

Portage County Combined General Health District
Emergency Board Meeting Minutes
March 18, 2022
5:00 PM - Virtual



COVID-19 response has changed our Board of Health in-person meeting to a conference call.

I. CALL THE MEETING TO ORDER

The Portage County Combined General Health District Board of Health met on Friday, March 18, 2022, via conference call. The meeting was called to order at 5:02 PM by Board President Howard.

Board Members in Attendance: Robert Howard, President
 Amy Everett, Member
 Lucy Ribelin, Member
 James Bierlair, Member
 Linda Grimm, Member

Board Members Absent: Evelyn Cutlip, Vice President
 Charles Delaney, Member
 Dr. Howard Minott, Member

Staff in Attendance: Joseph Diorio, Health Commissioner
 Christina Jewell, Administrative and Account Clerk
 Debra Stall, Director of Finance

Advisory Council: None
Others: None
Media Present: None

II. NEW BUSINESS

A. 2023 Corrected PCHD Budget - Final Draft

Board Member Grimm presented a motion to approve the 2023 Corrected PCHD Budget as stated above, seconded by Board Member Everett.

*Vote on the motion is as follows:

Board Member Howard Virtual Vote	Yes	Board Member Everett Virtual Vote	Yes
Board Member Cutlip Virtual Vote	Absent	Board Member Ribelin Virtual Vote	Yes
Board Member Minott Virtual Vote	Absent	Board Member Delaney Virtual Vote	Absent
Board Member Bierlair Virtual Vote	Yes	Board Member Grimm Virtual Vote	Yes

A corrected 2023 Budget Final Draft was provided for the Board to review for a final draft, which needs the approval to send to Budget Committee in April for their final approval.

Ms. Stall explained to the Board that the 2023 budget was a bit of a challenge to calculate due to the many grants we have had over the past two years due to Covid-19. Expenses have not been normal as in previous years, pre-Covid. She explained that she did the very best that she could to estimate the expenditures that were presented in the final draft. This also accounts for the Health Levy for the Fall of 2023.

\$4,522,228.00 Projected Anticipated Revenue 2023

\$4,319,738.00 Projected Carryover 2023

\$8,871,966.00 Total

Ms. Stall went over the salaries on the 2023 budget. She explained that it was based on a 1% increase, which totaled \$3,007,423.52.00 for full-time and part-time and also includes the salaries for the open positions with PCHD that anticipate being filled in the upcoming weeks.

The estimated expenditures of the 2023 budget total \$5,411,755.00

Expenditure's revenue is based on the cash basis that is provided to the board from the Auditor's office, which Ms. Stall provides to the Board each month at the meeting.

Board President, Howard, requested further explanation of the general fund from Ms. Stall, regarding the \$2,327,703.00 in revenue. He asked if the total included any carryover or grants that are anticipated for 2023. Ms. Stall stated that this amount does not include any carryover mainly because the auditor's office requests a balanced budget. She added that she tries to stay within the anticipated budget amount and the carryover is more of a savings account that is utilized for the budget appropriations when needed. All grants and funds listed in 8900 are:

- House Bill 110
- Body Art
- Hotels
- Mosquito Grant
- Plumbing
- Point of Sale
- Stormwater
- WPCLF

Ms. Stall stated that the Cash Basis Report provided in the Board packets each month shows a complete breakdown of the project codes for each fund and department to ensure the Board can view each entity rather than a lump sum total. The budget, however, does not show a complete breakdown of the project codes.


Board Member Everett inquired if there was a line item(s) for the new building. Ms. Stall and Mr. Diorio stated that it is not appropriated at this time. However, future planning and estimates on maintenance will help guide this process and Ms. Stall plans to submit a budget amendment, which will be funded minimally, initially.

Mr. Diorio added that this is not included in the proposed budget. The Capital Improvement Fund has been established. It is for capital improvements only, items such as windows, roof, HVAC, and the Parking lot. The Capital Improvement Fund only covers large improvements of the building, not maintenance. The Capital Improvement Fund cannot be utilized.

III. ADJOURNMENT:

The March 18, 2022, Emergency Board meeting was adjourned at 5:16 PM. A motion was made by Board Member Ribelin and seconded by Board Member Bierlair.

An “aye” vote was cast by all.



 Joseph J. Diorio, MPH, MS, RS
 Health Commissioner

**Due to our agency COVID-19 response, we are using a conference call format to conduct Board of Health monthly meetings. The minutes accurately reflect Board member attendance and respective vote. The Health Commissioner, Secretary to the Board of Health, will sign all resolutions to verify completeness and accuracy of Board members as well as their vote.*