

**BOONE COUNTY BOARD OF HEALTH  
FINANCE COMMITTEE MEETING MINUTES  
NOVEMBER 10, 2010  
BOONE COUNTY DEPARTMENT OF PUBLIC HEALTH**

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

**Board of Health Members Present:** Kathy Taylor and George Sprecher

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

Dr. Hess called the meeting to order at 12:08 p.m.

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

Bill presented the Finance Committee with revised revenue figures for the Health Fund. The increase in revenue totaled \$8,500. Bill also clarified that all fees collected for Environmental Services require County Board approval. He confirmed that he would get fee schedules from surrounding Counties and submit to Finance Committee members. Fees overall have not been increased for approximately 3 years. The County Board historically has not denied most fee increase. The new County Board will take effect in December, 2010. The approach to the new Board will need to be reminding them the fee increases would be fees paid by the client versus taxpayer funds. Bill had also clarified with the State's Attorney that we need to be able to justify our fee structure. A comparison of other counties in the area and their fee structure would justify the fee increases. Lisa and Bill distributed a narrative of their plan to increase revenue and reduce expenses, along with improving efficiencies within the Health Department. A copy of the BOH Finance Committee narrative is included in the packet. They summarized the possible increased revenue sources and potential expense reductions identified in the narrative. There was an open discussion concerning food handling/sanitation courses, which could be handled by the Health Department and has good potential for generating additional income with minimal cost to the department.

It was determined that the Environmental fee schedule should be reviewed every year. It was also decided that the strategy for presenting the proposed fee increase for FY 2010 should be presented to both the Board of Health and the County Board as a complete package. Any proposed new fees should also be presented at that time. There will be no proposal at this time to review the not for profit food permits. Possible future fees for not for profits to be reviewed include fees for only off premise inspections and/or reduced fees.

Fees charged for services provided for by Personal Health Services only require approval of the Board of Health. These fees will also be reviewed as part of the future cost analysis process. Lisa also explained the goal to utilize a contract nurse practitioner versus the current use of Shappert Clinic and medical students for the Family Planning Program. Bill reiterated that the proposals presented by he and Lisa should be an on-going process. Bill then reviewed the Summary of the Health Fund Detail and also the Grant Fund Detail.

Sandy updated the Finance Committee on the feedback from Doug Beardsley, Brian Anderson (our outside auditor) and also Robin Holler (HFS), concerning the use of funds from reimbursements received for authorized expenditures previously paid, and audited per requirements of OMB Circular A-87. Copies of the correspondence are included in the packet. It was recommended for FY 2011 these funds now be deposited directly into the Health Fund. Other supplements between the Health Fund and the Grant Fund including salary transfers will be implemented for the FY 2011 and monitored by the Finance committee on a quarterly basis. Another recommendation was made that a reserve amount should be established for the Grant Fund. The amount proposed was \$232,000, which is the equivalent of 6 months. It was determined that all programs will need to be reviewed by the Finance Committee to determine whether or not they are self-supporting. Programs that are not self-supporting may need to be reviewed to see if they can be run in a more cost effective manner, or completely discontinued. Other criteria to be factored in will include if they are required to maintain our Health Department certification, or if they are part of what is covered under the Local Health Protection Grant. This will be reviewed on a quarterly basis by the Finance Committee.

Lisa and Bill will also be interviewing staff to get their input on any suggestions for increasing revenue or decreasing expenditures. They will also try to focus on streamlining processes, and improving efficiencies. At this time, there will not be any mandatory furlough time required. This is still an option for the near future depending on other adjustments.

Lisa reviewed additional payroll cut options for FY 2011. This breakdown is also included in the packet. It is still to be determined what the final plan will be to increase revenues and decrease expenditures to achieve a balanced budget for FY 2011. Allen was of the opinion that the process of reviewing/evaluating programs may take 3-6 months. All programs including grants will be reviewed as part of this process. The purpose of the Finance Committee's quarterly meeting will be to review programs and also closely monitor the status of budget versus actual, to confirm that the department is staying on track. The impact on FY 2012 and beyond is also a primary concern, along with following the Board of Health's directive to come in with a balanced budget for FY 2011. The draft version of the FY 2011 budget will be submitted to Ken Terrinoni before November 17th marked that it is still pending Board of Health approval. The draft budget will then be submitted to the Board of Health on November 29, 2010 for their approval.

The Finance Committee scheduled another meeting for November 16, 2010 to review the final draft budgets prior to them being submitted to the County. They also wanted to review comparable fees in surrounding counties.

A motion to adjourn was made by Allen Sisson and seconded by Jack Spatz. Motion carried. Meeting was adjourned at 1:40 p.m.

Submitted through Allen Sisson.  
Sandy Romanek



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