



Douglas Board of Health Meeting Agenda
(Douglas County Board of Commissioners Conference Room)
Wednesday, March 4, 2015
8:30 AM

Call Meeting to Order – Chairman Tom Worthan

- I. Consent Agenda Items – Chairman Tom Worthan
 - A. Approve Board Meeting Minutes – December 3, 2014 **(1)**

- II. Scheduled Business
 - A. Business Administration – Virgil Moon
 1. Accounting and Finance
 - a) FY15 Budget Status: Budget Reports & Balance Sheets **(2)**
 - b) FY15 Budget Amendments
 - c) Long Term Financial Plan Presentation **(3)**
 - d) Douglas Teen Center Update

 - B. Center for Community Health – Lisa Crossman
 1. Measles Update
 2. Six Flags Drive/South Cobb WIC Update
 3. Live Healthy Douglas Update **(4)**
 4. 2015 Community Health Metrics **(5)**
 5. Development Office Update **(6)**

 - C. Director’s Report – John D. Kennedy, MD
 1. 2015 June Retreat (SAVE THE DATE)
 - a) June 10, 2015 (Breakfast begins at 8:00)
The Centre At Arbor Connection
 2. Accreditation Update

III. Adjournment

Consent Documents:

- (1) Prior Board Meeting Minutes – December 3, 2014

Meeting Documents:

- (2) FY15 Budget Status: Budget Reports & Balance Sheets
- (3) Long Term Financial Plan Presentation
- (4) Live Healthy Douglas Update
- (5) 2015 Community Health Metrics
- (6) Development Office Update



Douglas County Board of Health Meeting December 3, 2014

Present: Mr. Tom Worthan
Dr. Gordon Pritz
Mr. Esau Birdsong
Ms. Faymarie Landers
Mayor Harvey Persons
Charles Craton, MD

Absent: Judge Robert Whatley

Staff: John D. Kennedy, MD, Executive Officer
Pamela Mashburn, Recording Secretary
Lisa Crossman, Deputy Director
Virgil Moon, Director for Administration
Jan Heidrich-Rice, Development Director
Greg Calloway, Quality Management Director
Leticia Mathis, EP&R Deputy Director
Karla Ayers, Douglasville Public Health Nurse Supervisor

Guest: Tammy Galvis, Crace Galvis McGrath, LLC
Patti Shelby, Nursing Student (Douglas)

CALL TO ORDER: The Douglas County Board of Health meeting was called to order at 8:40 AM in the Commissioner's Conference Room.

Oath of Office: Charles Craton, MD was sworn in as the actively practicing physician in Douglas County.

- I. CONSENT AGENDA ITEMS – Tom Worthan
 - A. Approve Board Meeting Minutes – September 3, 2014

VOTE: Approved unanimously

II. SCHEDULED BUSINESS

a. Business Administration – Virgil Moon

i. Accounting and Finance

1. FY4 Audit Presentation

- Distinguishing Ourselves
 - Provided Care to Patients – 13,423 patients and 27,262 visits
 - PHAB Accreditation – In process
 - Balanced Scorecard – Performance System in place and working
 - Renovations to Selman – Excellent changes were made and we are receiving rave reviews. Board Members were invited to stop by the center and Karla Ayers would walk them around.
- Bottom Line
 - Unmodified Audit Opinion – Clean
 - Revenues over Expenditures with no fund balance used
 - Public Health Fund Reserves
 - 35% Reserve in place - \$778,543 (4 months cash flow)
Note: 2 months cash flow or 17% is considered National Best Practice by GFOA
- Audit Process/Procedures – Tammy Galvin
 - Crace Galvis McGrath, LLC issued an unmodified opinion which is a clean opinion. The financial statements received are fairly stated. This year, the firm did make a site visit to the Selman Drive location. We reviewed with the center manager, Karla Ayers, internal controls such as payroll and purchasing procedures. The center does not receive federal funding; therefore, a separate audit is not necessary for this county. However, as Cobb is the leading county and receives all WIC federal funds, we do look at the Douglas WIC files that are maintained and program procedures that are in place.

2. FY15 Budget Status: Budget Reports & Balance Sheets

- No significant issues in the overall FY15 Agency Budget at this time
- Revenues and expenditures are as expected and in line with budgets through October

3. FY15 Budget Amendments - \$15,000 increase for Safe Kids from WellStar.

MOTION: Approved unanimously to amend the budget.

4. Long Term Financial Plan

- 3 Year Operating Plan Update – The plan is almost complete and will be brought to board next year.
- 5 Year Capital Plan Update – Focusing on two areas – Facilities (renovations) and Information Technology (updating both hardware and software).

