

**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
BOARD APPOINTMENT SUMMARY**

Meeting Date: January 15, 2013

Department: Administration

Board: Health Council of Southeast Florida, Inc.

I. EXECUTIVE BRIEF

Motion & Title: Staff recommends motion to approve: appointment of one (1) individual to the Health Council of Southeast Florida, Inc. for a two (2)-year term commencing January 15, 2013:


| <u>Appoint</u> | <u>Seat No.</u> | <u>Seat Requirement</u> | <u>Nominated By</u> |
|------------------|-----------------|-------------------------|---------------------|
| Patricia Avakian | 10 | Health Care Purchaser | Comm. Burdick |

Summary: The Health Council of Southeast Florida, Inc. (Council) is a not-for-profit corporation established pursuant to Section 408.033, Florida Statutes, for the purpose of providing and coordinating health planning activities within Palm Beach, Martin, St. Lucie, Indian River and Okeechobee Counties. The Council consists of 12 members: six (6) representatives for Palm Beach County; two (2) members appointed by Martin County; two (2) members appointed by St. Lucie County; one (1) member appointed by Indian River County; and one (1) member appointed by Okeechobee County. The appointees must be representatives of health care providers, health care purchasers, and non-governmental health care consumers, not to exclude elected government officials. On December 4, 2012, a memo was circulated to the BCC requesting nominations. Countywide (TKF)

Background and Justification: The Council is generally charged with providing services that improve the health and quality of life for individuals living in the five (5) county service area. Specific powers identified in their bylaws include: establishing a system for gathering and analyzing data on characteristics of health problems; recommending goals and policies for improving health services; and preparing plans and procedures for attainment of health goals. With this appointment, the Council membership will include: six Caucasian females; two Caucasian males; one African-American female and two African-American males.

Attachments:

1. Boards/Committees Application
2. Memo to BCC Requesting Nominations
3. Current List of Board Members
4. Section 408.033, Florida Statutes

Recommended by:  12/21/12
Assistant County Administrator Date

Legal Sufficiency:  12/27/12
Assistant County Attorney Date

II. REVIEW COMMENTS

A. Other Department Review:

Department Director

Attachment # 1

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**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
BOARDS/COMMITTEES APPLICATION**

The information provided on this form will be used by County Commissioners and/or the entire Board in considering your nomination. This form **MUST BE COMPLETED IN FULL**. Answer "none" or "not applicable" where appropriate. **Further, please attach a biography or résumé to this form.**

Section I (Department): (Please Print)

Board Name: Health Council of Southeast Florida, Inc Advisory Not Advisory

At Large Appointment or District Appointment /District #: _____

Term of Appointment: ? Years. From: _____ To: _____

Seat Requirement: _____ Seat #: _____

*Reappointment or New Appointment

or to complete the term of _____ Due to: resignation other

Completion of term to expire on: _____

*When a person is being considered for reappointment, the number of previous disclosed voting conflicts during the previous term shall be considered by the Board of County Commissioners: _____

Section II (Applicant): (Please Print)

APPLICANT, UNLESS EXEMPTED, MUST BE A COUNTY RESIDENT

Name: Avakian Pat
Last First Middle

Occupation/Affiliation: Retired
Owner Employee Officer

Business Name: _____

Business Address: _____

City & State _____ Zip Code: _____

Residence Address: 178 Somerset I

City & State West Palm Beach, FL Zip Code: 33417

Home Phone: (561) 689-3176 Business Phone: (n/a) Ext. _____

Cell Phone: (561) 596-0715 Fax: (n/a)

Email Address: _____

Mailing Address Preference: Business Residence

Have you ever been convicted of a felony: Yes _____ No

If Yes, state the court, nature of offense, disposition of case and date: _____

Minority Identification Code: Male Female
 Native-American Hispanic-American Asian-American African-American Caucasian

Section II Continued:

