

**POLK COUNTY  
CONTRACT FOR SERVICES  
CONTRACT # 23-012-IHC**

This Contract for Services (“Contract”) is made effective from **January 1, 2023** (“Effective Date”) to **September 30, 2026** by and between **Lakeland Volunteers in Medicine, Inc.**, a Florida not-for-profit corporation (“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 services for qualified Polk County residents at or below 200% of the Federal Poverty Level (“FPL”); and

WHEREAS, the Volunteer Health Care Provider Program (VHCPP) was created by the State of Florida to increase access to health care for uninsured and underserved Floridians and to increase the number of health care volunteers through the extension of state-sponsored sovereign immunity protection; and

WHEREAS, LVIM is comprised of, or contracts with, one or more qualified volunteer health care professionals who participate in the Volunteer Health Care Provider Program; and

WHEREAS, the COUNTY and LVIM previously entered into contracts (contract #20-012-IHC and contract #19-521-IHC; together, the “Prior Contracts”) to provide medical and screening services to qualified Polk County residents that are at or below 200% of the FPL; and

WHEREAS, the COUNTY and LVIM wish to terminate and replace the Prior Contracts, combining the services to be provided as stated within each agreement into this single Contract as of the Effective Date; and

WHEREAS, this Contract replaces the Prior Contracts in their entirety, each is terminated as of the Effective Date of this Contract; and

WHEREAS, LVIM requests funding and the COUNTY agrees to the one-time allowance of reimbursement 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.

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

**ARTICLE I  
SERVICE DELIVERY**

- 1.1 The recitals stated above are true, correct, and incorporated into this Contract.
- 1.2 The Parties agree that this Contract simultaneously terminates and replaces the Prior Contracts as of the Effective Date of this Contract. As of the termination date of the Prior Contracts, neither Party was in default of the Prior Contracts. LVIM has been paid in full for all Services it rendered through the Prior Contracts’ termination dates; and there are no outstanding contract claims, services, or other obligations due from either party to the other.
- 1.3 LVIM shall undertake and perform all tasks and services (“Services”) of the applicable treatment programs identified in the Scope of Services attached to this Contract as Exhibit A and incorporated herein by reference, for those patients verified as qualified Polk County residents that are at or below 200% of the FPL guidelines.
- 1.4 The Scope of Services shall not be altered without prior written approval from the COUNTY.

- 1.5 Funding provided by the Contract shall be used only to treat Qualified Residents of Polk County, as defined in section 212.055(7) Florida Statutes and Polk County Ordinance 2015-76, as amended. Further eligibility requirements are stated in Exhibit A.

**ARTICLE II**  
**FUNDING**

- 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. Five Hundred Forty-Six Thousand Six Hundred Sixty-One and no/100 Dollars (\$546,661) – Year 2 – October 1, 2023 to September 30, 2024
  - C. Five Hundred Forty-Six Thousand Six Hundred Sixty-One and no/100 Dollars (\$546,661) – Year 3 – October 1, 2024 to September 30, 2025
  - D. Five Hundred Forty-Six Thousand Six Hundred Sixty-One and no/100 Dollars (\$546,661) – 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.

- 2.2 LVIM agrees to return to the COUNTY any overpayments of funds disallowed pursuant to the terms and conditions of the Contract. In the event that the Parties or their independent auditors discover that an overpayment has been made, the overpayment shall be repaid immediately without prior notification from the COUNTY. In the event that the COUNTY first discovers an overpayment has been made, the COUNTY will notify LVIM of such findings.
- 2.3 LVIM will make all efforts to acquire federal funding and any available state or local funding for its facility and operation in addition to that received by COUNTY.

**ARTICLE III**  
**PROCEDURES FOR INVOICING AND PAYMENT**

- 3.1 LVIM shall deliver, or cause to be delivered to the COUNTY, a quarterly invoice for Services rendered by utilizing an invoice on LVIM letterhead in form and content similar to the form found in the attached Exhibit E. Invoices will be submitted by the last calendar day of the month following the end of the quarter 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 quarterly basis based upon approved invoices.

**ARTICLE IV**  
**REPORTING AND POLK HEALTHCARE PLAN REFERRALS**

- 4.1 LVIM shall deliver the following, fully completed Quarterly Reports to the COUNTY. All Quarterly Reports are due by the last calendar day of the month following the end of each quarter.
- A. Performance Objectives (Exhibit B)
  - B. Executive Summary (Exhibit C)
  - C. VHCPP Quarterly Reporting – Form that LVIM provides to the Florida Department of Health with quarterly values
  - D. Summary of Services – LVIM will use the county-wide, COUNTY provided electronic shared data information system to determine and record client eligibility, track program data, and services. From the data entered into the shared data information system, a Community Partner Quarterly Summary of Services Report (CPQR) will be generated by the shared data information system for review and signature to signify agreement with the data reported.
- 4.2 Polk HealthCare Plan Membership Referrals.
- A. LVIM shall request and obtain information from each individual who seeks Services from LVIM sufficient for LVIM to determine whether the individual could qualify for membership in the Polk HealthCare Plan. For purposes of making the determination, LVIM shall assume the information an individual provides is accurate and true. If LVIM determines an individual could qualify for Polk HealthCare Plan membership, then LVIM shall electronically refer the individual to the COUNTY via the shared data information system.
  - B. LVIM acknowledges its referral of potentially qualified individuals to the Polk HealthCare Plan is an integral part of the Contract consideration it provides the COUNTY.
- 4.3 LVIM shall provide the COUNTY with additional relevant information relating to the Services and/or program, upon request, as needed. To the extent possible, the COUNTY will specify what additional information it may need from LVIM at least ten (10) days before the date the COUNTY must receive the requested information. COUNTY will provide LVIM with information relevant to support and coordination for the Electronic Eligibility System upon request, as needed.
- 4.4 LVIM shall submit to the COUNTY an annual financial report and copies of any audits performed for its applicable fiscal year within thirty (30) calendar days after the date the applicable report or audit is issued.
- 4.5 If LVIM is unable to submit any required reporting by its due date, LVIM shall notify the COUNTY in writing prior to the due date. The COUNTY may withhold payment in accordance with ARTICLE XV of this Contract until all required reporting has been submitted to the COUNTY by LVIM.
- 4.6 Reporting will be monitored for correct and timely submission as well as referrals to the Polk HealthCare Plan as part of the evaluation and monitoring process described in Article V below. If LVIM would materially fail to comply with its Contract obligations, the COUNTY may seek the remedies stated in Article XV of this Contract.

