

REPORT FOR THE BOARD OF HEALTH

Administration Committee Meeting

Regular meeting of July 24, 2019

Committee members present: Scott Bader, Sam Low, Kyoko Matsumoto Wright, Liam Olsen

Committee members absent: Nate Nehring

Staff present: Shawn Frederick, Tracey Kellogg, Pam Aguilar, Rich Son, Linda Carl

The meeting was called to order at 3:31 p.m.

Motions passed at this meeting:

- Approved minutes of the regular meeting of June 26, 2019
- Approved vouchers and Res. 19-18 authorizing July 2019 expenditures for Health District and PHEPR fund, and forwarded to the full Board for action
- Approved the Finance Manager's report for May 2019, and forwarded to the full Board as a briefing

Briefings

Budget briefing (no staff report)

Mr. Shawn Frederick reported that the budget ad hoc committee met two weeks ago and will meet again this Friday. He noted that we currently have a \$1.6M deficit as a starting point. Expenditures have stayed flat, but there is a \$2M dip in projected revenues; we're also significantly under-budgeted for legal services. The budget directed staff to review specific programs and provide options to reach a zero-based budget.

HVAC project update (no staff report)

Mr. Frederick reported that we're midway through the project. The third floor work is complete, and the air feed handlers for the first and second floors are in place. Some conduits and earthquake strapping needed to be addressed; the contractors will provide a quote that will go to the Board. Even with the change order, we'll still be below the budgeted amount.

Change in UBI number (no staff report)

Last year Ms. Kellogg notified the Admin Committee that the District's UBI number is connected to the County's facilities department. With implementation of the new family leave law, the County will not allow the District to continue using their Facilities UBI number. Ms. Kellogg will file for a new number.

Budget software recommendation (no staff report)

Ms. Kellogg would like to purchase a budget software tool and recommends going with Dynamic Budgets—a third party that can implement the program in one week, is easy to learn, and costs less than \$20,000 to implement, plus their customer service is excellent. With this tool we can set limits for division per month, which adds staff accountability; we can provide real-time budgeting numbers to the Board; and it can be used with any financial software system. Ms. Kellogg will request a budget

amendment in September to purchase a budgeting software tool. She will also find out what other entities are using Dynamic Budgets and will obtain quotes from other vendors.

Next meeting date: Wednesday, Aug. 28, at 3:30 p.m.

The meeting adjourned at 3:58 p.m.