CONTRACTUAL RELATIONSHIPS: Pursuant to Article XIII, Sec. 2-443 of the Palm Beach County Code of Ethics, advisory board members are prohibited from entering into any contract or other transaction for goods or services with Palm Beach County. Exceptions to this prohibition include awards made under sealed competitive bids, certain emergency and sole source purchases, and transactions that do not exceed \$500 per year in aggregate. These exemptions are described in the Code. This prohibition does not apply when the advisory board member's board provides no regulation, oversight, management, or policy-setting recommendations regarding the subject contract or transaction and the contract or transaction is disclosed at a public meeting of the Board of County Commissioners. **To determine compliance with this provision, it is necessary that you, as a board member applicant, identify all contractual relationships between Palm Beach County government and you as an individual, directly or indirectly, or your employer or business.** This information should be provided in the space below. If there are no contracts or transactions to report, please verify that none exist. Staff will review this information and determine if you are eligible to serve or if you may be eligible for an exception or waiver pursuant to the code.

| <u>Contract/Transaction No.</u> | <u>Department/Division</u> | <u>Description of Services</u> | <u>Term</u> |
|---------------------------------|-------------------------------|--------------------------------|--------------------------|
| <u>Ex: (R#XX-XXXX/PO XXX)</u> | <u>Parks & Recreation</u> | <u>General Maintenance</u> | <u>10/01/11-09/30/12</u> |

Clerk and Controller's Office Volunteer 8 hours per week small claims division

(Attach Additional Sheet(s), if necessary)

OR NONE

All board members are required to read and complete training on Article XIII, the Palm Beach County Code of Ethics, and read the Guide to the Sunshine Amendment prior to appointment/reappointment. Article XIII, and the training requirement can be found on the web at: <http://www.palmbeachcountyethics.com/training.htm>. Keep in mind this requirement is on-going.

By signing below I acknowledge that I have read, understand, and agree to abide by Article XIII, the Palm Beach County Code of Ethics, and I have received the required Ethics training (in the manner checked below):

- By watching the training program on the Web, DVD or VHS
- By attending a live presentation given on _____, 20____

AND

By signing below I acknowledge that I have read, understand and agree to abide by the Guide to the Sunshine Amendment & State of Florida Code of Ethics:

*Applicant's Signature: Pat Avakian Printed Name: PAT AVAKIAN Date: 12/12/12

Any questions and/or concerns regarding Article XIII, the Palm Beach County Code of Ethics, please visit the Commission on Ethics website www.palmbeachcountyethics.com or contact us via email at ethics@palmbeachcountyethics.com or (561) 233-0724.

Return this FORM to:
 {Jon Van Arnam}, {Palm Beach County Government Center}
 {301 N Olive Ave, Suite 1101, WPB, FL 33401}

Section III (Commissioner, if applicable):

Appointment to be made at RCC Meeting on: _____

Commissioner's Signature: Paul H. Burdick Date: 12-19-2012

PAT AVAKIAN, CMM

178 Somerset I
West Palm Beach, FL 33417
(561) 689-3176(H) (561) 596-0715(C)
pat.avakian@yahoo.com

SUMMARY:

Energetic, resourceful, experienced medical and financial administrator. accomplished in accounting, medical office management, medical coding and insurance regulations

EXPERIENCE:

April 2006 - December 2011

Palm Beach Neurological Center

This was a part time position in this two man neurology office. My main responsibilities were payroll and monthly financial reporting. I also posted charges and receipts, answered the phones and booked appointments.

July 2004 - April 2006

Laser & Surgery Center of the Palm Beaches

My Business Manager responsibilities include the supervision of 10 employees engaged in A/P, A/R, collections, billing and coding, medical records upkeep, front desk, insurance verification, scheduling, transcription, and building maintenance. I administer all human resource functions, ie, payroll, benefits, and pensions. I am responsible for the maintenance of our computer software, all insurance policies and equipment maintenance agreements.