**ARTICLE V**  
**EVALUATION AND MONITORING**

- 5.1 LVIM agrees that the COUNTY will monitor and evaluate LVIM's performance of its Contract activities as determined necessary by the COUNTY to include without limitation LVIM's Article IV reporting and referral obligations. The continuation of the Contract is contingent upon the evaluations substantiating LVIM is satisfactorily performing all its Contract obligations. Such monitoring and evaluation shall be based on the terms of this Contract and outcome measures. LVIM agrees to furnish upon request to the COUNTY or its

designees, and make copies and/or transcriptions of such records and information as determined necessary by the COUNTY for purposes of monitoring and evaluation under this Contract and shall submit to the COUNTY any information and status reports required by the COUNTY on forms approved by the COUNTY.

- 5.2 The COUNTY and LVIM hereby mutually agree to outcomes and performance objectives described in the attached Exhibit B. LVIM will furnish to the COUNTY the data that will be used to evaluate the effectiveness of the Services funded under this Contract.
- 5.3 LVIM gives the COUNTY, through any authorized representative, access to and the right to inspect, examine, copy and audit all records, books, papers, or documents relating to the Services provided under the terms of this Contract.

**ARTICLE VI**  
**FINANCIAL RESPONSIBILITY**

- 6.1 LVIM shall maintain books, records and documents in accordance with generally accepted accounting procedures and practices which shall sufficiently and properly reflect all expenditures of funds provided under this Contract and in accordance with Florida's Public Records Act.
- 6.2 LVIM shall also provide for audit purposes (upon request) all files, records and documents pertaining to all Service delivery related activities.
- 6.3 Any funds expended in violation of this Contract shall be refunded in full by LVIM to COUNTY from non-federal and non-state resources.

**ARTICLE VII**  
**ASSURANCES**

- 7.1 LVIM shall comply with the following assurances:
  - A. LVIM agrees to comply with all applicable Federal, State, and County constitutions laws, ordinances, codes and regulations including, without limitation, Section 766.1115, Florida Statutes. The Bylaws and Policies and Procedures, and Articles of Incorporation of LVIM shall also regulate the program operation of LVIM. Any conflict or inconsistency between the Federal, State or County guidelines and regulations, LVIM's corporate governance documents, and this Contract shall be resolved in favor of the most restrictive regulations.
  - B. In accordance with Title VI of the Civil Rights Act of 1964 (P.L. 88-352), no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which LVIM receives Federal financial assistance.
  - C. LVIM shall not exclude eligible residents from participation in any program on the grounds of race, color, national origin, sex, religion, handicap, or familial status.
  - D. LVIM shall establish safeguards to prohibit employees from using positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties. Should such possible conflicts, real or apparent, arise, LVIM shall disclose such situations to the COUNTY and the County Attorney's Office for review.
  - E. In accordance with the Drug Free Workplace Act of 1988, LVIM certifies that it has a policy designed to ensure that LVIM's workplace is free from the illegal use, possession, or distribution of drugs or alcohol.
  - F. LVIM certifies compliance with Paragraph (2)(a) of Section 287.133 Florida Statutes, which provides that a "person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or

public work, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.” LVIM acknowledges that this Contract shall be void if it has violated the above-referenced statute. Additionally, LVIM shall ensure compliance with the U.S. Department of Health Office of Inspector General Medicare/Medicaid fraud, waste, and abuse requirements.

- G. As a “Covered Entity,” LVIM warrants that it is in compliance with the requirements of the Health Insurance Portability and Accountability Act of 1996, as amended (“HIPAA”) and the provisions of the Privacy Rule, Security Rules adopted by the Department of Health and Human Services (“HHS”), the Health Information Technology for Economic and Clinical Health Act of 2009, as amended (“HITECH Act”), and the Florida Information Protection Act of 2014, as amended (“FIPA”). LVIM further agrees that it shall restrict disclosure or usage of Protected Health Information (“PHI”) it obtains or creates through its association with the COUNTY to the exclusive purposes established by this Contract.
- H. To the extent LVIM dispenses medicinal drugs, LVIM assures that its practitioners shall comply with and be subject to all laws and rules applicable to pharmacists and pharmacies, including, without limitation, Chapters 465, 499 and 893, Florida Statutes, and all federal laws and federal regulations.

