



**Peoria County Board of Health  
Finance & Personnel Committee  
Minutes of June 13, 2022 Meeting**

**MEMBERS PRESENT:** Dr. Davis Mr. Brewer  
Ms. Duncan Mr. Kennedy

**MEMBERS ABSENT:** Rev. Duren

**OTHERS PRESENT:** Monica Hendrickson, Public Health Administrator  
Brian Gulley, Director of Finance  
Amy Roberts, Administrative Assistant

**Call to Order**

Meeting was called to order at 6:02 pm by Dr. Davis.

**Public Comments**

Ms. Duncan introduced her granddaughter, Maleah, who was with Ms. Duncan for the meeting.

**Approval of 04/11/2022 Minutes**

Mr. Brewer made a motion to approve the minutes from April 11, 2022. Motion was seconded by Ms. Duncan. Motion carried (4,0).

**Approval of Personnel Report**

Ms. Hendrickson stated there is a new hire in the Dental Program, a Dental Assistant. They are working on hiring a Public Health Nurse and Nutritionist. A CMA has also been hired in Epidemiology and Clinical Services. Positions on hold are a Case Manager and Social Worker. Ms. Duncan made a motion to approve the Personnel Report. Motion was seconded by Mr. Kennedy. Motion carried (4,0).

**Approval of Financial Services Report, Financial Report Summary, and Variance Report for Periods #04/FY2022 and #05/FY2022**

Ms. Hendrickson noted that in the packet Periods 4 and 5 were on the agenda for approval, however, she noted that Period 4 has already been closed out and Period 5 will have updates given later.

Mr. Gulley handed out the summary report and updated detail status reports. He stated the revenue budget went up to \$1,257,285, which is largely related to COVID funds for contact tracing. There was also an increase for expenses, from March \$1,160,644 and \$120,000 of that was related to the HUD Program. Expenses for contact tracing went up \$1,040,620. They went from an original budgeted deficit of \$934,520 to a budgeted deficit of \$837,879. Mr. Gulley stated these numbers are through April and there has been no tax levy money in yet (typically posts in May and September). Total revenues are at \$2,825,356 and total expenses are at \$2,193,721. This leaves the surplus at \$631,635 and the fund balance at \$5,768,980. Mr. Brewer made a motion to approve the Financial Services Report for Period #05/FY2022. Motion was seconded by Ms. Duncan. Motion carried (4,0).

**Old Business**

COVID-19 Update

Ms. Hendrickson said that their large focus is on congregate settings. Currently, decreasing the number of cases per day, averaging 70 of Peoria County residents a day, only those that have tested and that have been reported to a lab. An estimated 140-200 cases a day is what the actual number would be counting those testing at home. However, hospitalizations are staying down. The severity is decreasing due to vaccinations, anti-viral, and home testing. By CDC definition, the area is still under a high risk. Ms. Hendrickson noted that they are unsure if a federal declaration will continue past October, unless a large surge.

#### Facilities Update

Ms. Hendrickson stated they are in the middle of schematic design. The architectural firm has met with program areas to finalize the first floor and will continue to meet with other program areas as well. Their timeline is to have the final schematics finalized by early July and then start working with getting more details from the construction team, taking them into August. Construction and design for September and going out to bid in October. They have communicated with partner areas about temporary housing locations for staff. They are still assessing the smaller building to see if it can stay active and then will have 2 program areas move into the smaller building. The last piece to come together is the phone system to try to move the phone lines into the cloud system. The goal is still March 2023 for the official bulldozer to come through and the completion of PCCHD's building in July 2024, with the full campus complete September 2024.

#### **New Business**

##### Environmental Health Credit Card

Ms. Hendrickson noted that this started as a performance management project. The Environmental Health Program has been working with the software the use called, CDP to be able to accept credit card payments for license renewals and other fees. Currently, when someone pays with a check it goes through many hands before being processed, this system would cut down many in between steps. There is a 3% fee for using a card to pay and they had to decide to have the clients pay that or PCCHD. Mr. Gulley and Ms. Hendrickson felt it would be worth the return on investment for PCCHD to pay the 3% so clients do not have to pay extra. The 3% would be about \$13,500 for the year. There was some discussion about funeral homes also using this system. Ms. Hendrickson noted that it would be tested this fall and an education push to all of the establishments for this October.

##### FY2023 Budget

Ms. Hendrickson said that the timeline is similar to last year's and that the revenues are due June 24 and expenses are due July 15, with a goal of an adoption of a budget by October 13.

#### **Administrator Comments**

Ms. Hendrickson noted that she would be on a family vacation next week and if there are any issues, to contact Mr. Gulley.

#### **Miscellaneous**

There were no Miscellaneous items.

#### **Adjournment**

Being no further business, a motion was made by Ms. Duncan to adjourn the meeting. Motion seconded by Mr. Brewer. Motion carried (4,0)  
The meeting adjourned at 6:44 pm.