2020 and January 31, 2019

	1 Month Ended January 31, 2020	1 Month Ended January 31, 2019	4 Months Ended January 31, 2020	4 Months Ended January 31, 2019
Revenue				
Ad Valorem Taxes	884,492	846,400	16,815,518	17,649,471
Investment Income	18,337	14,482	51,052	35,839
Rental Income	5,999	11,384	23,996	28,460
Other Income	5,502	0	5,630	0
Total Revenue	<u>914,330</u>	<u>872,266</u>	<u>16,896,196</u>	<u>17,713,770</u>
Healthcare Expenditures				
Adventist Health Systems	556,141	491,584	845,494	881,764
Northeast Florida Health Services	145,524	142,335	410,303	443,931
Specialty Care	357,532	310,701	893,967	941,017
County Medicaid Reimbursement	204,380	195,966	817,520	783,866
The House Next Door	0	6,228	17,653	26,929
The Neighborhood Center	8,450	7,025	24,575	23,100
TNC Healthcare Navigation Program	4,350	0	7,775	550
Rising Against All Odds	18,925	16,713	64,375	44,578
Community Legal Services	4,830	4,343	23,743	11,041
Hispanic Health Initiatives	5,500	3,350	17,900	10,075
Florida Dept of Health Dental Svcs	16,990	21,027	56,967	60,536
Stewart Marchman - ACT	365,127	94,974	565,070	322,453
Health Start Coalition of Flagler & Volusia	12,741	14,089	44,871	26,967
H C R A	69,367	17,290	69,485	27,670
Total Healthcare Expenditures	<u>1,769,857</u>	<u>1,325,625</u>	<u>3,859,698</u>	<u>3,604,477</u>
Other Expenditures				
Advertising	150	560	109	2,917
Annual Independent Audit	13,000	0	13,000	0
Building & Office Costs	535	42	2,363	1,640
General Accounting	6,399	5,107	14,445	18,085
General Administrative	850	2,051	10,801	8,515
Legal Counsel	2,540	4,520	19,907	12,000
City of DeLand Tax Increment District	0	72,444	90,813	72,444
Tax Collector & Appraiser Fee	17,842	16,901	336,905	423,722
Legislative Consulting	5,000	0	20,000	0
TPA Services	110,466	118,312	225,866	264,925
Eligibility / Enrollment	0	861	0	4,221
Healthy Communities	5,320	5,381	18,296	17,867
Application Screening				
Application Screening - THND	0	15,812	66,473	47,435
Application Screening - RAAO	5,184	4,416	15,168	13,824
Application Screening - SMA	0	0	0	0
Workers Compensation Claims	7,627	0	7,627	0
Other Operating Expenditures	811	319	2,470	1,148
Total Other Expenditures	<u>175,724</u>	<u>246,726</u>	<u>844,243</u>	<u>888,743</u>
Total Expenditures	<u>1,945,581</u>	<u>1,572,351</u>	<u>4,703,941</u>	<u>4,493,220</u>
Excess (Deficit)	<u>(1,031,251)</u>	<u>(700,085)</u>	<u>12,192,255</u>	<u>13,220,550</u>

See Accountants' Compilation Report

LEGAL UPDATE MEMORANDUM

TO: WVHA Board of Commissioners

DATE: February 11, 2020

FROM: Theodore W. Small, Jr.

RE: West Volusia Hospital Authority – Update for February 20, 2020 Workshop and Regular Meeting

Summarized below are updates on active legal matters/issues for which some new information has become available since my last legal update. This Memorandum will not reflect updates on matters resolved by a final vote of the Board and thereby already summarized in the January 16, 2020 Meeting Minutes.

I. Annual Overview of Funding Agreements or other Contracts:

Each Board member is responsible for making his or her own independent determination about whether the terms of a particular contract are consistent with the public interest. Counsel, as well as the accounting and administrative team at DRT, PA, are available to answer your questions and offer counsel about accounting and business or legal matters, each respectively; but, the Board retains the ultimate authority to approve or disapprove the terms of all proposed agreements after due consultation. For your convenience, the following is a listing of the major contracts and funding agreements between the Authority and other entities with notation of termination dates, if any. Please note that the Indigent Care Reimbursement Agreement with the Hospitals is scheduled to terminate effective September 30, 2020. The Lease Agreement with Northeast Florida Health Services, Inc. (d/b/a Family Health Source) is also scheduled to terminate effective September 30, 2020, subject to a contractual option to renew if NEFHS exercises it by July 30, 2020.