## ARTICLE VIII GENERAL PROVISIONS

- 8.1 As applicable, LVIM agrees to abide by the provision of Section 112.3135, Florida Statutes, pertaining to Restriction on Employment of Relatives, Chapter 119, Florida Statutes, pertaining to Public Records, and Section 286.011, Florida Statutes, pertaining to Public Business in their performance under this Contract.
- 8.2 Public Meetings and Records.
  - A. LVIM acknowledges the COUNTY’s obligations under Article I, Section 24, of the Florida Constitution and under Chapter 119, Florida Statutes, to release public records to members of the public upon request and comply in the handling of the materials created under this Contract. LVIM further acknowledges that the constitutional and statutory provisions control over the terms of this Contract. In association with its performance pursuant to this Contract, LVIM shall not release or otherwise disclose the content of any documents or information that is specifically exempt from disclosure pursuant to all applicable laws.
  - B. Without in any manner limiting the generality of the foregoing, to the extent applicable, LVIM acknowledges its obligations to comply with Section 119.0701, Florida Statutes, with regard to public records, and shall:
    - 1. keep and maintain public records required by the COUNTY to perform the Services required under this Contract;
    - 2. upon request from the COUNTY’s Custodian of Public Records or his/her designee, provide the COUNTY with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law;
    - 3. ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the term of this Contract and following completion of this Contract if LVIM does not transfer the records to the COUNTY; and
    - 4. upon completion of this Contract, transfer, at no cost, to the COUNTY all public records in possession of LVIM or keep and maintain public records required by the COUNTY to perform the service. If LVIM transfers all public records to the COUNTY upon completion of this Contract, LVIM shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If LVIM keeps and maintains public records upon completion of this

Contract, LVIM shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the COUNTY, upon request from the COUNTY's Custodian of Public Records, in a format that is compatible with the information technology systems of the COUNTY.

**C. IF LVIM HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO LVIM'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE COUNTY'S CUSTODIAN OF PUBLIC RECORDS AT:**

**RECORDS MANAGEMENT LIAISON OFFICER  
POLK COUNTY  
330 WEST CHURCH ST.  
BARTOW, FL 33830  
TELEPHONE: (863) 534-7527  
EMAIL: RMLO@POLK-COUNTY.NET**

8.3 Employment Eligibility Verification (E-Verify)

- A. For purposes of this section, the following terms shall have the meanings ascribed to them below, or as may otherwise be defined in Section 448.095, Florida Statutes, as amended from time to time:
1. "Contractor" means a person or entity that has entered or is attempting to enter into a contract with a public employer to provide labor, supplies, or services to such employer in exchange for salary, wages, or other remuneration; and
  2. "E-Verify system" means an Internet-based system operated by the United States Department of Homeland Security that allows participating employers to electronically verify the employment eligibility of newly hired employees; and
  3. "Subcontractor" means a person or entity that provides labor, supplies, or services to or for a contractor or another subcontractor in exchange for salary, wages, or other remuneration.
- B. Pursuant to Section 448.095(2)(a), Florida Statutes, effective January 1, 2021, public employers, contractors and subcontractors shall register with and use the E-Verify system in order to verify the work authorization status of all newly hired employees. The Contractor acknowledges and agrees to utilize the U.S. Department of Homeland Security's E-Verify System to verify the employment eligibility of:
1. All persons employed by the Contractor to perform employment duties during the term of this contract; and
  2. All persons (including subvendors/subconsultants/subcontractors) assigned by the Contractor to perform work pursuant to this contract.
- C. The Contractor acknowledges and agrees that use of the U.S. Department of Homeland Security's E-Verify System and compliance with all other terms of this section is an express condition of this contract, and the County may treat a failure to comply as a material breach of this contract. By entering into this contract, the Contractor becomes obligated to comply with the provisions of Section 448.095, Fla. Stat., "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 the contract. Failure to comply will lead to termination of this contract, or if a subcontractor

knowingly violates the statute, the subcontract must be terminated immediately. 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 contract is terminated for a violation of the statute 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 contract. Nothing in this section shall be construed to allow intentional discrimination of any class protected by law.

- 8.4 The entire Contract between the Parties and its corresponding referenced Exhibits are all set forth herein, attached hereto, and contained within this document; and the Parties agree that there are no other commitments, agreements, or understandings concerning the subject matter of this Contract that are not contained herein. Accordingly, it is agreed that no deviation from the terms hereof shall be predicated upon any prior representations or agreements whether oral or written.
- 8.5 This document shall be executed in two (2) counterparts, each of which shall be deemed to be an original.
- 8.6 All notices required by this Contract shall be in writing.

#### **ARTICLE IX** **CONFLICT OF INTEREST**

- 9.1 No person who is an employee, agent, consultant, officer, or appointed official of LVIM and who is in a position to participate in a decision making process or gain inside information with regard to activities relevant to the terms of this Contract, may obtain a personal or financial interest or benefit from the activity, or have an interest in any contract, subcontract, or Contract with respect thereto, or the proceeds there under, either for themselves or those with whom they have family or business ties, during their tenure or for one (1) year thereafter.

