



**Minutes of the
BOH Finance Committee Meeting
Wednesday, July 1, 2020 at 5:30 p.m.
Zoom Platform**

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

Members Absent: 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 5:38 pm.

1. Approval of Agenda

Jaymie Nelson asked for a motion to approve the July 1, 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
CDW-Government	Laptop computers, monitors, wireless keyboard/mouse and headsets	\$ 149,712.03	Dr. John Halversen / James Powers	All voted in favor, motion carried.
Winnebago County IT	(51) MiTel Phones, Wireless routers, cabling, switches for IT infrastructure for work area to be performed by Winnebago County IT	\$ 53,778.00	Dr. John Halversen / James Powers	All voted in favor, motion carried.
B&H Office Furniture	Office furniture for Contact Tracing Program	\$ 112,200.00	Dr. David Helland / Angie Goral	All voted in favor, motion carried.

3. Proposed Contracts and Agreements

a) University of Illinois – UIC Ref No. CN-00034073 Amendment #3 – Drug Overdose Prevention Program:

Dr. Martell stated that UIC Ref No. CN-00034073 is a contract amendment in the amount of \$7,800.00 regarding clinical consultation, expertise and Drug Overdose Prevention Program. Jaymie Nelson entertains a motion to approve UIC Ref No. CN-00034073. First motion was made by James Powers, second motion was made by Dr. David Helland.

b) University of Illinois – UIC Ref No. CN-00035659 Amendment #2 – Medical Advisor/Women’s Health

Dr. Martell stated that UIC Ref No. CN-00035659 is a contract amendment in the amount of \$21,420.00 regarding Medical Advisor services for Department’s Women’s Health Services. Jaymie Nelson entertains a motion to approve UIC Ref No. CN-00035659. First motion was made by James Powers, second motion was made by Dr. David Helland.



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 July 21, 2020.

Funding Source	Description of Services	Fiscal Period	Original Amount	Amendment Amount	Total	Total Motion/Seconded	Approved
DHS	SUPS Substance Use Prevention Recovery Services	07-01-2020 to 06-30-2021	\$ 152,886.00	\$ 10,000.00	\$ 59,905.00	Dr. David Helland / James Powers	All voted in favor, motion carried
DHS	SOR State Opioid Response with RD and OTP Projects	07-01-2020 to 06-30-2021	\$ 248,000.00	\$ 6,200.00	\$254,200.00	Dr. David Helland / Dr. John Halversen	All voted in favor, motion carried
DHS	HRIF High Risk Infant Follow-up	07-01-2020 to 06-30-2021	\$ 210,000.00	\$ 16,800.00	\$226,800.00	James Powers / Dr. David Helland	All voted in favor, motion carried

5. County FY2021 Budget

a) Position Control (Salary & Wages)

Jim Keeler provided a brief overview on the following:

- Eighty one (81) FTE positions and one (1) Part time position.
- Four (4) new FTE positions proposed for FY2021; Specialist, Clerk IV Health Dep.t, Nutritionist I and Director Policy and Legal.
- Five (5) eliminated positions proposed for FY2021; Nurse Practitioner, SPV/HIV Direct Care, Clerk III Health Dept., Supervisor Laborator, Accounting Clerk HD.
- Twenty one (21) vacant FTE and five (5) Part time positions.

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. Estimated Revenues for FY2021 is in the amount of \$14,719,283.00 which is an increase of \$2,981,637.00. 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

d) FY2020 & FY2021 projected Revenues & Expenditures

Jim Keeler provided a brief overview of the projected FY2020 and FY2021 revenues and expenditures.

- FY2020 projected revenues are in the amount of \$9,018,930.00 with projected expenditures totaling \$8,797,725.44 for an excess of \$221,204.56.
- FY2021 proposed revenues are in the amount of \$10,777,380.01 with a proposed expenditures in the amount of \$10,777,380.01.
- FY2021 Supplemental request for revenues are in the amount of \$14,719,283.26 with expenditures totaling \$14,602,278.46 for an excess of \$117,004.79.

e) 555 North Court Initial Budget Draft for FY2021

Jim Keeler provided a brief overview of the 555 North Court fund and upcoming expenses, rental income for FY2021.

- FY2020 projected rental income are in the amount of \$476,022.50 with projected fund expenditures in the amount of \$635,633.23 for a total excess of expenditures over revenues in the amount of \$159,610.73.



- FY2021 proposed rental income are in the amount of \$622,022.50 with proposed fund expenditures in the amount of \$809,932.00 for an excess of \$187,909.50 of expenditures over revenue.
- FY2021 supplemental request for rental income are in the amount of \$622,022.50 with fund expenditures in the amount of \$755,900.00 for an excess of \$133,877.50 of expenditures over revenue.

Dr. Martell indicated that the FY2021 Budget will be presented to the full board on July 21, 2020. There is a consensus amongst members that the FY2021 Budget is very well organized and thought out.

6. Executive Session – None


7. Additions – None

8. Adjournment

There being no additional business, Chair, Jaymie Nelson asked for a motion to adjourn the July 1, 2020 Finance Committee meeting. James Powers made a motion to approve adjournment; second motion made by Dr. David Helland. Meeting was adjourned at 6:26 pm.

Approved by the Board of Health

07/21/2020
DATE



Interim Secretary Dr. Patricia Lewis
Winnebago County Board of Health