

**POLK COUNTY  
FIRST AMENDMENT TO CONTRACT FOR SERVICES  
CONTRACT # 23-012-IHC**

This First Amendment to Contract for Services (“First Amendment”) #23-012-IHC is made effective **October 1, 2023** (“First Amendment Effective Date”) to **September 30, 2026** by and between **Lakeland Volunteers in Medicine, Inc.**, (“LVIM”), and Polk County, a political subdivision of the State of Florida (“COUNTY”), (LVIM and COUNTY shall be jointly referred to herein as the “Parties”).

**WITNESS TO:**

WHEREAS, the COUNTY wishes to provide funding for the provision of free health care, dental, and behavioral health services for qualified Polk County residents at or below 200% of the Federal Poverty Level (“FPL”); and

WHEREAS, the Parties entered into that certain Contract (contract # 23-012-IHC) (the “Medical Services Contract”) which is effective from January 1, 2023 through September 30, 2026 to provide medical and screening services to qualified Polk County residents that are at or below 200% of the FPL; and

WHEREAS, the Parties have also entered into a separate Contract (contract # 22-353-IHC) (the “Dental Services Contract”) which is effective from October 1, 2022 through September 30, 2025 for the purposes of providing dental services to qualified Polk County residents that are at or below 200% of the FPL; and

WHEREAS, the Parties now desire to amend the Medical Services Contract for the purposes of merging the services described in the Dental Services Contract with and into the Scope of Services of the Medical Services Agreement as of the First Amendment Effective Date while concurrently amending the Dental Services Contract to provide for its termination and for the processing and payment of the dental services rendered under that contract through March 31, 2024; and

WHEREAS, the Parties have also agreed to amend the Medical Services Contract to revise the Services to include those behavioral health services described in the attached amended and restated Exhibit A, Scope of Services, and amended and restated Exhibit B, Performance Objectives, with funding as described in the amended and restated Exhibit D, Budget; and

WHEREAS, capitalized terms used but not otherwise defined herein shall have the meaning ascribed to them in the Agreement.

NOW, THEREFORE, in consideration of the mutual promises set forth herein, and other good and valuable consideration, the Parties hereby agree as follows:

1. The foregoing recitals are true and correct and are incorporated herein by reference.
2. Article II FUNDING Section 2.1 is amended and replaced as follows:

2.1 In consideration for LVIM providing Services to Qualified Residents, the COUNTY will pay LVIM a total amount not to exceed:

- A. Three Hundred Sixty-Six Thousand Eight Hundred Seventeen and 89/100 dollars (\$366,817.89) – Year 1 – January 1, 2023 to September 30, 2023 – this includes a one-time allowance of \$20,000 to reimburse for the purchase of equipment which will be used to provide services to qualified Polk County residents that are at or below 200% of the FPL.
- B. One Million Three Hundred Forty-One Thousand Two Hundred Seventeen and no/100 dollars (\$1,341,217) – Year 2 – October 1, 2023 to September 30, 2024. Total funding not-to-exceed amount includes funding paid during Year 2 for all Services provided under the Medical Services Contract (23-012-IHC), and the services provided under the Dental Services Contract (22-353-IHC) through March 31, 2024. Expenses for Dental Services will be reimbursable under this

Contract (23-012-IHC) effective April 1, 2024. Expenses for Behavioral Health Services will be reimbursable under this Contract (23-012-IHC) effective October 1, 2023.

- C. One Million Three Hundred Seventy-Six Thousand Seven Hundred Nineteen and no/100 dollars (\$1,376,719) – Year 3 – October 1, 2024 to September 30, 2025.
- D. One Million Four Hundred Thirteen Thousand Six Hundred Forty-One and no/100 dollars (\$1,413,641) – Year 4 – October 1, 2025 to September 30, 2026.

as described in the attached Exhibit D (“Budget”) and pursuant to the procedures listed at ARTICLE III herein. Notwithstanding the foregoing or anything to the contrary contained herein, COUNTY’s obligation to pay the aforementioned amount is expressly contingent on approval by the COUNTY’s Board of County Commissioners of the referenced budgeted amount.

3. Article III PROCEDURES FOR INVOICING AND PAYMENT is amended and replaced as follows:

3.1 LVIM shall deliver, or cause to be delivered to the COUNTY, a monthly invoice for Services rendered by utilizing an invoice on LVIM letterhead in form and content similar to the form found in the attached Exhibit D. Invoices will be submitted by the last calendar day of the month following the end of the month which is the subject of the report.

A. The COUNTY may, at its discretion, inspect any documents, records, and files retained by LVIM to verify accuracy of all submitted invoices and reports.

3.2 Upon receiving the invoices and supporting documentation, the COUNTY shall review such invoices and supporting documentation to determine whether the invoiced items are proper for payment. The COUNTY will pay LVIM for Services on a monthly basis based upon approved invoices.