#### **ARTICLE X** **INDEMNIFICATION**

- 10.1 LVIM shall indemnify and hold harmless the COUNTY, its agents, and employees, from all suits, actions, claims, demands, damages, losses, expenses, including attorney's fees, costs and judgments of every kind and description to which the COUNTY, its agents or employees may be subjected to by reason of injury to persons or death or property damage, resulting from or growing out of any action of commission, omission, negligence or fault of LVIM or its qualified physicians committed in connection with this Contract, LVIM's performance hereof or any work performed hereunder. LVIM shall indemnify and hold harmless the COUNTY, its agent and employees, from all suits, actions, claims, demands, damages, losses, expenses, including attorney's fees, costs of judgments of every kind and description arising from, based upon or growing out of the violation of any Federal, State, County or City law, ordinance, or regulation by LVIM or its agents and employees. Funds made available pursuant to this Contract shall not be used by LVIM for the purpose of initiating or pursuing litigation against the COUNTY.
- 10.2 LVIM agrees to continually provide insurance, at least to the extent described in ARTICLE XI below. Prior to the execution of the Contract, LVIM shall furnish the COUNTY with written verification of the existence of such insurance coverage.

#### **ARTICLE XI** **INSURANCE**

- 11.1 LVIM shall maintain at all times the following minimum levels of insurance and shall, without in any way altering their liability, obtain, pay for, and maintain insurance for the coverages and amount of coverage not less than those set forth below:
- A. Workers' Compensation – in compliance with State and Federal laws.

- B. Comprehensive General Liability – \$1,000,000.00 combined single limit of liability for bodily injuries, death, and property damage, and personal injury resulting from any one occurrence, including the following coverages:
    - 1. Premises and Operations; and
    - 2. Broad Form Commercial General Liability Endorsement to include blanket contractual liability (specifically covering, but not limited to, the contractual obligations assumed by the firm); Personal Injury (with employment and contractual exclusions deleted); and Broad Form Property Damage coverages.
  - C. Independent Contractors (if applicable) – Delete Exclusion relative to Property Damage Hazards; Cross Liability Endorsement; and Contractual liability.
  - D. Medical Professional Liability – \$1,000,000.00 combined single limit of liability for bodily injuries, death, and personal injury and errors and omissions resulting from any one occurrence.
- 11.2 LVIM shall provide the COUNTY a copy of the Certificate of Insurance to evidence such coverage prior to commencement of work under the terms of this Contract. Such Certificate of Insurance shall provide that there shall be no termination, non-renewal modification, or expiration of such coverage except with forty-five (45) calendar days prior written notice to the COUNTY.
  - 11.3 The COUNTY shall be named as an additional insured on all policies related to the activities carried under the terms of this Contract, excluding Workers' Compensation. Waiver of subrogation applies in favor of the COUNTY with regard to General Liability and applicable Workers' Compensation coverages.
  - 11.4 All insurance coverage shall be written with a firm having an A.M. Best Rating of at least the "A" category and size category of "VIII".
  - 11.5 In the event of any failure by LVIM to comply with the provisions of this ARTICLE XI, the COUNTY may, at its option, upon notice to LVIM suspend the Contract for cause until there is full compliance. Alternatively, the COUNTY may purchase such insurance at LVIM's expense, provided that the COUNTY shall have no obligation to do so. LVIM shall not be relieved of or excused from the obligation to obtain and maintain such insurance amounts and coverages.
  - 11.6 LVIM shall provide property insurance for all property in an amount satisfactory to the COUNTY. LVIM shall require all its contractors to carry insurance and bond in an amount not less than funds awarded by LVIM to its contractors.
  - 11.7 If any of LVIM's health care professionals are provided sovereign immunity the State of Florida's Volunteer Health Care Provider Program, then LVIM shall maintain all documents necessary to evidence such sovereign immunity.

**ARTICLE XII**  
**MODIFICATION**

- 12.1 The COUNTY may, at its discretion and upon provision of proper notice to LVIM, amend this Contract to conform to changes in Federal, State, and/or COUNTY guidelines, regulations, directives, and objectives. Such amendments shall be incorporated by written amendment as a part of this Contract.
- 12.2 No modification to this Contract shall be binding on either party unless in writing and signed by both parties.

**ARTICLE XIII**  
**APPLICABLE LAWS AND COURTS**

- 13.1 The COUNTY and LVIM agree the Contract and all Services and activities related thereto shall be governed and interpreted in all respects by the laws of the State of Florida. Venue for any action relating to the

construction, interpretation, or enforcement of this Contract shall be the courts of the Tenth Judicial Circuit, Polk County, Florida.

**ARTICLE XIV**  
**NOTICES**

- 14.1 The COUNTY and LVIM agree that any notice, demand or communication required to be given hereunder shall be written, addressed and delivered to the party for whom it is intended at the following address:

**LAKELAND VOLUNTEERS IN  
MEDICINE, INC.:**  
Alice Koehler, MBA, President & CEO  
Lakeland Volunteers in Medicine, Inc.  
600 Peachtree Street  
Lakeland, FL 33815

**COUNTY:**  
Paula McGhee, Provider Services Manager  
Health and Human Services  
Polk County, Board of County Commissioners  
2135 Marshall Edwards Drive  
Bartow, FL 33830-6757  
Tel 863-519-2003

or to such other address as such party has specified by notice in writing to the other party. Notice shall be effective upon receipt or upon refusal to accept receipt. Notices must be (i) personally delivered; (ii) sent by recognized expedited delivery service; or (iii) mailed via registered or certified United States mail, postage prepaid with return receipt requested.