Year-to Year Health Care or Access to Health Care Funding Agreements, 2019-20

- A. Community Legal Services, Inc. Medical-Legal Partnership program.
- B. Healthy Communities – Kidcare Outreach
- C. Hispanic Health Initiatives, Inc.'s Taking Care of My Health
- D. Northeast Florida Health Services, d/b/a Family Health Source FHS--Clinics
- E. Northeast Florida Health Services, d/b/a Family Health Source FHS—Pharmacy
- F. Northeast Florida Health Services, d/b/a Family Health Source FHS—Prenatal
- G. Rising Against All Odds, Inc. -- HIV/AIDS Outreach and Case Management
- H. SMA Healthcare – Baker Act Match
- I. SMA Healthcare– Homeless Program
- J. SMA Healthcare —Level II Residential Treatment
- K. The Healthy Start --Access to Healthcare Services—SMA Outreach
- L. The Healthy Start –Family Services Coordinator—Deltona
- M. The House Next Door – Mental Health Services

- N. The Neighborhood Center of West Volusia “Access to Care”
- O. The Neighborhood Center of West Volusia “Health Care Navigation”
- P. Volusia County Health Department—Florida Department of Health (Dental Care) Patient

Hospital (AdventHealth DeLand (AHD), AdventHealth Fish Memorial (AHFM)) Agreements

- A. Eighth Amendment to the Indigent Care Reimbursement Agreement (effective 9/30/2000; termination 9/30/2020). This agreement authorizes reimbursement for certain specified dialysis services and continues previously negotiated reimbursement rates at 105% of Medicare rates for Health Card members to receive inpatient care at hospitals and 125% of Medicare rates for Health Card members to receive outpatient care at hospitals. This Agreement is also the basis under which WVHA has agreed to redirect payments under these contracts to the State of Florida in order to facilitate AHD and AHFM to receive matching funding through various State of Florida/ACHA LIP programs.
 - 1. \$800,000 Restricted Cash Account (a/k/a “Additional Charity Care Patient Reimbursement Amount”) terminated on 9/30/2010 pursuant to Amendment dated 7/31/2003.
 - 2. \$333,333 “Additional Indigent/Charity Care Reimbursement” terminated on 9/30/2010, paid for 6 years based on record motion but no final written contract.
- B. Fourteenth Addendum to the Primary Care Physicians Indigent Hospital Patient Program Reimbursement Agreement (renewed annually since 2006)

Halifax Hospital Medical Center Extended HCRA Hospital Coverage and Physician Indigent Hospital Program Reimbursement Agreement (2007) (“Extended HCRA”)

- A. Second Addendum to Extended HCRA dated 9/23/2010, terminable at will by either party upon 60 days written notice.
 - 1) Establishes reimbursement rate consistent with HCRA guidelines, as opposed to 105% of Medicare rate (except for adult psychiatric and medical device implants) which was agreed in prior agreements dated 11/20/2008 and 4/19/2007.

Administrative Services

- A. Employee Benefit Management Services, LLC (“EBMS”) Administrative Services Agreement, approved 10/17/2019 and effective 1/1/2020 for Third Party Administrator services with automatic renewals for additional one-year terms unless either party gives notice of non-renewal at least 60-days before the end of then current term.
- B. The House Next Door—Eligibility Determination Services, effective 10/1/2018, renewable on annual basis.
- C. Rising Against All Odds, Inc. – Health Card Enrollment and Retention, effective 10/1/2018, renewable on annual basis.
- D. Dreggors, Rigsby & Teal, P.A. dated 9/27/2012 (accounting services), is terminable at will by either party upon 90 days written notice.

- E. Dreggors, Rigsby & Teal, P.A. dated 9/27/2012 (administrative services), is terminable at will by either party upon 90 days written notice.
- F. Law Office Of Theodore W. Small, P.A. dated 11/2006 (outside legal counsel), terminable at will by Board
- G. James Moore and Co., P.L. (audit of financial statements) was signed September, 2015 for three years through September 30, 2017 and then renewed by mutual agreement for one 2 year term through September 30, 2019, and then may be renewed for 3 additional 1 year terms with 60-days' notice.