5. Douglas Teen Center Update – Property continues to be marketed.

- b. Center for Community Health – Lisa Crossman
 - i. Grant Status Update – Jan Heidrich-Rice
 - 1. Douglas County Board of Health: The following new, nontraditional funds have been pledged or paid since our most recent board meeting:
 - WellStar – Douglas Safe Kids - \$15,000
 - 2. Douglas Health Futures Foundation: The following new, nontraditional funds have been pledged or paid since our most recent board meeting:
 - GreyStone Power Foundation – Power in Truth - \$2,500
 - United Way – Power in Truth - \$250
 - Individual Donations - \$275
 - 3. All members present was reminded that the Douglas Board of Health strives to be a 100% giving board to the Douglas Health Futures Foundation.
 - ii. Live Healthy Douglas Update – This is the Community Coalition that oversees the Community Health Improvement Plan and the Community Health Assessment.
 - 1. Community Scorecard Metrics – Currently making metric revisions. New metrics should be in place this month and we will launch the 2015 Metrics in January.
 - 2. Healthy Lifestyles – Several strategic planning action steps related to physical activity and good nutrition that will launch in January were presented and discussed.
 - 3. Access to Health Services
 - In November, The CarePlace added 4 extra hours every other Friday with the help of a \$10,000 donation from Kaiser for supplies and services. Dr. Craton, our newest Douglas BOH member is a medical staff volunteer for the clinic.
 - Douglas School-based clinic stalled due to grant denial.
 - iii. Power in Truth Conference – The 14th Annual Conference was held October 21, 2014. Had just under 500 middle/high school participants along with over 100 volunteers and advisors. The goal of the conference is to empower youth in Douglas County to advocate for the prevention of youth alcohol use under 21, all tobacco use, and abuse of other drugs.
 - iv. WIC Update – WIC services are now being offered at the South Cobb Office near Cobb Douglas line.
- c. Video Program Presentation – Emergency Preparedness & Response – Leticia Mathis
 - i. Douglasville Facility Setup Drill (*Commenced on September 10, 2014*)
- d. Director’s Report – John D. Kennedy, MD
 - i. Introduction of Greg Calloway as the new Director of our Office of Quality Management.

- ii. 2015 June Retreat Update – All members present encouraged to attend. Both attendance and participation are vital to our need for good communication with and continuing public health education for our Douglas BOH members.
- iii. Quarterly Board of Health Update - PHAB Accreditation
 - Final documentation is being prepared and should be finished by the end of the month. Document resubmission should be complete by end of January and we should hear something by March.

ADJOURN: There being no further business, the December 3, 2014, regular meeting of the Douglas County Board of Health was adjourned at 9:18 AM.

Respectfully Submitted:

John D. Kennedy, MD
Executive Officer


Approved:

Tom Worthan, Chairman
Douglas County Board of Health

Date Recorded: _____

TO: Chairman Tom Worthan, DPH

THROUGH: John D. Kennedy, MD
District Health Director

From: J. Virgil Moon, CPA 

Subject: Administration & Financial Reports

DATE: March 4, 2015

FY15 Budget Status: Budget Reports & Balance Sheets – Refer to Book

- We see no significant issues in the overall FY15 Agency Budget
- Revenues and Expenditures are as expected and in line with budgets thru January/7 months to date

FY15 Budget Amendments - \$25,000 increase for Douglas Community Health from Douglas County

