Peoria County Board of Health
Finance & Personnel Committee
Minutes of March 9, 2020 Meeting

MEMBERS PRESENT: Ms. Reliford         Rev. Duren
Ms. Mitchell             Dr. Davis
Mr. Brewer (via conference phone)

MEMBERS ABSENT: 

OTHERS PRESENT: Monica Hendrickson, Public Health Administrator
Brian Gulley, Director of Finance
Dr. Sue Bishop, Director of Dental
Emily Connors, Director of Human Resources
Amy Roberts, Administrative Assistant

Call to Order
Meeting was called to order at 6:05 pm by Ms. Reliford.

Public Comments
There were no public comments.

Approval of 01/13/2020 Minutes
A motion to approve the January 13, 2020 minutes was made by Rev. Duren. Motion seconded by Dr. Davis. Motion carried (4,0).

Mr. Brewer joined in the meeting via conference call.

A motion was made by Dr. Davis to accept Mr. Brewer on the conference call. Motion was seconded by Rev. Duren. Motion carried (4,0).

Approval of March Personnel Report
A motion to approve the March Personnel Report was made by Ms. Mitchell. Motion was seconded by Rev. Duren. Ms. Hendrickson stated that an FTE is being added to the count. Motion carried (5,0).

Approval of Financial Services Report for Period #13/FY2019 and Period #2/FY2020
A motion to approve the Financial Services Report for Period #13/FY2019 and Period #2/FY2020 was made by Rev. Duren. Motion seconded by Dr. Davis. Mr. Gulley combined this agenda item with the next two agenda items, FY2019 and FY2020 Financial Report Summaries and FY2019 Reserve Summary and Variance Report. Mr. Gulley stated the surplus ended at $362,751 but will change a little bit as Mr. Gulley finalizes vaccine inventory adjustments and some TB patient expenses. Total revenues for 2019 were $6.437 million, almost $420,000 more than what was budgeted. Total expenses for 2019 were $6.074 million, almost $140,000 less than what was budgeted. The original budgeted deficit was $196,144. After adding the surplus to the reserve, the total is $2.978 million. Of the reserve amount, PCCHD is required to keep 16% for expenditures going into the next year, which is just above $1 million. The TB reserve is at $260,356, leaving $1.642 million for unobligated funds. Line item details were also included in the packet. For 2020, the revenues through February are just above $700,000, mostly from food license money that got moved over from last year, 11% revenue collected, expenses are at 12%. Motion carried (5,0).
**Old Business**
Ms. Hendrickson reviewed the Tracking Log, stating there is still some hold ups for the County’s plan for the Fiscal Policies, looking to move forward in May. For retiree health insurance costs, this is being in flux as the health plans have changed. Ms. Hendrickson stated she had left a message with the individuals about PCCHD’s lease for the cell phone tower. Facilities modernization has been added as an ongoing item.

Ms. Hendrickson gave a presentation on the Chapter 10 Food Safety Ordinance, which has already been reviewed by the Strategic Planning Committee. This is focused on Multi-Event Temporary Food Establishment License. Ms. Hendrickson reviewed the current licensing structure with all the different types of licenses. Ms. Hendrickson reviewed what a temporary license is and how a multi-event temporary food establishment license would affect the vendors. The goal is to reduce the amount of money spent by the establishments annually and reduce the time of staff processing the paperwork and inspecting outside of normal business hours. Environmental Health has hosted workgroups and have gotten feedback that is mostly positive. For the vendors to qualify for this license, they need to have history with the Environmental Health program and be in good standing and remain in good standing. This topic will also be going to the County Board with full revisions and to the full Board of Health.

**New Business**
There was no new business.

**2020-2022 Strategic Plan**
Ms. Hendrickson stated that because of the increase in the unobligated fund balance and general fund, there is discussion to bring architectural and engineering back as a budget revision to the FY2020 budget in either the 3rd or 4th quarter.

**Administrator Comments**
Ms. Hendrickson stated that the March Board of Health meeting is also the Food Safety Excellence Awards at 5:30 and will be in the Board Room, as Room 125 will be set up for the election. Also, a professional photographer will be coming to take photos of Board Members at the April and May Board meetings. Ms. Hendrickson stated that PCCHD received $1.5 million from the Edwards Settlement. Dr. McKnight and Diana Scott are working with the lawyers on grant contracts. Ms. Hendrickson stated that last week a Joint Emergency Operations Center was opened in response to COVID 19, as well as a Joint Information Center (JIC), making sure all messaging is cohesive. If anyone has questions, please direct them to the PCCHD website or to the CDC.

**Adjournment**
Being no further business, a motion was made by Rev. Duren to adjourn the meeting. Motion seconded by Dr. Davis. Motion carried (5,0)

The meeting adjourned at 6:56 pm.