

ESSEX REGIONAL HEALTH COMMISSION  
2021 Consolidated Proposed Budget

| CATEGORY                   | 2020 Budget<br>Original As<br>Amended | 2020<br>Estimated Actual | 2021<br>Proposed Budget | 2021 Budget to 2020<br>Budget \$ Changes | 2021 Budget to 2020<br>Actual \$ Changes |
|----------------------------|---------------------------------------|--------------------------|-------------------------|--|--|
| <b>PERSONNEL</b>           |                                       |                          |                         |  |  |
| Salaries                   | 468,112.00                            | 468,112.00               | 539,797.00              | 71,685.00                                | 71,685.00                                |
| Part Time                  | 11,391.00                             | 11,391.00                | 49,005.00               | 37,614.00                                | 37,614.00                                |
| Overtime Idling            | 6,744.00                              | 6,744.00                 | 2,500.00                | (4,244.00)                               | (4,244.00)                               |
| Overtime/On Call           | 21,970.00                             | 21,914.33                | 21,970.00               | 0.00                                     | 55.67                                    |
| FICA                       | 38,881.00                             | 35,916.01                | 45,130.00               | 6,249.00                                 | 9,213.99                                 |
| PERS                       | 57,054.00                             | 50,608.74                | 66,422.00               | 9,368.00                                 | 15,813.26                                |
| Retiree Health Insurance   | 3,519.00                              | 3,476.40                 | 3,476.00                | (43.00)                                  | (0.40)                                   |
| Health Insurance           | 63,016.00                             | 62,957.89                | 71,759.00               | 8,743.00                                 | 8,801.11                                 |
| Dental                     | 4,995.00                              | 4,597.62                 | 5,897.00                | 902.00                                   | 1,299.38                                 |
| Workers' Compensation Ins. | 17,677.00                             | 12,287.22                | 17,960.00               | 283.00                                   | 5,672.78                                 |
| SUI/SDI                    | 2,752.00                              | 1,460.56                 | 2,260.00                | (492.00)                                 | 799.44                                   |
| <b>Total</b>               | <b>696,111.00</b>                     | <b>679,465.77</b>        | <b>826,176.00</b>       | <b>130,065.00</b>                        | <b>146,710.23</b>                        |
| <b>CONTRACT</b>            |                                       |                          |                         |  |  |
| Hudson Regional            | 58,021.00                             | 54,797.80                | 64,468.00               | 6,447.00                                 | 9,670.20                                 |
| HRHC CFO                   | 27,374.00                             | 21,497.00                | 35,000.00               | 7,626.00                                 | 13,503.00                                |
| Legal                      | 6,000.00                              | 4,368.00                 | 6,000.00                | 0.00                                     | 1,632.00                                 |
| Office Rental              | 36,309.00                             | 29,593.17                | 45,350.00               | 9,041.00                                 | 15,756.83                                |
| Office Cleaning            | 8,637.00                              | 6,631.82                 | 10,500.00               | 1,863.00                                 | 3,868.18                                 |
| Auditor                    | 19,608.00                             | 15,935.00                | 21,800.00               | 2,192.00                                 | 5,865.00                                 |
| Insurance                  | 17,150.00                             | 17,147.50                | 17,299.00               | 149.00                                   | 151.50                                   |
| ADP                        | 2,500.00                              | 1,744.29                 | 2,500.00                | 0.00                                     | 755.71                                   |
| <b>TOTAL</b>               | <b>175,599.00</b>                     | <b>151,714.58</b>        | <b>202,917.00</b>       | <b>27,318.00</b>                         | <b>51,202.42</b>                         |
| <b>OFFICE</b>              |                                       |                          |                         |  |  |
| Office Supplies/Printing   | 5,000.00                              | 2,362.55                 | 5,000.00                | 0.00                                     | 2,637.45                                 |