Long Term Financial Plan – PowerPoint Presentation

- 3 Yr Operating Plan – Update
- 5 Yr Capital Plan – Update

Douglas Teen Center property continues to be marketed

**Cobb & Douglas Public Health
Revenue & Expense Report
Including Encumbrances/Open Purchase
Orders**

**Consolidated As of: January 2015
FY Completed: 58.33%
FY Remaining: 41.67%**



Report defined for Fund(s): 02, Program(s): ALL and/or Org(s): ALL

	Current YTD						Annual Budget		
	Actuals	Open PO Encumbrances	Revised Actual	Budget	Dollar Variance	Percent Variance	Revised	Remaining Budget	Remaining %
Revenue									
300800 - MEDICARE	3,053	0	\$3,053	4,083	(1,031)	-25.24%	7,000	3,947	-56.39%
301000 - COUNTY PARTICIPATING	25,727	0	\$25,727	36,017	(10,291)	-28.57%	61,744	36,017	-58.33%
301001 - ONE TIME ANNUAL PAYMENT	22,146	0	\$22,146	12,918	9,227	71.43%	22,146	0	0.00%
302000 - COUNTY NON PARTICIPATING	120,107	0	\$120,107	173,983	(53,876)	-30.97%	298,256	178,149	-59.73%
302400 - PRIOR YEAR REVENUE	0	0	\$0	29,457	(29,457)	-100.00%	50,497	50,497	-100.00%
302401 - FUND BAL APPROPRIATIONS	0	0	\$0	174,417	(174,417)	-100.00%	299,000	299,000	-100.00%
309100 - MEDICAID HEALTH CHECK FEES	31,568	0	\$31,568	14,000	17,568	125.48%	24,000	(7,568)	31.53%
309300 - MEDICAID PHYSICIANS	10	0	\$10	0	10	100.00%	0	(10)	100.00%
309400 - MEDICAID FAMILY PLANNING	8,023	0	\$8,023	8,225	(202)	-2.45%	14,100	6,077	-43.10%
310100 - OUT PATIENT FEES	92	0	\$92	0	92	100.00%	0	(92)	100.00%
310200 - IMMUNIZATION FEES	45,067	0	\$45,067	35,000	10,067	28.76%	60,000	14,933	-24.89%
311500 - STD FEES	9,143	0	\$9,143	7,000	2,143	30.61%	12,000	2,857	-23.81%
312000 - GENERAL LAB FEES	2,590	0	\$2,590	2,333	257	11.00%	4,000	1,410	-35.25%
312500 - PPD FEES	6,771	0	\$6,771	8,167	(1,396)	-17.09%	14,000	7,229	-51.64%
313500 - ADULT HEALTH FEES	475	0	\$475	817	(342)	-41.84%	1,400	925	-66.07%
314000 - WOMEN'S HEALTH FEES	8,269	0	\$8,269	8,167	102	1.25%	14,000	5,731	-40.94%
315500 - PREGNANCY TEST FEES	1,324	0	\$1,324	2,100	(776)	-36.95%	3,600	2,276	-63.22%
316000 - PRIVATE INSURANCE	46,336	0	\$46,336	29,167	17,170	58.87%	50,000	3,664	-7.33%
322000 - VHD EXAM FEES	28,148	0	\$28,148	25,667	2,481	9.67%	44,000	15,852	-36.03%
326000 - FAMILY PLANNING FEES	18,807	0	\$18,807	7,015	11,793	168.12%	12,025	(6,782)	56.40%
331000 - ENVIRONMENTAL FEES	129,087	0	\$129,087	141,750	(12,663)	-8.93%	243,000	113,913	-46.88%
334000 - MEDICAID DSPTS	9,953	0	\$9,953	4,667	5,287	113.28%	8,000	(1,953)	24.42%
350100 - OTHER LOCAL FUNDS	6,231	0	\$6,231	4,375	1,856	42.43%	7,500	1,269	-16.91%
350101 - INTEREST INCOME	478	0	\$478	0	478	100.00%	0	(478)	100.00%
350300 - CAR SEAT SAFE KIDS	2,070	0	\$2,070	1,458	612	41.94%	2,500	430	-17.20%
350700 - OTHER GRANTS	3,200	0	\$3,200	14,583	(11,383)	-78.06%	25,000	21,800	-87.20%
355100 - DONATIONS	8,015	0	\$8,015	4,375	3,640	83.21%	7,500	(515)	6.87%

