



**Jefferson County Board of Health  
Special Meeting Minutes: May 28, 2021 8:00am  
Virtual Meeting via Zoom**

**Board Members Present:** John Bresland (Chair), Ann Smith (Vice-Chair), Judith Jones, Anh Nguyen, David Lutman

**Board Members Absent:** None

**Also Present:** Gillian Beach (Acting Administrator), Nathan Cochran (Assistant County Prosecuting Attorney), Dr. Terrence Reidy (Health Officer), Marty Freeman, Jonathan Cochran, Robert Custard, Renny Smith

**Call to Order:**

The Special Meeting to discuss the budget was called to order at 8:03 AM by Chairman Bresland. The agenda for today's meeting was presented and accepted.

**No meeting Minutes from prior meeting presented.**

**Public Comment:**

None

**Business:**

2022 Fiscal Year Budget and related issues

Chairman Bresland asked Marty Freeman to explain the budget process for the Health Department. Ms. Freeman explained that to receive the allocation of money from the State the Local Health Department must submit a budget and a Program plan that describes our plan to meet the State requirements. This must include for the upcoming Fiscal Year (July 1 through June 30<sup>th</sup>) the number of dollars and source of income including number of items in each area (such as number of inspections, numbers of each of the different types of clinical services (immunizations, family planning, tuberculosis screening, etc.) and organizational chart.

Marty Freeman reviewed the proposed budget.

The first page was the historical record of the budget showing the different sources of income.

Anticipated expenses including personnel and other expenses are then listed.

Anticipated profits and losses.

Revision of Initial FY 2022 Budget- In preparing the initial estimate for the May 14 Board Meeting Marty Freeman did not want to overstate the income, especially with the vacancy of the Head Nurse beginning July 1<sup>st</sup>. The estimate was worst case. A new grant opportunity has since been described by announced that could Gillian Beach as second round of ELC funding to start July 1 for 2 years through June 30,

2023) Potentially could earn by this small staff \$137,000 and reduce deficit by that amount. This Grant income will fall under numerous places, mostly in clinical services but most staff will participate in this.

Changes in benefits of individual staff member led to further small changes in the budget estimate. Deficit for Fiscal Year 2022 is reduced in this budget to \$141,836

The State will send documents complete. Forms for narrative and discussion of time and effort on time sheets by each employee. Monthly Employee costs are compiled and converted quarterly. Submit actual costs to State each quarter for payment of the allocation.

A Board Member asked if the State provides software support for tracking (the hours spent by employees on different activities). Not much support is provided.

The American Rescue plan will result in about \$11 million to Jefferson County. Treasury Department Guidance supporting public health response lists 15-20 items. The Jefferson County Commission will have a meeting June 23 for various agencies to request money from this plan.

There was discussion regarding the need to avoid double dipping with expenses submitted to the ELC grant. We have Internal Controls and do not bill unless we have time and effort data from the Staff.

Discussion regarding loss of revenue from traditional services due to not being open or and staff being diverted and unable to provide these services for the past year. Some areas such as immunizations generated a profit. The COVID grants reimbursed us for the salary for the time worked on COVID but did not cover the profit that might have been made.

We could have to billed for the administration of the COVID vaccines but could not because we were required to provide a large volume of vaccines quickly .

Cost to restarting a business. Loss of customers when services were not provided.

There was discussion of different viewpoints regarding provision of services for free to some people.

Chairman Bresland returned the discussion to the approval of the budget.

Mr. Lutman described a meeting he had with staff to answer specific questions of the Finance Committee including a list he had from Anh Nguyen. He discussed are many areas he thinks expenses could be reduced but the majority of issues are on the revenue side. Staff has to meet certain mandates, need revenue to meet fixed costs, will be hard to do this without being open full steam.”

**Motion “to accept budget as proposed” by Ann Smith and seconded by Judy Jones  
Further discussion ensued.**

Questions regarding the 4 staff vacancies – Gillian Beach updated the Board on the Division of Personnel processes.

Judy Jones asked if the budget showed these positions as open. Marty Freeman replied that they are included as fully staffed in the proposed budget, so if they are unfilled the deficit could be lower

**Motion restated** by Ann Smith, "I move that we accept the budget as proposed by Marty for a deficit of about \$140,000 for FY 2022".

Vote

In Favor -Ann smith, Judy Jones, John Bresland

Opposed -Anh Nguyen, David Lutman


**Motion passed 3-2**

There was a discussion about desire for more data for the Board to review, whether the health department should deny services for unfunded mandates, difference between the role of the Health Department and a "business". Questions and suggestions about interactions with the hospitals and talking to the Center on Public Health.

Motion by David Lutman to end meeting, seconded by Judy Jones  
All 4 in favor (Ann Smith had left meeting)

Meeting adjourned 9:12 AM

Respectfully submitted,



6/11/2021

Dr. Terrence Reidy, Health Officer

approved by Board 6/11/2021