

Essex Regional Health Commission
BUDGET – JUSTIFICATION 2019

The 2019 Budget of \$1,091,013 reflects an overall increase of \$50,046 which is about 5.60% when compared to 2018 Budget. This is due to the fact that personnel costs overall increased by \$36,648, this increase is due to the fact that 2019 assumed only 6 months of the CDC Grant while 2018 is assuming 12 months for this grant, also there are 2 employees due for level increases and one employee due for longevity adjustment increase in the middle of the 2019 budget year, Contract Category increase by \$16,398, Office Category decreased by (\$1,500) and Travel Category decrease by (\$1,500) (see details below).

Increases/Decreases are summarized below.

Salary: Increase \$35,280: Increase is due to the fact that 2019 assumed only 6 months of the CDC Grant portion of the cost while 2018 is assuming 12 months for this grant; also there are 2 employees due for level increases and one employee due for longevity adjustment increase in the middle of the 2019 budget year.

Part Time: Increase \$25,248: Increase under this category is due to the fact that 2019 assumed only 6 months of the CDC Grant portion of the cost while 2018 is assuming 12 months for this grant. Also CDC Grant was charged 50% of the administrative assistant to the CFO in 2018 while 2019 only 40%.

Overtime/Overtime Idling/On Call: Decrease (\$14,500): Decrease on this category is due to a reduction in the CEHA Idling Program and a new restriction for overtime as a whole due to the loss of funding from the underground storage tank (UST) program.

Payroll Taxes Increase \$4,300: Payroll taxes are directly related to the amount reflected under the employee's compensation. The Payroll Tax calculation formula reflects FICA tax exemption for the employees' health insurance contribution portion of the bill (2019 contribution estimated to be \$16,852).

Health Benefit: no Increase/Decrease: Amount budgeted under this category was based on the previous year experience. There was no premium increase in 2018; as a result no increase was anticipated in the 2019 budget.

Retiree Health Benefit: Decrease (\$100): There is only one employee under this policy. The employee retired 3/1/17. Decrease under this category is based on previous year experience there was a reduction in premium from 2017 to 2018, the 2019 budget figure was based on 2018 bill amount. There is no new enrollment anticipated in 2019.

Dental: Increase \$500: Increase in this category was based on the previous year experience. The existing policy was eliminated by the insurance company; the new policy reflected a 30% rate increase, new rate applied as June 30, 2018. The 2019 budget figure was based on 2018 bill amount.

Workers Compensation: no Increase/Decrease: Amount budgeted under this category was based on the previous year experience. There was no premium increase in 2018; as a result no increase was anticipated in the 2019 budget.

P.E.R.S: Decrease (\$14,080): Public Employee Retirement System is at 100% of contribution. There was a decrease in the PERS bill when comparing the 2017 and 2018 actual bills (minus the CDC portion of the bill for 6 months only). 2018 bill was reflecting the saving from the retired employee. 2019 budget was based on 2018 actual bill.

All Other Budget Categories: Increase \$13,398: All other budget categories were calculated based on previous year experience. While some of the actual expenditures decreased for some items under this category, other items were increased. When comparing 2018 Budget “other cost” to 2019 Proposed Budget “other cost” there is an overall increase of \$13,398. This is due to:

1- An increase under the contract category of \$16,398 for insurance, auditor and HRHC (HRHC reflects only 6 month of the CDC grant portion of the bill).

2- A decrease under office category of (\$1,500) due to the fact that 2018 office equipment reflects the purchase of a new server and an additional computer while 2019 does not anticipate any of this cost, and

3- A decrease under Travel category of (\$1,500) due to mileage reimbursement and convention/meetings overestimated in previous years.

REVENUE INCREASE/DECREASE:

The Commission’s revenue portion of the budget is as follows: 2019 Commission’s Budget reflects an overall increase of 5.60%. The Reserve/Deferred Revenue R&C was increase by \$76,296, which was required to balance the appropriations, while there is a reduction to the County CEHA agreement of (\$26,250) which is due to the elimination of the underground storage tank (UST) program.

