

MONROE-RANDOLPH BI-COUNTY HEALTH DEPARTMENT

MINUTES

Meetings: Board of Health                      Date: 01-25-2006                      Time: 7:30 p.m.

Place: Bi-County Health Department – Sparta Location

Attendance: Lyle Hoffmann, President; Betty Luthy, Vice President; Ken Slavens, Secretary/Treasurer; Dale Haudrich; Dr. Allen Liefer

Not Present: Dr. Heather Lucas; Jay Vogt

Other Present: Thomas Smith; Jessica Schuwerk; Pamela Birchler; Yvonne Vieregge; Mike Schneider; James Schmersahl; Linda Sharp

DISCUSSION

TOPIC

<p>Lyle Hoffmann called the meeting to order at 7:30 p.m.</p> <p>Lyle Hoffmann requested the board to review the November 16, 2005 minutes. Dale Haudrich made a motion that the minutes of the November 16, 2005 meeting be approved. Seconded by Betty Luthy. Approved.</p> <p>James Schmersahl and Linda Sharp from Schorb &amp; Schmersahl, LLC presented the audit for the fiscal year ended June 30, 2005. Mr. Schmersahl stated that the Health Department was issued a clean letter of opinion. He noted that revenues and expenses have consistently increased over the last few years. The last three years the Health Department has seen a surplus of revenue over expenses. The accounts receivable for fiscal year 2005 are up due to bio-terrorism. Mr. Slavens questioned what would occur if the bio-terrorism grant would be discontinued. Mr. Smith responded that the Health Department would look at the possibility of new funds or programs. He also noted that no employee salary relies completely on these funds. Mr. Schmersahl pointed out that immunization revenues were down 30% from the prior year. Tom Smith and Pamela Birchler agreed that immunization revenues are down due to more doctors administering childhood immunizations, especially in the Waterloo area.</p>	<p>Call to Order</p> <p>Approval of 11/16/05 Minutes</p> <p>Old Business Presentation of FY 2005 Audit</p>
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DISCUSSION

TOPIC

<p>Mike Schneider with Quadrant Design presented the Board with a bid tabulation sheet outlining the bids that were opened on January 24, 2006. Mr. Schneider estimated that the project would cost \$435,000. The lowest bid was for \$445,142 and did not contain a bid bond. The next lowest bid was \$465,000. The low bidder sent a letter to Mr. Schneider stating that they were in the process of obtaining a bid bond which would take approximately six weeks. The bidder was offering 25% retainage instead of 10% until the bond is obtained. The Board agreed that a bid should be accepted that was submitted within the bid specifications. Dale Haudrich made the motion that the bid by Ron Gobin Enterprises in the amount of \$465,000 to remodel the Chester office be approved. Seconded by Ken Slavens. Approved.</p>	<p>Chester Office Remodeling</p>
<p>Mr. Smith asked Mr. Schmersahl to give a preliminary number on the funding of this project. Mr. Schmersahl used a bond of \$550,000 to cover the base bid and the cost of issuance. He used a comparable interest rate with a sixteen year amortization. These variables came out to a debt service of \$50,000 a year to be paid by the Health Department to Randolph County. If operations remain consistent the Health Department would be able to support the project. The building commission which funded the first remodeling has since disbanded, so the new bond issue would be handled by Randolph County.</p>	
<p>Mr. Slavens suggested approving alternates to get an accurate number for the auditors to come up with financing options. Mr. Schneider suggested alternates #6 and #3 which are adding a layer of gypsum concrete over the existing floor to start with a good base and a new water main to the building to be in compliance with the plumbing code. The Board discussed alternates #1 and #2 to add windows on the north and west sides of the building. Dr. Allen Liefer made a motion that alternates #1, #2, #3, and #6 for \$31,470 be approved. Seconded by Betty Luthy. Approved.</p>	<p>Alternates for Chester Remodeling</p>
<p>The approved bid including alternates for the remodeling project was \$496,470. Mike Schneider recommended including 5% for change orders and the fee to Illinois Power to upgrade service to the building. Ken Slavens</p>	<p>Final Numbers for Chester Remodeling</p>

DISCUSSION

TOPIC

<p>made a motion to approve a 5% contingency to the final project number. Seconded by Dr. Allen Liefer. Approved.</p> <p>The auditors will use the final amount of \$521,294 to come up with financing options. Mr. Schmersahl asked for a cash analysis for the last six to twelve months for the Health Department from Jessica Schuwerk. He also asked Tom Smith to come up with a projection on the future finances of the Health Department. A meeting was set for February 1, 2006 at 6:30 pm at the Red Bud Regional Hospital to further discuss the project financing.</p>	<p>Final Numbers for Chester Remodeling (continued)</p>
<p>Tom Smith presented the administrators report through December 30, 2005 for fiscal year 2006. He reported that the revenues and expenses are in line with the budget.</p>	<p>New Business Admin. Report</p>
<p>Tom Smith reported that Monroe County has been chosen to participate in a federal survey conducted by the Centers for Disease Control. The CDC randomly selects 400 residents to test for various health issues. The City Council and County Board have both been informed of the survey. A site is being look at for the CDC to rent office space and set up their trailers for the survey.</p>	<p>Federal Survey</p>
<p>Ken Slavens made a motion to approve the audit for the fiscal year ended June 30, 2005. Seconded by Dr. Allen Liefer. Approved.</p>	<p>Approval of FY 2005 Audit</p>
<p>Tom Smith updated the Board on the union negotiations. There have been two meetings between the union and management. The employees were offered a \$100 signing bonus if a contract was approved by January 1, 2006. The union has since asked for a mediator. No meeting has been set with the mediator at this time.</p>	<p>Union Negotiations</p>
<p>A motion was made by Dr. Allen Liefer to adjourn. Seconded by Betty Luthy. Approved. The board adjourned at 9:20 p.m.</p>	<p>Adjourn</p>
<hr/> <p>Lyle Hoffmann, President</p>	