Real Property Agreements

- A. Lease Agreement between West Volusia Hospital Authority and Northeast Florida Health Services, Inc. effective 8/31/2010, terminating on September 30, 2020 re: WVHA-owned premises at 842, 844 and 846 West Plymouth Avenue. Pursuant to a renewal agreement effective October 1, 2015, NFHS exercised one of its two five-year renewal options under the Lease Agreement. NFHS may exercise the second option by notifying WVHA of its exercise at least 60 days before the September 30, 2020 termination date.

II. Overview of Preliminary Discussions Concerning Renewal of Indigent Care Reimbursement Agreement with AHD and AHFM.

With Chair Girtman (11/13/2017), Chair Ferrari (4/3/2018) and Chair Craig (5/9/2019), counsel has participated in three past meetings that were convened with Hospitals executives to develop a framework for public discussion and negotiation concerning any potential renewal of the Indigent Care Reimbursement Agreement (effective September 2000, terminating September 2020). Copies of the original 2000 Agreement and the 2002 Restated Agreement will be included in your Board Materials. None of these preliminary discussions resulted in any firm commitments on any terms or even any consensus that a long term renewal agreement was mutually desired or practical. But the following provisions of the Indigent Care Reimbursement Agreement (2000) were identified as particularly relevant to future discussions:

- A. The Term for any renewal contract, discussions ranged from as short as 1 year up to 10 years.
- B. Requirement that the Hospital's Chief of Staff has to sit on the AHD's Board of Directors in view of past experience with conflicts of interest in certain discussions.
- C. Overlapping provision within the separate sale agreement that AHD would have to maintain at least 156 beds and also "maintain services" that existed in 2000, particularly given AHD's past shut down of Pediatrics and plans to migrate OB-GYN deliveries after 2020 to AHFM's new tower construction. Hospitals would like to clarify this provision to take into account new abilities to achieve better quality of services by locating them on whichever "campus" is deemed most appropriate by hospital professionals after input from community and WVHA. All were very interested in expanding reimbursed services to include community health programs, including primary care outreach for preventative care.
- D. Reimbursement rates established at 105% Medicare for inpatient and 125% for

outpatient care services at both AHD and AHFM. Hospitals anticipate being able to agree on lower rates, but were unwilling to make any definitive commitment.

- E. Relationship between maintenance of independent medical staff and clinically integrated network of employed and independent physicians and impact on recruiting and retention of quality physicians.
- F. Degree of coordination of ED and hospital services that WVHA may potentially contract additionally to reimburse Halifax for its new West Volusia facilities.
- G. It was not expected that any right of first refusal to buy back the hospitals would be any part of the renewal contract.

III. **Downtown DeLand CRA: Notice of Amendment to Extend CRA Expiration from September 30, 2025 to December 31, 2036.** *[See new info. in italics and bold] [Refer back to Legal Update Memorandum dated 3/21/19 and 12/17/19 for additional background details.]*

The City Commission formally considered and rejected WVHA exemption request at the June 17th City Commission meeting. Counsel forwarded to Board members an electronic copy of the City's formal notice of its denial of the request in an email dated August 1, 2019. The notice of denial mentions twice that the City desires to maintain a good community partner relationship with WVHA and invites WVHA to reapply for the exemption closer to the start of the Extension Period, which runs 2025-2036. Nevertheless, the City denied the request and adopted the staff analysis of the statutory factors that it was required to consider. In a nutshell, the City's analysis of the Section 163.387(2)(d)(2) factors acknowledges that the CRA has no bond or other debt, no special projects at all within its approved plan, much less any CRA projects that would benefit the provision health care or access to health care. Both of these factors should have been weighted in favor of the requested exemption. Instead, the City's analysis is focused solely on the fiscal impact factor, i.e., the loss of a future revenue stream which the CRA could possibly need in the future if it subsequently approves special projects or incurs debt. The analysis in the notice of denial also undervalues the degree to which the health care access outreach programs of Rising Against All Odds, The Neighborhood Center and Hispanic Health Initiative target potentially unhealthy and homeless residents and provide them with a means to get off the streets of the Downtown DeLand area and access health, housing and welfare programs. Using the City's analytical emphasis on the uncertainty of fiscal impact of lost future revenue, it is hard to imagine how any entity would ever qualify for an exemption under Section 163.387(2)(d)(1). It is doubtful that this was the intent of the Legislature to have this provision be a nullity as applied. Counsel continues to explore alternative strategies for obtaining the exemption requested and denied by the City from this extension of the CRA tax; counsel will update the Board as appropriate.