| Postage                    | 5,000.00                              | 2,402.58                 | 5,000.00                | 0.00                                     | 2,597.42                                 |
| Legal Advertisement        | 1,000.00                              | 577.28                   | 1,000.00                | 0.00                                     | 422.72                                   |
| Publications/Subscription  | 300.00                                | 0.00                     | 300.00                  | 0.00                                     | 300.00                                   |
| Photocopier                | 3,000.00                              | 981.23                   | 1,500.00                | (1,500.00)                               | 518.77                                   |
| Water Cooler               | 1,000.00                              | 570.26                   | 750.00                  | (250.00)                                 | 179.74                                   |
| Office Equipment           | 4,500.00                              | 0.00                     | 4,500.00                | 0.00                                     | 4,500.00                                 |
| <b>TOTAL</b>               | <b>19,800.00</b>                      | <b>6,893.90</b>          | <b>18,050.00</b>        | <b>(1,750.00)</b>                        | <b>11,156.10</b>                         |
| <b>TRAVEL</b>              |                                       |                          |                         |  |  |
| Gas                        | 3,000.00                              | 1,376.94                 | 2,500.00                | (500.00)                                 | 1,123.06                                 |
| Mileage Reimbursement      | 1,800.00                              | 1,715.64                 | 1,800.00                | 0.00                                     | 84.36                                    |
| Auto Maintenance           | 5,000.00                              | 4,326.33                 | 5,000.00                | 0.00                                     | 673.67                                   |
| Convention/Meetings        | 14,000.00                             | 4,724.72                 | 12,000.00               | (2,000.00)                               | 7,275.28                                 |
| <b>TOTAL</b>               | <b>23,800.00</b>                      | <b>12,143.63</b>         | <b>21,300.00</b>        | <b>(2,500.00)</b>                        | <b>9,156.37</b>                          |
| <b>EQUIPMENT</b>           |                                       |                          |                         |  |  |
| Equipment                  | 5,000.00                              | 0.00                     | 5,000.00                | 0.00                                     | 5,000.00                                 |
| General Supplies           | 2,500.00                              | 0.00                     | 2,500.00                | 0.00                                     | 2,500.00                                 |
| Equipment Maint            | 3,000.00                              | 2,242.50                 | 3,000.00                | 0.00                                     | 757.50                                   |
| Vehicle                    | 45,335.00                             | 45,335.00                | 0.00                    | (45,335.00)                              | (45,335.00)                              |
| <b>TOTAL</b>               | <b>55,835.00</b>                      | <b>47,577.50</b>         | <b>10,500.00</b>        | <b>(45,335.00)</b>                       | <b>(37,077.50)</b>                       |
| <b>OTHER</b>               |                                       |                          |                         |  |  |
| Telephones                 | 8,000.00                              | 6,112.00                 | 8,000.00                | 0.00                                     | 1,888.00                                 |
| Medical Surveillance       | 1,200.00                              | 0.00                     | 1,200.00                | 0.00                                     | 1,200.00                                 |
| Bank Service Fee           | 500.00                                | 203.00                   | 500.00                  | 0.00                                     | 297.00                                   |
| Miscellaneous              | 3,000.00                              | 232.36                   | 3,000.00                | 0.00                                     | 2,767.64                                 |
| Record Destruction         | 5,000.00                              | 0.00                     | 5,000.00                | 0.00                                     | 5,000.00                                 |
| Moving Expenses            | 0.00                                  | 0.00                     | 0.00                    | 0.00                                     | 0.00                                     |
| <b>TOTAL</b>               | <b>17,700.00</b>                      | <b>6,547.36</b>          | <b>17,700.00</b>        | <b>0.00</b>                              | <b>11,152.64</b>                         |