**Cobb & Douglas Public Health
Revenue & Expense Report
Including Encumbrances/Open Purchase
Orders**

**Consolidated As of: January 2015
FY Completed: 58.33%
FY Remaining: 41.67%**



Report defined for Fund(s): 02, Program(s): ALL and/or Org(s): ALL

	Current YTD						Annual Budget		
	Actuals	Open PO Encumbrances	Revised Actual	Budget	Dollar Variance	Percent Variance	Revised	Remaining Budget	Remaining %
360100 - MEDICAID ADMIN CLAIMING	87,500	0	\$87,500	87,500	0	0.00%	150,000	62,500	-41.67%
365100 - CONTRACT REVENUE	79,721	0	\$79,721	109,608	(29,887)	-27.27%	187,900	108,179	-57.57%
380000 - GRANT IN AID	682,923	0	\$682,923	398,372	284,551	71.43%	682,923	0	0.00%
Revenue Subtotal:	1,386,834	0	1,386,834	1,345,220	41,615	3.09%	2,306,091	919,257	-39.86%
Expense									
511001 - DIRECT SALARIES	377,327	0	\$377,327	415,797	38,470	9.25%	712,794	335,468	47.06%
513001 - HOURLY SALARIES	55,621	0	\$55,621	103,009	47,388	46.00%	176,586	120,966	68.50%
514001 - FICA	27,498	0	\$27,498	33,291	5,793	17.40%	57,070	29,572	51.82%
515001 - RETIREMENT	76,973	0	\$76,973	88,865	11,893	13.38%	152,340	75,368	49.47%
516001 - HEALTH INS	108,556	0	\$108,556	123,241	14,685	11.92%	211,270	102,714	48.62%
612001 - MOTOR VEHICLE EXPENSE	1,707	42	\$1,749	3,792	2,084	54.97%	6,500	4,751	73.09%
614101 - GENERAL SUPPLIES	11,454	989	\$12,444	16,131	4,677	28.99%	27,653	15,209	55.00%
614102 - EDUCATIONAL MATERIALS	0	0	\$0	8,750	8,750	100.00%	15,000	15,000	100.00%
614103 - T SHIRTS	315	0	\$315	0	(315)	100.00%	0	(315)	100.00%
614201 - MEDICAL SUPPLIES	4,904	1,303	\$6,207	4,958	54	1.09%	8,500	2,293	26.98%
614301 - PHARMACEUTICALS	43,583	1,736	\$45,319	30,186	(13,398)	-44.38%	51,747	6,428	12.42%
615001 - REPAIRS & MAINT.-NON COMPUTER	3,181	680	\$3,861	4,083	903	22.10%	7,000	3,139	44.85%
617001 - UTILITIES EXPENSE	14,208	0	\$14,208	14,175	(33)	-0.23%	24,300	10,092	41.53%
618101 - PRINTING	0	0	\$0	817	817	100.00%	1,400	1,400	100.00%
618102 - PRINTING-APPROVAL	13,345	0	\$13,345	11,185	(2,160)	-19.31%	19,175	5,830	30.40%
618201 - PUBLICATIONS	495	0	\$495	904	409	45.29%	1,550	1,055	68.08%
620001 - INSURANCE & BONDING	775	0	\$775	467	(308)	-66.07%	800	25	3.13%
627101 - LAB FEES	783	0	\$783	2,333	1,550	66.44%	4,000	3,217	80.43%
627201 - MEMBERSHIP FEES	400	0	\$400	2,552	2,152	84.33%	4,375	3,975	90.86%
627301 - MEETING/CONFERENCES	5,155	0	\$5,155	3,937	(1,218)	-30.93%	6,750	1,595	23.63%
627401 - PAGERS	119	0	\$119	175	56	31.95%	300	181	60.31%

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	Current YTD						Annual Budget		
	Actuals	Open PO Encumbrances	Revised Actual	Budget	Dollar Variance	Percent Variance	Revised	Remaining Budget	Remaining %
627501 - RECRUITMENT/ADVERTISEMENT	725	0	\$725	1,546	821	53.10%	2,650	1,925	72.64%
627601 - COPY MACHINE EXPENSE	4,204	0	\$4,204	4,866	662	13.61%	8,342	4,138	49.61%
627701 - WASTE EXPENSE	1,157	0	\$1,157	904	(253)	-27.98%	1,550	393	25.35%
627801 - JANITORIAL EXPENSE	6,878	0	\$6,878	9,158	2,281	24.90%	15,700	8,822	56.19%
627901 - TRAINING EXPENSE	555	0	\$555	4,188	3,633	86.75%	7,179	6,624	92.27%
628101 - BANK CHARGES	1,688	0	\$1,688	1,896	208	10.95%	3,250	1,562	48.05%
633001 - COMPUTER SOFTWARE	0	5,338	\$5,338	4,410	4,410	100.00%	7,560	2,222	29.39%
640001 - TRAVEL	5,221	40	\$5,261	12,720	7,498	58.95%	21,805	16,544	75.87%
642001 - CAPITAL RENOVATIONS	19,121	2,460	\$21,581	0	(19,121)	100.00%	0	(21,581)	100.00%
643001 - EQUIPMENT (<\$5000)	4,829	0	\$4,829	2,456	(2,373)	-96.64%	4,210	(619)	-14.71%
646001 - EQUIPMENT (>\$5000)	190,961	0	\$190,961	179,521	(11,440)	-6.37%	307,750	116,789	37.95%
648002 - SELF STORAGE RENT	1,370	0	\$1,370	799	(571)	-71.42%	1,370	0	0.00%
651501 - AUDIT EXPENSE	12,500	0	\$12,500	9,333	(3,167)	-33.93%	16,000	3,500	21.88%
651601 - PROFESSIONAL FEES	0	0	\$0	2,917	2,917	100.00%	5,000	5,000	100.00%
653001 - CONTRACT EXPENSE	18,827	0	\$18,827	27,125	8,298	30.59%	46,500	27,673	59.51%
666101 - COMPUTER EQUIPMENT	0	0	\$0	723	723	100.00%	1,240	1,240	100.00%
673001 - TELECOMMUNICATIONS	3,688	0	\$3,688	5,542	1,854	33.45%	9,500	5,812	61.18%
681001 - POSTAGE	545	0	\$545	846	301	35.59%	1,450	905	62.43%
681002 - OVER/SHORT EXPENSE	(21)	0	(\$21)	0	21	100.00%	0	21	100.00%
690101 - INTER AGENCY EXP-BENEFITS REIM	3,550	0	\$3,550	0	(3,550)	100.00%	0	(3,550)	100.00%
690102 - INTER AGENCY EXPENSE	21,301	0	\$21,301	24,851	3,550	14.29%	42,602	21,301	50.00%
691101 - INDIRECT COST	71,743	0	\$71,743	129,440	57,696	44.57%	221,897	150,153	67.67%
699801 - RESERVE-OPERATING	0	0	\$0	40,354	40,354	100.00%	69,178	69,178	100.00%
699804 - RESERVE-BONUS	22,146	0	\$22,146	14,583	(7,562)	-51.86%	25,000	2,854	11.42%
Expense Subtotal:	1,137,388	12,588	1,149,975	1,346,825	209,438	15.55%	2,308,843	1,158,868	50.19%
Net Revenue / Expenses	249,447	(12,588)	236,859	(1,606)	251,052		(2,753)	(239,611)	

