

**MARICOPA COUNTY BOARD OF HEALTH MEETING**

**April 23, 2012**

**301 W. Jefferson Street, 10<sup>th</sup> Floor**

**Phoenix, Arizona 85003**

**Board of Supervisors Conference Room**

The meeting was called to order at 2:31 pm.

**ROLL CALL:**

**Members Present:**

Don Cassano  
Francisca Montoya  
Kip Steill

**Members Absent:**

Andrew Ingram

**CALL TO THE PUBLIC:**

Don Cassano advised that if anyone from the public is present at the meeting today who would like an opportunity to speak, a Speaker Request Form is available and must be filled out prior to addressing the Board of Health. The Board of Health cannot take action on but only discuss questions from the public under the Call to the Public section.

**ACTION ITEMS:**

**1. Approval of October 24, 2011 BOH Finance Minutes**

**Mr. Cassano**

Mr. Steill made the motion to approve the October 24, 2011 BOH finance minutes. Ms. Montoya seconded the motion. The motion passed unanimously.

**2. Approval of FY13 Public Health budget**

**Mr. Pitcairn**

Mr. Pitcairn presented a FY13 Public Health budget binder to all the members of the subcommittee. A copy of this binder can be issued upon request. The binder begins with a summary sheet. In the first column, there is a summary showing the adopted FY12 budget that was adopted last year, the middle column is the revised budget approved by the board and the third column is the FY13 OMB recommendations for FY13 for the year starting July 1<sup>st</sup>. The net reduction from the revised budget to the OMB FY13 recommendations is -2.3 million dollars. The text below the columns breaks down all the adjustments. The first adjustment was the ASRS employee rate change. Other adjustments include a few standard adjustments that OMB made that change the hours in a year 2088 to 2080, the retirement contribution was adjusted in this new FY13 budget, and then a centralize procurement budget which is a position being centralized by OMB that use to be a part of the public health department. The net for the general fund reduction is \$114,000. Grant fund standard adjustments that we discussed before. Some of the large adjustments include a 1.7 million dollar reduction in our WIC and breastfeeding peer counselor award. There was also a \$930,000 reduction for the completion of the stimulus money we received. Indirect rate is going down by 16.7% to 15.8%. First things First will increase by \$160,000. In the fee fund, we have the standard adjustments and also an increase in the vital registration fund of \$455,000. There fee revenues have gone up. There are small increases in our foreign travel and refugee budget and removing one time funding for the East Valley vital registration office.

Francisca Montoya motioned to approve the FY13 public health budget as presented. Mr. Steill seconded the motion. The motion passed unanimously.

### **3. Approval of FY13 Environmental Health budget**

**Mr. Luder**

For fund 100, we came in with a revenue budget request of \$12,000. The expenditure budget was for 4.92 million dollars. The department did not do any salary increases as requested by OMB and we budgeted for an overall vacancy rate of 3.64%. We are expecting at least 11 vehicles to be on the replacement list but they are not budgeted for. We do have expenditures budgeted for one time occurrences in the amount of \$75,000 for five electric foggers and also \$15,000 for a hood for a TRC machine.

In our 505 fund (smoke free money), the current funding is \$688,800. In planning, we decided to submit only half of that because we knew the state was looking to cut monies and we didn't want to overestimate. Since the creation of this document, we have been informed that this funding will be cut to zero.

Kip Steill motioned to approve the FY13 environmental health budget as presented. Ms. Montoya seconded the motion. The motion passed unanimously.

### **DISCUSSION ITEMS:**

#### **1. Public Health Finance Report**

**Mr. Pitcairn**

With 75% of the year elapsed, Public Health has spent 68% of the General Fund allocation. As of the end of March, we are under budget year-to-date in the General Fund by \$986,527. Over 62% of this variance is the result of vacancy savings above and beyond what was budgeted, especially in Epidemiology and TB Control. The vacancy savings we experienced in much of FY11 has continued to carry over into FY12. Of the savings in operations, approximately \$170,000 is from the lag time in the spending on the new contracts for the Policy Development initiative

In the grant fund, sixty-five percent has been spent through March. Year to date, expenditures are a net \$2,787,487 below budget, but in Personal Services spending is \$3,015,654 *under* budget, while in Operations spending is \$228,167 *over* budget. Year-to-date, there is a \$2.25 million positive variance, revenues to expenditures, so the fund is structurally balanced. Nearly \$1.4 million of this variance is in the Office of Preparedness and Response, reflecting the fact that we received payment for the final months of the H1N1 funding, much of which was a receivable from the last few months of the prior fiscal year.

The Special Revenue Fund we have spent 64% of our expenditure budget as of March 31st. Revenue for the year to date has a positive variance of \$228,674 budget to actual. Revenues exceed expenditures by \$518,589, so this fund is also structurally in balance. This balance includes approximately \$200,000 of one-time fund balance spending, mostly for the new Vital Registration Mesa office, which is drawn from prior year balances.

For Vital Registration, there is a positive variance of \$329,895. The Vital Registration East Mesa office opened in November, and this is expected to enhance fee collections in the East Valley that may have otherwise gone to the Pinal County Apache Junction office. As noted above, expenditures to set up this office are reflected in total expenditures. The State Office of Vital Records is expected to close its walk-up office for birth and death certificate issuance within the next year, which should increase revenues even more.

In regards to Child Immunization third party collections, TAPI, the agency that was doing the billing decided to subcontract this service and now they brought it back in-house. Revenues during this

time had dropped but we hope to catch up. Year to date expenditures exceed revenues by about \$5,000.

In our Foreign Travel Adult Immunization clinic, we are over budget by \$28,000 however our revenues exceed the budget by nearly \$43,000. So we still have a positive variance.

## **2. Environmental Services Finance Report**

**Mr. Luder**

All three of our funds are in good shape. Our fund 100, general fund, revenues are under budget and we believe that this will continue through the rest of the year. Our expenditures are under budget by almost 10.5%. The bulk of the savings is coming in our personnel of \$125,246, Supplies & Services variance of \$319,128 and Capital Expenditures variance of \$105,009.00. The large negative variance in Capital Expenditures is due to the purchase of some replacement laptops and geographic information software.

In our Smoke Free fund, grant fund Smoke Free Arizona, revenues are at 50% and that is because we bill on a quarterly basis. Expenditures are well under budget by 88%. This positive variance is due to the Department maintaining very tight controls on spending until revenue receipts are received from ADHS.

Our fee fund is also in good shape. Revenues are 7.75% under budget and expenditures are 14.15% under budget. We will be carrying over around 3 million dollars for our eastern regional office.

Our fund balance is at 7.98 million dollars.

## **Adjournment**

Francisca Montoya motioned to adjourn the meeting. Mr. Steill seconded the motion, motion passed unanimously. Mr. Cassano adjourned the meeting at 2:55 pm.