4. Article VIII GENERAL PROVISIONS Section 8.3 is amended and replaced as follows:

8.3 Employment Eligibility Verification (E-Verify)

A. Unless otherwise defined herein, terms used in this Section which are defined in Section 448.095, Florida Statutes, as may be amended from time to time, shall have the meaning ascribed in said statute.

B. Pursuant to Section 448.095 (5), Florida Statutes, the contractor hereto, and any subcontractor thereof must register with and use the E-Verify system to verify the work authorization status of all new employees of the contractor or subcontractor. The contractor acknowledges and agrees that (i) the County and the contractor may not enter into this Agreement, and the contractor may not enter into any subcontracts hereunder, unless each party to this Agreement, and each party to any subcontracts hereunder, registers with and uses the E-Verify system; and (ii) use of the U.S. Department of Homeland Security’s E-Verify System and compliance with all other terms of this Certification and Section 448.095, Florida Statutes, is an express condition of this Agreement, and the County may treat a failure to comply as a material breach of this Agreement.

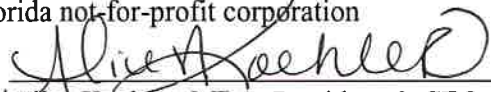
C. By entering into this Agreement, the contractor becomes obligated to comply with the provisions of Section 448.095, Florida Statutes, "Employment Eligibility," as amended from time to time. This includes but is not limited to utilization of the E-Verify System to verify the work authorization status of all newly hired employees and requiring all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The contractor shall maintain a copy of such affidavit for the duration of this Agreement. Failure to comply will lead to termination of this Agreement, or if a subcontractor knowingly violates the statute or Section 448.09(1), Florida Statutes, the subcontract must be terminated immediately. If this Agreement is terminated pursuant to Section 448.095, Florida Statutes, such termination is not a breach of contract and may not be considered as such. Any challenge to termination under this provision must be filed in the Tenth Judicial Circuit Court of

Florida no later than 20 calendar days after the date of termination. If this Agreement is terminated for a violation of Section 448.095, Florida Statutes, by the contractor, the contractor may not be awarded a public contract for a period of 1 year after the date of termination. The contractor shall be liable for any additional costs incurred by the County as a result of the termination of this Agreement. Nothing in this section shall be construed to allow intentional discrimination of any class protected by law.

5. Exhibit A Scope of Services is amended and replaced to the attached Exhibit A Scope of Services of this First Amendment.
6. Exhibit B Performance Objectives is amended and replaced to the attached Exhibit B Performance Objectives of this First Amendment.
7. Exhibit D Budget is amended and replaced to the attached Exhibit D Budget of this First Amendment.
8. Exhibit E Invoice Sample is amended and replaced to the attached Exhibit E Invoice Sample of this First Amendment.
9. Except as specifically set forth in this First Amendment, all terms and conditions of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto duly execute this First Amendment as of the First Amendment Effective Date.

**LAKELAND VOLUNTEERS IN MEDICINE, INC.**  
a Florida not-for-profit corporation

By:   
Alice Koehler, MBA, President & CEO

Date: 07/03/24



Witness



Witness

**POLK COUNTY**, a political subdivision of the State of Florida

By: \_\_\_\_\_  
W. C. Braswell, Chairman

Date: \_\_\_\_\_

ATTEST: Stacy M. Butterfield, Clerk

By: \_\_\_\_\_  
Deputy Clerk

Approved as to form and legal sufficiency:

By: \_\_\_\_\_  
County Attorney's Office

## SCOPE OF SERVICES

LVIM will provide primary care, specialty care, screening services, dental services and behavioral health services for persons residing in Polk County whose income does not exceed 200% of the Federal Poverty Level and who are uninsured and are not covered by any other form of insurance. LVIM will coordinate a volunteer provider network to provide services. Recruited health care providers will have an active license from the appropriate licensing agency of the State of Florida to provide health and wellness related services. LVIM will also provide or arrange for the provision of ancillary and diagnostic services to include, but not be limited to, radiology, laboratory testing, and pharmacy services.

LVIM will refer patients to the Polk HealthCare Plan who are potentially eligible and are interested in the Plan.

### SCREENING

LVIM will provide screening services including but not limited to:

- **Tobacco Screening** – All patients will be screened for tobacco use and provide cessation advice.
- **Lung Cancer** – The USPSTF recommends annual screening for lung cancer with low-dose computed tomography (LDCT) in adults aged 55 to 80 years who have a 30 pack-year smoking history and currently smoke or have quit within the past 15 years.

Patients with suspicious nodules on CT scans of the lung will be followed up. Depending on the size and characteristics of the nodule, further evaluation may include repeated scanning to assess for growth of the nodule, PET scanning available at Watson Clinic, or biopsy. Patients with positive biopsies or highly suspicious PET scans will be referred to Moffitt Cancer Center.

