

AGENDA
Special Meeting
Indian River County Hospital District
February 3, 2025
9:00 AM

- I. Convene Meeting – William Cooney, Chair
- II. FY 2025/2026 Goals and Objectives, Performance Measures and Standards for Special Districts – Frank Isele, Executive Director
- III. DRAFT Letter of Intent – Jenny Frederick, Program Director
- IV. DRAFT FY 25-26 Funding Application - Jenny Frederick, Program Director
- V. DRAFT FY 25-26 Application for Funding Timeline - Jenny Frederick, Program Director
- VI. DRAFT Common Funding Request Policy Discussion - Frank Isele, Executive Director
- VII. Evaluating Agency Funding
 - Percentage of Total Budget Contribution Discussion - Frank Isele, Executive Director
 - Pace of Transition- Kerry Bartlett, Vice Chair
- VIII. Public Comment
- IX. Adjourn

The venue for all actions is in Leon County. The court shall award the prevailing party reasonable attorney's fees and costs unless affirmatively waived by all parties.

Declaration of Inactive Status

If the special district remains noncompliant, or FloridaCommerce determines the special district is not filing a required report because the special district is no longer in operation (e.g., returned mail, telephone calls from the last registered agent or local governing authority, disconnected telephone lines or lack of a registered agent and registered office), FloridaCommerce will declare the special district inactive (see [Declaring Special Districts Inactive](#)).

Goals and Objectives / Performance Measures and Standards

Beginning October 1, 2024, or by the end of the first full fiscal year after its creation, whichever is later, each special district must:

1. Establish goals and objectives for each program and activity undertaken by the special district.
2. Establish performance measures and standards to determine if the special district's goals and objectives are being achieved.

Special districts should consider consulting with their legal counsel when establishing goals and objectives and performance measures and standards.

Goals

A goal is something the special district is trying to achieve, short-term or long-term. Goals should be broad, realistic, measurable, relevant to the special district's purposes/missions, and achievable within the special district's budget and a specific timeframe. To help establish goals, or to determine if the goals have already been established elsewhere, review the special district's:

- Creation document and/or enabling law, which may already define the special district's goals.
- Program and/or activity descriptions.
- Budget.
- Public purpose statement and services provided list (which should be on the special district's website).

Some special districts, such as fire and rescue districts, may already be using national standards to define and measure goals.

An example of a goal might be:

- The district will improve communication with its residents about planned activities and improvements.

Objectives

Each goal must have at least one objective, which is a narrow, easily measurable action the special district will take to achieve the goal. An objective may include specific steps the special district must take.

An example of related objectives might be:

- Beginning October 1, 2025, the district will develop and post on its official website a quarterly newsletter informing residents about upcoming activities, maintenance, and construction projects.
- The special district will seek feedback from the residents through a unique email address.

- The special district will respond to questions from residents within three business days.

Performance Measures and Standards

Performance measures and standards describe how the special district will collect, measure, and/or evaluate information to determine whether the special district achieved its goals and objectives.

An example of a performance measure and standard might be:

- The special district will publish and maintain at least four dated newsletters on its website each year documenting communications about planned activities and improvements.
- The special district will maintain and document related email communications, including the number of days from receipt of the email to the response.

Annual Report and Website Requirement

By December 1, 2025, and by each December 1 thereafter, each special district must publish an annual report on the special district's official website (see [Develop and Maintain an Official Website](#)) describing the following:

- The performance measures and standards used by the special district to make this determination.
- The goals and objectives achieved by the special district.
- The goals or objectives the special district failed to achieve, if any.

The layout of the report is up to the special district.

Other Accountability Requirements

Each special district should check its statutory authority (if applicable) and charter to find out if it must comply with additional requirements that this handbook did not cover. For a summary of reporting requirements, see [Appendix B: Reporting Requirements by Agency](#).

Additional Information

- [Appendix C: Specialty Area Contacts - General Inquiries / Chapter 189, Florida Statutes, Requirements](#)



LETTER OF INTENT

The Indian River County Hospital District (the "District") is inviting **Letters of Intent (LOIs)** from community partners to address the health of the uninsured, underinsured, and ALICE (Asset Limited, Income Constrained, Employed) population of Indian River County. The District will consider partnerships which align with and directly and quantifiably impact its goals and objectives outlined below.

All LOIs must be submitted no later than **5:00 P.M. on February 21, 2025**. Submissions received after the deadline will not be considered. Organizations whose LOIs meet the eligibility criteria will be notified by **February 24, 2025**, and invited to complete an Application for District Funding through e-CImpact.