September 1991 - November 2003

MONMOUTH CARDIOLOGY ASSOCIATES, LLC

As Practice Manager and Chief Financial Officer of this eighteen physician Cardiology Practice, I supervise the four office managers, do the scheduling for the practice, oversee the maintenance of four offices, and liaise with the managing physician and Executive committee. My financial responsibilities include A/P and payroll, bank reconciliation, monthly financial reporting, and budget preparation, practice productivity and analysis. I review and negotiate all contracts, ie, purchasing and managed care. I also act as contact person for the practice with our accountants, attorneys, pension managers, and bankers. I am familiar with CPT4 coding and ICD 9 diagnoses, medicare billing, electronic claims, and OSHA and HIPPA regulations. My computer literacy includes Microsoft Word, Excel, Quick Books, ADP and Paychex payroll programs, and several medical office software systems, namely Medic, NextGen, and Medical Manager. I am a member of MGMA and sat on the New Jersey Chapter's regulatory committee.

Attachment # 1

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Pat Avakian, Page 2

June 1987 - September 1991

PORGES CORPORATION, ROBBINSVILLE, NJ - Controller

May 1984 - June 1987

ORTHOPEDIC SPECIALISTS, PA, HACKENSACK, NJ - Office Manager

January 1, 2012 - RETIRED!

EDUCATION:

Fairleigh Dickinson University, Teaneck, NJ

BA Mathematics - Dean's List, MBA Accounting - Dean's List

Attachment # 2


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DEC - 5 2012



INTEROFFICE MEMORANDUM

TO: Steven L. Abrams, Chair and Members
Board of County Commissioners

FROM: Jon Van Arnam, Assistant County Administrator 

DATE: December 4, 2012

SUBJECT: NOMINATIONS TO HEALTH COUNCIL OF SOUTHEAST FLORIDA, INC.

This memo is to request nominations for Board of County Commissioners' appointments to the Health Council of Southeast Florida, Inc. (formerly known as the Treasure Coast Health Council). There are currently three (3) at-large seats available for appointment and we are providing the application of one interested and qualified individual (copy attached). To qualify for the seats the candidates must be consumers or purchasers of health care services. The mission of the organization, service area and a complete makeup of the Council are defined below.

The Health Council of Southeast Florida, Inc. is a not-for-profit corporation established pursuant to Section 408.033, Florida Statutes, for the purpose of providing and coordinating health planning activities within Palm Beach, Martin, St. Lucie, Indian River and Okeechobee Counties. The Council is generally charged with providing services that improve the health and quality of life for individuals living in the five (5) county service area. Specific powers identified in their bylaws include: establishing a system for gathering and analyzing data on characteristics of health problems; recommending goals and policies for improving health services; and preparing plans and procedures for attainment of health goals.

The Council consists of 12 members: six (6) representatives for Palm Beach County; two (2) members appointed by Martin County; two (2) members appointed by St. Lucie County; one (1) member appointed by Indian River County; and one (1) member appointed by Okeechobee County. The appointees must be representatives of health care providers, health care purchasers, and non-governmental health care consumers, not to exclude elected government officials. A majority of the Council members must be health care purchasers and health care consumers and the Council must include a representative number of persons over 60 years of age. Appointments are for a term of two (2) years and members are eligible for reappointment. A copy of the most current membership roster is attached.

If you wish to endorse the nomination of Mr. Hayden, please sign and return the attached application by Friday, December 7, 2012, and we will prepare the appointment for Board consideration on December 18, 2012. If you would like to nominate others, please forward names and contact information to me at your earliest convenience and I will contact the candidates and work with them to complete the application form. They will be presented to the Board at a later date. Thank you and do not hesitate to contact me with any questions.

:jva
Attachments (2)



**PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS
HEALTH COUNCIL OF SOUTHEAST FLORIDA. INC.**

I. AUTHORITY :

Chapter 82-182, Laws of Florida 1982; and F.S. 408.033.

II. APPOINTING BODY :

III. COMPOSITION, QUALIFICATIONS, TERMS & REMOVAL :

The local Health Council shall consist of twelve (12) members: six (6) representatives for Palm Beach County; one (1) member appointed by Indian River County, two (2) members appointed by Martin County, one (1) member appointed by Okeechobee County, and two (2) members appointed by St. Lucie County. Appointees shall be representatives of health care providers, health care purchasers, and non-governmental health care consumers, not to exclude elected government officials. A majority of the Council members must be health care purchasers and health care consumers and the Council must include a representative number of persons over 60 years of age. Appointments shall be for a term of two (2) years and be eligible for reappointment. Any member of the Council appointed by PBC may be removed by the BCC for misfeasance, malfeasance or willful neglect of duty.

