



**Iroquois County Public Health Department
Board of Health Finance Committee
1001 E. Grant
Watseka, IL 60970
October 5, 2016**

MEMBERS PRESENT:

Mrs. Lisa Breymeyer
Mr. John Shure
Dr. Philip Zumwalt

MEMBERS ABSENT:

OTHERS PRESENT:

Mrs. Dee Ann Schippert, ICPHD Administrator

CALL MEETING TO ORDER:

The Iroquois County Public Health Department Board of Health Finance Committee meeting was called to order by Dr. Zumwalt at 1:04 p.m. on Wednesday, October 5, 2016, in the office of Mrs. Dee Ann Schippert, Public Health Administrator, at the Administrative Center. Roll call was taken.

PUBLIC COMMENTS:

None

REVIEW AND APPROVAL OF ICPHD CLAIMS FOR AUGUST, 2016:

Board members reviewed the claims listing as presented. Discussion was held regarding CDP as pay immediate. The Women, Infants & Children (WIC) and Public Health Emergency Preparedness (PHEP) grants have been signed. Mr. Shure asked about the WIC program since there no reimbursement to Iroquois Memorial Hospital (IMH) reflected in the claims list. Mrs. Schippert stated ICPHD had not submitted any expenditure documentation forms (EDF) to the state for the WIC program. She explained ICPHD sub-awarded the WIC grant to IMH. She further explained the new Grant Accountability & Transparency Act (GATA) regulations for indirect costs on sub-awarded grants. IMH is waiting on additional guidance from the GATA group. Mrs. Schippert stated, once the indirect cost rates are worked out with IMH, ICPHD will submit the EDFs to the state for reimbursement. When ICPHD receives reimbursement from the state, ICPHD will then reimburse IMH. Mrs. Schippert wanted to make the BOH Finance Committee aware of a claim to be processed in October. The state overpaid ICPHD on the Family Case Management (FCM) grant for FY16. The state mistakenly paid out the entire grant amount for Outreach/System Support, instead of reimbursing based on submitted EDFs. After ICPHD final reconciliation on the FCM grant, it was determined that ICPHD needs to pay back the State of Illinois \$15,759.86. Mrs. Schippert explained ICPHD will pay the state back and deduct the dollars from ICPHD's Medicaid payment to IMH. The additional \$168 to Schultz insurance was for the terrorism insurance not included on the original invoice. Reimbursement to Dr. Tricou was for reading mammograms. Motion was made by Mr. Shure and seconded by Lisa Breymeyer to approve all claims as presented. Motion approved by roll call vote: Aye - Lisa Breymeyer, John Shure, Dr. Zumwalt.

REVIEW FINANCIAL DATA FOR FISCAL YEAR 2016: Mrs. Schippert informed the BOH Finance Committee that ICPHD received their second installment of the tax levy this month. ICPHD's cash balance was discussed. Mrs. Schippert explained that all FY16 state payments have been received. In the months of October and November, ICPHD will be purchasing items kept on hold waiting for state payments to come in. With no state budget in place, Mrs. Schippert did not want to risk spending on the assumption state dollars would be received. A couple of big items discussed were a new vaccine freezer to meet the new specifications for Vaccines for Children (VFC), an updated CDP Environmental Program based on the state's new food codes, and a portable AED. Mrs. Schippert explained actual FY16

spending dollars may reflect some lines items over, and some under. Mrs. Schippert assured the BOH Finance Committee that ICPHD would not go over budget. Discussion was held on whether the FY16 budget would need to be opened in order to accommodate the needed line item spending. Mr. Shure updated the BOH Finance Committee regarding the Iroquois County Tax Committee's decision. The Tax Committee proposed reducing the \$400,000 current Public Health tax levy to \$210,000. After discussions between Mrs. Schippert and the Health Committee, the Health Committee approved to amend the 2016 tax levy to \$380,000. Mr. Shure clarified that ICPHD does not have a reserve account. The only account ICPHD has is their funding account which fluctuates as revenue is received and claims are paid out. ICPHD has attempted to maintain a sufficient fund balance to cover any unexpected outbreaks or disasters based on the recommendation of the Illinois Department of Public Health, the Public Health Administrator, and the Board of Health.

OLD BUSINESS: Mrs. Schippert passed out the ICPHD programs summary report. Mr. Shure asked if the programs summary report might be able to be expanded upon under the Food Sanitation section.

NEW BUSINESS:

None

ADJOURNMENT:

Motion was made by Lisa Breymeyer and seconded by John Shure to adjourn at 2:32 p.m. on Wednesday, October 5, 2016. Motion approved by voice vote with no opposition. The next meeting will be a full Board of Health meeting scheduled for Wednesday, November 2, 2016, at 7:00 p.m.

s/Philip Zumwalt, MD

s/Lisa Breymeyer

s/John Shure

Minutes approved at 11/02/2016 BOH Meeting