- **Colon Cancer** – For colon cancer, consistent with USPSTF guidelines, patients will be screened annually with an immune fecal occult blood test (iFOBT). Those patients who test positive for blood will be followed up with a colonoscopy to complete their screening and detect polyps or colon cancers. LVIM will only provide colonoscopies on patients with positive fecal occult blood tests, not as the initial screening test. For cost reasons, LVIM is unable to screen all patients with a colonoscopy as the first step.

Patients who have colon cancer on pathology done on tissue obtained on colonoscopy will be referred to Moffitt Cancer Center, who provide comprehensive cancer services at no charge including surgery, radiation, and chemotherapy for LVIM patients.

- **Hepatitis C** – Per recommendations, adult patients 18 years and older, and persons at high risk for infection will receive a one-time screening. Patients who test positive with a HepC antibody test will also receive screening for HCV RNA, HCV FIBROSURE, and HEP C GENOTYPE. Follow up will consist of measuring a Hepatitis C RNA viral load at one month and after one year following initiation of a 12-week treatment course.

### DENTAL

LVIM will maintain a Dentist, a Dental Office Manager, Dental Hygienist and a Chair-side Dental Assistant to work a minimum of four days per week. Procedures and referrals will be documented in clinical records after each patient visit.

The comprehensive dental services to be provided will include:

- Initial dental assessment and pain relief if needed
- Development of a Treatment Plan
- Cleanings and oral hygiene education
- Diagnostic X-rays
- Fillings
- Extractions
- Repair broken teeth and buildups
- Referrals to endodontists, periodontists and oral surgeons as needed
- Dentures

## **BEHAVIORAL HEALTH**

LVIM will provide behavioral health services. Services may include, but are not limited to, Assessments, Case Management, Treatment Plan, and Individual, Group and Family Therapy.

- **Assessment** – Provided by Bachelor level care coordinator(s) and/or Master’s level therapists. Prior to the development of a treatment plan, the practitioners will complete and provide to the client an assessment of mental health status, substance use concerns, functional capacity, strengths, and service. The purpose of the assessment is to gather information to be used in the formulation of a diagnosis and development of a plan of care including discharge criteria. Assessments will include a minimum of a Biopsychosocial, FARS, or substance abuse assessment tool and any other assessment relevant to the clients’ treatment. Once information is gathered and treatment services and goals are determined, a treatment plan may be developed with objectives and goals for success. Subsequently, ongoing assessment and evaluation of treatment will occur.
- **Case Management Services** – Case Management Services consist of activities aimed at: 1) identifying client behavioral health needs; 2) planning behavioral health services for and with the client; 3) linking the client to other components in the overall service system; 4) coordinating with the various service providers and components to assure the client has in place the services needed to maintain their individual behavioral/medical health status while assisting the client with ancillary services needed for full stability; 5) monitoring of the client activities and services related to same; and 6) evaluating the effect of the service received by the client.

All activities of a case management nature are documented as to the length of time, date signature of the provider/counselor/case manager and a detail description of the services provided, within the outpatient client file. Overall case management services have proven to be the glue to maintaining the client in his/her community.

- **Treatment Plan** – Provided by Master’s level therapist. Treatment plans are strength-based and collaborative, and they aim to reflect the best interests of the person in therapy and outline a team approach toward problem-solving and empowerment.
- **Individual, Group and Family Therapy** – Provided by Master’s level or higher therapists. Individual, group and family therapy includes the provision of insight-oriented, cognitive behavioral or supportive therapy interventions to an individual recipient or a recipient’s family. Individual and family therapy may involve the recipient, the recipient’s family without the recipient present, or a combination of therapy with the recipient and the recipient’s family. The focus or primary beneficiary of individual and family therapy services must always be the recipient. Therapy will be provided in conjunction with assessment information, the development of a Master Treatment Plan, and ongoing Treatment Plan Reviews.