**ARTICLE XV**  
**SUSPENSION AND TERMINATION**

- 15.1 Remedies for Non-compliance: If LVIM materially defaults or otherwise fails to comply with any term of this Contract, any Federal, State, or local law, or any applicable County policy, then the COUNTY may take one (1) or more of the following actions as appropriate in the circumstances:
- A. Temporarily withhold cash payments pending LVIM's correction of the default or other deficiency, or the COUNTY's election of final remedies available to it.
  - B. Disallow (that is to deny both use of funds and matching credit) for all or part of the cost of the Service, activity, or action not in compliance with required standards or conditions.
  - C. Wholly or partly suspend or terminate the Contract.
  - D. Withhold further funding under this Contract.
  - E. The COUNTY may withhold payment for all Services provided for under this Contract in the event that:
    - 1. Treatment is not being provided according to State guidelines and regulations;
    - 2. There is evidence of any unsafe or unethical conditions, which may place the health and safety of any client at risk;
    - 3. The assurances contained herein are determined by the COUNTY to be false; or
    - 4. The provisions of this Contract are not being adhered to.
  - F. Take other remedies that may be legally or equitably available.
- 15.2 Hearings Appeals: In taking an enforcement action listed in Section 15.1 or in any other provision of the Contract, the COUNTY will provide LVIM an opportunity for any hearing, appeal, or other administrative proceeding which the COUNTY may be required to provide or which LVIM is entitled to receive under any statute or regulation applicable to the particular action involved.

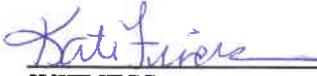
- 15.3 Efforts of Suspension and Termination: Costs resulting from obligations incurred by LVIM in clearing a suspension after termination of any contract or award are not allowable unless the COUNTY expressly authorizes payment of such costs. Other LVIM costs incurred during suspension or after termination which are necessary and not reasonably avoidable are allowable if:
- A. The costs result from obligations which were properly incurred by LVIM before the effective date of suspension or termination and not in anticipation of it or costs, in case of termination, which are non-cancelable; and
  - B. The costs would be allowable if the award was not suspended or if said award expired normally at the end of the funding period in which the termination takes effect.
- 15.4 Termination for Convenience: At any time during the term of this Contract, this Contract may be terminated, in whole or in part, for any reason, with or without cause, by either party upon written notice given at least sixty (60) days in advance of the effective date of termination. In the case of a partial termination, if the COUNTY determines that the remaining portion of the award will not accomplish the purposes for which the award was made, the COUNTY may terminate the award in its entirety.
- 15.5 Termination of Scrutinized Companies: This Contract may be terminated at the option of the COUNTY if LVIM is found to have been placed on the Scrutinized Companies that Boycott Israel List or is engaged in a boycott of Israel. In addition, this Contract may be terminated at the option of COUNTY if LVIM is found to have submitted a false certification as provided under Section 287.135(5), Florida Statutes; has been placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List; or has been engaged in business operations in Cuba or Syria.

IN WITNESS WHEREOF the parties hereto duly execute this Contract as of the day and year first written above.

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

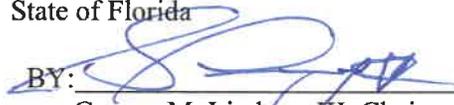
BY:   
Alice Koehler, MBA, President & CEO

DATE: 01 May 2023

  
WITNESS

  
WITNESS

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

BY:   
George M. Lindsey, III, Chairman

DATE: 5/16/23

ATTEST: Stacy M. Butterfield, Clerk

BY:   
Deputy Clerk

H-3  
Approved as to form and legal sufficiency:

BY:   
County Attorney's Office



## SCOPE OF SERVICES

LVIM will provide primary care, specialty care and screening 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 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 age 50 and older 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 over age 50 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.

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

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 less	50%					
Percent of diabetic patients with high cholesterol who achieve good control LDL levels of less than 100 mg/dl	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>LUNGS 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.						

EXECUTIVE SUMMARY

EXECUTIVE SUMMARY

Partner Name

Period of Report From \_\_\_\_\_ to \_\_\_\_\_

Please answer the below questions based on your organizations activity during the quarter reported.

**I. Services Provided**

Have you been able to offer new specialty services?  Yes  No

Comments: \_\_\_\_\_

Did you stop or have an interruption offering any services?  Yes  No

Reason: \_\_\_\_\_

Have you started a new health program?  Yes  No

Comments: \_\_\_\_\_

Do you see a need in the population served for a specific service you do not currently provide?  Yes  No

Comments: \_\_\_\_\_

**II. Service Hours / Days**

List days and hours clinic is open to the public: \_\_\_\_\_

Comments: \_\_\_\_\_

**III. Personnel**

Have you had a change in staffing of key personnel?  Yes  No

Comments: \_\_\_\_\_

**IV. Funding**

Federal Funding: \_\_\_\_\_

State Funding: \_\_\_\_\_

County Funding (other than IHC funding): \_\_\_\_\_

Municipal Funding: \_\_\_\_\_

Private Funding: \_\_\_\_\_

Donations: (monies, pharmaceuticals, eyeglasses, labs, x-rays, equipment, etc.) \_\_\_\_\_

Fund Raisers\Events Earnings: \_\_\_\_\_

Total Additional Funding:

Are you actively applying for other grants?  Yes  No

Are you actively planning/organizing any fund raising events?  Yes  No

**V. Additional Comments**

\_\_\_\_\_  
\_\_\_\_\_

**BUDGET**  
**BUDGET FORM**

Lakeland Volunteers in Medicine  
600 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