02/23/2015 09:31
JMGarcia

COBB & DOUGLAS PUBLIC HEALTH
BALANCE SHEET FOR 2015 8

P 1
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FUND: 02 DOUGLAS BOARD OF HEALTH /

FUND: 02	DOUGLAS BOARD OF HEALTH		NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
	02000000 100201	INVESTM-DOUGLAS - METRO BANK	104.63	246,483.09
	02000000 100203	INV DOUGLAS VININGS BANK CD	.00	245,000.00
	02000000 100204	INV DOUGLAS HIGHLAND BANK CD	.00	245,000.00
	02000000 118700	DUE FROM DPH	-127,488.82	.00
	02000000 121100	DUE TO/FROM COBB/DOUGLAS	.00	793,072.00
	02000000 199100	EQUITY POOL CASH-OPERATIONS	193,924.25	-140,837.52
	02000909 100101	INVESTM-DOUGLAS-GA- FUND 1	.00	5,064.20
	02000909 103000	CHANGE ACCOUNT	.00	400.00
	02000909 104000	PETTY CASH	.00	100.00
	02000909 118700	DUE FROM DPH 2014	.00	-38,277.00
	02000909 121400	DUE FRM D.C. BOARD COMMISSION	34,166.67	.00
	02000909 123900	DUE FROM ADMINISTRATIVE CLAIMI	.00	73,635.25
	02000909 155000	PHARMACEUTICAL INVENTORY	.00	16,512.77
	02002200 104000	PETTY CASH	.00	100.00
	02002200 118700	DUE FROM DPH 2014	.00	-8,431.00
	02098500 121000	ACCOUNTS RECEIVABLE	.00	23,599.54
	TOTAL ASSETS		<u>100,706.73</u>	<u>1,461,421.33</u>
LIABILITIES				
	02000000 210000	FICA WITHHELD	.00	-3,487.60
	02000000 211000	FEDERAL INCOME TAX W/H	.00	-3,660.10
	02000000 212000	GEORGIA INCOME TAX W/H	.00	-1,082.98
	02000000 213000	RETIREMENT W/H	-5,519.73	-11,669.98
	02000000 213500	GSEPS RETIREMENT W/H	.00	-192.71
	02000000 214000	HEALTH INSURANCE W/H	-10,079.78	-18,647.68
	02000000 215000	GA DEFINED CONTRIBUTION PLAN	-136.59	1,065.93
	02000000 216000	CREDIT UNION W/H	.00	-674.00
	02000000 217002	LONG TERM CARE W/H	8.02	-42.92
	02000000 217003	SPENDING ACCOUNT	81.63	-1,182.63
	02000000 217004	LEGAL INSURANCE	26.30	.00
	02000000 217200	SPECIFIED ILLNESS	55.77	.00
	02000000 218000	FLEX LIFE INS W	352.56	-447.98
	02000000 218001	FLEX ADD W/H	35.81	-30.10
	02000000 218002	FLEX DEPEND LIFE INS W/H	10.63	914.12
	02000000 218003	FLEX SHORT TERM DISB W/H	95.78	19.83
	02000000 218004	FLEX LONG TERM DISB W/H	68.31	-153.04
	02000000 218005	FLEX DENTAL W/H	575.17	-59.18
	02000000 218006	FLEX VISION W/H	97.10	-7.62
	02000000 219000	DEFERRED COMP W/H	172.57	-710.74
	02000000 219100	401-K WH	.00	-534.29
	02000000 250001	OTHER LIABILITIES	.00	-150,910.00
	02000909 250100	DSPS A/P TO DHR	.00	-6,581.74
	02000909 253600	DUE TO DPH 2014	.00	38,277.00