**PERFORMANCE OBJECTIVES**  
**Performance Objectives**  
**Lakeland Volunteers In Medicine, Inc.**  
FY \_\_\_\_\_

Performance Goal	Fiscal Target	Quarter 1 Value	Quarter 2 Value	Quarter 3 Value	Quarter 4 Value	Fiscal YTD Value
Percent of clients verified as Polk County residents utilizing a Declaration of Domicile Form	<30%					
Percent of diabetic patients who achieve HbA1C levels of 7% or	50%					
Percent of diabetic patients with high cholesterol who achieve good control LDL levels of less than 100 mg	55%					
Percent of patients with hypertension who achieve good control of BP less than 140/90	58%					
Percent of patients with BMI greater than 30 who have lost 5 pounds or more	25%					
Percent of patients who were tobacco users and have had a primary care visit within the last year who quit smoking and/or use of tobacco	10%					
<b>LUNG CANCER SCREENING</b>						
The number of patients that have received a low-dose computed tomography (LDCT) scan.						
<b>COLON CANCER SCREENING</b>						
The number of patients that have been screened with an immune fecal occult blood test (iFOBT).						
The number of patients that have received a colonoscopy.						
<b>HEPATITIS C SCREENING</b>						
The number of LVIM patients that are ≥18 years who have not been previously screened and/or are high risk for infection.	60%					
The number of patients that received one-time screening for HCV.						
The number of patients who screened positive with a HepC antibody test.	90%					
The number of patients that have received screening for HCV RNA, HCV FIBROSURE, an HEP C Genotype.						
<b>DENTAL</b>						
Unique clients provided with dental services	700					
Number of dental visits	2,500					
Average scheduling time for initial and routine dental exam appointments will be within 30 days	<30 days					
Dentures provided to a minimum of 60 patients	60					
<b>BEHAVIORAL HEALTH</b>						
Unique clients provided with behavioral health services	500					
Clients reporting feeling less stressed, anxious, or depressed as measured by a reduction of at least 5 points in a six-month period on the PHQ-9 or GAD-7 screening tool.	50%					
Clients reporting progress in one or more areas of individual behavior, family functioning, peer relations, etc. as determined by need identified in the bio-psychosocial assessment.	50%					
Percent of clients that received a screening tool at intake (e.g. PHQ-9, GAD-7)	95%					

**BUDGET**  
**BUDGET FORM**

Lakeland Volunteers in Medicine

500 West Peachtree Street

Lakeland, FL 33815

To: Polk Co., a political subdivision of the State of Florida  
Indigent Health Care  
2135 Marshall Edwards Drive  
Bartow FL, 33805

Contract # 23-012-IHC

Budget Line Item Category	Positions	Original Budget		Amended Budget		Budget	
		Oct '23-Sept '24	Oct '23-Sept '24	Paid thro March '24	Oct '23-Sept '24 Remaining Balance	Oct '24-Sept '25	Oct '25-Sept '26
Administrative Staff Salaries	8	\$154,641.00	\$162,675.00	\$125,073.40	\$37,601.60	\$169,182.00	\$175,949.00
Medical/Behavioral Health Staff Salaries	11	\$122,431.00	\$353,806.00	\$113,168.90	\$240,637.10	\$367,958.00	\$382,676.00
Dental Staff Salaries	4	\$258,540.00	\$255,527.00	\$126,539.45	\$128,987.55	\$265,748.00	\$276,378.00
Fringe and Benefits All Combined		\$89,534.00	\$115,553.00	\$63,506.13	\$52,046.87	\$120,175.00	\$124,982.00
<b>Sub-Total: Personnel</b>		<b>\$625,146.00</b>	<b>\$887,561.00</b>	<b>\$428,287.88</b>	<b>\$459,273.12</b>	<b>\$923,063.00</b>	<b>\$959,985.00</b>
Medical Supplies, Medications, Medical Equipment (less than 5,000 single purchase)		\$29,000.00	\$45,000.00	\$8,423.73	\$36,576.27	\$45,000.00	\$45,000.00
Dental Supplies, Medications, Dental Equipment (less than 5,000 single purchase)		\$31,000.00	\$35,000.00	\$18,055.94	\$16,944.06	\$35,000.00	\$35,000.00
Medical-Subcontractor Fees (i.e. Procedures, screenings, labs, X-Rays, other medical diagnostics)		\$175,000.00	\$219,901.22	\$129,294.22	\$90,607.00	\$231,619.00	\$231,619.00
Dental-Subcontractor Fees (i.e. dentures, surgeries)		\$58,637.00	\$83,637.00	\$56,949.00	\$26,688.00	\$83,637.00	\$83,637.00
<b>Sub-Total: Direct/Sub-Contracted Health Care</b>		<b>\$293,637.00</b>	<b>\$383,538.22</b>	<b>\$212,722.89</b>	<b>\$170,815.33</b>	<b>\$395,256.00</b>	<b>\$395,256.00</b>
<b>Services for Patients</b>							
Professional Services Fees (i.e. Accounting, legal, auditing, payroll fees, temporary labor)		\$10,000.00	\$3,285.93	\$3,285.93	\$0.00	\$0.00	\$0.00
Maintenance/Repairs of Building/Grounds		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Maintenance/Lease of Office Equipment (i.e. copiers, printers lease or fees)		\$0.00	\$1,745.00	\$1,745.00	\$0.00	\$0.00	\$0.00
Maintenance/Purchase of Data Software (i.e. Microsoft, EMR, Server cloud)		\$0.00	\$0.00	\$0.00	\$0.00	\$30,000.00	\$30,000.00
Insurance/License (i.e. property, auto, workers comp, medical licensing)		\$31,475.00	\$6,198.40	\$6,198.40	\$0.00	\$0.00	\$0.00
Dues/Membership (i.e professional association dues, general subscriptions)		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Communication (i.e. telephone, internet, fax, cable)		\$11,050.00	\$7,638.82	\$7,638.82	\$0.00	\$9,000.00	\$9,000.00
Utilities (water, electric, gas, sewer, trash collection, recycling)		\$22,725.00	\$16,337.19	\$16,337.19	\$0.00	\$17,300.00	\$17,300.00
Rentals/Leases (building, land, for admin offices)		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Maintenance/Repairs (of office space less than \$1,000 single purchase)		\$1,745.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Office Supplies (general office supplies less than \$1,000 single purchase)		\$24,000.00	\$22,912.44	\$22,912.44	\$0.00	\$0.00	\$0.00
General Office Furniture/Equipment (less than \$1,000 single purchase)		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
General Office Contractual Services (i.e. Biomedical waste, laundry, shredding, etc.)		\$0.00	\$0.00	\$0.00	\$0.00	\$2,100.00	\$2,100.00
Conferences, Training, Professional Development (travel/lodging excluded)		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other		\$12,000.00	\$12,000.00	\$12,000.00	\$0.00	\$0.00	\$0.00
<b>Sub-Total: General Operating</b>		<b>\$112,995.00</b>	<b>\$70,117.78</b>	<b>\$70,117.78</b>	<b>\$0.00</b>	<b>\$58,400.00</b>	<b>\$58,400.00</b>
Equipment (=> 1,000) * Authorization from the County		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Sub-Total: Capital Expenses</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Grand Total:</b>		<b>\$1,031,778.00</b>	<b>\$1,341,217.00</b>	<b>\$711,128.55</b>	<b>\$630,088.45</b>	<b>\$1,376,719.00</b>	<b>\$1,413,641.00</b>

