



**MEETING AGENDA**  
**January 23, 2024**  
**4 p.m.**

1. **Call to Order** and accept proof of publication of notice of meeting.
2. **Approve Minutes** of the meeting held on November 14, 2023.
3. **Open Forum/Public Comment:** The Health Facilities Authority allows any person to speak regarding agenda items other than ministerial or information only matters. Speakers must complete the speaking request form prior to the start of the meeting. Each speaker or group representative is limited to three (3) minutes of speaking time. Speakers shall refrain from abusive or profane remarks, disruptive outbursts, protests, or other conduct which interferes with the orderly conduct of the meeting.
4. **Financial Matters:**
  - a. Report on Operations for the period October 1 to December 31, 2023.
  - b. Banking Operations
  - c. Grants Update
5. **Operations:**
  - a. Update on Audit for FY 2023
  - b. Schedule of upcoming events

**Routine Authority Business:**

- a. Update on NAHEFFA Spring Conference – April 7-10, 2024, New Orleans, LA The Westin – New Orleans

**Next Scheduled Meeting of the Authority: March 26, 2024**

**ESCAMBIA COUNTY HEALTH FACILITIES AUTHORITY  
MEETING MINUTES  
November 14, 2023**

**Members in Attendance:**                    **Keith Bullock**  
   **Jim Hall**  
   **Eugene Franklin**  
   **Jean Tucker**  
   **Susan Ashby**

**Others Present :**                            **Virginia Yeagle, Administrator, CPA**  
   **Michael Stebbins, General Counsel**

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**1. Call to order and accept proof of publication of notice of meeting.**

Chairman Bullock called the meeting to order at 4:01 pm. The Board members in attendance were Mr. Gene Franklin, Mr. Jim Hall, and Ms. Susan Ashby. Also in attendance was Virginia Yeagle, Administrator and Michael Stebbins, General Counsel. Board Member, Ms. Jean Tucker, joined the meeting at 4:15

Notice of the meeting was published in the BCC weekly meeting notice in the Escambia Sun Press, on the Authority's website, and a meeting notice was posted on the front door at the Authority's office.

**2. Approve Minutes of the meeting held on August 22, 2023 and September 26, 2023.**

Motion was made by Mr. Hall and seconded by Ms. Ashby to approve the minutes. Motion passed unanimously.

**3. Open Forum/Public Comment: None**

**4. Financial Matters:**

**a. REAP Grant Contract Discussion**

Re-entry Alliance of Pensacola has completed the work on the Clinton Cox Building for which the Authority authorized a grant of \$100,000. The grant terms require REAP to complete the project by October 26, 2023, which included paying all vendor bills by this completion date. REAP has submitted a request for reimbursement of costs of \$95,063.82. However, not all vendors have been paid by REAP for the work on this project as of the required completion date. Since not all conditions of the grant had been met under terms of the grant agreement, specifically payment of costs for the project, the grant agreement has expired.

After much discussion by the Board on its intent in providing the grant for rehabilitation for the building and the significant benefit the Pensacola community will receive for the rehabbed facility, and furthermore, being under no obligation under the grant agreement, the Board's desire is to reinstate and amend the grant agreement to retroactively extend the completion date for 120 days from October 24, 2023 to allow REAP to satisfy its financial obligations on the project. All of the terms of the grant agreement will remain the same. A motion was made by Mr. Hall, seconded by Ms. Ashby to approve reinstatement of the grant agreement and an addendum to the grant agreement to retroactively extend the completion date for 120 days

from October 24, 2023 with all other terms of the grant agreement to remain the same. Motion passed unanimously.

The Board instructed its General Counsel, Mr. Stebbins, to draft the addendum to the grant agreement and for Ms. Yeagle to work with REAP's executive director to coordinate the execution of the addendum. The Board authorized Ms. Ashby, as the incoming Board Chairperson, to sign the addendum on the Authority's behalf.

REAP had also requested the unspent grant funds (of \$4,936.18) be set aside for an additional project at the same location. No action was taken by the Board for this request because the additional project was not part of the original grant submission and not included in the grant agreement. REAP is welcomed to submit a grant request for this additional project in the future.

**b. Report on Operations for the period July 1 to September 30, 2023**

Ms. Yeagle presented the Report on Operations for the fourth quarter of the fiscal year ending 9-30-2023. The report included Account balances for the cash account for each month in the quarter, all activity in the bank accounts for the quarter, a schedule of maturities for the investments held at Regions and fair market value of investments held in the Regions Account compared to last quarter. Ms. Yeagle noted that a number of investments matured during the last quarter. As the securities have matured, they are being replaced with higher earning securities, trying to take advantage of the rising interest rates. Motion made by Mr. Hall and seconded by Ms. Ashby to approve the Report on Operations. Motion passed unanimously.

**c. Adopt Amended Budget for FY 2023; adopt Resolution 2023-03 approving the FY 2023 amended budget**

Ms. Yeagle presented Resolution 2023-03 for the first and final amended budget for FY 2023. The main budget changes were unexpected higher interest and investment income of \$113,500 and lower expenditures of \$27,000, of which \$17,000 was decreased spending in authorized travel and education. Motion made by Mr. Franklin and seconded by Mr. Hall to approve the Resolution 2023-03 approving the First and Final Amended Budget for FY 2023. Motion passed unanimously.

**5. Operations:**

**a. Election of Officers for fiscal year 2024; adopt Resolution 2023-02 designating the officers elected.**

Ms. Yeagle presented Resolution 2023-02 setting forth the officers for the upcoming fiscal year. They are Chairman – Susan Ashby, Vice Chair – Eugene Franklin, Secretary – Arthur J. Hall, Jr., Assistant Secretary – Jean W. Tucker. Motion made by Mr. Franklin, seconded by Mr. Hall to approve Resolution 2023-02, Election of Officers for Fiscal Year 2024. Motion passed unanimously.

**b. Approve 2024 meeting schedule**

Ms. Yeagle presented the meeting schedule for calendar year 2024. Six meeting are scheduled for the year. All meeting times will be 4pm at the Authority's Office. Motion made by Ms. Ashby and seconded by Mr. Franklin to approve the 2024 meeting schedule. Motion passed unanimously.

**c. Update on Audit for FY 2023**

Ms. Yeagle gave an update on the audit for FY 2023. Saltmarsh, Cleaveland and Gunn, CPAs has begun their work. It is anticipated that the majority of their work will be completed by early January, 2024. Saltmarsh is scheduled to present their audit at the March 26, 2024 meeting.

**d. Website Security Improvement**

Ms. Yeagle stated that the Authority's website has been updated with a new security certificate and is being monitored by a third party vendor to provide enhanced protection to the website.

**Routine Authority Business:**

None

**Meeting Adjourned at 5:15 pm**