Appropriations:

Personnel	\$ 699,116
Contractual	\$ 174,392
Office	\$ 18,300
Travel	\$ 23,000
Equipment	\$ 10,500
Other	\$ 17,700
Grant Programs	\$ 148,005

Total Appropriations **\$1,091,013**

Revenue:

Sufficient revenue must be raised from various sources to support the annual spending plan. Revenues used to support the 2019 Budget are summarized below:

Revenue Sources:

Local Revenues (Municipal & County)	\$ 124,403
HRHC EQEF	\$ 50,000
Reserve	<u>\$ 618,605</u>
Total	<u>\$ 792,008</u>
State (CEHA & CDC) Revenues	\$ 201,713
Federal (CEHA) Revenues	<u>\$ 96,292</u>

Total Revenues **\$1,091,013**

Marisol Leguizamon

Chief Financial Officer

**ESSEX REGIONAL HEALTH COMMISSION
2019 Consolidated Budget**

CATEGORY	2018 Budget Original As Amended	2018 Estimated Actual	2019 Proposed Budget	2019 Budget to 2018 Actual \$ Changes	2019 Budget to 2018 Actual \$ Changes
<u>PERSONNEL</u>					
Salaries	392,848.00	392,848.00	428,128.00	35,280.00	35,280.00
Part Time	45,102.00	45,102.00	70,350.00	25,248.00	25,248.00
Overtime/On Call	20,000.00	4,057.98	10,000.00	-10,000.00	5,942.02
Overtime CEHA Idling	7,500.00	5,752.88	3,000.00	-4,500.00	-2,752.88
FICA	34,318.00	32,312.83	38,068.00	3,750.00	5,755.17
PERS	76,000.00	63,307.76	61,920.00	-14,080.00	-1,387.76
Retiree Benefits	6,100.00	5,673.72	6,000.00	-100.00	326.28
Medical	57,000.00	54,864.30	57,000.00	0.00	2,135.70
Dental	4,500.00	3,870.50	5,000.00	500.00	1,129.50
W/C	17,000.00	16,038.79	17,000.00	0.00	961.21
SUI/SDI	2,100.00	1,895.58	2,650.00	550.00	754.42
Total	662,468.00	625,724.34	699,116.00	36,648.00	73,391.66
<u>CONTRACT</u>					
Hudson Regional	58,021.00	58,021.00	61,245.00	3,224.00	3,224.00
HRHC CFO	20,373.00	20,373.00	29,124.00	8,751.00	8,751.00
Legal	6,000.00	3,870.25	6,000.00	0.00	2,129.75
Office Rental	31,500.00	30,084.53	31,500.00	0.00	1,415.47
Office Cleaning	9,000.00	6,199.77	9,000.00	0.00	2,800.23
Auditor	16,900.00	16,340.00	18,370.00	1,470.00	2,030.00
Insurance	13,700.00	13,631.88	16,653.00	2,953.00	3,021.12
ADP	2,500.00	1,547.18	2,500.00	0.00	952.82
TOTAL	157,994.00	150,067.61	174,392.00	16,398.00	24,324.39
<u>OFFICE</u>					
Office Supplies/Printing	5,000.00	2,780.26	5,000.00	0.00	2,219.74
Postage	5,000.00	3,729.55	5,000.00	0.00	1,270.45
Legal Advertisement	1,000.00	0.00	1,000.00	0.00	1,000.00
Publications/Subscription	300.00	0.00	300.00	0.00	300.00
Photocopier	3,000.00	1,665.24	3,000.00	0.00	1,334.76
Water Cooler	1,000.00	754.28	1,000.00	0.00	245.72
Office Equipment	4,500.00	3,011.39	3,000.00	-1,500.00	-11.39
TOTAL	19,800.00	11,940.72	18,300.00	-1,500.00	6,359.28
<u>TRAVEL</u>					
Gas	3,000.00	2,365.73	3,000.00	0.00	634.27
Mileage Reimbursement	1,500.00	154.79	1,000.00	-500.00	845.21
Auto Maintenance	5,000.00	3,715.61	5,000.00	0.00	1,284.39
Convention/Meetings	15,000.00	7,975.50	14,000.00	-1,000.00	6,024.50
TOTAL	24,500.00	14,211.63	23,000.00	-1,500.00	8,788.37
<u>EQUIPMENT</u>					
Equipment	5,000.00	380.00	5,000.00	0.00	4,620.00
General Supplies	2,500.00	0.00	2,500.00	0.00	2,500.00
Equipment Maint	3,000.00	1,927.50	3,000.00	0.00	1,072.50
TOTAL	10,500.00	2,307.50	10,500.00	0.00	8,192.50
<u>OTHER</u>					
Telephones	8,000.00	5,940.28	8,000.00	0.00	2,059.72
Medcial Surveillance	1,200.00	0.00	1,200.00	0.00	1,200.00
Bank Service Fee	500.00	222.30	500.00	0.00	277.70
Miscellaneous	3,000.00	0.00	3,000.00	0.00	3,000.00
Record Destruction	5,000.00		5,000.00	0.00	5,000.00
Moving Expenses					
TOTAL	17,700.00	6,162.58	17,700.00	0.00	11,537.42