- Regarding the alternative approach to exemption from any extensions of the City of DeLand CRAs, HB 535 was filed on November 5, 2019, sponsored in the House by Representative Santiago (I'm attaching a copy of the draft bill for your review; the relevant section is a newly proposed exemption inserted in the draft as Section 163.387(2)(c)(7)). On November 29, 2019, Senator Wright filed a parallel draft bill, Senate Bill 1072. As previously noticed via email, the House version of the draft bill was scheduled for its first committee hearing last Wednesday, December 11th. However, on

December 11th, Rep. Santiago temporarily postponed (“TP’d”) the House committee hearing concerning the draft bill after he received opposition from the statewide CRA lobbyist and from the City of DeLand. Rep. Santiago received some misinformation that the exemption would only save WVHA approximately \$58,000.00 in incremental taxes. He indicated that he was TPing the hearing of the draft bill to meet further with Mayor Apgar and endeavor to facilitate some type of negotiated non-legislative resolution between the City of DeLand and WVHA. Contrary to the fiscal impact information received by Rep. Santiago, the following is a listing of actual annual amounts of incremental taxes paid by WVHA to the Downtown DeLand CRA as verified by DRT, Mr. Cantlay: 9/30/19 -\$64,265; 9/30/18-\$69,746; 9/30/17-\$38,304. Using the most recent Downtown DeLand CRA incremental tax of \$64,265, multiplied by 11x (Extension Period is FY2025-2036), the fiscal savings to WVHA would actually be approximately \$706,915.00. This corrected summary of past payments and consolidated potential fiscal impact was provided to Rep. Santiago before his meeting with Mayor Apgar on December 17th. *After meeting with Mayor Apgar, Rep. Santiago notified Mr. McGhee that he was no longer willing to sponsor HB 535, but Mr. McGhee was able to obtain a commitment from Rep. Chris Latvala (Pinellas County) to sponsor the House Bill. Subsequently on January 28th, HB 535 was heard and passed unanimously by the House Local, Federal and Veteran’s Affairs Subcommittee, which Chair Guzman assisted Mr. McGhee to make happen over strong behind-the-scenes opposition lobbying from the City of DeLand, The Florida League of Cities and the statewide CRA lobbyist. For the past several weeks, the draft bill has been stalled but Mr. McGhee and Chair Guzman are engaged in meetings to have the bill scheduled for other required subcommittee hearings in the Senate as well as the House.*

IV. **Implementation of Email and Text Messaging Public Records Policy [See new info. in italics and bold]**

As requested during the November 14, 2019 Regular Meeting, counsel has reviewed relevant Florida Attorney General Opinions and case law and reviewed comparable local government policy to develop the following Email and Text Messaging Public Records Policy, adopted 1/16/2020:

Issue: How should WVHA direct its individual Board members, funded agencies and contracted agencies and professionals to preserve electronic communications and other documents that may constitute “public records” under the Florida Public Records Law, Chapter 119, Florida Statutes?

Rules:

Email Rule: E-mail messages made or received by agency officers and employees in connection with official business are public records and subject to disclosure in the absence of an exemption. AGOs 96-34 and 01-20. See *Rhea v. District Board of Trustees of Santa Fe College*, 109 So. 3d 851, 855 (Fla. 1st DCA 2013), noting that

“electronic communications, such as e-mail, are covered [by the Public Records Act] just like communications on paper.” Cf. s. 668.6076, F.S., requiring agencies that operate a website and use electronic mail to post the following statement in a conspicuous location on the agency website: “Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.” Similarly, e-mails sent by city commissioners in connection with the transaction of official business are public records subject to disclosure even though the e-mails contain undisclosed or “blind” recipients and their e-mail addresses. AGO 07-14. Cf. *Butler v. City of Hallandale Beach*, 68 So. 3d 278 (Fla. 4th DCA 2011) (affirming a trial court order finding that a list of recipients of a personal e-mail sent by mayor from her personal computer was not a public record). Like other public records, e-mail messages are subject to the statutory restrictions on destruction of public records. See s. 257.36(6), F.S., stating that a public record may be destroyed or otherwise disposed of only in accordance with retention schedules established by the Division of Library and Information Services (division) of the Department of State. Thus, an e-mail communication of “factual background information” from one city council member to another is a public record and should be retained in accordance with the retention schedule for other records relating to performance of the agency’s functions and formulation of policy. AGO 01-20. *Government-In-The Sunshine-Manual* (2019), p. 80

