



**Minutes of the
BOH Finance Committee Meeting
Wednesday, June 24, 2020 at 5:30 p.m.
Zoom Platform**

Members Present: Angie Goral, Dr. John Halversen, Dr. David Helland, James Powers

Members Absent: Jaymie Nelson, Dr. Allen Williams Ex-Officio

WCHD Staff Present: Dr. Sandra Martell-Public Health Administrator, James (Jim) Keeler-Director of Finance, Katherine O’Toole-Director of Communications and Public Information, Christina Washington-Recorder

The meeting was called to order at 5:37 pm.

1. Approval of Agenda

Dr. John Halversen asked for a motion to approve the June 24, 2020 Finance Committee agenda. James Powers motioned and Dr. David Helland seconded the motion, with that all members voted in favor, motion carried.

2. Major Expenditure Requests

Vendor/Contractor	Services/Item	Amount	Motioned/Seconded	Approved
Henry Schein	Replacement of PHEP Cache	\$3,909.65	James Powers / Dr. David Helland	All voted in favor, motion carried.
Meridian Printing	Census Saturation Mailing – Outreach	\$11,856.30	Dr. David Helland / James Powers	All voted in favor, motion carried

3. Proposed Contracts and Agreements - None

4. Grant additions – amendments

Grants received were reviewed and discussed. No action taken. This will be brought to the full Board of health for consideration on June 16, 2020.

Funding Source	Description of Services	Fiscal Period	Original Amount	Amendment Amount	Total	Motion/Seconded	Approved
R1PC	HTC Census 2020 Grant	FY2020	\$40,590.00	\$19,315.00	\$59,905.00	Dr. David Helland / James Powers	All voted in favor, motion carried
DHS	SOR State Opioid Response with RD and OTP Projects	07-01-20 to 06-30-21	\$300,000.00	\$239,244.00	\$539,244.00	Dr. David Helland / James Powers	All voted in favor, motion carried



5. County FY2021 Budget

a) Position Control (Salary & Wages)

Jim Keeler referenced the Currently Staffed FTEs 81 Full Time 1 Part Time list and provided a brief overview of the COLA Increases, vacant positions that needs to be filled, phasing in Contact Tracing Program positions, and new positions. Dr. Martell indicated this will be carried in the Levy Budget. Dr. Martell indicated that WCHD is looking at possibly hiring a FTE Legal Representative to address all WCHD legalities. A brief Q&A took place amongst members and WCHD staff regarding FY21 salary and wages.

b) Review of anticipated revenue streams

Jim Keeler provided a brief overview regarding anticipated revenue streams for FY21 which will be based off of grants, contact tracing grants, fees & levy, and the Community Mental Health Board Fund. A brief Q&A took place amongst members and WCHD staff regarding anticipated FY21 revenue streams.

c) Expenditures

Jim Keeler provided a brief overview of FY21 expenditures which include employee benefits, consulting fees (medical) and other professional, and capital projects. A brief Q&A took place amongst members and WCHD staff regarding project FY21 expenditures

6. Response to DHS for Audit Findings due June 30, 2020

Addressed at BOH meeting held on June 16, 2020.

7. Review Finance Committee Meeting Schedule

Dr. Martell asked members what their preferred time would be for the monthly standing Finance Committee meetings. There was a consensus for the Finance Committee meetings going forward to take place at 5:30p.m. The Finance Committee meeting will continue to be held on a Zoom Platform for now.

8. Executive Session – None

9. Additions – None

10. Adjournment

There being no additional business, Vice-Chair, Dr. John Halversen asked for a motion to adjourn the June 24, 2020 Finance Committee meeting. Dr. David Helland made a motion to approve adjournment; second motion made by Angie Goral. Meeting was adjourned at 6:48 pm.

Approved by the Board of Health

07/21/2020
DATE


Interim Secretary Dr. Patricia Lewis
Winnebago County Board of Health