Agreement # 23-012-IHC

Category	Description	Positions	Jan'23-Sept'23	Oct'23-Sept'24	Oct'24-Sept'25	Oct'25-Sept'26
	Clinical Staff Salaries	9	\$ 65,212.96	\$ 122,431.00	\$ 122,431.00	\$ 122,431.00
	Administrative Staff Salaries	9	\$ 45,623.54	\$ 86,392.00	\$ 86,392.00	\$ 86,392.00
	Fringe and Benefits		\$ 8,631.48	\$ 29,338.00	\$ 29,338.00	\$ 29,338.00
<b>Personnel Total:</b>			<b>\$ 119,467.98</b>	<b>\$ 238,161.00</b>	<b>\$ 238,161.00</b>	<b>\$ 238,161.00</b>
	Direct Services to Patients (medical services/supplies, medications, etc.)		\$ 26,460.82	\$ 29,000.00	\$ 29,000.00	\$ 29,000.00
	Staff Travel for Patient Services					
	Subcontractor Fees (Medical procedures, screenings, labs, X-Rays, other diagnostics)		\$ 140,839.63	\$ 175,000.00	\$ 175,000.00	\$ 175,000.00
	Conference/Training					
<b>Program Direct Services Total:</b>			<b>\$ 167,300.45</b>	<b>\$ 204,000.00</b>	<b>\$ 204,000.00</b>	<b>\$ 204,000.00</b>
	Professional Fees (Accounting, legal, auditing, payroll fees, temporary labor)		8,627.02	10,000.00	10,000.00	10,000.00
	Insurance/License (Liability, auto, workers comp and professional licensing)		30,067.00	31,000.00	31,000.00	31,000.00
	Dues /Membership (subscriptions)					
	Communication (telephone, internet, fax)		7,334.50	10,000.00	10,000.00	10,000.00
	Utilities (water, electric, gas, sewer)		9,298.83	20,000.00	20,000.00	20,000.00
	Rentals/Leases (building, land, for admin offices)					
	Maintenance/Repairs (of office space)					
	Office Supplies (general office, computer and equipment <\$1,000)		4,722.11	21,500.00	21,500.00	21,500.00
	Other			12,000.00	12,000.00	12,000.00
<b>Operational Total:</b>			<b>\$ 60,049.46</b>	<b>\$ 104,500.00</b>	<b>\$ 104,500.00</b>	<b>\$ 104,500.00</b>
	Equipment (=> 1,000) - X-Ray + Autoclave		\$ 20,000.00			
<b>Capital Expense Total:</b>			<b>\$ 20,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Grand Total:</b>			<b>\$ 366,817.89</b>	<b>\$ 546,661.00</b>	<b>\$ 546,661.00</b>	<b>\$ 546,661.00</b>

The foregoing budget and timeline are for planning purposes of the parties and are not binding. Any revisions to the budget must be submitted in writing to Indigent Health Care, Fiscal Services, 2135 Marshall Edwards Drive, Bartow FL 33830 or scanned color copy via email to ihcfiscal@polk-county.net

Authorized Representative Name and Title (Print)

Authorized Representative Signature

Date

BUDGET

Administrative Personnel Fiscal Year 22/23

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

Position Title	General Job Description	Annual Gross Salary Jan - Sept 2023	Annual Gross Salary	Percentage of salary this contract will pay for	Requested for this contract with Polk (\$)	Fringe & Benefits				Total Fringe/Benefits Requested for this contract with Polk
						FICA	Pensions/Retirement	Health/Dental	Percentage of Fringe/Benefits this contract will pay for	
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	\$32,615.36	\$41,198.00	12.14%	\$ 5,000.00	\$3,151.65	\$ 1,235.94	\$ 7,959.14	3.00%	\$ 402.85
Director of Volunteer Services	Recruits, interviews, and hires all volunteers; and oversees training and scheduling of volunteer workers, resolves volunteer HR issues	\$49,083.67	\$62,000.43	4.03%	\$ 2,500.00	\$4,743.03	\$ 1,860.01	\$15,684.00	3.50%	\$ 780.05
President & CEO	Maintains general supervision over all work of the Corporation and its employees and is responsible for all books and records.	\$96,583.33	\$122,000.00	0.00%	\$ -	\$9,333.00	\$ 3,660.00	\$15,151.30	0.00%	\$ -
Director of Grants & Finance	Manages BOCC IHC grant reporting and invoicing.	\$63,333.33	\$80,000.00	12.65%	\$ 10,123.54	\$6,120.00	\$ 2,400.00	\$ 1,211.16	3.50%	\$ 340.59
FamCare Clerk	Dedicated solely to FamCare	\$6,360.25	\$8,034.00	74.68%	\$ 6,000.00	\$ 614.60			30.00%	\$ 184.38
Executive Assistant	Manages Florida Shots and obtains/sends patient medical records.	\$38,000.00	\$48,000.00	6.25%	\$ 3,000.00	\$3,672.00	\$ 1,440.00	\$ 8,502.38	3.00%	\$ 408.43
Director of Operations	Oversees Electronic Health Records, directs and supervises all clinic operations	\$51,458.33	\$65,000.00	13.85%	\$ 9,000.00	\$4,972.50	\$ 1,950.00	\$14,207.62	3.00%	\$ 633.90
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.	\$4,166.67	\$52,000.00	19.23%	\$ 10,000.00	\$3,978.00	\$ 1,560.00	\$ 8,502.38	4.00%	\$ 561.62
<b>Admin Personnel Salary, Fringe and Benefits:</b>					<b>\$ 45,623.54</b>					<b>\$3,311.82</b>

