

**BOONE COUNTY BOARD OF HEALTH
MEETING MINUTES
November 1, 2010
BOONE COUNTY DEPARTMENT OF PUBLIC HEALTH**

Members Present: Dr. Hess, Dr. Andy Malcolm, Allen Sisson, Jim Cox, Gary Turner, Kathy Taylor, Dr. D'Souza, Paul Larson, Jack Spotz, Dr. Simmons and George Sprecher.

Staff Present: Bill Hatfield, Lisa Gonzalez, Sue Magyar, Nancy Reagan and Sandy Romanek.

Guests Present: John Magyar

Jim Cox called the meeting to order at 12:05 p.m.

Approval of Agenda: A motion to approve the agenda was made by Allen Sisson and seconded by Jack Spotz. Motion carried.

Public Comment: Nancy Reagan, an employee of the Health Department, asked the status of the Human Resource interviews. Allen Sisson responded that he had not received a formal response. He will follow-up with the lawyer to find out the status of the report. He and the Board also confirmed that the intent of the interviews was to improve relationships and communications within the Health Department and also with the Board of Health.

A motion was made by Gary Turner and seconded by Jim Cox to approve the meeting minutes of October 4, 2010. Motion carried.

Bill clarified for the Board the requirements that pertain to verbatim recordings of closed meetings, as stated in the Guide to the Illinois Open Meetings Act 5 ILCS 120 revised by Lisa Madigan, Attorney General State of Illinois. The clarifications states that verbatim recordings of closed meetings can be disclosed, but are not required to be disclosed.

A motion was made by Jim Cox and seconded by Jack Spotz to approve the closed meeting minutes of May 3, 2010, but not the verbatim recording. Motion carried.

A motion was made by Dr. Hess and seconded by Allen Sisson to approve the Search Committee meeting minutes of May 6, 2010. Motion carried.

A motion was made by Jim Cox and seconded by Jack Spotz to approve the Special Board of Health meeting minutes of September 23, 2010. Motion carried.

A motion was made by Jim Cox and seconded by Jack Spotz to approve the Finance Committee meeting minutes of September 27, 2010. Motion carried.

A motion was made by Jim Cox and seconded by Gary Turner to approve the Executive Committee meeting minutes of October 12, 2010. Motion carried.

A motion was made by Jim Cox and seconded by Allen Sisson to approve the Finance Committee meeting minutes of October 22, 2010. Motion carried.

Department Reports:

Personal Health: Lisa presented the departmental report for the month. The report is in the monthly packet.

Environmental Health: Bill presented the report for the month. The report is in the monthly packet.

Personnel Reports: None

Contracts and Agreements – Renewals: None

Committee Reports:

Search Committee: Dr. Hess stated that the Search is on hold until after the Finance Committee finalizes the FY 2011 budget.

Finance Committee: Allen distributed a 10 page document based on the Finance Committee Meeting held on October 28, 2010 and his follow-up discussions with Bob Walberg and Ken Terrinoni on October 29, 2010. A copy of the document is in the BOH packet. The document contains updated financial projections, and also recommendations made by the Finance Committee. The Finance Committee felt that the Board of Health would not be acting prudently if they approved the proposed budget for FY 2011, based on the changes that have occurred since the last Board of Health Meeting on October 4, 2010. The projected budget deficits based on the changes would be \$191,954.00 in the Health Fund, and \$30,354.00 in the Grant Fund for a total combined projected deficit of \$222,308.00.

George Sprecher commented that they also needed to keep FY 2012 in mind when approving the budget. Concerns were also expressed based on economic projections for the next 3-5 years. This reinforced the need to maintain a healthy reserve in the Health Fund. There was also clarification related to the timing of the revenue and expenditures in the Grant Fund. Most grants run from July 1 through June 30, and some revenues are received at the beginning of the grant period and others are received through the grant period. We currently have some grants that are 6 months behind in submitting payments to the Health Department. Gary Turner thought we should focus on the Health Fund based on the smaller projected deficit in the Grant Fund. Allen clarified that he felt the budget was not acceptable as is, and that either additional revenue sources need to be found, or expenses need to be cut. Based on the direction given by the Board today, the Finance Committee will go back to work on revising the budgets. It is still to be determined if any of the reserve funds will be used. The Finance Committee will come back to the full Board with a finalized FY 2011 budget recommendation for both the Health Fund and Grant Fund.