Indian River County Hospital District Goals & Objectives FY'25 thru FY'30

Goal #1	Goal # 2	Goal #3
<p>Expand Access to Primary Care and Mental Health Services in Indian River County.</p> <p>Objective 1.0: Partner with organizations to help increase the availability of full-time primary care professionals (physicians, PAs, and NPs) by 6% over the next five years to expand access to direct patient care in Indian River County</p> <p>Objective 1.1: Partner with organizations to help increase the number of full-time mental health professionals (Psych NPs, LMFTs, LMHCs, LCSWs) by 6% over five years to improve access to direct mental health care services in Indian River County.</p>	<p>Expand Access to Essential Healthcare Services for the Uninsured and Underinsured.</p> <p>Objective 2.0: Partner with organizations to help increase access to healthcare services for uninsured and underinsured individuals, including those in the ALICE (Asset Limited, Income Constrained, Employed) population, by 6% over the next five years.</p>	<p>Develop and Implement High-Impact Preventative Health Initiatives.</p> <p>Objective 3.0: Partner with organizations to help establish county-wide preventative care initiatives aimed at disease prevention and early cancer detection, The goal is to achieve a 2% reduction in hospitalizations for preventable conditions, such as diabetes, hypertension, obesity, and common cancers, within five years.</p> <p>Objective 3.1: Partner with organizations to help establish county-wide preventive initiatives focused on substance use prevention and treatment, with a target to reduce substance use rates by 2% within five years.</p>

Letter of Intent

ORGANIZATION INFORMATION

1. Organization Name:
Address:
Phone:
2. Chief Executive Officer/Executive Director Name:
Chief Executive Officer/ Executive Director Email:
Chief Executive Officer/ Executive Director Phone:
3. Is Organization Non-Profit: Y/N
4. Legal Name of Organization, per IRS Determination Letter:
5. Tax ID#:
6. Date of IRS Letter:
7. Number of Years in Operation (Must be at least 3 Years unless to fill an identified gap):
8. Organization's Mission & Vision Statement:
9. Organization's Total Operating Budget:
10. What percentage of your budget is allocated to General and Administrative expenses?
11. Does your organization receive funding from philanthropy, federal, state, or local sources? If so, please specify the percentage of your budget allocated to each.

SUMMARY OF REQUEST

1. Program/Service Title:
2. Brief description of the Program/Service:
3. Total Program/Service Budget:
4. Amount requested from the District for the Program/Service?
5. Please describe which of the District's goals and objectives this program or service addresses and explain how it will quantitatively contribute to achieving these goals and objectives.
6. Does this program or service specifically serve the uninsured, underinsured, or ALICE (Asset Limited, Income Constrained, Employed) population?

AGENCY REQUIREMENTS

1. Is your organization governed by a voluntary board of directors, with its members residing in Indian River County?
2. Does the organization's board of directors include committee members for finance, board development, fundraising, legal, and human resources?
3. Does the organization have an organizational chart?
4. Does the organization maintain a Personnel Policy and Procedure Manual?
5. Does the organization have documented financial policies and procedures?
6. Can the organization provide a copy of its most recent independent audit report?
7. Can the organization provide its most recent IRS Form 990, including all schedules?
8. Can the organization provide a list of its current board of directors along with their qualifications?
9. Can the organization provide board meeting minutes for the past 12 months?
10. Can the organization provide a strategic plan?
11. Does the organization receive funding from other sources? If so, please provide a list.

Thank you for your LOI submission!



AGENCY REQUEST FOR FUNDING

October 1, 2025 – September 30, 2026

General Information & Instructions

The Indian River County Hospital District (the “District”) is committed to addressing the health of our community’s residents through a three-prong approach: investing taxpayer dollars in collaborative efforts that provide strategic solutions to identified health and healthcare needs, championing initiatives that improve health and access to healthcare, and convening key stakeholders to drive meaningful change.

Our Mission & Vision:

Mission: To improve the health of Indian River County residents.

Vision: An innovative and integrated healthcare network that improves the health of Indian River County residents.

As a trusted partner, the District collaborates with residents, local organizations, and government entities to develop sustainable solutions that address the evolving health and healthcare needs of Indian River County residents. The District's Trustees are committed to ensuring that all approved funding requests align with the District’s Mission and Vision, strategically leveraging resources and fostering partnerships to drive measurable improvements in health outcomes and enhance the overall well-being of the community.

Funding is distributed on an October 1 – September 30 cycle, although programs or services are not required to operate in the same fiscal year.

