



Broward Regional Health Planning Council, Inc.
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EXHIBIT B

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Administration

**BROWARD REGIONAL HEALTH PLANNING COUNCIL, INC.
BOARD OF DIRECTORS MEETING
May 14, 2020**

Barbara S. Effman, MPH
Chair

John A. Benz, MBA
Vice Chair

Samuel F. Morrison, BA, MLS
Secretary

Mark Dissette, MBA
Treasurer

Pamela B. Africk
Lee Chaykin, FACHE
Osmel Delgado, MBA, PharmD, FASHP
C. Kennon Hetlage, FACHE
Vince L. Johnson, MPH
Albert C. Jones, MA
Leilani Kicklighter, MBA, ARM, RN
Cary Zinkin, DPM

Michael De Lucca, MHM
President and CEO

Equal Opportunity Employer

MEMBERS PRESENT

Pam Africk
John Benz
Lee Chaykin
Osmel Delgado
Mark Dissette
Barbara Effman
Ken Hetlage
Vince Johnson
Albert Jones
Leilani Kicklighter
Samuel Morrison
Cary Zinkin

MEMBERS ABSENT

STAFF PRESENT

Michael De Lucca
Yolanda Falcone
Michele Rosiere
Sandy Thompson

I. CALL TO ORDER - The meeting was called to order at 5:30 p.m. by the Chair, Barbara Effman.

II. ROLL CALL AND INTRODUCTIONS – Board member and staff introductions were made. Barbara welcomed Osmel (Ozzie) Delgado, COO/Senior Director, Operations/Administrative Director, Clinical Operations, Cleveland Clinic Florida. Mr. Delgado shared that he has his doctoral in pharmacy and has been the COO of the Florida Region for the past twenty years.

III. POTENTIAL CONFLICTS OF INTEREST – Two Board members identified a conflict of interest due to funding; Vince Johnson, Broward Health (HFB, NFP) and Ken Hetlage (HFB, NFP).

IV. APPROVAL OF AGENDA OF MAY 14, 2020 AND MINUTES OF FEBRUARY 13, 2020
MOTION by John Benz - "Approve the agenda of May 14, 2020 and minutes of February 13, 2020 as submitted".

MOTION SECONDED by Sam Morrison.

With all those present voting "aye", the motion carried unanimously.



- V. APPROVAL OF TREASURER’S REPORT** – Mike De Lucca presented the Treasurer’s Report for the period of January 1, 2020 through March 31, 2020. The Treasurer’s Report included the FY 2019/20 Agency Budget.

MOTION by Sam Morrison – “Approve the Treasurer’s Report for the period of January 1, 2020 through March 31, 2020”.

MOTION SECONDED by Lee Chaykin.

With all those present voting “aye”, the motion carried unanimously.

- VI. BALANCED SCORECARD OVERVIEW; FY 2019-20 QUARTER 3** – Mike De Lucca presented the third quarter Balanced Scorecard for fiscal year 2019/20. The Scorecard is broken down monthly and reflects activities that are a contractual goal/requirement or agency goal/requirement. The Scorecard has been a very helpful tool in assisting staff to keep track of the execution of project activities. Areas that needed improvement were shared with the Board, as well as an improvement plan.

The HIV/AIDS Continuous Quality Management and Planning Council Support Teams submitted three abstracts to the 2020 National Ryan White Conference on HIV Care and Treatment and were selected to present all three in August: 1) Provider Engagement in service wide Quality Improvement Activities: Lessons Learned through the Oral Health No Show Tracking Project; 2) The Adaptable Quality Improvement Toolkit: The Broward EMA Initiative to Increase Quality Improvement Capacity; and 3) Fighting Stigma Through Fashion: Utilizing an Innovative Project to Address HIV Stigma in Communities.

Mike reported that during this pandemic, funders are not requiring the completion of outcomes. However, the Council continues to bill funders for services provided.

BRHPC was awarded funds under the Paycheck Protection Program through BB&T. Mike updated the Board on the number of staff working at home and those on EFMLA.

MOTION by Sam Morrison - Approve the 2019/20 Quarter 3 Balanced Scorecard as submitted”.

MOTION SECONDED by Mark Disette.

With all those present voting “aye”, the motion carried unanimously.

VII. NEW BUSINESS

- A. Executive Committee Report** – Barbara Effman reported that the Executive Board met on February 19, 2020 to review and approve the revised Independent Contractors and Supervision policies in preparation of the agency’s COA reaccreditation. Unanimously approved.

MOTION by Cary Zinkin - Approve the report of the Executive Committee as presented”.

MOTION SECONDED by Pam Africk.

With all those present voting “aye”, the motion carried unanimously.

The Executive Committee met on March 6, 2020 to review and discuss Windstorm coverage and unanimously approved the insurance premium in the amount of \$14,100.00 be put into a reserve account. Approved.

The Executive Committee met on March 9, 2020 to review and approve the revised Performance Quality Improvement (PQI) Plan in preparation of the agency's COA reaccreditation. Unanimously approved.

The Executive Committee met on April 17, 2020 and unanimously authorized Michele Rosiere as a one-time authorized representative to sign on behalf of the Council for the Paycheck Protection Program application documents. It is noted for the record that Michele was the only one who was able to log into the system. Unanimously approved.

The Executive Committee met on May 7, 2020 and unanimously authorized BRHPC to sign the engagement letter as presented by Moore Stephens Lovelace, PA for auditing and tax services. Unanimously approved.

MOTION by Cary Zinkin - Approve the report of the Executive Committee as presented".

MOTION SECONDED by Lee Chaykin.

With all those present voting "aye", the motion carried unanimously.

VIII. REMARKS OF THE CHAIR AND OTHER BOARD MEMBERS – There were no further remarks.

IX. NEXT MEETING DATE – The next Board of Directors meeting is scheduled for September 10, 2020 at 5:30 p.m.

X. ADJOURNMENT – With no further business to discuss, the meeting adjourned at 6:08 p.m.