Any revisions to the budget line item categories must be submitted in writing to Indigent Health Care, Fiscal Services, 2135 Marshall Edwards Drive, Bartow FL 33830 or scanned signed copy via email to [ihcfiscal@polk-county.net](mailto:ihcfiscal@polk-county.net)

Any Purchase of a single item over \$1,000 requires prior approval from Polk County.

Alice V. Koehler, MBA

Authorized Representative Name and Title (Print)

*Alice V. Koehler*  
Authorized Representative Ink Signature Required

07/03/24  
Date

23-012-IHC

BUDGET

Administrative Personnel

The below is a summary of the detailed breakdown submitted and approved for budget planning purposes.

Position Title	General Job Description	Annual Gross Salary	% of the salary this contract will pay for	Medical	Dental	Behavioral Health	Requested for this contract with Indigent Health Care Funds	Fringe & Benefits			% of the Fringe/Benefits this contract will pay for	Total Fringe/Benefits Requested for this contract with IHC Funds
								FICA	Pensions/Retirement	Health/ Dental		
Communications Manager	Responsible for all the organization's communication efforts.	\$56,000.00	0.00%				\$ -	\$ 4,284.00	\$ 1,680.00	\$ 746.00	0.00%	\$ -
Director of Donor Relations	Works with the Director of Development to ensure donor stewardship and relationships with individual donors are met. Manages donor database.	\$65,000.00	0.00%				\$ -	\$ 4,973.00	\$ 1,950.00	\$ 8,114.00	0.00%	\$ -
Director of Development	Responsible for the organization's fundraising plan to meet financial goals, including event management, donor stewardship	\$65,000.00	0.00%				\$ -	\$ 4,973.00	\$ 1,950.00	\$ 8,041.00	0.00%	\$ -
CEO & President	Maintains general supervision over all work of the Corporation and its employees and is responsible for all books and records.	122,000.00	25.32%	\$9,895.06	\$21,001.00		\$ 30,896.06	\$ 9,333.00	\$ 3,660.00	\$ 14,824.00	9.45%	\$ 2,628.00
Director of Grants & Finance	Manages BOCC IHC grant reporting and invoicing.	84,000.00	46.84%	\$23,600.00	\$15,743.00		\$ 39,343.00	\$ 6,351.00	\$ 2,490.00	\$ 1,211.00	26.25%	\$ 2,639.00
Director of Operations	Oversees Electronic Health Records, directs and supervises all clinic operations	80,000.00	31.88%	\$13,000.00	\$12,500.00		\$ 25,500.00	\$ 6,503.00	\$ 2,550.00	\$ 12,955.00	13.00%	\$ 2,861.00
Director of Volunteer Services	Recruits, interviews, and hires all volunteers; and oversees training and scheduling of volunteer workers, resolves volunteer HR issues	65,000.00	18.68%	\$6,045.04	\$6,100.00		\$ 12,145.04	\$ 4,973.00	\$ 1,950.00	\$ 15,265.00	10.24%	\$ 2,273.00
Front Office Coordinator	Coordinates entire front office operations. Oversees all volunteer patient schedulers, greeters/check-in, escorts, and receptionists. Maintains office supply inventory. Manages Florida Shots, sends/requests patient medical records, manages LVIM fax system.	45,000.00	20.90%	\$4,680.04	\$4,725.00		\$ 9,405.04	\$ 3,443.00	\$ 1,350.00	\$ 7,805.00	10.97%	\$ 1,382.00
Patient Enrollment Coordinator	Oversees patient enrollment by supervising patient enrollment volunteers, managing the LVIM Patient Enrollment Portal, coordinating patient recruitment events throughout Polk County, and ensuring enrollment compliance in accordance with county, state, and federal requirements.	\$53,560.00	24.27%	\$13,000.00			\$ 13,000.00	\$ 4,097.00	\$ 1,607.00	\$ 13,909.00	5.07%	\$ 995.00
FamCare Clerk	FAMCARE Data entry.	\$16,068.00	100.00%	\$8,034.00		\$8,034.00	\$ 16,068.00	\$ 1,229.00			50.04%	\$ 615.00
Volunteer Coordinator	Fields patient complaints, assists with patient scheduling, sets volunteer schedule. As a State-trained eligibility screener, can assist in enrolling patients in LVIM's program	\$43,265.00	37.72%	\$8,137.86	\$8,180.00		\$ 16,317.86	\$ 3,310.00	\$ 1,298.00	\$ 8,727.00	12.70%	\$ 1,694.00
<b>Admin Personnel Salary, Fringe and Benefits:</b>		<b>\$694,893.00</b>	<b>23.41%</b>	<b>\$86,392.00</b>	<b>\$68,249.00</b>	<b>\$8,034.00</b>	<b>\$ 162,675.00</b>	<b>\$53,469.00</b>	<b>\$20,485.00</b>	<b>\$ 91,597.00</b>	<b>9.11%</b>	<b>\$ 15,087.00</b>

