

CHAMPAIGN COUNTY BOARD OF HEALTH

Budget Subcommittee Meeting Tuesday, July 29, 2008, 4:30 p.m.

Call to Order & Roll Call

The Budget Subcommittee held its third meeting on the FY2009 budget on July 29, 2008 in Meeting Room 2 at the Brookens Administrative Center, 1776 East Washington Street, Urbana. The meeting was called to order at 4:32 p.m. by John Peterson. Stan James and John Peterson were present at the time of roll call, making all Budget Subcommittee members present and accounted for. Other Board of Health members present were Julian Rappaport and Cheryl Ramirez. The staff members present were Kat Bork (Board of Health Secretary) and Deb Busey (County Administrator of Finance & HR Management). Others present were Julie Pryde (Acting CUPHD Administrator) and Andrea Wallace (CUPHD Finance Director).

Approval of Agenda/Addendum

MOTION by Peterson to approve the agenda; seconded by James. **Motion carried.**

Approval of Minutes

MOTION by Peterson to approve the Budget Subcommittee minutes of June 24, 2008; seconded by James. **Motion carried.**

Public Participation

There was no public participation.

Approval of FY2009 Board of Health Budget

MOTION by James to approve the FY2009 Board of Health Budget; seconded by Peterson.

Wallace distributed an updated CUPHD contract budget to the Budget Subcommittee. Busey provided the Board of Health budget in the County budget format in the agenda packet. Busey explained the County budget document is moving to a more streamlined format, so there is less line item detail than in previous years. There are two categories of services for auditing reasons. The first category includes contracts and direct services. The second category includes contracts and services with other agencies. The first category of services has a subtotal of \$663,057 and includes the contract with CUPHD, auto maintenance, dues, licenses, and the conferences and training line item. All of these line items are budgeted in FY2009 at same level they were in FY2008. The second services subtotal of \$678,658 includes the \$498,298 rebate to CUPHD. The real budget figure for the Board of Health is about \$856,000. The budgeted amounts to CIDES and RPC are the same as last year with \$130,360 budgeted for CIDES and \$50,000 budgeted for the RPC Senior Wellness Program. Peterson stated he would like to see a

detailed budget instead one that combines numerous categories. Busey had a more detailed version of the budget and offered to provide copies. Peterson asked Busey to provide the budget in a format like last year's for him to present at the County Board Legislative Budget Hearings. Peterson stated the budget was very well done this year. James felt the budget as discussed was fine as long as the projections hold up. Busey explained the property tax figures will be adjusted when the final numbers are known, though her projections are usually very accurate. The subcommittee discussed the format of the budget document.

On the expenditure side, Rappaport suggested discussing about the 8.8% expenditure increase at the Board of Health meeting so the Board members would understand the reasons for the increase and pointing out that \$45,000 will be taken from the Board's fund balance to meet expenses. Peterson was under the impression that the Board of Health would be using some of its fund balance in FY2008, but it did not. Busey explained the state grants did better than originally budgeted by about \$50,000. Peterson said that was mainly the Bioterrorism grant. Pryde announced the Bioterrorism grant is being reduced by 20%. Busey asked if the reduction would occur this year or next year. Wallace said the new Bioterrorism grant would start in August. Busey said the number of anticipated grant revenue might be overstated because of this reduction. She requested CUPHD provide the accurate grant numbers. Pryde stated the reduction does not affect the Board of Health by much because the grant is in and out. Busey noted the \$25,000 to the Mental Health Board has not been moved out of the fund because it has not been spent. Rappaport said the Board intended to transfer that amount to the Mental Health Board for management of the joint funds. Busey will add that anticipated expense to the FY2009 budget and update the FY2008 numbers. She pointed out that the Board received more property tax revenue than was originally budgeted in FY2008. She had previously provided a memo to the Board with this information. Peterson noted the Board's carryover increased by almost \$35,000 in FY2008 and asked if that was caused by the increased property tax revenue. Busey confirmed the Board would receive \$21,000 more revenue than budgeted in property taxes and rebate back to CUPHD \$18,000 to \$19,000 less than what was budgeted. Rappaport inquired how much fund balance the Board should maintain. Busey explained the optimal fund balance depends on the operation; the County General Corporate Fund's balance goal is 12.5% which amounts to 90 days cash flow for the operation. James supported maintaining a reserve fund for emergencies. Busey said the Board might want to define its fund balance at some point. The fund's revenue is highly diversified, with grants representing a big piece of revenue and property taxes providing a steady income source.

Peterson remarked the Board has to continue to its core services if it ever has to consider making cuts to services. Pryde explained that the County Public Health Department exists to provide food services and communicable disease services. These services allow the Board of Health to collect taxes and receive local health protection grants. The Budget Subcommittee discussed the CUPHD Environmental Health Division and how it is subsidized because the fees do not cover the cost of providing its services. Pryde was willing to ask Jim Roberts, the Director of Environmental Health, to attend a Board of Health meeting if the Board lets her know when they want him to make a presentation. Pryde doubted there was any food protection program in the state that was self-supporting solely on its fees collection.