Funding Request Submission

The District uses the United Way’s e-CImpact online application. The application for funding will open on **February 24, 2025** and must be completed no later than 5:00 PM on **March 28, 2025**. No late applications will be accepted or considered.

Mandatory Requirements

The District is accepting funding requests from community partners to address the health of the uninsured, underinsured, and ALICE (Asset Limited, Income Constrained, Employed) population of Indian River County. The District will consider partnerships which align with and directly and quantifiably impact its goals and objectives outlined below.

Hospital District Goals & Objectives FY’25 thru FY’30:

Goal #1	Goal #2	Goal #3
<p>Expand Access to Primary Care and Mental Health Services in Indian River County. Objective 1.0: Partner with organizations to help increase the availability of full-time primary care professionals (physicians, PAs, and NPs) by 6% over the next five years to expand access to direct patient care in Indian River County</p> <p>Objective 1.1: Partner with organizations to help increase the number of full-time mental health professionals (Psych NPs, LMFTs, LMHCs, LCSWs) by 6% over five years to improve access to direct mental health care services in Indian River County.</p>	<p>Expand Access to Essential Healthcare Services for the Uninsured and Underinsured. Objective 2.0: Partner with organizations to help increase access to healthcare services for uninsured and underinsured individuals, including those in the ALICE (Asset Limited, Income Constrained, Employed) population, by 6% over the next five years.</p>	<p>Develop and Implement High-Impact Preventative Health Initiatives. Objective 3.0: Partner with organizations to help establish county-wide preventative care initiatives aimed at disease prevention and early cancer detection, The goal is to achieve a 2% reduction in hospitalizations for preventable conditions, such as diabetes, hypertension, obesity, and common cancers, within five years.</p> <p>Objective 3.1: Partner with organizations to help establish county-wide preventive initiatives focused on substance use prevention and treatment, with a target to reduce substance use rates by 2% within five years.</p>

Organizations must be 501(c)(3) non-profits that operate within and serve the residents of Indian River County. Exceptions may be granted at the discretion of the District Trustees to address urgent healthcare gaps for residents of Indian River County.

Organizations must provide the following documentation with their funding request. Failure to meet all mandatory requirements may result in ineligibility to submit a funding request for consideration.

1. Verification of registration with Florida Department of State, Division of Corporations (Sunbiz).
2. Copy of current Organizational Chart.
3. Copy of the organization's Strategic Plan.
4. Copy of the organization's current Board of Directors with qualifications.
5. Copy of the organization's most recent financial audit (must be within 180 days following your fiscal year-end).
6. Copy of the organization's IRS 990, including all schedules.
7. Total Organization Budget.
8. Program/Service Budget (if requesting funds for multiple programs/services please provide a program/service budget for each). Include all alternate funding sources with amounts.
9. Copy of the organization's General Liability Certificate of Insurance.
10. Copy of the organization's Professional Liability Certificate of Insurance.
11. Copy of the organization's Automobile Insurance, if transportation is included in the services provided.

Additional Funding Requirements

Applicants must comply with the following:

1. Have no conflicts of interest prohibited by applicable law with the District, its Board of Trustees, or Committees, nor concerning any other work performed by the Organization by the District.
2. All organizations requesting funding will be required to submit a progress report on a semi-annual basis.
3. All organizations must adopt and comply with the State of Florida's Record Retention Policy.
4. All organizations requesting funding are subject to a site visit by District staff.
5. All organizations **that receive funding** will be subject to an internal audit review by District staff

**INDIAN RIVER COUNTY HOSPITAL DISTRICT
REQUEST FOR FUNDING APPLICATION**

Identify the name of each service or program for which funding is requested and the amount requested.

<u>Program/Service Title</u>	<u>Amount</u>
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
REQUEST TOTAL	_____

Agency: _____

Address: _____

Chief Executive Officer/Executive Director: _____

Telephone #: _____

Board Chair: _____

Telephone #: _____

1) Community Partner/Organization Information

Please provide your organization's Mission and Vision Statement.

2) Program/Service Summary

- A. Provide a brief overview of the organization, including a description of its programs and services it offers.
- B. Identify and summarize the specific program(s)/services(s) proposed for this funding request.
- C. Briefly describe the population you serve with this program or service.
- D. Briefly explain which District goal(s) and objective(s) this program or service aligns with and describe how it will quantitatively contribute to achieving these goal(s) and objective(s).