ESSEX REGIONAL HEALTH COMMISSION  
2021 Consolidated Proposed Budget

| CATEGORY                         | 2020 Budget            | 2020                | 2021                | 2021 Budget to 2020<br>Budget \$ Changes | 2021 Budget to 2020<br>Actual \$ Changes |
|----------------------------------|------------------------|---------------------|---------------------|--|--|
|                                  | Original As<br>Amended | Estimated Actual    | Proposed Budget     |  |  |
| <b>GRANTS</b>                    |                        |                     |                     |  |  |
| CDC BASE 7/19-6/20               | 101,347.00             | 101,346.90          | 0.00                | (101,347.00)                             | (101,346.90)                             |
| CDC-CRI 7/19-6/20                | 51,000.00              | 51,000.00           | 0.00                | (51,000.00)                              | (51,000.00)                              |
| CDC-MRC 7/19-6/20                | 1,894.00               | 1,893.98            | 0.00                | (1,894.00)                               | (1,893.98)                               |
| CDC BASE 7/20-6/21               | 84,243.00              | 84,242.70           | 0.00                | (84,243.00)                              | (84,242.70)                              |
| CDC-CRI 7/20-6/21                | 0.00                   | 0.00                | 0.00                | 0.00                                     | 0.00                                     |
| CDC-MRC 7/20-6/21                | 0.00                   | 0.00                | 0.00                | 0.00                                     | 0.00                                     |
| CD-LPH 2019/2020                 | 82,627.00              | 82,626.46           | 0.00                | (82,627.00)                              | (82,626.46)                              |
| COVID-19                         | 41,267.00              | 41,267.39           | 0.00                | (41,267.00)                              | (41,267.39)                              |
| NJACCHO COVID-19                 | 15,000.00              | 15,000.00           | 0.00                | (15,000.00)                              | (15,000.00)                              |
| MRC NACCHO                       | 932.00                 | 932.00              | 0.00                | (932.00)                                 | (932.00)                                 |
| <b>TOTAL</b>                     | <b>378,310.00</b>      | <b>378,309.43</b>   | <b>0.00</b>         | <b>(378,310.00)</b>                      | <b>(378,309.43)</b>                      |
| <b>GRAND TOTAL</b>               | <b>1,367,155.00</b>    | <b>1,282,652.17</b> | <b>1,096,643.00</b> | <b>(270,512.00)</b>                      | <b>(186,009.17)</b>                      |
| <b>ESTIMATED REVENUE</b>         |                        |                     |                     |  |  |
| MUNICIPAL                        | 124,403.00             | 124,403.00          | 124,403.00          | 0.00                                     | 0.00                                     |
| COUNTY 2019/2020                 | 71,500.00              | 71,500.00           | 0.00                | (71,500.00)                              | (71,500.00)                              |
| COUNTY IDLING 2019/2020          | 4,228.00               | 4,228.00            | 0.00                | (4,228.00)                               | (4,228.00)                               |
| COUNTY SOLID WASTE 2019/2020     | 35,000.00              | 35,000.00           | 0.00                | (35,000.00)                              | (35,000.00)                              |
| COUNTY 2020/2021                 | 71,250.00              | 71,250.00           | 71,500.00           | 250.00                                   | 250.00                                   |
| COUNTY IDLING 2020/2021          | 2,500.00               | 2,500.00            | 2,500.00            | 0.00                                     | 0.00                                     |
| COUNTY SOLID WASTE 2020/2021     | 0.00                   | 0.00                | 0.00                | 0.00                                     | 0.00                                     |
| COUNTY 2021/2022                 | 0.00                   | 0.00                | 71,500.00           | 71,500.00                                | 71,500.00                                |
| COUNTY IDLING 2021/2022          | 0.00                   | 0.00                | 0.00                | 0.00                                     | 0.00                                     |
| COUNTY SOLID WASTE 2021/2022     | 0.00                   | 0.00                | 0.00                | 0.00                                     | 0.00                                     |
| RESERVE                          | 127,351.00             | 127,351.00          | 334,127.00          | 206,776.00                               | 206,776.00                               |
| DEFERRED REVENUE R&C             | 431,613.00             | 431,613.00          | 431,613.00          | 0.00                                     | 0.00                                     |
| ERHC EQEF                        | 50,000.00              | 50,000.00           | 50,000.00           | 0.00                                     | 0.00                                     |
| Local Court Penalty (Source R&C) | 0.00                   | 0.00                | 0.00                | 0.00                                     | 0.00                                     |
| MISC. REVENUE                    | 11,000.00              | 11,000.00           | 11,000.00           | 0.00                                     | 0.00                                     |
| Newark Agreement                 | 60,000.00              | 60,000.00           | 0.00                | (60,000.00)                              | (60,000.00)                              |
| MRC NACCHO                       | 932.00                 | 932.00              | 0.00                | (932.00)                                 | (932.00)                                 |
| CDC BASE 7/19-6/20               | 101,347.00             | 101,347.00          | 0.00                | (101,347.00)                             | (101,347.00)                             |
| CDC-CRI 7/19-6/20                | 51,000.00              | 51,000.00           | 0.00                | (51,000.00)                              | (51,000.00)                              |
| CDC-MRC 7/19-6/20                | 1,894.00               | 1,894.00            | 0.00                | (1,894.00)                               | (1,894.00)                               |
| CDC BASE 7/20-6/21               | 84,243.00              | 84,243.00           | 0.00                | (84,243.00)                              | (84,243.00)                              |
| CDC-CRI 7/20-6/21                | 0.00                   | 0.00                | 0.00                | 0.00                                     | 0.00                                     |
| CDC-MRC 7/20-6/21                | 0.00                   | 0.00                | 0.00                | 0.00                                     | 0.00                                     |
| CD-LPH 2019/2020                 | 82,627.00              | 82,627.00           | 0.00                | (82,627.00)                              | (82,627.00)                              |
| COVID-19                         | 41,267.00              | 41,267.00           | 0.00                | (41,267.00)                              | (41,267.00)                              |
| NJACCHO COVID-19                 | 15,000.00              | 15,000.00           | 0.00                | (15,000.00)                              | (15,000.00)                              |
| <b>TOTAL</b>                     | <b>1,367,155.00</b>    | <b>1,367,155.00</b> | <b>1,096,643.00</b> | <b>(270,512.00)</b>                      | <b>(270,512.00)</b>                      |