Based on recommendations of the Finance Committee, the following motions were made:

A motion was made by Allen Sisson and seconded by Jim Cox that based on the revised projections in the FY 2011 budget, the proposed Health Fund and Grant Fund Budgets not be approved. Motion carried.

A motion was made by Allen Sisson and seconded by Jim Cox that requires both the Health Fund and Grant Fund FY2011 projected budgets to be balanced through revenue increases coupled with expense reductions before being resubmitted for approval. Motion carried

A motion was made by Allen Sisson and seconded by Jim Cox to rescind the October 4, 2010 Board of Health motion to fund the previously anticipated FY 2011 Health Fund shortfall of \$77,809.00 thru the Health Fund Cash Reserves. Gary Turner wanted to clarify that this motion does not eliminate the possibility of using reserves funds. The Board agreed that that still remains a possibility, but the amount could change. Motion carried.

A motion was made by Allen Sisson and seconded by Jim Cox to officially increase the three month Health Fund operating reserve requirements from \$150,000 to \$175,000 effective immediately. Motion carried. This is for a guideline to be used currently by the Finance Committee, and could be revised again.

A motion was made by Allen Sisson and seconded by George Sprecher requiring that the 2011 actual versus projected budgets for the Health Fund and Grant Fund be monitored at least quarterly during the coming year, and that appropriate action be taken, if necessary, to bring the actual expenses back into guidance with the final approved FY 2011 budget. This will be monitored keeping in mind projections for FY 2012. Motion carried.

Executive Committee: None

Policies/Agreements – New: None

Financial Report: ---Bill reviewed the Grant Fund report and the Health Fund report that are in the monthly packet. A motion was made by Gary Turner and seconded by Kathy Taylor to approve the financial report. Motion carried.

Approval of Claims: A motion was made by Allen Sisson and seconded by Jack Spotz to approve the claims for the month of October, 2010. Motion carried.

Administrator's Report: Bill thanked the Board for being open to suggestions, and working well with Bill and Lisa.

Unfinished Business: Benefits for current employees working 30 hours per week – Lisa reviewed the benefits for the existing 30 hour employees, versus the benefits for the furloughed employees.

New Business: Food Code Revisions. Bill presented some information in the food code. A correction in paragraph F needs to be submitted. Bill also brought up the issue of not charging the not-for profit organizations. This is a loss of revenue of \$8,900.00 for the Health Department. It was determined that this would be tabled until after the election of the new County Board Members. A motion was made by George Sprecher and seconded by Jack Spatz to move forward with submitting the other food code changes recommended by Bill, but not to include the clause concerning fees for the not-for profits. Motion carried.

Paul Larson reminded the Board that we should not loose site that we currently have a contract for services being performed by Ray Empereuer. This will need to be reviewed at the next BOH meeting.

Executive Session: The Board determined they did not need to go into closed session to approve the minutes.

A motion was made by George Sprecher and seconded by Jack Spatz to approve the meeting minutes of June 1, 2010. Motion carried.

A motion was made by Gary Turner and seconded by George Sprecher to approve the meeting minutes of June 8, 2010. Motion carried.

A motion was made by George Sprecher and seconded by Jack Spatz to approve the meeting minutes of June 16, 2010. Motion carried.

A motion was made by Allen Sisson and seconded by Jack Spatz to not approve the closed meeting minutes of March 17, 2010. Motion carried. These will be reviewed in 6 months.

A motion to adjourn was made by George Sprecher and seconded by Jack Spatz. Motion carried. Meeting was adjourned at 1:20 p.m.

Submitted through Gary Turner.
Sandy Romanek



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