3) Collaborative Partnerships

Collaboration in healthcare involves professionals taking on complementary roles, working together cooperatively, and sharing responsibility for problem-solving and decision-making to develop and implement patient care plans. **Please provide an example of your collaborative partnerships and evidence showcasing the benefits of such collaboration.**

4) Sustainability

The District serves as a collaborative partner in developing sustainable health and healthcare solutions that meet the evolving needs of Indian River County residents. All funding provided under this agreement must be exclusively dedicated to serving the residents of Indian River County.

Does your organization have a sustainability plan to ensure the continuation of this program or service in the next year without funding from the District?

5) Financial and Funding Support Data

- A. The program or service should demonstrate a prudent use of taxpayer dollars, with administrative costs allocated to the program or service remaining reasonable.
- B. The District will evaluate (a) the additional incremental costs incurred by the agency in delivering the program and (b) a proportional share of the agency's general overhead, based on the program's or service's activity relative to the agency's total activity.
- C. Estimate the total number of unduplicated patients or clients who will be served during the 12-month District fiscal year from October 1, 2025, to September 30, 2026. For multiple programs or services, specify the total number of patients or clients for each program or service individually.
- D. Please estimate the total number of visits or encounters for the 12-month District fiscal year from October 1, 2025, to September 30, 2026. For multiple programs or services, provide the total number of visits or encounters for each program or service separately.
- E. Please provide the total budget for the current year as approved by your organization's Board of Directors.
- F. What percentage of the requested financial funding represents your organization's total budget (based on the current year's total budget)?
- G. What percentage of your budget is allocated to General and Administrative expenses?
- H. Please provide a list of financial funding or revenue received from other sources, including the names of all funders and the corresponding amounts for the current budget year (e.g., foundations, state agencies, local agencies, federal government, and others).
- I. Please provide a detailed list of funding or revenue received for the direct provision of medical services, itemized by type (e.g., private or commercial payers, self-pay, Medicaid, Medicare, Hospital District, philanthropy, grants, and other sources).

- J. Please specify whether your organization's staff use a company vehicle or their personal vehicles for service delivery.

Thank you for your application!

DRAFT

INDIAN RIVER COUNTY HOSPITAL DISTRICT
FY 25-26 APPLICATION FOR FUNDING TIMELINE

New Agency Submission of Letter of Intent

- *Opens on February 12, 2025*
- *Submission deadline - February 21, 2025 @ 5:00 PM (Late requests will not be accepted and will not be considered for funding during FY 2025-2026)*

Currently Funded Agency Submission of Application for Funding

- *Opens in eCimpact on February 24, 2025*
- *Submission deadline - March 28, 2025 @ 5:00 PM (Late requests will NOT be accepted)*

Proposed Agency Funding Request Presentation to Board of Trustees Schedule (This schedule is subject to change at the discretion of the District Board)

- *Thursday, May 8th @ 1:00 PM – Funding Request Presentation Meeting*
- *Wednesday, May 14th @ 10:00 AM – Chairman’s / Funding Request Presentation Meeting*
- *Tuesday, June 3rd @ 1:00 PM – Funding Request Presentation Meeting*
- *Wednesday, June 18th @ 10:00 AM – Chairman’s / Funding Request Presentation Meeting*
- *Thursday, July 10th @ 1:00 PM – Funding Request Presentation Meeting*

Tentative Budget Hearing Meeting Schedule

Thursday, July 17, 2025 - Tentative Budget Meeting

First Budget Hearing Meeting

Thursday, September 4, 2025 (Tentative Date)

Final Budget Hearing Meeting Schedule

Thursday, September 18, 2025

Completion of Agency Agreements for commencement on October 1, 2025

Indian River County Hospital District Common Funding Requests Policy Effective February 1, 2025

Purpose

This policy was developed to provide some clarity, structure, and consistency to our process of receiving, evaluating, and approving common funding requests for items that are not always directly related to patient care. This policy outlines specific criteria for approving such expenses.

