

**BOONE COUNTY BOARD OF HEALTH  
FINANCE COMMITTEE MEETING MINUTES  
NOVEMBER 16, 2010  
BOONE COUNTY DEPARTMENT OF PUBLIC HEALTH**

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

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

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

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

The Finance Committee reviewed the revised draft budget for FY 2011 for both the Health Fund and the Grant Fund, and looked at projections for FY 2012. Allen Sisson was of the opinion that the Health Department has approximately 3-6 months to either drastically reduce expenditures and/or increase revenue. A Finance Committee meeting will need to be scheduled prior to Christmas to review a preliminary fiscal year end report, and also a cost analysis of all grants and programs. The Finance Committee will then present these numbers to the Board of Health on January 3, 2011. This information will then be used to address shortfalls identified in both the Health Fund Budget and Grant Fund Budget for FY2011. The draft FY 2011 budget will be submitted today to Ken Terrinoni, but it will clearly be marked "Pending Board of Health Approval". The total shortfall between both funds is \$146,000.

The recommendation of the Finance Committee at this time is not to approve the proposed budget. This will be the recommendation made to the full Board of Health on November 29, 2010. At that time, Allen Sisson will present an overview of options available to address the shortfall. More detailed information is required to develop a plan. Looking at a detailed budget by program or grant will assist this process.

It was confirmed based on the budget revisions

- future reimbursements for administrative cost will be deposited into the Health Fund
- payroll transfers will be made from the Health Fund to the Grant Fund, but not the reverse
- previously identified expenditures will be transferred from the Health Fund to the Grant Fund

This will be monitored on a quarterly basis.

All programs and grants will be reviewed in the future by the Finance Committee. This will then assist in evaluating the future plans to reduce expenditures and increase revenue. A plan can then be developed to address areas of concern based on that cost analysis. Solid decisions can then be made concerning programs, grants and staffing.

Bill will develop a proposal for fee increase to present to the Board of Health. He will include McHenry, Ogle, DeKalb, Winnebago and Lake Counties in his comparison. Pending Board approval, these proposed fee increases will then be submitted to the County Board in December. It was decided that the best strategy would be to revise fees to be in the mid-range and to present all fee increases at one time. It was suggested to review structure of the fee comparison based on an average. Potentially in February or March, partial fees for not for profits will be reviewed. Fees may be just for off site inspections and potentially at a reduced rate. Bill will also do revenue projections base on the revised fees.

The Finance Committee will also recommend to the Board of Health to set a reserve amount of \$232,000 in the Grant Fund based on the delay of payments being received from the State.

A motion to adjourn was made by Jim Cox and seconded by Jack Spotz. Motion carried. Meeting was adjourned at 12:55 p.m.

Submitted through Allen Sisson.  
Sandy Romanek

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