**ESSEX REGIONAL HEALTH COMMISSION
2019 Consolidated Budget**

CATEGORY	2018 Budget Original As Amended	2018 Estimated Actual	2019 Proposed Budget	2019 Budget to 2018 Actual \$ Changes	2019 Budget to 2018 Actual \$ Changes
GRANT PROGRAMS (INCLUSIVE OF PAYROLL)					
CDC BASE 7/17-6/18	101,159.00	101,159.15		-101,159.00	-101,159.15
CDC-CRI 7/17-6/18	53,994.00	53,994.39		-53,994.00	-53,994.39
CDC-MRC 7/17-6/18	2,971.00	2,970.50		-2,971.00	-2,970.50
CDC BASE 7/18-6/19	95,295.00	95,295.00	95,295.00	0.00	0.00
CDC-CRI 7/18-6/19	50,410.00	50,410.00	50,410.00	0.00	0.00
CDC-MRC 7/18-6/19	2,300.00	2,300.00	2,300.00	0.00	0.00
MRC NACCHO	2,500.00	2,500.00		-2,500.00	-2,500.00
TOTAL	308,629.00	308,629.04	148,005.00	-160,624.00	-160,624.04
GRAND TOTAL	1,201,591.00	1,119,043.42	1,091,013.00	-110,578.00	-28,030.42
GENERAL REVENUE					
Municipal Assessments	124,403.00	124,403.00	124,403.00	0.00	0.00
ERHC EQEF Fund	50,000.00	50,000.00	50,000.00	0.00	0.00
Essex County CEHA/105	176,250.00	176,250.00	150,000.00	-26,250.00	-26,250.00
Reserve	542,309.00	542,309.00	618,605.00	76,296.00	76,296.00
CDC BASE 7/17-6/18	101,159.00	101,159.00		-101,159.00	-101,159.00
CDC-CRI 7/17-6/18	53,994.00	53,994.00		-53,994.00	-53,994.00
CDC-MRC 7/17-6/18	2,971.00	2,971.00		-2,971.00	-2,971.00
CDC BASE 7/18-6/19	95,295.00	95,295.00	95,295.00	0.00	0.00
CDC-CRI 7/18-6/19	50,410.00	50,410.00	50,410.00	0.00	0.00
CDC-MRC 7/18-6/19	2,300.00	2,300.00	2,300.00	0.00	0.00
MRC NACCHO	2,500.00	2,500.00		-2,500.00	-2,500.00
TOTAL	1,201,591.00	1,201,591.00	1,091,013.00	-110,578.00	-110,578.00

THE ESSEX REGIONAL HEALTH COMMISSION

RESOLUTION

WHEREAS, the Annual Budget for the Essex Regional Health Commission (the Commission) for the fiscal year beginning 01/01/2019 and ending, 12/31/2019, has been presented for introduction and adoption before the governing body of the Commission at its open public meeting of 09/25/2018; and

WHEREAS, the Annual Budget presented for introduction and adoption reflects each item of revenue and appropriation; and

WHEREAS, the Annual Budget as presented for adoption reflects Total Revenues of \$ 472,408, Total Unrestricted Net Assets utilized of \$ 618,605 and Total Appropriations, \$ 1,091,013; and

NOW THEREFORE BE IT RESOLVED by the Board Members of the Essex Regional Health Commission, at an open public meeting held on as follows:

1. The annual Budget for the fiscal year beginning 01/01/2019 and ending 12/31/2019 is adopted and shall constitute appropriations for the purposes stated.
2. The Executive Director is authorized and directed to take all necessary steps in furtherance of this resolution, including making expenditures and taking receipt of

revenue, transferring and investing funds, and reporting in accordance with prevailing Commission policy and procedures.

Introduced and passed _____

Ayes: _____

Nays: _____

Abstention: _____

Absent: _____

I certify that this is a true copy of a resolution duly adopted
at a meeting of: _____

Signature of Above Authorized Person(s)