02/23/2015 09:31
JMGarcia

COBB & DOUGLAS PUBLIC HEALTH
BALANCE SHEET FOR 2015 8

P 2
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FUND: 02 DOUGLAS BOARD OF HEALTH /

FUND: 02 DOUGLAS BOARD OF HEALTH			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
02002200	253600	DUE TO DPH 2014	.00	8,431.00
02030300	220000	CHARITABLE CONTRIBUTIONS	.00	-10.00
TOTAL LIABILITIES			-14,156.45	-151,377.41
FUND BALANCE				
02000000	299210	APPROPRIATIONS CONTROL ACCT	.00	-2,308,843.24
02000000	299211	BUD FUND BAL-UNRES CNTR ACCT	.00	2,752.52
02000000	299212	ESTIMATED REVENUE CONTROL ACCT	.00	2,306,090.72
02000000	299250	PURCHASE ORDERS CONTROL ACCT	495.34	13,083.07
02000000	299251	RESERVE FOR PO CONTROL ACCT	.00	21,486.52
02000000	299252	RESERVE FOR ENCUMBRANCES	-495.34	-34,569.59
02000000	299260	EXPENDITURES CONTROL ACCT	47,738.90	1,185,126.45
02000000	299261	REVENUE CONTROL ACCT	-134,289.18	-1,521,123.28
02000000	299262	FB-COMMITTED	.00	-169,576.60
02000909	281000	PHARMACEUTICALS FUND BALANCE	.00	-12,751.40
02000909	290000	FB-UNASSIGNED	.00	-778,543.09
02030500	282800	FB-RESTRICTED-OTHER	.00	-13,176.00
TOTAL FUND BALANCE			-86,550.28	-1,310,043.92
TOTAL LIABILITIES + FUND BALANCE			-100,706.73	-1,461,421.33

** END OF REPORT - Generated by Jessica M. Garcia **



**COBB & DOUGLAS
PUBLIC HEALTH**

Douglas' Long Term Financial Plans
3yr Operating FY15-FY17
5yr Capital FY15-FY19

Center for Administration

J. Virgil Moon, CPA
Director

Healthier lives. Healthier community.

Revised 01/15/2015

Why Forecast Revenues & Expenses?

- Provide understanding of available funds
- Assist in long term operational planning
- Identify future commitments and resource demands
- Identify and understand key variables that drive program revenues and expenses

So the organization can better...

- Assess the likelihood of sustainability of services
- Evaluate and mitigate financial risks (i.e. revenue shortfalls)
- Plan for levels of capital investment required
- Strategize on any new mandates

What tools are needed?

- Excel Spreadsheet with linkage
- Assumptions verified by objective source
- Solid base numbers based on trend analysis
- Lots of knowledge and experience
- Buy in from leadership
- Patience!! It's a Work In Progress!!!

First up! Good baseline budgets

Operating	FY15 Douglas
Personal Services Subtotal	\$1,287,914
Operating Expense Subtotal	590,033
Capital Expense Subtotal	344,707
Reserve Subtotal	59,921
Totals	\$2,282,575

Next: Three Year Operating Budget Plan

- ✓ Use FY15 as the base year
- ✓ Add FY16 & FY17
- ✓ Revenue projections
- ✓ Expenditure projections
 - Salary /Benefits
 - Operating
 - Capital
 - Reserves
- ✓ Incorporate Center Directors & DHD input
- ✓ Incorporate BOH input

Start with Revenue Projections

- Document assumptions for each – vetted with independent source – Dr. Roger Tutterow and Comprehensive Trend Analysis
 - Grant-In-Aid – 2%
 - Fees – 5%
 - County Funds – \$50K increase per year to 20% of budget
 - MAC Funds – 5%
 - Medicaid Fees – 5%

