

RESOLUTION NO. 2018 - 247

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA, AUTHORIZING THE COUNTY ADMINISTRATOR OR HIS DESIGNEE TO ENTER INTO AN AGREEMENT TO PROVIDE A ONE-TIME ALLOCATION OF EMERGENCY FUNDING TO ST. JOHNS WELFARE FEDERATION D/B/A BAYVIEW ASSISTED LIVING AT BUCKINGHAM SMITH AND AUTHORIZING THE TRANSFER OF \$252,727 FROM GENERAL FUND RESERVES TO THE FISCAL YEAR 2018 BUDGET

WHEREAS, each year St. Johns County (County) provides funding to nonprofit agencies that provide health, human, or social services to the residents of St. Johns County; and

WHEREAS, the St. Johns Welfare Federation d/b/a Bayview Assisted Living at Buckingham Smith (Bayview) is a nonprofit agency that receives such County funding to provide assisted living services and facilities to indigent residents of the County; and

WHEREAS, Bayview has notified the County that without additional funding in the amount of \$394,387, Bayview will be unable to sustain operations to provide services to indigent residents of the County; and

WHEREAS, in an effort to minimize the expenditure of General Fund reserves, the Board of County Commissioners directed staff to review and identify other possible sources to provide a one-time allocation of funding to allow continued services; and

WHEREAS, following review, County staff identified \$141,660 which is available in Fiscal Year 2018 from the HHS total budget; and

WHEREAS, Bayview maintains that the services cannot be performed absent full funding of the requested amount (\$394,387), therefore the balance of requested funds (\$252,727) would necessitate a transfer from the General Fund reserves; and

WHEREAS, if approved, the total requested amount will be provided as a one-time only emergency allocation to provide assisted living services to indigent residents of the County; and

WHEREAS, Bayview has provided a sustainability plan for future funding and a budget demonstrating how the funds would be used.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA:

Section 1. Incorporation of Recitals.

The above recitals are hereby incorporated into the body of this resolution, and are adopted as findings of fact.

Section 2. Approval and Authority to Execute Agreement and Transfer Funding.

The Board hereby authorizes the County Administrator, or his designee, to enter into a agreement to provide one time funding to Bayview to provide assisted living services and facilities to indigent residents of the County. The Board further authorizes the transfer of \$252,727 from the General Fund reserves to be recognized and appropriated in the Fiscal Year 2018 budget.

Section 3. Correction of Errors.

To the extent that there are typographical, administrative, or scrivener's errors that do not change the tone, tenor, or concept of this resolution, this resolution may be revised without further action by the Board of County Commissioners.

Section 4. Effective Date.

This resolution shall be effective upon its adoption by the Board.

PASSED AND ADOPTED by the Board of County Commissioners of St. Johns County, State of Florida, and this 7th day of August, 2018.

**BOARD OF COUNTY COMMISSIONERS
OF ST. JOHNS COUNTY, FLORIDA**

By: Henry Dean
Henry Dean, Chair

ATTEST: HUNTER S. CONRAD, CLERK RENDITION DATE 8/9/18

By: Pam Halterman
Deputy Clerk



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St. Augustine, Florida 32084
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Dr. Larry B. Lake, PhD, LLD, LMHC, LNHA
Executive Director/CEO
LLake@Bay-View.org

St. Johns County Welfare Federation

*Mark F. Bailey, Sr., President • Joseph Boles, Esq., Vice President • Dr. William T. Abare, Secretary/Treasurer
Jerod Meeks, Director • Otis Mason, Director • Joe Gordy, Director • Jason Barrett, Director
Todd Batenhorst, MD, Director • John Prioleau, MD, Director*

June 26, 2018

Shawna Novak, Director of Health and Human Services
St. Johns County, Delivered by Electronic Mail to S.Novak@sjcfl.us
St. Augustine, Florida

*In-RE: Enhanced County Funding Request and Sustainability Plan for the
Buckingham Smith Subsidized Assisted Living Program*

Dear Shawna:

Hope you are well.

Per your request, this communication delineates our sustainability plan for the Buckingham Smith Subsidized Assisted Living Program and provides the Program's expenses for the time period January 1, 2018 through September 30, 2018 (see attachment).

Sustainability Plan

The Board of Directors, management leadership and staff of the St. Johns Welfare Federation d/b/a BayView Healthcare are committed to providing subsidized assisted living service to citizens of St. Johns County who are in need and unable to pay for such services. We are committed to continuing the Buckingham Smith Assisted Living Program, which we have operated for many years as part of our charitable mission and purpose. Our requested for increased County funding is a reflection of this commitment to continue the program. There are seven components to our sustainability plan:

1. Our organization has requested an additional \$394,000 of additional funding for the 2017-2018 fiscal year. This funding will be used to keep the program operational for an additional year (through August 2019).
2. The Buckingham Smith Subsidized Assist Living Program will remain a major focus of our fundraising, including our Centennial Campaign which celebrates 100 years of service. The Centennial Campaign beginnings in 2019 and celebrates our services since we were founded in 1920.