Text Messaging Rule: “In 2010, the Attorney General’s Office advised the Department of State (which is statutorily charged with development of public records retention schedules) that the “same rules that apply to e-mail should be considered for electronic communications including Blackberry PINS, SMS communications (text messaging), MMS communications (multimedia content), and instant messaging conducted by government agencies.” Inf. Op. to Browning, March 17, 2010. In response, the Department revised the records retention schedule to recognize that retention periods for text messages and other electronic messages or communications “are determined by the content, nature, and purpose of the records, and are set based on their legal, fiscal, administrative, and historical values, regardless of the format in which they reside or the method by which they are transmitted.” Stated another way, it is the content, nature and purpose of the electronic communication that determines how long it is retained, not the technology that is used to send the message. See General Records Schedule GS1-SL for State and Local Government Agencies, Electronic Communications, available online at <http://dos.myflorida.com/library-archives>. *Government-In-The Sunshine-Manual* (2019), p. 81

Retention Schedules: In relevant parts, the General Records Schedule GS1-SL for State and Local Government Agencies, Electronic Communications Retention provides that correspondence and Memoranda of an “administrative” nature must be retained by WVHA for a minimum of 3 years; correspondence and memoranda dealing with “program and policy development” must be preserved for a minimum of 5 years; and those messages that are merely “transitory” and having only short term value such as reminders about meetings, scheduling appointments, requests for a return phone call,

recipient copies of notices about agency sponsored events, telephone message, etc. must only be retained until obsolete, superseded or their administrative value is lost.

Analysis: Unfortunately many local governments (e.g. Orange County's "textgate" in 2013) have been sued successfully because individual employees, agents or officials were not aware that they were required to or how to preserve emails and text messages sent from their personal email accounts or cell phones. Courts have reaffirmed the familiar maxim that *ignorance is no excuse* for non-compliance with Florida's Public Records Law and violations can result in costs ranging from fines and reimbursement of attorney's fees and court costs to criminal penalties. To avoid such consequences, it is recommended that WVHA adopt a written statement of policy to ensure that best practices that have been followed informally are followed routinely.

Conclusion: In order to comply with the Florida Public Records Law, any email or text message which involves WVHA official business and it of a non-transitory nature, as explained above, must be preserved as a "public record" in accordance with the General Records Schedule. Board members, funded or contracted agencies and contracted professionals are hereby strongly discouraged from using personal email accounts and cell phones to conduct official WVHA business unless it is only "transitory" as explained above. Effective as soon as such accounts are generated by WVHA's contracted Public Records Custodian and technical access is made available, Board members and contracted professionals are expected to utilize email accounts on the westvolusiahospitalauthority.org domain for purposes of sending and receiving emails to conduct WVHA official business. When it is necessary to utilize personal accounts because the matter is time sensitive, individuals are encouraged to forward the email to Ms. Long for preservation in accordance with the General Records Schedule. If there is any question at all in the Board members', funded or contracted agent's mind about whether the email or text message is a public record, the question should be discussed with Ms. Long who shall consult State officials to determine the appropriate retention schedule. If the person communicating about WVHA business on non-WVHA email accounts or telephones is not able to save those messages on their company or personal computer or phone equipment, they should contact Ms. Eileen Long at DRT, which is WVHA's designated Public Records Custodian to make arrangements for forwarding them to Ms. Long for their proper preservation.