Essex Regional Health Commission  
BUDGET – JUSTIFICATION 2021

The 2021 Budget of \$1,096,643 reflects an overall increase of \$107,798 which is about 10.90% when compared to 2020 Budget. This is due to the fact that personnel costs increased by \$130,065, contract category increased by \$27,318, while other cost category decrease by (\$49,585), this budget increase is due to the fact that 2021 budget anticipates no Grants funding while 2020 reflects 10 months funding from the CDC Grant and 6 months funding from the CD-LPH Grant, also there is 1 employee due for level increase in 2021.

Increases/Decreases are summarized below.

**Salary: Increase \$71,685:** Increase is due to the fact that 2021 budget anticipates no Grants funding while 2020 reflects 10 months funding from the CDC Grant and 6 months funding from the CD-LPH Grant; also there is 1 employee due for level increase in 2021.

**Part Time: Increase \$37,614:** Increase is due to the fact that 2021 budget anticipates no Grants funding while 2020 reflects 10 months funding from the CDC Grant and 6 months funding from the CD-LPH Grant.

**Overtime/Overtime Idling/On Call: Decrease (\$4,244):** Decrease on this category is mainly due to CEHA Idling Program anticipated for only 6 months in 2021 while 2020 reflects a full year.

**Payroll Taxes Increase \$5,757:** 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 (2021 contribution estimated to be \$23,342). It is also impacted by the reduction in grants funding.

**Health Benefit: Increase \$8,743:** Amount budgeted under this category was based on the previous year experience. There was no premium increase from 2019 to 2020 but the 2021 budget anticipates no Grants funding while 2020 reflects 10 months funding from the CDC Grant and 6 months funding from the CD-LPH Grant.

**Retiree Health Benefit: Decrease (\$43):** 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 2019 to 2020, the 2021 budget figure was based on 2020 actual last bill amount, no increase anticipated. There is no new enrollment anticipated in 2021.

**Dental: Increase \$902:** Increase in this category was based on the previous year experience. The 2021 budget figure was based on 2020 actual bill amount, no premium increase anticipated in 2021 plus the 2021 budget anticipates no Grants funding while 2020 reflects 10 months funding from the CDC Grant and 6 months funding from the CD-LPH Grant.

