

DRAFT - Subject to Board of Health Approval

MINUTES

Board of Health Meeting

November 26, 2018

- Present: Robert Carangelo, Esq.; Vick Sandhu, Esq., Dr. Marilyn Ross Cahn; PA-C Maryann Ramos; Dr. Andrew Bronin, Julia Chiappetta;
- Guests: Tracy Schietinger, GEMS Executive Director; Michael Niekamp, GEMS Director of Finance, Jennifer Baldock, Chairman, GEMS Board of Health
- Staff: Caroline Baisley, Director of Health; Joanna Lipson, Operations Administrator; Deborah Travers, Director of Health

Mr. Carangelo called the meeting to order at 6:38 PM.

Minutes

The minutes of the October 29, 2018 meeting were approved unanimously.

(Motion: Chiappetta / Second: Cahn / Vote: 4 in favor – 0 opposed – 2 abstention)

GEMS 2019-2020 Proposed Budget

Mr. Niekamp, GEMS Director of Finance, reported that the 2019-2020 GEMS budget process involved the entire GEMS management team and was approved unanimously by the GEMS Board of Directors. He reviewed the budget, noting that the 2019-2020 budget shows an increase of 1% (\$46,350) over the 2018-2019 budget. He also noted that patient service revenue is projected to decrease, because of the decrease of reimbursements from Medicare and Medicaid. To keep the increase of the proposed budget at a minimum, expenses in most program categories were able to be reduced. In addition, GEMS plans to increase the number of training courses in the community to generate more revenue.

The GEMS Board of Directors Chairman, Ms. Baldock praised the Executive Director and other leadership for their ability to minimize expenses in all areas which are subject to its control, resulting in minimal total budget increase in the proposed budget.

Discussion ensued about other operating expenses, staffing and investments. Chairman of the Board of

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Health, Robert Carangelo, complimented Mr. Niekamp and Ms. Schietinger for a well-designed budget and moved the Board endorse the GEMS 2019-2020 Budget as presented by a vote.

(Motion: Cahn/ Second: Chiappetta / Vote: Unanimous – 6 in favor - 0 opposed)

Department 2019-2020 Proposed Fee Schedule

Chairman presented the Department's 2019-2020 Fee Schedule for Board's approval. The Board unanimously agreed.

(Motion: Bronin / Second: Cahn/ Vote: 6 in favor – 0 opposed)

Department 2019-2020 Proposed Budget

Chairman noted that the Budget Overview Committee, which included Dr. Bronin, Dr. Marilyn Ross Cahn and himself, met with the Director and Business Office Manager to review the Department's 2019-2020 Budget. The budget of \$2,512,892 represents a 2.77% (\$67,616) increase over the 2018-2019 budget. The Chairman noted the budget increase is mainly due to full time and part-time contractual salaries and benefits. Also, funds have been added to cover the cost of 1 more day's pay for all staff due to Leap year. This cost has added an additional \$ 8,900 to the budget. Additional funds have also been added to cover the cost of duplication services that have shifted to the Board of Education, maintenance of existing office equipment, rising vendor service costs associated with billing and to cover mailing operations when there is a need to use Federal Express. The discretionary item in the budget includes an expense of \$15,608 for supplemental funding of the Permanent Part-time Public Health Emergency Preparedness Coordinator's position. This position will be supported by a federal grant annually, most likely in the amount \$43,314. Without the \$15,608 funding, the Department's proposed budget would be \$2,497,283, an increase of \$52,007 or 2.13% over the 2018/2019 budget. Further reduction of the \$8,900 for an extra 1 day's pay for staff would drop the budget to \$2,488,384 and increase of \$43,108 for FY 2019/2020 or about 1.76% over the FY 18/19 budget.

Discussion ensued about the budget containing only the bare essentials for the Department and the importance of supporting the Public Health Emergency Preparedness Coordinator's position. Board members expressed appreciation to the Budget Committee, Director and Business Office Manager for

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doing an excellent job. Chairman moved to approve the 2019-2020 Department of Health's Proposed Budget as presented.

(Motion: Bronin/ Second: Ramos / Vote: Unanimous – 6 in favor - 0 opposed)

Board of Health 2019 Meeting Schedule Approval

Dr. Cahn commented that October 2019 Board meeting date falls on the same date as RTM meeting date. The date was changed and Mr. Chairman moved to approve the 2019 Board of Health meeting schedule.

(Motion: Cahn/ Second: Chiappetta/ Vote: Unanimous – 6 in favor - 0 opposed)

Respectfully submitted,

Andrew Bronin, M.D.