



**Peoria County Board of Health
Finance & Personnel Committee
Minutes of February 8, 2021 Meeting**

MEMBERS PRESENT: Ms. Reliford Mr. Brewer
Dr. Davis 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

There were no public comments.

Approval of 12/14/2020 Minutes

Ms. Reliford made a motion to approve the minutes from December 14, 2020. Motion was seconded by Mr. Kennedy. Motion carried (3,0).

Approval of February Personnel Report

Ms. Hendrickson stated that cases are down, so they are fully staffed on Contact Tracers. Mr. Kennedy made a motion to approve the December Personnel Report. Ms. Reliford seconded. Motion carried (3,0).

Mr. Brewer entered the meeting at 6:11pm.

Approval of Financial Services Report for Period #13/FY2020 and #1/FY2021 and Financial Report Summary

Mr. Gulley stated there were three big changes, including tax levy. Also, a big change was licenses and permits, where the fees that came in for Environmental Health. The total that was moved over to 2021 from 2020 was \$408,035, as compared to 2019 when \$464,425 was moved to 2020. Grants and Contracts are the third big change, due to the contact tracing grant. Service fees continue to come in, mostly from public aid. Current revenues are at \$6,145,354 for revenues for 2020. This will still continue to go up as the year closes out. Expenses went up a little bit, currently at \$5.97 million. Current surplus is up to \$165,487, which should be closer to Mr. Gulley's previous estimate. This leaves the ending balance as \$3,168,110. Mr. Gulley stated he does not have a lot of for 2021. Licenses and permits sticks out, 80% year to date. There was a CPPRT payment come in under the Grants and Contracts. Service fees are birth and death certificate fees, some public aid money for dental, and recycling rent. Current revenue is \$583,259. For expenses, mostly it's personnel, contractual is related to COVID. The total expenses are at \$370,242. The surplus and ending balance numbers will change once 2020 is closed out completely. Mr. Brewer made a motion to approve the Financial Services Report for Periods 13/FY2020 and 1/FY2021. Motion was seconded by Ms. Reliford. Motion carried (4,0).

Review of Finance and Personnel Committee Scope and Priorities

Ms. Hendrickson wanted to discuss the scope and priorities for new Board Members as the same thing was done in the Strategic Planning Committee. One of the main priorities of this committee will be the Strategic Plan, based on funding and staffing. The other areas for this committee are the budget and the personnel policies, not from the operational level, but the governance level. Ms. Hendrickson asked the Committee members if there is anything else, they would like to focus on this year from the lens of governance. Mr. Brewer stated he would like to see more for what the Board could do to support staff or recognize them for all of their hard work. Mr. Brewer suggested letters from the Board Members specifically to staff members. Ms. Hendrickson discussed grant funding and a balanced budget.

Period Closing Schedule

Mr. Gulley stated that with their current schedule and set up, he runs a report, but the numbers will still be changing over the next couple of months. For example, the January report this month, will still be changing into March. Mr. Gulley stated the revenue is what is lagging, but the expenses are close. Instead of doing a big catch up at the end of the year, Mr. Gulley would like to stay more on top of it throughout the year. PCCHD's Finance department must wait on County's Accounting Department to finish posting items. There was discussion around essential programs and their funding. Ms. Hendrickson stated the goal this year for this committee is to have more accurate reporting. Ms. Hendrickson did state that Program Areas will be reviewed with the Board this year, as many of the Board Members are newer.

Old Business

COVID 19 Update

Ms. Hendrickson stated that they received their first COVID grant for about \$400,000 for the vaccination clinic and they have the contact tracing grant as well. The current COVID grant that PCCHD currently has ends in November, which will primarily be funding the staff. Some of the funds were used for utilizing Hedderington Oaks. Moving forward, an application will probably be put into FEMA for expedited funds on a mass vaccination clinic at the Civic Center, partnered with UnityPoint Health, Heartland, and OSF. This is to help downscale their current vaccination clinics. The idea is to do it for three months. The game changer in this is the Johnson and Johnson vaccine that is coming out, as it's a one time dose, where you could do a drive-thru clinic.

New Business

Legislative Update

PCCHD, along with the City and County talk about their public health or focus on legislation for sponsorship or support for capital with state legislators. This year, there is a joint request for GATA exceptions. PCCHD asked for increase funding and flexibility for the Local Health Protection grant, as well as cottage foods to be amended. For capitol, asking for \$10 million for construction of the Health and Human Services, new building. Not on the legislative side, Ms. Hendrickson stated they are also asking for civil legal protection on Boards of Health and Health Departments.

2021 Finance and Personnel Committee Calendar

Ms. Hendrickson stated that if they wanted to change their meeting dates and time that they could. The Committee decided to keep the 2nd Monday of the month at 6:00 pm. Mr. Brewer made a motion to approve the 2021 Finance and Personnel Committee Calendar. Motion was seconded by Ms. Reliford. Motion carried (4,0).

Adjournment

Being no further business, a motion was made by Mr. Brewer to adjourn the meeting. Motion seconded by Ms. Reliford. Motion carried (4,0)

The meeting adjourned at 7:09pm.