Next up! Expense Projections

Expenses

- Salaries
- Benefits
- Operating Expenses
- Indirect

Salaries - Assumptions

- Full Time Employee Salaries will increase **2%** per year based on one time payments, promotions, and growth
- Part Time Employee Salaries will increase **1%** per year based on one time payments, promotions and growth
- Contract Employee Expenses will increase **2%** per year based on inflation cost pass throughs

Benefits - Assumptions

- Total add-on of **60%** FY15 and **63%** FY16/very challenging
- State Health Insurance Benefits will stay the same (**31.5%**)
- Federal FICA Benefits will stay the same (**7.65%**)
- State Retirement Benefits currently at **21.96%** will increase **2.75%** for FY16 (announced) and projected **1%** for FY17

Other Operating Cost - Assumptions

- General Supplies rise **2%** per year based on inflation
- Medical Supplies rise **4%** per year based on inflation
- Pharmaceuticals rise **4%** per year based on inflation
- Utilities rise **3%** per year based on past trends
- All Other Operating Costs will rise at the general inflation rate of **2%**

Indirect - Assumptions

- Inter-Agency Indirect and Indirect Short will be reduced from **14.5%** in FY15 to **14%** in FY16 & 17 of Total Expenses less Inter-Agency, Capital and Indirect Costs.

Douglas' Five Year Capital Budget Plan

- ✓ Use FY15 as a base
- ✓ Add FY16 – FY17 – FY18 – FY19
- ✓ For Selman Location Only
- ✓ Incorporate Center Directors & DHD input
- ✓ Incorporate BOH input

CDPH – Douglas' Three Year Operating Plan

Revenues	FY15	FY16	FY17
County Funds Subtotal	\$360,000	\$410,000	\$460,000
Fee Revenue and Other Subtotal	1,037,922	760,490	783,165
Medicare and Medicaid Subtotal	203,100	212,905	223,200
Federal & State Funds Subtotal	682,923	717,069	752,923
Revenue Total	\$2,283,945	\$2,100,464	\$2,129,288
Expenses	FY15	FY16	FY17
Personal Services Subtotal	\$1,287,914	\$1,331,351	\$1,357,663
Operating Expense Subtotal	590,033	589,576	595,785
Capital Expense Subtotal	344,707	36,178	36,178
Reserve Subtotal	59,921	143,360	229,662
Expense Total	\$2,282,575	\$2,100,464	\$2,219,289
Net	\$0	\$0	\$0

Douglas' Five Year Capital Budget Plan

- ✓ Use FY15 as a base
- ✓ Add FY16 – FY17 – FY18 – FY19
- ✓ For Douglas by Location
 - Selman
 - Courthouse
- ✓ Incorporate Douglas County capital projects (if applicable)
- ✓ Incorporate Center Directors & DHD input
- ✓ Incorporate BOH input

Douglas’ Total for Facilities and IT Depts. Five Year Capital Budget Plan

Expense Items	FY15	FY16	FY17	FY18	FY19
<i>\$ in thousands</i>					
Facilities Subtotal	\$305	\$50	\$50	\$50	\$50
IT Subtotal	40	36	36	36	36
CPH Total	\$345	\$86	\$86	\$86	\$86

2-5% normal

Total Budget – 3.9% of \$2.2M

In Summary

Forecasting Revenues & Expenses

- Will assist CDPH to better determine future options, potential problems & opportunities
- Forecast is three years for operating & five years for capital
- Revenue & Expense assumptions are vetted through both trend analysis & comparative variable analysis techniques
- Plans will be updated annually in conjunction with the budget process

Questions?



Live Healthy Douglas (Mar 2015)

Start Date: 10/10
End Date: Ongoing



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douglas

2013

2014

2015



Steering Team

- Finalized 2015 BSC metrics and Community Health Priorities
- Scheduled Presentation for Douglas Chamber in March 2015

Communications

- Making transition from O'Neill to CDPH/Other partners

Healthy Lifestyles

- Action plans complete for 3 major efforts – Smart Snacks, Walk Georgia, Farm Fresh
- Alcohol Prevention workgroup continuing Be The Wall campaign – billboards continued posting
- Exploring Partnership with Cobb2020 for Farm Fresh efforts w/ Atlanta Community Food Bank

Access to Health Services

- The CarePlace – 32+ patients still being seen each Sat (4 hours) and every other FR (4 hours)



Community Partnership Success, 2014

- A brand new website (healthydouglas.com) and social media pages were launched bringing the Live Healthy Douglas (LHD) Partnership message to all residents.
- In Oct 2013 with support from Live Healthy Douglas Partners, **The CarePlace** opened its doors in Douglas County to provide free primary health care to Douglas County adults through medical volunteers and grants. This has filled a significant gap in the community which had existed for decades. In 2014, almost \$30,000 in new grant funds were secured with LHD partners to increase services provided to The CarePlace patients.