*St. Johns County Welfare Federation is a Private Not-For-Profit Charity and Healthcare Provider
Organization Founded in 1920 and Supported by St. Johns County and United Way*

3. The program, while retaining the Buckingham Smith name, will be operated at our assisted living facility located at 161 Marine Street on the main BayView campus. The will make the program more operationally efficient and save costs.
4. The BayView campus has emergency power generation and sufficient capacity for maintaining safe ambient temperatures in the event of electrical power loss. Consolidating the assisted living programs in one location will save the organization approximately \$100,000.
5. The County staff has expressed a willingness to help us find additional grant support outside of the general fund. We welcome the assistance and will cooperate fully with applying for any revenue resources identified.
6. Though we always will provide subsidized assisted living services, the question for the future is how much is fiscally available to provide those subsidies and at what level each resident can be subsidized. Going forward, management will have to match resources and the subsidized services provided.
7. There is no question about the long-term sustainability of the Program, but in the future we will only be able to admit and serve participants in the program based on the limited resources available in any fiscal year. Granting our request for the additional \$394,000 will allow time to make the necessary transitions, avoid operational and immediate capital costs, and will allow us to combine our assisted living programs without having to put any one on the street, which is an outcome that no one wants to see happen.

Comments on the Attached Expenses from January 1, 2018 through September 30, 2018

The attached worksheets demonstrate the need for immediate support. In addition, it should be noted that these worksheets do not include the additional financial deficit accrued during the first fiscal quarter. We appreciate the Board of County Commissioners and County staff securing the approximately \$26,000 of support provided for the period October 1, 2017 through December 31, 2017, it should be noted that those funds did not cover the shortfall for that period.

Shawna, we very much appreciate your assistance and the assistance of others on the staff. Please do not hesitate to contact me if you or others have any questions or need additional information.

Respectfully,



Larry Lake
Executive Director/CEO

St. Johns Welfare Federation d/b/a BayView Assisted Living at Buckingham Smith
Proposed Budget: January 1, 2018 to September 30, 2018

	1. Proposed HHS Program Budget	2. Other Funding Amount	3. Total Program Budget
A. PERSONNEL EXPENSES			
1. Salaries	213,716	171,358	385,074
2. Fringe Benefits	52,744	42,290	95,034
A. Subtotal Personnel	266,460	213,648	480,108
B. PROGRAM EXPENSES			
3. Resident Activities	5,662	4,540	10,202
4. Space & Utilities	23,672	18,981	42,653
5. Communications	2,747	2,203	4,950
6. Printing & Supplies	24,222	19,422	43,644
7. Maintenance Costs	23,219	18,618	41,837
8. Professional Fees		15,264	15,264
9. Food Costs for residents	48,405	23,546	71,951
B. Subtotal Program Expenses	127,927	102,574	230,501
C. TOTAL PERSONNEL + PROGRAM PROGRAM EXPENSES (A+B)	394,387	316,222	710,609
D. ADMINISTRATIVE COSTS (maximum 15% of C, above)			
E. TOTAL EXPENSES (C+D=E)	394,387	316,222	710,609

Based on estimated budgeted expenditures during reporting period		
EXPENSE	\$ AMOUNT	NARRATIVE (JUSTIFICATION)
1. Salaries (See attached)	385,074	See attached detail for positions and amounts (No executive salaries included)
2. Fringe Benefits (See attached)	95,034	FICA, FUTA, Workers' Comp, Health insurance (See attached)
3. Resident Activities	10,202	Supplies and Entertainer costs for activities
4. Space & Utilities	42,653	Electric, gas, water and cable
5. Communications	4,950	Telephone
6. Printing & Supplies	43,644	Laundry, Housekeeping, Medical and office supplies
7. Maintenance Costs	41,837	Lawn, pest control, repairs and outside contrac
8. Professional Fees (Excludes Insurance, Audit, and Fundraising)	15,264	Legal and accounting fees
9. Food Costs	71,951	Raw Food Costs for resident meals

St. John's Welfare Federation d/b/a BayView Assisted Living at Buckingham Smith

Proposed Budget: January 1, 2018 to September 30, 2018

Position	Wages	Fringe Benefits
Wages - Director of Resident Services	52,632	12,989
Wages - Director of Dietary	10,662	2,631
Wages - Director of Maintenance	5,760	1,422
Wages - Resident Services Staff	211,886	52,292
Wages - Maintenance Staff	5,823	1,437
Wages - Administrator	11,892	2,935
Wages - Accounting Director	1,676	414
Wages - Accounting	1,353	334
Wages - Human Resources	1,809	446
Wages - Reception/Secretarial	1,239	306
Wages - Cooks	10,890	2,688
Wages - Dietary Supervisor	15,531	3,833
Wages - Dietary Aides	48,962	12,083
Wages - Dishwashers	4,961	1,224
Totals	385,074	95,034