V. WVHA as Plaintiff in Federal Multidistrict Litigation for National Prescription Opiate Litigation, James Vickaryous, Managing Partner of Vickaryous Law Firm.
[See new info. in italics and bold]

Counsel talked preliminarily with Jim Vickaryous, the Managing Partner of the Vickaryous Law Firm about WVHA retaining his law firm to represent WVHA on a contingency basis and file a lawsuit on behalf of WVHA in the federal multidistrict litigation for national prescription opiate litigation. Attorney Vickaryous plans to present a formal proposal to explain the details, but in a nutshell the proposed representation would offer WVHA a seat at the table among many other governmental and private entities around the nation that are suing pharmaceutical companies. These lawsuits are seeking to recover damages related to the

substantial health care and prescription costs that have been paid to treat residents who became addicted to opioids. As of this writing, counsel has not yet received a draft of the proposed retainer agreement or the presentation materials. Attorney Vickaryous has indicated in an introductory call that if desired, WVHA would become one of several Florida based local government clients which his firm would represent. The contingency basis of the representation would provide that the Vickaryous Law Firm would be paid 20% of any net recovery after costs and WVHA would keep the remaining 80%. Attorney Vickaryous believes that it would be important to get WVHA's lawsuit on file as soon as practicable before settlement talks begin and conclude concerning a Tier 1 lawsuit that is scheduled for trial in Ohio during October, 2019. Attorney Vickaryous believes that the defendants in that lawsuit may want to negotiate a global settlement of all pending lawsuits and it would be advantageous for WVHA to have a seat at that table, particularly in light of the substantial annual budget expenses being paid to SMA and for prescriptions that are directly related to the opioid epidemic. Counsel expects to receive and review the details prior to the March meeting and have a recommendation as to the form of the retainer agreement at that time. As an overall matter, the proposal sounds like a potential opportunity for WVHA to recoup substantial taxpayer dollars, but it may take some time before any recovery is obtained. Following the Board's authorization of Chair Craig to sign the proposed contingency agreement subject to a clarification that the net of any recovery to WVHA only be reduced to reimburse "reasonable" attorney's fees, Chair Craig has executed the revised agreement and it is being circulated for signatures by all the retained co-counsel. As previously emailed, WVHA's complaint in the national opioid litigation was initially filed in federal court in the Middle District of Florida on September 10, 2019. On September 26, 2019, that case was transferred to the Northern District of Ohio where it has been consolidated with the thousands of other pending cases in that multidistrict opioid litigation.

VI. General Compliance with the Sunshine Law [*See new info. in italics and bold*]

The Government in the Sunshine Law, section 286.011, Florida Statutes, provides in pertinent part:

"All meetings of any board or commission . . . of any agency or authority of any county, municipal corporation, or political subdivision . . . at which official acts are to be taken are declared to be public meetings open to the public at all times, and no resolution, rule, or formal action shall be considered binding except as taken or made at such meeting."

It is impossible to summarize all relevant points of the Sunshine Law, but please note that courts uniformly interpret this provision as prohibiting two or more members of the same board or commission from talking about or discussing any matter on which foreseeable action will be taken by the public board or commission. (If your conversation with another board member concerns personal or business matters unrelated to the Authority, the Sunshine Law does not apply)

Please note that the Sunshine Law DOES apply to "off-the record" chats during meetings or during breaks, written correspondence, telephone conversations and e-mails exchanges between two or more board members if such communication concerns matters

likely to come before the Board; provided however, it is permissible for one board member to send correspondence to the rest of the board outside of a public meeting as long as this correspondence does not result in replies or other back and forth exchanges until a public meeting is convened for such discussion and also the correspondence is made available to interested members of the public.

The Sunshine Law also prohibits nonmembers (staff, lawyers, accountants, and members of the public) from serving as liaisons between Board members concerning matters likely to come before the Board.

With the increased use of social media accounts, including Facebook and other community and political blogs, Board members should be mindful of the following Florida Attorney General guidance before posting on Facebook, or other blogs an opinion or viewpoint on matters likely to come before the Board. In AG Opinion 08-07, the Florida Attorney General concluded that the use of a website blog or message board to solicit comment from other members of the board or commission by their response on matters that would come before the board would trigger the requirements of the Sunshine Law. As stated therein:

"While there is no statutory prohibition against a city council member posting comments on a privately maintained electronic bulletin board or blog, . . . members of the board or commission must not engage in an exchange or discussion of matters that foreseeably will come before the board or commission for official action. The use of such an electronic means of posting one's comments and the inherent availability of other participants or contributors to act as liaisons would create an environment that could easily become a forum for members of a board or commission to discuss official issues which should most appropriately be conducted at a public meeting in compliance with the Government in the Sunshine Law. It would be incumbent upon the commission members to avoid any action that could be construed as an attempt to evade the requirements of the law."