

**BOONE COUNTY BOARD OF HEALTH
MEETING MINUTES
November 29, 2010
BOONE COUNTY DEPARTMENT OF PUBLIC HEALTH**

Members Present: Dr. Hess, Dr. Andy Malcolm, Allen Sisson, Jim Cox, Dr. D'Souza, Jack Spotz, Dr. Simmons and George Sprecher.

Staff Present: Bill Hatfield, Lisa Gonzalez, and Sandy Romanek.

Guests Present: Bill Miston, Channel 13 News.

Dr. Hess called the meeting to order at 12:06 p.m.

Approval of Agenda: A motion to approve the agenda was made by Dr. Malcolm and seconded by Jim Cox. Motion carried.

Public Comment: None

Approval of Minutes:

A motion was made by Jim Cox and seconded by Jack Spotz to approve the meeting minutes of October 28, 2010. Motion carried.

A motion was made by Jim Cox and seconded by Jack Spotz to approve the meeting minutes of November 1, 2010. Motion carried.

A motion was made by Allen Sisson and seconded by Jack Spotz to approve the meeting minutes of November 10, 2010. Motion carried.

A motion was made by Allen Sisson and seconded by Jim Cox to approve the meeting minutes of November 16, 2010. Motion carried.

Reports:

Executive Committee: None

Finance Committee:

1. Allen Sisson reviewed the Finance report in the monthly packet. He updated the Board of Health on the total projected budget deficit of \$146,176 for fiscal year 2011. He also explained the transfer of \$54,637 that the Finance Committee is recommending. The funds are for authorized expenditures including Administrative and indirect costs, previously paid, audited and reimbursed by outside agencies. All above expenditures were allowable in accordance with the requirements of OMB Circular A-87. Both the State and our outside auditors have agreed with this. Bill also distributed a summary of what had been recommended to the finance committee to arrive at the current 2011 budget proposal. This hand out showed the breakdown of the reductions in expenses and the increase in revenues for both the Grant and Health Funds, as well as administration recommendations for continued monitoring during FY 2011 .
2. The Finance Committee is recommending that the Board of Health continue to require a balanced budget for FY2011, either through expense reductions, revenue increases or some combination before resubmitting a budget for final approval.
3. The Finance Committee is recommending the Board of Health also look at the 2012 projected budget for both the Health Fund and the Grant Fund. This would be to anticipate future drops in revenue and projected cash shortfalls in an effort to protect cash reserves as best as we can.
4. The Finance Committee is also planning a review of all programs/grants. They will review actual income/expense to determine which programs/grants should be recommended for continuation, alteration, or termination. Internally this information will be developed, and presented to the Finance Committee at their next meeting to be held in December, 2010. The preliminary information will be for fiscal year 2010, and will include both fixed and variable costs. This review will be done on a quarterly basis for FY 2011, or as otherwise determined. Determination for each program or grants survivability will be based on two factors – the program's self-sufficiency and the need to maintain certain services to stay accredited/certified as a Health Department according to the State of Illinois. Also the impact on the community, Board of Health and other programs will need to be evaluated. The allocation of the fixed cost will be based on square footage. The Finance committee intends, at this time, to present a balanced budget for FY 2011 for both the Health and Grant Funds for consideration at the next Board meeting scheduled for January 3, 2011. The proposals will contain the partial budget details of each program/grant, and the committee's determination and recommendations to balance the budget. The proposals and final detail will be presented to the entire Board of Health for a majority vote at that time.

5. The Finance Committee will be recommending the immediate implementation of changes necessary to balance the FY 2011 budget at the time the proposals are submitted to the entire Board for approval. These changes will be required to protect the cash reserves in both funds. Monitoring of the actual vs. budget for the Health Fund and Grant Fund will continue at least quarterly.
6. The Finance Committee is recommending that the Board of Health officially establish a six-month operating reserve in the Grant Fund. The amount estimated at this time is \$232,000. The guideline is based on current cash flow conditions, and the State of Illinois being approximately six months in arrears in paying their expenses. This is an arbitrary number to be used strictly as a guide and not a hard and fast reserve level. It is purely a warning light for the board to keep in mind in an attempt to retain adequate cash reserves going forward.

A motion was made by Jim Cox and seconded by Allen Sisson to authorize a one time transfer of \$54,637 from the Grant Fund to the Health Fund. Motion carried.

Search Committee: None

Administrator's Report: Bill reviewed the BOH Finance Committee Narrative, and updated the Board on the status of activities identified. This is included in the packet. The activities include, food handling/sanitation courses, improvement of efficiency and streamlining of services, seeking donations, new grant fund sources, reduction of overtime and voluntary furlough time, and the evaluation of fees for both the Environmental Department and Personal Health Services Department. In particular, Lisa explained some billing changes to be implemented in the Family Planning Program, and other changes she is reviewing in an attempt to increase revenue coming into clinic programs.

Bill confirmed that other counties are experiencing the same challenges that face the Health Department. Bill also asked for feedback from the BOH concerning his and Lisa's performance. Dr. Hess responded that he felt we are all working together at this time, but will have a better assessment as the budget process goes forward. Bill reminded the BOH that any results from changes implemented will take a long period of time.

Department Reports:

Personal Health: Lisa reviewed the information for the month of October, 2010. This information is in the packet. Lisa also stated that she is looking into additional grant opportunities.

Environmental Health: Bill reviewed the information for the month of October, 2010. This information is in the packet. Bill also commented that in his evaluation of Nuisance calls, the fixed cost to just having an inspector available before any inspection is actually performed is approximately \$46.00 per inspection.

Financial Report: --- Jim Cox reviewed the Grant Fund report and the Health Fund report that are in the monthly packet. A motion was made by Jim Cox and seconded by Allen Sisson to approve the financial report. Motion carried.

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

Unfinished Business:

HR Consultant Survey Results: Allen will be scheduling a special meeting, and will be coordinating with Debbie Jeanmaire.

Search Committee Consultant Contract: It was determined that the current contract with Ray Empereur should be deferred and possibly reinstated when the Search Committee resumes meeting. Services have not been rendered since June, 2010. This is not included in the FY 2011 budget.

FY2011 Budget: The Board of Health determined that lunches would no longer be provided. See Finance report above.

New Business:

Environmental Fee Structure: Bill presented information to the Board of Health concerning fee structures in surrounding counties. The BOH asked Bill to determine an average across the board percentage increase of all fees. His proposal should be for example a 9% increase in our fees and a justification, including the fact that there has been no increase in over 4 years and what that means in dollars. The preliminary report will need to be presented to the BOH and then to the County Board for approval.

A motion to adjourn was made by Allen and seconded by Jack Spatz. Motion carried. Meeting was adjourned at 1:15 p.m.

Submitted through Allen Sisson.

| Sandy Romanek

Formatted: Font: Tunga, 10 pt