EXTENDED COMPOSITION :

IV. MEETINGS :

Third Thursday of the month at 4:00p.m., 600 Sandtree Drive, Ste. 101, Palm Beach Gardens, FL 33403

V. FUNCTIONS :

For the purpose of defining health service needs and assisting health care facilities, health care providers and hospices to develop programs of service that will assure the best possible health service to the community.

Attachment # 3
Page 1 of 5

* indicates a member having an action pending

VI. LIAISON INFORMATION :

LIAISON DEPARTMENT

CONTACT PERSON

ADDRESS

None

Andrea Stephenson

600 Sandtree Dr Ste 101
Palm Beach Gardens FL 33403
Phone # 561-844-4220 Ex. 18

County Administration

Jon Van Arnam, Asst. Cty Adn

301 N Olive Ave Ste 1101 Governmental Center
West Palm Beach FL 33401
Phone # 561-355-2740

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* indicates a member having an action pending



HEALTH COUNCIL OF SOUTHEAST FLORIDA, INC.

| SEAT ID | CURRENT MEMBER | ROLE TYPE | RACE CODE | GENDER | BUSINESS / HOME PHONE | SEAT REQUIREMENT | APPOINT DATE | REAPPOINT DATE | EXPIRE DATE |
|---------|----------------|-----------|-----------|--------|-----------------------|------------------|--------------|----------------|-------------|
|---------|----------------|-----------|-----------|--------|-----------------------|------------------|--------------|----------------|-------------|

Appointed By : Indian River County Commission

| | | | | | | | | | |
|---|--------|--------|--|--|--|----------------------|--|--|---|
| 1 | Vacant | Member | | | | Health Care Provider | | | / |
|---|--------|--------|--|--|--|----------------------|--|--|---|

NOMINATED BY :

Appointed By : Martin County Commission

| | | | | | | | | | |
|---|--|--------|----|---|--------------|-----------------------|------------|--|------------|
| 2 | Anita Cocoves NONE 2401 E Monterey Rd Stuart FL 34996 | Member | CA | F | 772-419-6932 | Health Care Purchaser | 11/18/2011 | | 11/17/2013 |
|---|--|--------|----|---|--------------|-----------------------|------------|--|------------|

NOMINATED BY :

| | | | | | | | | | |
|---|---|--------|----|---|--------------|----------------------|------------|--|------------|
| 3 | Edward Fischman, C-North County Foot & Ankle 901 W Indiantown Rd Ste 15 Jupiter FL 33458 | Member | CA | M | 561-745-8700 | Health Care Provider | 05/24/2011 | | 05/23/2013 |
|---|---|--------|----|---|--------------|----------------------|------------|--|------------|

NOMINATED BY :

Appointed By : Okeechobee Cty Commissioners

| | | | | | | | | | |
|---|---|--------|----|---|--------------|--------------------------|------------|--|------------|
| 4 | Tiffany Collins NONE 1728 NW 9th Ave Okeechobee FL 34972 | Member | CA | F | 863-462-5761 | PBC Health Care Provider | 04/04/2011 | | 04/04/2013 |
|---|---|--------|----|---|--------------|--------------------------|------------|--|------------|

NOMINATED BY :

* indicates a member having an action pending

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Appointed By : PBC County Commission

5 Lillian DeCicco Member AA F -- Health Care Consumer 02/04/1997
1311 W 25th St
Juno Beach FL 33408

NOMINATED BY :

6 Festus "Frank" Hayden Member AA M 561-792-0589 Health Care Consumer 12/18/2012 12/17/2014
11180 Cobblefield Rd
Wellington FL 33449

NOMINATED BY :

7 M. Douglas Sigman Member CA M 561-881-8612 Health Care Provider 12/02/2008 03/15/2011 03/14/2013
508 Bay Rd
North Palm Beach FL
33408

NOMINATED BY :