Rappaport asked if Wallace would explain the 8.8% expenditure increase in the CUPHD budget at the Board meeting being held later tonight. Wallace said the cost increase is because of the Maternal and Child Health Management Division and the increased caseload predicted for the Illinois Breast and Cervical Cancer Program (IBCCP). CUPHD increased the IBCCP budget based on their estimation of what the County's portion of the total increased cost would be. Wallace reported the grants remain constant. The grant amount for the West Nile Grant was increased. CUPHD increased the Environmental Health Division's budget by 12%. Peterson asked if the increased budget was due to increased travel expenses. Pryde quoted the Environmental Health travel budget as being \$20,000/year and this includes all site visits. The CUPHD mileage rate just went up. Pryde stated the Environmental Health services are all set by state statutes and operating this division will become more expensive because they have a lot of new staff who will become more expensive over time. Peterson asked if there was any talk within CUPHD about having a motor pool. Pryde answered there was not because CUPHD has a policy prohibiting the ownership of vehicles by the district. Peterson asked if it would be less expensive for CUPHD to own vehicles and Pryde remarked it certainly would be. James did not see how it would be cheaper to own vehicles with the costs of upkeep. Pryde clarified it would only be cost effective if CUPHD could get together with other unit, like Champaign County. The subcommittee discussed the costs involved in owning and maintaining vehicles. Rappaport and Peterson asked if the Board of Health could use vehicles in the motor pool owned by Champaign County departments to save money. Busey explained the County motor pool consists of fifty-three squad cars, buses for the Nursing Homes, and vehicles that are dedicated to specific uses. The County does not have a loose motor pool for employee use. James and Busey confirmed County vehicles can now be maintained at the new Highway Fleet Maintenance Facility at a cost to the individual department. Peterson asked how many CUPHD employees' vehicles are out on County Board of Health business at a given time. Pryde said that depends on several factors and she would have to talk to Jim Roberts. Peterson suggested the Board should look at what the \$0.585 per mile rate it pays CUPHD has meant at the end of this fiscal year. Pryde stated the Board would be better off owning a vehicle. She suggested the Board buy a small car for CUPHD staff to drive. James wanted to look at all costs involved with owning a car versus the mileage costs they have to reimburse CUPHD for in a year when they are considering purchasing a car. He thought the mileage costs are probably equal to the cost of owning a vehicle. Busey asked what happened to the van the Board owned. Pryde said CUPHD is still driving it and stated the van was not unsafe, just old. Bork verified the Board had approved donating the van to the Animal Control Department at the end of FY2008.

Rappaport suggested scheduling a future workshop on the budget when the Board is not under a deadline. He wanted the Board members to think about the fund balance amount that should be maintained and how to be more proactive in garnering program proposals from other agencies. Peterson said any workshop should include how they look at requests for Board of Health monies and the value they are getting from programs that are being funded. Peterson is reluctant to look at a fund balances as something that can be raided. Pryde informed the subcommittee that they needed to have a fund balance because more restaurants could open in Champaign County or there could be a communicable disease outbreak that would necessitate an unanticipated expense in core services. James stated that he liked to see programs that get services to people, therefore outreach needs to be formulated. The newer Board members also should be educated about the Board of Health's budget and programs. James wants to see the

Board solicit agencies for program proposals to ensure the programs being funded are truly provided services. Peterson suggested bringing Jim Roberts in for some study sessions and developing a fine structure with CUPHD for restaurants inspections. James remarked on the number of safety issues with some restaurants in Champaign County. He said there should be a hotline for people to report the safety violations they see in restaurants. Pryde stated that a hotline always exists and complaints can also be submitted online. James wanted a number posted in restaurants for people to see and call. Pryde said that would require an ordinance change. Rappaport did not know anything about the quality or regularity of the restaurant inspections and noted the Board has not looked at that issue. Pryde said the inspection requirements are set by state statute and Environmental Health is clearly regulated. The public has a responsibility to contact the public health department if they see possible health violations in restaurants because the Environmental Health Division is required to inspect all complaints. She explained that the Board of Health cannot make changes to how the Environmental Health programs operate because they are operated by state statutes. Pryde advised the subcommittee to be very careful about trying to get into programming because that is something they cannot do. She could provide information about how the programs are run so the Board better understands the programs. Rappaport said it was the Board's job to pay attention to outcomes and to see that the goals of the money being spent are accomplished. Pryde said it was to a degree, but items such as how often the inspections occur are non-negotiable because CUPHD must follow the state regulations. James said they were asking to know what they could do to fine-tune the operation. Pryde felt it is a good time to look into changing the ordinance because the City of Urbana wanted a restaurant closed for not paying its taxes and that is not currently allowable by the ordinance. Peterson wanted to hear about Susan McGrath's investigation into a fees structure for inspections. The subcommittee continued to discuss restaurant inspections. Pryde wanted to make it clear that a single complaint will not close a restaurant down unless it is an eminent threat to public health. More inspections will mean a greater expense to the Board of Health. The subcommittee agreed to schedule a presentation on the Environmental Health Division and Susan McGrath's research about fines at next Board meeting.

Rappaport asked if the numbers in the budget only related to the County. Pryde and Busey explained the County budget only pertains to food inspections in the County area. Pryde added this includes schools, nursing homes, gas stations, and other places that sell food. The subcommittee discussed the role of Environmental Health in increasing the longevity of the American population.

Busey stated the CUPHD budget has to be approved as an appendix to the CUPHD contract. The subcommittee agreed to a friendly amendment adding the CUPHD budget as Appendix B to the Board of Health budget and to the CUPHD contract.

Motion carried.

Other Business

There was no other business.

Adjournment

The meeting was adjourned at 5:31 p.m.

Respectfully submitted,

Kat Bork
Board of Health Secretary

Secy's note: The minutes reflect the order of the agenda and may not necessarily reflect the order of business conducted at the meeting.