

VERMILION COUNTY HEALTH DEPARTMENT
BOARD OF HEALTH MEETING
July 20, 2010
7:00 PM

Present: Kay Banta (by phone), Judi Benjamin, Dr. Jane Cooney, Ivadale Foster, Brenda Larson, Jim Meharry and Connie Ostrander.

Absent: Jason Asaad, Dr. Karen Broaders and Dr. Todd Miller.

The meeting was called to order by Vice-President Judi Benjamin at 7:22 PM.

Jason Asaad, Dr. Karen Broaders and Dr. Todd Miller asked to be excused from tonight's meeting.

Under New Business, Items #G - Annual Reports and #H - Discussion of By-law change were added.

A motion was made to approve the agenda as amended.

Motion: Ivadale Foster
Second: Jim Meharry
Motion carried unanimously.

A motion was made to approve the regular minutes from the May 18, 2010 meeting.

Motion: Ivadale Foster
Second: Dr. Jane Cooney
Motion carried unanimously.

Fiscal Status

Fiscal status is healthy at this time. We received \$250,000 from the State in June. These amounts included the second half of the Health Protection grant of over \$100,000 and other payments were for Healthy Families Illinois, Targeted Intensive Prenatal, and All Our Children through December 2009.

Shirley Hicks reported that the \$75,000 loan from the Solid Waste fund has been appropriated but not yet drawn on. Our hope is that the money will not have to be drawn out.

The State still owes us about \$600,000. We are not getting any additional dollars now which is not unusual. If the State is going to pay according to the prior years, final payments for the current Fiscal Year usually reach us by the end of August to mid to late September.

If we receive the money from the State on schedule, we plan on paying at least 1/2 of the Loan plus interest to the County before November 30, 2010. If possible, we would like to pay the other half of the loan and accrued interest this fiscal year or at least during the next fiscal year.

We also received a \$200,000 tax distribution that was deposited today.

Donna Dunham reviewed the financial statements with the Board. The only line item that we are over budget in is the Repair and Maintenance line. This is due to the fact that we have to pay the maintenance contracts when they come due.

A motion to approve the May and June 2010 Budget and Expenditure reports and the Cash flow balance was made.

Motion: Dr. Jane Cooney

Second: Brenda Larson

Motion carried unanimously.

Old Business:

None.

New Business:

Shirley Hicks presented the proposed budget for FY 2011 to the Board. Our total budget request is \$1,464,180. This is down from our FY 2010 budget request of \$3,321,000.

Ms. Bogart questioned the small amounts budgeted for Unemployment and Workman's Compensation. There is only \$1,000 each budgeted for FY2011. Ms. Hicks stated that she had Donna Dunham run the number for a five-year period prior to this fiscal year. The average for Workman's Comp was \$410 per year and the average for unemployment was \$750 per year. She informed both Ms. Bogart and Ms. Anstey that we rarely pay unemployment because we have the backup documentation to support the employee's termination.

Ms. Hicks reported that she and Donna Dunham had met with Nikki Bogart, the County Financial Officer and Linda Anstey, the County Auditor earlier that day. They were concerned that the County Board would not be happy about the rent reduction from \$70,000 to \$50,000. Ms. Hicks explained that the money from the WIC budget that normally went to rent has been diverted to the payment of the FICA and IMRF benefits. Normally WIC paid rent of \$25,000 and for the FY 2011 budget only \$10,000 can be allocated. She also explained that our occupancy decreased by approximately 30% with the termination of the granting programs. The other granting programs covered approximately \$30,000 of the rent. With reduction of these resources, it is impossible for us to cover the full amount of rent.

Ms. Hicks addressed Ms. Anstey's concern about the remaining FICA and IMRF not being covered by our budget. For FY 2011, WIC will be covering their portion and the Solid Waste budget will be covering its portion. This means we will be covering 42% of the total FICA and IMRF for the FY 2011. Ms. Hicks stated to Ms. Anstey and Ms Bogart that Donna Dunham had run the numbers and in order for us to cover the remaining FICA and IMRF and the additional \$20,000 for rent, we would have to ask for a 50% increase in our tax levy. She stated that it was her understanding that this was not a direction the County Board wanted to go. Ms. Anstey and Ms. Bogart confirmed that the goal was to not raise taxes.

Ms. Hicks was directed to research what it costs for us to occupy the building. The building is approximately 24,000 square feet and we previously occupied about 20,000 square feet. The superintendent's office occupies 3,500 square feet and we share the conference room. There are severe issues with the building. The roof leaks, the ceiling tiles are falling in, there is mold growing..... There are items too numerous to mention. Jim Meharry and Jane Cooney thought that we should start looking around for other occupancy. Ms. Hicks informed them and the rest of the Board that the clinic rooms had to have access to hand washing. And we also need a huge storage space for records retention.

A motion was made to accept the proposed budget for FY 2011.

Motion: Jim Meharry
Second: Dr. Jane Cooney
Motion carried unanimously.

Shirley Hicks reported that Mr. Laker had signed the Summer Food grant for \$200. The grant is paid for inspections of summer food sites such as Laura Lee Fellowship House, YMCA and Boys and Girls Club. We are paid \$100 for each inspection.

Ms. Hicks explained that she had received a call from Vince Champagne, from Department of Children and Family Services, asking us to accept the Health Works Illinois grant starting October 1, 2010. This would be a nine-month grant. Shirley told him that the County would probably not let us accept it unless it paid for the total amount of expenditures – salary, FICA and IMRF, supplies, etc. He thought that they could accommodate our needs. DCFS is required to track the health care of all wards of the State and that is the function of the Health Works Illinois grant. He assured Shirley that the money for us would be covered by federal funds for State FY2011. This would assure us of receiving the money in a timely manner.

Ms. Hicks informed the Board of the extension of the remaining dollars of the Public Health Emergency Preparedness grant for FY 2010 through July 31, 2011. This amounts to approximately \$30,000 that will be rolled over into our PHEP grant to be expended in FY 2011. We saved this money by diverting the salary and fringes into the H1N1 funding for FY 2010.

We have received the WIC grant for FY 2011. The grant award is \$434,000. Mr. Laker signed the grant prior to his retirement.

Shirley Hicks handed out the Annual Reports. She commented that next year's report would be significantly different.

The Board proposed a by-law change to allow Board members not able to physically attend our meeting to attend and vote by phone. The by-laws will be changed to reflect that act. The draft will be sent out for approval at the next Board of Health meeting in August.

Items of Information:

Ms. Hicks informed the Board that Aunt Martha's may possibly be renting some space in our building. We have been informed that they intend to house two staff members from the Family Case Management program here so they can have easier access to our WIC clients. Ms. Hicks met with their staff and informed them that we will have to work with the barriers in regards to protecting our clients' privacy, but we will cooperate with them as much as possible.

Ms. Hicks stated that we have finally received our Audit for County Fiscal Year 2009. We had one finding. One of the WIC charts that were pulled for audit did not have the signature of the staff evaluating the eligibility of the client. The client was eligible and did receive services but the Staff will be informed of the oversight and asked to be more aware of the signature requirement.

Vice-President Judi Benjamin asked to move the August meeting to the fourth Tuesday, August 24th. The Board agreed.

A motion was made to adjourn the meeting.

Motion: Dr. Jane Cooney

Second: Brenda Larson

Motion carried unanimously.

Respectfully submitted,

Donna J. Dunham
Recording Secretary

Ivadale Foster
Secretary, Board of Health