1. New Agencies
 - All new agencies applying for HD support will require a preaudit
2. Rent
 - a) The HD will only pay rent in unique circumstances for up to one (1) year.
 - b) Unique in this case means that the funding will ultimately serve an urgent, or unmet healthcare need, or will provide an exceptional additional healthcare benefit to residents.
 - c) Requirements
 - i) direct patient care is administered $\geq 90\%$ of the time,
 - ii) hours of operation are at minimum 40 hours per week
 - iii) the healthcare organization must accept Medicaid.
3. Utilities
 - Expenses for electricity, water, heating, cooling, and internet services at facilities where direct patient care is administered according to the criteria in "Rent" above.
 - Utility bills must be in the name of the healthcare facility.
4. Transportation/Vehicle Expenses
 - Costs associated with transporting patients or caregivers to and from medical appointments or to and from treatments including home visits, and outreach clinics where: a. all associated transportation costs are committed exclusively to patient care $\geq 90\%$ of the time, b. the healthcare organization must accept Medicaid.
 - Detailed logs of trips and purpose must be maintained.
5. Supplies
 - For the purposes of Hospital District funding, only refers to medical supplies used directly in the care and treatment of hospital district, indigent patients/clients; includes items such as bandages, syringes, gloves, and similar.
 - Inventory logs and purchase receipts must be maintained.
6. Equipment
 - Medical equipment used in the diagnosis, treatment, or monitoring of patients. Capital equipment will be considered under the same criteria.
 - Justification for purchase, including how it enhances patient care, must be provided.
 - The healthcare organization must accept Medicaid.

7. Drug Tests

- Drug tests administered to patients as part of their treatment plan.
- Detailed records of tests conducted, and results should be maintained.

8. Professional Development/Books/Educational Materials

- Excluded.

9. Pilot Program Expenses

- Costs associated with new programs aimed at improving patient care. Must be evidence-based with data illustrating improved outcomes. If pilot program is associated with a healthcare organization, the healthcare organization must accept Medicaid.
- A detailed proforma with specific monthly or quarterly goals and expected outcomes must be provided. Pilot is subject to termination if patient encounter milestones are not achieved.

10. Medication Assistance

- Financial assistance for medications prescribed to patients. The healthcare organization providing medication must accept Medicaid.
- Documentation of prescriptions and HD patient eligibility criteria must be provided.
- Certain high-cost medications may require prior approval.

11. Laboratory Services

- Costs of laboratory tests and services for diagnosing and treating patients. The healthcare organization providing medication must accept Medicaid.
- Invoices and test results should be kept on file.
- Certain high-cost lab tests may require prior approval.

12. Mobile Medical Services

- Will be reimbursed at an **all-inclusive Fee For Service rate**.
- Required to provide care to all individuals whether insured or uninsured.
- Logs of services provided, and patient encounters must be maintained.

13. For Profits

- Will be funded at discretion of Board of Trustees if determined funding will ultimately serve an unmet healthcare need or will provide an exceptional benefit to residents.

FY2023/2024 District Funding as Percentage of Total Community Partner/Organization Budget

Community Partner/Organization (alphabetical)	Most Recent Available 990*		% of Total Budget
	2023 or if Specified 2022	2023/2024 Funding Granted	
Camp Haven	\$ 801,658	\$ 19,600	2%
Cleveland Clinic Indian River Hospital	\$ 414,009,687	\$ 3,935,526	1%
Childcare Resources	\$ 2,942,833	\$ 279,878	10%
Dynamic Life	\$ 502,119	\$ 63,000	13%
Healthy Start Coalition of Indian River County	\$ 3,407,658	\$ 495,000	15%
Hope for Families	\$ 4,332,211	\$ 53,883	1%
Learning Alliance	\$ 4,366,975	\$ 100,000	2%
Mental Health Collaborative	\$ 423,938	\$ 220,000	52%
Mental Health Court	\$ 658,086	\$ 658,086	100%
Mental Health Association 2022	\$ 2,658,380	\$ 702,250	26%
New Horizons	\$ 29,091,327	\$ 98,000	0%
Samaritan Center - Catholic Charities 2022	\$ 7,494,264	\$ 78,047	1%
Senior Resources Association	\$ 13,288,708	\$ 1,254,874	9%
Sunshine Physical Therapy Clinic 2022	\$ 1,569,581	\$ 225,000	14%
Treasure Coast Community Health Center	\$ 30,455,303	\$ 3,805,204	12%
Treasure Coast Homeless Services Council	\$ 4,400,000	\$ 334,113	8%
Thrive	\$ 2,619,983	\$ 432,960	17%
Tykes & Teens	\$ 5,102,333	\$ 716,222	14%
Visiting Nurse Association of the Treasure Coast 2022	\$ 17,989,509	\$ 920,086	5%
We Care - Indian River Medical Society Foundation	\$ 251,850	\$ 47,800	19%
Whole Family Health	\$ 33,670,996	\$ 741,864	2%

**Please note 990 figures are not limited to operating revenue; they may include one-time, non-recurring donor restricted funds, or other one-time capital or non-capital campaign donations.*