**Workers Compensation: Increase \$283:** Amount budgeted under this category was based on the previous year experience. There was no premium increase from 2019 to 2020 but the 2021 budget anticipates no Grants funding while 2020 reflects 10 months funding from the CDC Grant and 6 months funding from the CD-LPH Grant.

**P.E.R.S: Increase \$9,368:** Public Employee Retirement System is at 100% of contribution. There was an increase of 0.86% in the PERS bill when comparing the 2019 and 2020 actual bills, also the 2021 budget anticipates no Grants funding while 2020 reflects 10 months funding from the CDC Grant. 2021 budget was based on 2020 actual bill.

**All Other Budget Categories: Decrease (\$22,267):** 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 2020 Budget “other cost” to 2021 Proposed Budget “other cost” there is an overall Decrease of (\$49,585). This is due to:

- 1- An increase under the contract category of \$27,318 for insurance, auditor, office rental, office cleaning and HRHC due the fact that the 2021 budget anticipates no Grants funding while 2020 reflects 10 months funding from the CDC Grant.
- 2- A decrease under Equipment category of (\$45,335) due to the purchase of two vehicles in 2020 which is not anticipated in 2021.
- 3- There was a decrease under Travel and Office category of (\$2,500) and (\$1,750), respectively, this was due to budget adjustment as this categories have been under amount budgeted for the last three (3) years.

#### **REVENUE INCREASE/DECREASE:**

The Commission’s revenue portion of the budget is as follows: 2021 Commission’s Budget reflects an overall increase of about 10.90%. The 2021 Deferred Revenue R&C category remained the same as 2020; Newark CDC contract decreased by (\$60,000) this agreement is not guarantee for 2021, the County CEHA agreement was decreased by (\$34,750) Solid Waste and (\$4,228) for idling which is due to the fact that 2020 included solid waste program while this is not anticipated in 2021 Budget and the idling is only anticipated for 6 month in the 2021 budget while 2020 is full 12 months. The Reserve category was increased by \$206,776 this amount was required to balance the appropriations, this due to the fact that the 2021 budget anticipates no Grants funding while 2020 reflects 10 months funding from the CDC Grant and 6 months funding from the CD-LPH Grant and to reflect the reduction in revenue from the Newark and CEHA Agreements.

**Appropriations:**

|                             |                    |
|-----------------------------|--------------------|
| Personnel                   | \$ 826,176         |
| Contractual                 | \$ 202,917         |
| Office                      | \$ 18,050          |
| Travel                      | \$ 21,300          |
| Equipment                   | \$ 10,500          |
| Other                       | \$ 17,700          |
| Grant Programs              | None               |
| <b>Total Appropriations</b> | <b>\$1,096,643</b> |

**Revenue:**

Sufficient revenue must be raised from various sources to support the annual spending plan. Revenues used to support the 2021 Budget are summarized below:

Revenue Sources:

|                                     |                           |
|-------------------------------------|---------------------------|
| Local Revenues (Municipal & County) | \$ 124,403                |
| ERHC EQEF                           | \$ 50,000                 |
| Local Court Penalty (Source R&C)    | None                      |
| Deferred Revenue R&C                | \$ 431,613                |
| Miscellaneous Revenue               | \$ 11,000                 |
| Reserve                             | <u>\$ 334,127</u>         |
| <b>Total</b>                        | <u>\$ 951,143</u>         |
| State (CEHA) Revenues               | \$ 76,070                 |
| Federal (CEHA) Revenues             | <u>\$ 69,430</u>          |
| <b>Total Revenues</b>               | <b><u>\$1,096,643</u></b> |

Marisol Leguizamon

Chief Financial Officer

THE ESSEX REGIONAL HEALTH COMMISSION

**RESOLUTION**

**WHEREAS**, the Annual Budget for the Essex Regional Health Commission (the Commission) for the fiscal year beginning 01/01/2021 and ending, 12/31/2021, has been presented for introduction and adoption before the governing body of the Commission at its open public meeting of 09/15/2020 ; 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 \$ 762,516, Total Unrestricted Net Assets utilized of \$ 334,127 and Total Appropriations, \$ 1,096,643 ; 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 01/01/2021 and ending 12/31/2021 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)