

**BOONE COUNTY BOARD OF HEALTH
FINANCE COMMITTEE MEETING MINUTES
OCTOBER 28, 2010
BOONE COUNTY DEPARTMENT OF PUBLIC HEALTH**

Members Present: Dr. Hess, Dr. Allen Sisson, Jim Cox, and, Jack Spotz.

Board of Health Members Present: Paul Larson and George Sprecher.

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

Guests Present: Bob Walberg, Ken Terrinoni, and John Magyar

Dr. Hess called the meeting of the Finance Committee to order at 12:10 p.m.

A motion was made by Jack Spotz to approve the agenda for October 28, 2010. Motion seconded by Allen Sisson. Motion carried.

The Finance Committee reviewed the proposed FY 2011 budget. Allen Sisson and Jim Cox reviewed the projected standing of the Health Fund for FY 2010, and then the projected balance for FY 2011 with the current proposed budget. The projected shortfall reflected in the current proposed budget would be \$191,954.00. This revised amount is based on the latest reduction in the Health Fund Referendum that was submitted to the Health Department by Ken Terrinoni. The Finance Committee feels it is irresponsible to present a proposed budget that is not balanced. They also felt that the only way to achieve a balanced budget for FY 2011 is by budget cuts, if no additional revenue sources are found. Bill presented various options on possible payroll reductions for the FY 2011 budget, and the possible impact on the Health Department. Other cuts discussed included program reductions, reducing hour or reducing staff. There was also an open discussion concerning the appropriate amount that should be maintained in the Health Fund Reserve, and if by definition the reserve funds should ever be used. The current reserve amount is \$150,000.00. Questions were also asked concerning the possible transfer of funds from the Grant Fund. It was confirmed that there are restrictions in place on the use of the actual Grant Funds.

There were concerns voiced with maintaining our Certification as a Health Department, and being in compliance with the Local Health Protection Grant that requires that local health departments assure the protection of the public through various programs. Those programs include communicable disease, safe food, potable water supply and private sewage. At this point, the cost effectiveness of all programs needs to be reviewed. Other options to be looked at include partnering with other Counties in relationship to certain programs and possibly certain positions. Bill reminded the Finance committee that we have a template agreement that had already been approved. Lisa expressed concerns over grant deliverables and work loads if hours are cut across the board. Jim and Jack stated that staggering hours of work need to be looked at along with eliminating any waste. It was also confirmed that given the economic picture, the Finance Committee will need to take a more active roll in reviewing the financial status of the Health Department.

Allen requested that we get a confirmation on State letterhead in writing from the State of Illinois Department of Public Health concerning their requirements for a Health Department Administrator. In particular, is a full time Health Department Administrator required? Can we continue with the current situation of having 2 co-administrators? Bill will follow-up with the State on this issue. The consensus was that the Health Department needs a full time Administrator. Currently Ray Empereur is still under contract to assist with the search for the Health Department Administrator.

There was a discussion concerning potential ways to increase revenues. If the Health Department could charge not for profits for food permits, that would be an increase revenue of \$8,900.00 per year.

Ken was asked his opinion on the state of the economy. The major fear is that the economic situation will not stabilize until sometime in FY 2013. Ken shared with the Finance Committee that most other Counties are in similar circumstances with revenues being down, and being faced with drastic cuts to reduce expenditures. Ken would like some numbers to publish and present to the County before the November 17, 2010 deadline. But if everything is not finalized, he can take the draft numbers and present to the County. He will be explaining to the County Board that the Board of Health will be working toward a balanced budget for Fiscal Year 2011. Ken and Paul feel that the County Board will be satisfied if that clarification is made, and they will not ask for any additional cuts.

A motion was made by Allen Sisson and seconded by Jim Cox to make the following recommendation to the Board of Health by the Finance committee at the next meeting scheduled on November 1, 2010, and also make them aware of the projected shortfalls. Motion carried.

Recommendations:

1. Advise the full Board of Health of the projected \$160,000 shortfall, and then propose that the FY 2011 budgets for the Health Fund and Grant Fund should not be approved as presented.
2. To require that both the FY 2011 budget for both the Health Fund and Grant Fund be balanced.
3. Request that the Board of Health rescind the motion from October 4, 2010 to fund previously anticipated shortfall of \$77,809 from the Reserve Fund.
4. Increase the Reserve fund to more accurately reflect 3 months of operating expenses. This would be and increase from \$150,000 to \$175,000.
5. Require monitoring of the budget vs. actual expenses of both the Health Fund and Grant Fund by the Finance Committee at least on a quarterly basis.

A motion to adjourn was made by Allen Sisson and seconded by Jim Cox. Motion carried. Meeting was adjourned at 1:50 p.m.

Submitted through Allen Sisson.
Sandy Romanek



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