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BUDGET

Clinical Personnel Fiscal Year 22/23

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

Position Title	General Job Description	Annual Gross Salary Jan - Sept 2023	Annual Gross Salary	Percentage of salary this contract will pay for	Requested for this contract with Polk (\$)	Fringe & Benefits				Total Fringe/Benefits Requested for this contract with Polk
						FICA	Pensions/Retirement	Health/Dental	Percentage of Fringe/Benefits this contract will pay for	
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.	\$48,750.00	\$65,000.00	12.5%	\$ 8,200.00	\$ 4,972.50	\$ 1,950.00	\$ 8,297.66	0.0%	\$ -
X-ray Tech - Temp	Provides x-ray exams	\$8,892.00	\$11,700.00	15.5%	\$ 1,812.26	\$ 895.05			0.0%	\$ -
Phlebotomist	Draws blood and performs waived testing, including urinalysis, microalbumin, pregnancy testing and occult blood in LVIM lab	\$6,025.50	\$24,102.00	15.0%	\$ 3,615.30	\$ 1,843.80			10.0%	\$ 184.38
APRN	Conducts patient appointments; writes Rx; orders procedures	\$42,779.88	\$51,856.79	21.5%	\$ 11,149.21	\$ 3,967.04	\$ 1,555.70		10.0%	\$ 552.27
APRN	Conducts patient appointments; writes Rx; orders procedures	\$68,992.56	\$91,973.23	21.5%	\$ 19,774.24	\$ 7,035.95	\$ 2,759.20	\$ 2,032.80	15.0%	\$ 1,774.19
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.	\$52,743.60	\$70,334.99	21.0%	\$ 14,770.35	\$ 5,380.63	\$ 2,110.05	\$ 8,503.22	15.0%	\$ 2,399.09
Medical Director	Oversees medical operation and sees patients, reviews lab and other diagnostic results, consults with other physicians regarding specialty care	\$40,170.00	\$53,560.00	11.0%	\$ 5,891.60	\$ 4,097.34			10.0%	\$ 409.73
APRN	Conducts patient appointments; writes Rx; orders procedures	\$43,750.00	\$43,750.00		\$ -					\$ -
Ultrasound Tech	Provides ultrasound exams				\$ -	\$ -	\$ -			\$ -
<b>Clinical Personnel Salary, Fringe and Benefits:</b>					<b>\$ 65,212.96</b>					<b>\$ 5,319.66</b>

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BUDGET

Administrative Personnel Fiscal Years 23/24 to 25/26

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

Position Title	General Job Description	Annual Gross Salary	Percentage of salary this contract will pay for	Requested for this contract with Polk (\$)	Fringe & Benefits				Total Fringe/Benefits Requested for this contract with Polk
					FICA	Pensions/Retirement	Health/Dental	Percentage of Fringe/Benefits this contract will pay for	
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	\$41,198.00	19.750%	\$ 8,137.86	\$ 3,151.65	\$ 1,235.94	\$ 7,959.14	13.7162%	\$ 1,693.50
Director of Volunteer Services	Recruits, interviews, and hires all volunteers; and oversees training and scheduling of volunteer workers, resolves volunteer HR issues	\$62,000.43	9.750%	\$ 6,045.04	\$ 4,743.03	\$ 1,860.01	\$ 15,684.00	10.2004%	\$ 2,273.36
President & CEO	Maintains general supervision over all work of the Corporation and its employees and is responsible for all books and records.	\$122,010.55	8.110%	\$ 9,895.06	\$ 9,333.81	\$ 3,660.32	\$ 15,151.30	9.3374%	\$ 2,628.04
Director of Grants & Finance	Manages BOCC IHC grant reporting and invoicing.	\$80,000.00	29.500%	\$ 23,600.00	\$ 6,120.00	\$ 2,400.00	\$ 1,211.16	27.1215%	\$ 2,639.24
FamCare Clerk	Dedicated solely to FamCare	\$8,034.00	100.000%	\$ 8,034.00	\$ 614.60			100.0000%	\$ 614.60
Executive Assistant	Manages Florida Shots and obtains/sends patient medical records.	\$48,000.43	9.750%	\$ 4,680.04	\$ 3,672.03	\$ 1,440.01	\$ 8,502.38	10.1497%	\$ 1,381.82
Director of Operations	Oversees Electronic Health Records, directs and supervises all clinic operations	\$65,000.00	20.000%	\$ 13,000.00	\$ 4,972.50	\$ 1,950.00	\$ 14,207.62	13.5384%	\$ 2,860.67
Enrollment Specialist	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.	\$52,000.00	25.000%	\$ 13,000.00	\$ 3,978.00	\$ 1,560.00	\$ 8,502.38	7.0831%	\$ 994.50
<b>Admin Personnel Salary, Fringe and Benefits:</b>				<b>\$ 86,392.00</b>					<b>\$ 15,085.74</b>