The forgoing budget is for staff salary and fringe and benefits for the period of October 1, 2023 through September 30, 2024. The COUNTY agrees to an annual cost of living increase based on the cost of living increase the COUNTY approves during the COUNTY's annual budget for COUNTY salary increases. Funding designated for staff salary and fringe and benefits is binding and revisions to the staffing budget is not permitted with the exception of the annual 4% increase.



BUDGET

Medical / Behavioral Health Personnel

The below is a summary of the detailed breakdown submitted and approved for budget planning purposes.

Position Title	General Job Description	Annual Gross Salary	% of the salary this contract will pay for	Requested for this contract with Indigent Health Care Funds	Fringe & Benefits			% of the Fringe/Benefits this contract will pay for	Total Fringe/Benefits Requested for this contract with IHC Funds
					FICA	Pensions/ Retirement	Health/ Dental		
APRN	Conducts patient appointments; writes Rx; orders procedures	\$53,409.67	65.00%	\$ 34,717.00	\$ 4,085.87	\$ 1,602.30		64.99%	\$ 3,697.00
APRN	Conducts patient appointments; writes Rx; orders procedures	\$94,737.34	65.00%	\$ 61,579.00	\$ 7,247.38	\$ 2,842.11	\$ 2,987.39	65.00%	\$ 8,500.00
APRN	Conducts patient appointments; writes Rx; orders procedures	\$77,999.67	65.00%	\$ 50,700.00	\$ 5,967.00	\$ 2,340.00	\$ -	65.01%	\$ 5,400.00
APRN	Conducts patient appointments; writes Rx; orders procedures	\$65,000.00	0.00%	\$ -			\$ -	#DIV/0!	\$ -
Healthy Living Coach, RN	Provides patient education, healthy living plans, accountability and coaching to pre-diabetic and diabetic patients.	\$65,000.00	0.00%	\$ -				0.00%	\$ -
Behavioral Health Tech	The LVIM behavioral health technician will work in conjunction with the Director of Patient Services, mental health and primary care providers to implement a collaborative care model of healthcare delivery	\$46,349.00	100.00%	\$ 46,349.00	\$ 3,545.01			100.00%	\$ 3,545.00
Director of Patient Services	Meets with patients for referral services - diagnostics, mammograms, colonoscopies, surgeries, etc. and Prescription Assistance - working directly with pharmaceutical companies to ensure patients' prescriptions are filled.	\$75,000.00	50.00%	\$ 37,500.00	\$ 5,737.50	\$ 2,250.00	\$ 10,480.58	50.00%	\$ 9,234.00
Medical Director	Oversees medical operation and sees patients, reviews lab and other diagnostic results, consults with other physicians regarding specialty care	\$107,120.34	50.00%	\$ 53,560.00	\$ 8,194.68	\$ -	\$ -	50.00%	\$ 4,097.00
RN, Clinical Coordinator Supervisor	Conducts all nurse visits as defined in FAMCARE - Warfarin, Heparin, Vitamin B, COVID-19, vaccines administration, etc. Additionally works in the LVIM pharmacy and ensures smoking cessation medication and literature is available, as well as ifobt supplies.	\$71,027.64	40.00%	\$ 28,411.00	\$ 5,433.64	\$ 2,130.84	\$ 10,909.18	40.00%	\$ 7,390.00
Phlebotomist	Draws and collects blood samples from patients, verifies records, and prepares specimens for laboratory analysis. This is a part-time position.	\$19,282.00	57.86%	\$ 11,157.00	\$ 1,475.07			58.03%	\$ 856.00
Patient Care Coordinator	Helps to close gaps in patient care by coordinating services rendered outside of LVIM's facility. Tracks and documents the progress of patient referrals for medical services and acts as a liaison between the patient, LVIM, and outside partner agencies. Assists volunteers working in the Prescription Assistance Program with ordering, processing, and data entry.	\$16,068.00	100.00%	\$ 16,068.00	\$ 1,229.20			99.98%	\$ 1,229.00
X-ray Tech	Responsible for conducting x-ray exams in house at LVIM. This is a part-time position.	\$15,650.00	48.08%	\$ 7,525.00	\$ 1,050.19	\$ -	\$ -	47.99%	\$ 504.00
Ultra Sound Tech	Conducts ultrasound exams in-house at LVIM. This is a part-time position.	\$12,480.00	50.00%	\$ 6,240.00	\$ 954.72	\$ -	\$ -	52.27%	\$ 499.00
<b>Medical Personnel Salary, Fringe and Benefits:</b>		<b>\$719,123.66</b>	<b>49.20%</b>	<b>\$353,806.00</b>	<b>\$43,965.54</b>	<b>\$11,165.25</b>	<b>\$24,377.15</b>	<b>56.54%</b>	<b>\$44,951.00</b>