8 Mary Jo "Joey" Bulfin Member CA F 561-882-6476 Health Care Provider 04/17/2012 04/16/2014
St. Mary'S Medical Center
901 45th St
West Palm Beach FL
33407

NOMINATED BY :

Attachment # 3
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* indicates a member having an action pending

Appointed By : PBC County Commission

| | | | | | | | | | |
|---|--|--------|----|---|-------------------|-----------------------|------------|------------|------------|
| 9 | Marnie Poncy Joseph C. Kempe, PA 941 N Highway A-1-A Jupiter FL 33477 | Member | CA | F | 561-747-7300 X115 | Health Care Purchaser | 08/25/1992 | 04/17/2012 | 04/16/2014 |
|---|--|--------|----|---|-------------------|-----------------------|------------|------------|------------|

NOMINATED BY :

| | | | | | | | | | |
|----|--------|--------|--|--|--|-----------------------|--|--|--|
| 10 | Vacant | Member | | | | Health Care Purchaser | | | |
|----|--------|--------|--|--|--|-----------------------|--|--|--|

NOMINATED BY :

Appointed By : St. Lucie County Commission

| | | | | | | | | | |
|----|--|--------|----|---|--------------|----------------------|------------|--|------------|
| 11 | Daniel Regis NONE 2414 SE Melaleuca Blvd Port St Lucie FL 32960 | Member | AA | M | 772-497-4211 | Health Care Consumer | 08/16/2011 | | 08/19/2013 |
|----|--|--------|----|---|--------------|----------------------|------------|--|------------|

NOMINATED BY :

| | | | | | | | | | |
|----|---|--------|----|---|--------------|----------------------|------------|--|------------|
| 12 | Donna Dubois NONE 2547 Creekside Dr Ft Pierce FL 34981 | Member | CA | F | 772-341-0001 | Health Care Provider | 08/16/2011 | | 08/19/2013 |
|----|---|--------|----|---|--------------|----------------------|------------|--|------------|

NOMINATED BY :

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* indicates a member having an action pending

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implementation of this section, the local health council shall annually provide the local governments in its service area, upon request, with:

- a. A copy and appropriate updates of the district health plan;
 - b. A report of hospital and nursing home utilization statistics for facilities within the local government jurisdiction; and
 - c. Applicable agency rules and calculated need methodologies for health facilities and services regulated under s. 408.034 for the district served by the local health council.
8. Monitor and evaluate the adequacy, appropriateness, and effectiveness, within the district, of local, state, federal, and private funds distributed to meet the needs of the medically indigent and other underserved population groups.
9. In conjunction with the Department of Health, plan for services at the local level for persons infected with the human immunodeficiency virus.
10. Provide technical assistance to encourage and support activities by providers, purchasers, consumers, and local, regional, and state agencies in meeting the health care goals, objectives, and policies adopted by the local health council.
11. Provide the agency with data required by rule for the review of certificate-of-need applications and the projection of need for health services and facilities in the district.
- (c) Local health councils may conduct public hearings pursuant to s. 408.039(3)(b).
 - (d) Each local health council shall enter into a memorandum of agreement with each regional planning council in its district that elects to address health issues in its strategic regional policy plan. In addition, each local health council shall enter into a memorandum of agreement with each local government that includes an optional health element in its comprehensive plan. Each memorandum of agreement must specify the manner in which each local government, regional planning council, and local health council will coordinate its activities to ensure a unified approach to health planning and implementation efforts.
 - (e) Local health councils may employ personnel or contract for staffing services with persons who possess appropriate qualifications to carry out the councils' purposes. However, such personnel are not state employees.
 - (f) Personnel of the local health councils shall provide an annual orientation to council members about council member responsibilities.
 - (g) Each local health council may accept and receive, in furtherance of its health planning functions, funds, grants, and services from governmental agencies and from private or civic sources and to perform studies related to local health planning in exchange for such funds, grants, or services. Each council shall, no later than January 30 of each year, render an accounting of the receipt and disbursement of such funds received by it to the Department of Health.
- (2) FUNDING.—
- (a) The Legislature intends that the cost of local health councils be borne by assessments on selected health care facilities subject to facility licensure by the Agency for Health Care Administration, including abortion clinics, assisted living facilities, ambulatory surgical centers, birthing centers, clinical laboratories except community nonprofit blood banks and clinical laboratories operated by practitioners for exclusive use regulated under s. 483.035, home health agencies, hospices, hospitals, intermediate care facilities for the developmentally disabled, nursing homes, health care clinics, and multiphasic testing centers and by assessments on organizations subject to certification by the agency pursuant to chapter 641, part III, including health maintenance organizations and prepaid health clinics. Fees