- Thirteen new Eligibility Specialists were trained throughout LHD Partner Organizations in order to be able to quickly and conveniently qualify patients seeking care at The CarePlace.
- LHD Partners, WellStar Douglas Hospital and Kaiser Permanente have linked significantly with The CarePlace to provide health professionals for several hours monthly and diagnostic services at no charge.

- Live Healthy Douglas hosted the Annual **Power In Truth Conference**, a daylong session with national speakers about youth leadership, drug, and alcohol prevention for more than 500 Douglas County students and their teachers.
- Five families in Douglas County completed the **Creating Lasting Families Connection Series**; a twelve week program in which participants are taught social skills, refusal skills, appropriate alcohol and drug knowledge and healthy lifestyles.



In December 2014, the Live Healthy Douglas Partnership reviewed current Health Status data, compared to state and national trends, recommitted to their priorities of Improving Access to Health Services and Healthy Lifestyles, updated implementation plans for both priorities and established key health metrics to measure success in future years!

Cobb & Douglas Public Health

Leading Community Health Issues



How Healthy Are We?



Completion of 2014 “How Healthy Are We?” documents for Cobb and Douglas Counties showed concerns with :

- Heart disease, cancer, stroke and accidents
- Infectious diseases (particularly STDs)
- Lifestyle habits (particularly obesity and tobacco use)
- Infant mortality disparity among minorities
- Lack of access to health services for uninsured
- Mental and behavioral disorders



How Healthy Are We?



Healthier lives. Healthier community.

Cobb & Douglas Community Health Priorities

- 1. Improving Access to Health Services**
(linked to Cobb2020, Live Healthy Douglas, Healthy People 2020)
- 2. Reducing Obesity through Physical Activity and Good Nutrition (Chronic Disease)**
(linked to Cobb2020, Live Healthy Douglas, Healthy People 2020, Dept of Public Health, CDC Winnable Battles)
- 3. Reducing Tobacco Use (Chronic Disease)**
(linked to Cobb2020, Live Healthy Douglas, Healthy People 2020, Dept of Public Health, CDC Winnable Battles)
- 4. Improving Immunization Rates**
(linked to Healthy People 2020, Dept of Public Health)
- 5. Reducing Infant Mortality Disparities**
(linked to Cobb2020, Live Healthy Douglas, Healthy People 2020, Dept of Public Health, CDC Winnable Battles)
- 6. Reducing Infectious Disease Rates**
(linked to Healthy People 2020, Dept of Public Health)



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Healthier lives. Healthier community.

Approved 2015 CDPH Health Status Metrics

1. Decrease in age-adjusted death rate of coronary heart disease;
2. Decrease in age-adjusted death rate of stroke;
3. Increase in percentage of students who are in the Aerobic Capacity Healthy Fitness Zone as measured by FitGrams;
4. Increase in percentage of students that agree they eat at least 5 servings of fruits and vegetables each day;
5. Decrease in percentage of obese adults with BMI of 30 or higher;
6. Decrease in percentage of adult cigarette smokers;
7. Decrease in rate of visits to the Emergency Department that do not result in hospital admission;
8. Increase in percentage of children fully immunized;
9. Decrease in rate of primary and secondary syphilis infections;
10. Decrease in infant mortality rate;
11. Decrease in percentage of low birth weight babies.

DOUGLAS COUNTY BOARD OF HEALTH
Grant Status Report
For March 4, 2015 Board Meeting
(Prepared 2/23/15; jhr)

Douglas County Board of Health

The following new, nontraditional funds have been pledged or paid since our most recent board meeting:

- USFDA – Training Reimbursement Grant
Environmental Health Section \$ 1,100
- NACCHO – Medical Reserve Corp Capacity Building Grant
Emergency Preparedness & Response 3,500

Douglas Health Futures Foundation

The following new, nontraditional funds have been pledged or paid since our most recent board meeting:

- WellStar Douglas – Power in Truth \$ 2,500
- Douglas CORE – Children 1st (books) 500
- UGA – Douglas Extension – Walk Georgia
Live Healthy Douglas Coalition 500
- WellStar Douglas – Walk Georgia (UGA match)
Live Health Douglas Coalition 500
- Individual Donations (for last quarter CY14) 1,515