The forgoing budget is for staff salary and fringe and benefits for the period of October 1, 2023 through September 30, 2024. The COUNTY agrees to an annual cost of living increase based on the cost of living increase the COUNTY approves during the COUNTY's annual budget for COUNTY salary increases. Funding designated for staff salary and fringe and benefits is binding and revisions to the staffing budget is not permitted with the exception of the annual 4% increase.

BUDGET

Dental Personnel

The below is a summary of the detailed breakdown submitted and approved for budget planning purposes.

Position Title	General Job Description	Annual Gross Salary	% of the salary this contract will pay for	Requested for this contract with Indigent Health Care Funds	Fringe & Benefits			% of the Fringe/Benefits this contract will pay for	Total Fringe/Benefits Requested for this contract with IHC Funds
					FICA	Pensions/ Retirement	Health/ Dental		
Dentist	Provides safe, quality, and fair oral healthcare to every patient. Examines and treats diseases and injuries of teeth and gums, performs preventative and maintenance dentistry, educates patients in proper tooth and gum care, and recommends braces or surgery to correct any malformations.	\$126,090.00	90.000%	\$ 113,481.00	\$ 9,646.00	\$ 3,783.00	\$ 11,757.00	90.00%	\$ 22,667.00
Dental Hygienist	Provides safe, quality, and fair oral healthcare to every patient; major role is in the provision of oral health education and the prevention of oral disease by promoting healthy oral behaviors; and primary task is in prevention and non-surgical treatment of periodontal diseases.	\$65,557.00	90.000%	\$ 59,001.00	\$ 5,015.00	\$ 1,967.00	\$ 9,265.00	90.00%	\$ 14,622.00
Dental Assistant / Office Manager	Exposes and develops dental radiographs and Maintains Dental Department equipment in accordance with manufacturer's directions and Dental Department policy and protocol. Assists the dentist(s) and dental hygienist(s) in assuring that all patient records and documents are properly and accurately completed and filed.Schedules patients; ensures follow-ups. Coordinates dental referral services, especially for dentures.	\$49,424.00	90.001%	\$ 44,482.00	\$ 3,781.00	\$ 1,483.00	\$ 9,265.00	89.99%	\$ 13,075.00
Dental Assistant	Supports dental care delivery by preparing treatment room, patient, instruments, and materials. Provides diagnostic information by exposing and developing radiographic studies and pouring, trimming, and polishing study casts. Educates patients by giving oral hygiene, plaque control, and postoperative instructions; and documents dental care services by charting in patient records.	\$42,848.00	90.000%	\$ 38,563.00	\$ 3,278.00		\$ 2,446.00	89.99%	\$ 5,151.00
<b>Dental Personnel Salary, Fringe and Benefits:</b>		<b>\$283,919.00</b>	<b>90.00%</b>	<b>\$ 255,527.00</b>	<b>\$ 21,720.00</b>	<b>\$ 7,233.00</b>	<b>\$ 32,733.00</b>	<b>90.00%</b>	<b>\$ 55,515.00</b>

The forgoing budget is for staff salary and fringe and benefits for the period of October 1, 2023 through September 30, 2024. The COUNTY agrees to an annual cost of living increase based on the cost of living increase the COUNTY approves during the COUNTY's annual budget for COUNTY salary increases. Funding designated for staff salary and fringe and benefits is binding and revisions to the staffing budget is not permitted with the exception of the annual 4% increase.