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BUDGET

Clinical Personnel Fiscal Years 23/24 to 25/26

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

Position Title	General Job Description	Annual Gross Salary	Percentage of salary this contract will pay for	Requested for this contract with Polk (\$)	Fringe & Benefits				Total Fringe/Benefits Requested for this contract with Polk
					FICA	Pensions/Retirement	Health/Dental	Percentage of Fringe/Benefits this contract will pay for	
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.	\$65,000.00	14.7%	\$ 9,555.72	\$ 4,972.50	\$ 1,950.00	\$ 8,297.66	12.4%	\$ 1,879.75
X-ray Tech - Temp	Provides x-ray exams	\$11,700.00	48.8%	\$ 5,703.75	\$ 895.05			48.8%	\$ 436.34
Phlebotomist	Draws blood and performs waived testing, including urinalysis, microalbumin, pregnancy testing and occult blood in LVIM lab	\$9,640.80	41.3%	\$ 3,976.83	\$ 737.52			41.3%	\$ 304.23
APRN	Conducts patient appointments; writes Rx; orders procedures	\$51,856.79	41.0%	\$ 21,261.28	\$ 3,967.04	\$ 1,555.70		41.0%	\$ 2,264.33
APRN	Conducts patient appointments; writes Rx; orders procedures	\$91,973.23	42.0%	\$ 38,628.76	\$ 7,035.95	\$ 2,759.20	\$ 2,032.80	36.6%	\$ 4,325.17
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.	\$70,334.99	39.8%	\$ 27,958.16	\$ 5,380.63	\$ 2,110.05	\$ 8,503.22	24.1%	\$ 3,868.42
Medical Director	Oversees medical operation and sees patients, reviews lab and other diagnostic results, consults with other physicians regarding specialty care	\$53,560.00	20.0%	\$ 10,712.00	\$ 4,097.34			20.0%	\$ 819.47
APRN	Conducts patient appointments; writes Rx; orders procedures	\$65,000.00	4.3%	\$ 2,762.50	\$ 4,972.50			4.3%	\$ 211.33
Ultrasound Tech	Provides ultrasound exams	\$12,480.00	15.0%	\$ 1,872.00	\$ 954.72	\$ 374.40		10.8%	\$ 143.21
<b>Clinical Personnel Salary, Fringe and Benefits:</b>				<b>\$ 122,431.00</b>					<b>\$ 14,252.25</b>

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**INVOICE SAMPLE**



[Your Company Name]  
 [Street Address]  
 [City, ST ZIP Code]

Date: January 6, 2023  
 Invoice #: [100]  
 Service Period: [00-00-00 to 99-99-99]  
 Contract Number: [99-999-IHC]

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

Category	Description	Budget	Invoice				YTD Total	Balance
			1st Quarter	2nd Quarter	3rd Quarter	4th Quarter		
	Clinical Staff Salaries	\$ -					\$ -	\$ -
	Administrative Staff Salaries	\$ -					\$ -	\$ -
	Fringe and Benefits	\$ -					\$ -	\$ -
<b>Personnel Total:</b>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Direct Services to Patients (medical services / supplies, medications, etc.)	\$ -					\$ -	\$ -
	Staff Travel for Patient Services	\$ -					\$ -	\$ -
	Subcontractor Fees (Medical procedures, screenings, labs, X-Rays)	\$ -					\$ -	\$ -
	Conference/Training	\$ -					\$ -	\$ -
<b>Program Direct Services Total:</b>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Professional Fees (Accounting, legal, auditing, payroll fees, temporary labor)	\$ -					\$ -	\$ -
	Insurance/License (Liability, auto, workers comp and professional licensing)	\$ -					\$ -	\$ -
	Dues/Membership (subscriptions)	\$ -					\$ -	\$ -
	Communication (telephone, internet, fax)	\$ -					\$ -	\$ -
	Utilities (water, electric, gas, sewer)	\$ -					\$ -	\$ -
	Rentals/Leases (building, land, for admin offices)	\$ -					\$ -	\$ -
	Maintenance/Repairs (of office space)	\$ -					\$ -	\$ -
	Office Supplies (general office, computer and equipment <\$1,000)	\$ -					\$ -	\$ -
	Other:	\$ -					\$ -	\$ -
<b>Operational Total:</b>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Grand Total:</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

\_\_\_\_\_  
 Date

**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)

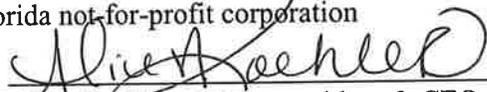
- A. Unless otherwise defined herein, terms used in this Section which are defined in Section 448.095, Florida Statutes, as may be amended from time to time, shall have the meaning ascribed in said statute.
- B. Pursuant to Section 448.095 (5), Florida Statutes, the contractor hereto, and any subcontractor 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

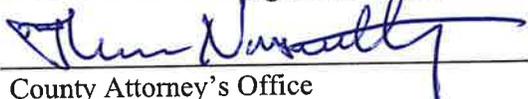
Date: 7/16/24



ATTEST: Stacy M. Butterfield, Clerk <sup>144</sup>

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		Budget	
		Oct '23-Sept'24	Oct '23-Sept'24	Paid thru March '24	Oct'23-Sept'24 Remaining Balance	Oct'24-Sept'25	Oct'25-Sept'26	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 Services for Patients</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>		
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				Total Fringe/Benefits Requested for this contract with IHC Funds
								FICA	Pensions/Retirement	Health/ Dental	% of the Fringe/Benefits this contract will pay for	
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>

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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

To: 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</b>	<b>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