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assessed may be collected prospectively at the time of licensure renewal and prorated for the licensure period.

(b)1. A hospital licensed under chapter 395, a nursing home licensed under chapter 400, and an assisted living facility licensed under chapter 429 shall be assessed an annual fee based on number of beds.

2. All other facilities and organizations listed in paragraph (a) shall each be assessed an annual fee of \$150.

3. Facilities operated by the Department of Children and Family Services, the Department of Health, or the Department of Corrections and any hospital which meets the definition of rural hospital pursuant to s. 395.602 are exempt from the assessment required in this subsection.

(c)1. The agency shall, by rule, establish fees for hospitals and nursing homes based on an assessment of \$2 per bed. However, no such facility shall be assessed more than a total of \$500 under this subsection.

2. The agency shall, by rule, establish fees for assisted living facilities based on an assessment of \$1 per bed. However, no such facility shall be assessed more than a total of \$150 under this subsection.

3. The agency shall, by rule, establish an annual fee of \$150 for all other facilities and organizations listed in paragraph (a).

(d) The agency shall, by rule, establish a facility billing and collection process for the billing and collection of the health facility fees authorized by this subsection.

(e) A health facility which is assessed a fee under this subsection is subject to a fine of \$100 per day for each day in which the facility is late in submitting its annual fee up to the maximum of the annual fee owed by the facility. A facility which refuses to pay the fee or fine is subject to the forfeiture of its license.

(f) The agency shall deposit in the Health Care Trust Fund all health care facility assessments that are assessed under this subsection and shall transfer such funds to the Department of Health for funding of the local health councils. The remaining certificate-of-need application fees shall be used only for the purpose of administering the certificate-of-need program.

(3) DUTIES AND RESPONSIBILITIES OF THE AGENCY.—

(a) The agency is responsible for the coordinated planning of health care services in the state.

(b) The agency shall develop and maintain a comprehensive health care database for the purpose of health planning and for certificate-of-need determinations. The agency or its contractor is authorized to require the submission of information from health facilities, health service providers, and licensed health professionals which is determined by the agency, through rule, to be necessary for meeting the agency's responsibilities as established in this section.

(c) The Department of Health shall contract with the local health councils for the services specified in subsection (1). All contract funds shall be distributed according to an allocation plan developed by the department. The department may withhold funds from a local health council or cancel its contract with a local health council which does not meet performance standards agreed upon by the department and local health councils.

History.—s. 20, ch. 87-92; s. 40, ch. 88-380; s. 35, ch. 88-394; s. 1, ch. 89-104; s. 24, ch. 89-294; s. 2, ch. 89-296; s. 15, ch. 89-527; s. 2, ch. 91-48; s. 22, ch. 91-158; ss. 2, 104, ch. 91-282; s. 5, ch. 91-429; ss. 15, 17, ch. 92-33; s. 2, ch. 92-174; s. 66, ch. 92-289; s. 22, ch. 93-120; s. 11, ch. 93-129; s. 33, ch. 93-206; s. 8, ch. 93-267; s. 9, ch. 95-144; s. 29, ch. 95-210; s. 3, ch. 95-394; s. 11, ch. 97-79; s. 1, ch. 97-91; s. 35, ch. 97-103; s. 62, ch. 97-237; s. 175, ch. 99-8; s. 4, ch. 2000-256; s. 5, ch. 2000-318; s. 3, ch. 2004-383; s. 75, ch. 2006-197; s. 114, ch. 2010-102; s. 18, ch. 2012-160.

Note.—Former s. 381.703.

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