**INVOICE SAMPLE**



Lakeland Volunteers in Medicine, Inc.  
600 West Peachtree Street  
Lakeland, FL 33815

Date: July 2, 2024  
Invoice #: [100]  
Service Period: [00-00-00 to 99-99-99]  
Contract Number: 23-012-IHC

The Polk Co., a political subdivision of the State of Florida  
Indigent Health Care  
2135 Marshall Edwards Drive  
Bartow FL, 33830

Category	Description	Budget	Previously Invoiced	Current Invoice	YTD Total	Balance
	Administrative Staff Salaries	\$ 162,675.00	\$ 125,073.40		\$ 125,073.40	\$ 37,601.60
	Medical/Behavioral Health Staff Salaries	\$ 353,806.00	\$ 113,168.90		\$ 113,168.90	\$ 240,637.10
	Dental Staff Salaries	\$ 255,527.00	\$ 126,539.45		\$ 126,539.45	\$ 128,987.55
	Fringe and Benefits All Combined	\$ 115,553.00	\$ 63,506.13		\$ 63,506.13	\$ 52,046.87
<b>Personnel Total:</b>		<b>\$ 887,561.00</b>	<b>\$ 428,287.88</b>	<b>\$ -</b>	<b>\$ 428,287.88</b>	<b>\$ 459,273.12</b>
	Medical supplies, medications, medical equipment (less than 5,000 single purchase)	\$ 45,000.00	\$ 8,423.73		\$ 8,423.73	\$ 36,576.27
	Dental Supplies, medications, dental equipment (less than 5,000 single purchase)	\$ 35,000.00	\$ 18,055.94		\$ 18,055.94	\$ 16,944.06
	Medical-Subcontractor Fees (i.e. Procedures, screenings, labs, X-Rays, other medical diagnostics)	\$ 219,901.22	\$ 129,294.22		\$ 129,294.22	\$ 90,607.00
	Dental-Subcontractor Fees (i.e. dentures, surgeries)	\$ 83,637.00	\$ 56,949.00		\$ 56,949.00	\$ 26,688.00
<b>Direct/Sub-Contracted Health Care Services for Patients Total:</b>		<b>\$ 383,538.22</b>	<b>\$ 212,722.89</b>	<b>\$ -</b>	<b>\$ 212,722.89</b>	<b>\$ 170,815.33</b>
	Professional Services Fees (i.e. Accounting, legal, auditing, payroll fees, temporary labor)	\$ 3,285.93	\$ 3,285.93		\$ 3,285.93	\$ -
	Maintenance/Repairs of Building/Grounds	\$ -	\$ -		\$ -	\$ -
	Maintenance/Lease of Office Equipment (i.e. copiers, printers lease or fees)	\$ 1,745.00	\$ 1,745.00		\$ 1,745.00	\$ -
	Maintenance/Purchase of Data Software (i.e. Microsoft, EMR, Server cloud)	\$ -	\$ -		\$ -	\$ -
	Insurance/License (i.e. property, auto, workers comp, medical licensing)	\$ 6,198.40	\$ 6,198.40		\$ 6,198.40	\$ -
	Dues/Membership (i.e. professional association dues, general subscriptions)	\$ -	\$ -		\$ -	\$ -
	Communication (i.e. telephone, internet, fax, cable)	\$ 7,638.82	\$ 7,638.82		\$ 7,638.82	\$ -
	Utilities (water, electric, gas, sewer, trash collection, recycling)	\$ 16,337.19	\$ 16,337.19		\$ 16,337.19	\$ -
	Rentals/Leases (building, land, for admin offices)	\$ -	\$ -		\$ -	\$ -
	Maintenance/Repairs (of office space less than \$1,000 single purchase)	\$ -	\$ -		\$ -	\$ -
	Office Supplies (general office supplies less than \$1,000 single purchase)	\$ 22,912.44	\$ 22,912.44		\$ 22,912.44	\$ -
	General Office Furniture/Equipment (less than \$1,000 single purchase)	\$ -	\$ -		\$ -	\$ -
	General Office Contractual Services (i.e. Biomedical waste, laundry, shredding, etc.)	\$ -	\$ -		\$ -	\$ -
	Conferences, Training, Professional Development (travel/ lodging excluded)	\$ -	\$ -		\$ -	\$ -
	Other	\$ 12,000.00	\$ 12,000.00		\$ 12,000.00	\$ -
<b>Operational Total:</b>		<b>\$ 70,117.78</b>	<b>\$ 70,117.78</b>	<b>\$ -</b>	<b>\$ 70,117.78</b>	<b>\$ -</b>
<b>Grand Total:</b>		<b>\$ 1,341,217.00</b>	<b>\$ 711,128.55</b>	<b>\$ -</b>	<b>\$ 711,128.55</b>	<b>\$ 630,088.45</b>

I certify the above to be accurate and in agreement with this agency's record and with the terms of this agreement. Additionally, I certify that any reports accompanying this invoice are true and correct reflection of this period's activities, as stipulated by this agreement.

Authorized Name  
(Print)

Title

Authorized Signature  
23-012-IHC

Date

