

Essex Regional Health Commission
BUDGET – JUSTIFICATION 2020

The 2020 Budget of \$1,132,852 reflects an overall increase of \$80,701 which is about 8.93% when compared to 2019 Budget. This is due to the fact that personnel costs increased by \$66,587 and contract Category increased by \$14,114, this increase is due to the fact that 2020 budget assumed only 6 months of the CDC Grant while 2019 is reflects 12 months for this grant, also there is 1 employee due for level increase in 2020.

Increases/Decreases are summarized below.

Salary: Increase \$33,054: Increase is due to the fact that 2020 assumed only 6 months of the CDC Grant portion of the cost while 2019 reflects 12 months for this grant; also there is 1 employee due for level increase in 2020.

Part Time: Increase \$35,520: Increase under this category is due to the fact that 2020 assumed only 6 months of the CDC Grant portion of the cost while 2019 is assuming 12 months for this grant. Also CDC Grant was charged 40% of the administrative assistant to the CFO & 50% of the Epidemiologist in 2019 while 2020 only 20% & 47% respectively.

Overtime/Overtime Idling/On Call: Decrease (\$1,546): Decrease on this category is due to a reduction in the CEHA Idling Program.

Payroll Taxes Increase \$4,258: 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 (2020 contribution estimated to be \$20,425).

Health Benefit: Increase \$805: Amount budgeted under this category was based on the previous year experience. There was a 3% premium increase from 2018 to 2019 plus the 2020 budget assumed only 6 months of the CDC Grant while 2019 is reflects 12 months for this grant.

Retiree Health Benefit: Decrease (\$2,481): 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 2018 to 2019, the 2020 budget figure was based on 2019 actual bill amount, no increase anticipated. There is no new enrollment anticipated in 2020.

Dental: Increase \$41: Increase in this category was based on the previous year experience. The 2020 budget figure was based on 2019 actual bill amount, no premium increase anticipated in 2020 plus the 2020 budget assumed only 6 months of the CDC Grant while 2019 is reflects 12 months for this grant.

Workers Compensation: Increase \$1,036: Amount budgeted under this category was based on the previous year experience. There was a premium a 5.57% increase from 2018 to 2019 plus the 2020 budget assumed only 6 months of the CDC Grant while 2019 is reflects 12 months for this grant.

P.E.R.S: Decrease (\$4,100): Public Employee Retirement System is at 100% of contribution. There was a decrease in the PERS bill when comparing the 2018 and 2019 actual bills (minus the CDC grant portion of the bill for 6 months only). 2020 budget was based on 2019 actual bill.

All Other Budget Categories: Increase \$14,114: 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 2019 Budget “other cost” to 2020 Proposed Budget “other cost” there is an overall increase of \$14,114. This is due to:

1- An increase under the contract category of \$14,114 for insurance, auditor, office rental, office cleaning and HRHC reflects only 6 month of the CDC grant portion of the bill.

REVENUE INCREASE/DECREASE:

The Commission’s revenue portion of the budget is as follows: 2020 Commission’s Budget reflects an overall increase of about 8.93%. The Deferred Revenue R&C category was increased by \$2,217; Newark CDC contract decreased by (\$30,000) this agreement was only for 2019 and Reserve category was increased by \$126,234, this amount was required to balance the appropriations, the County CEHA agreement was decreased by (\$17,750) which is due to the fact that 2019 include solid waste program while this is not anticipated in 2020 Budget.

Appropriations:

Personnel	\$ 734,742
Contractual	\$ 179,405
Office	\$ 19,800
Travel	\$ 23,000
Equipment	\$ 10,500
Other	\$ 17,700
Grant Programs	\$ 147,705

Total Appropriations **\$1,132,852**

Revenue:

Sufficient revenue must be raised from various sources to support the annual spending plan. Revenues used to support the 2020 Budget are summarized below:

Revenue Sources:

Local Revenues (Municipal & County)	\$ 124,403
ERHC EQEF	\$ 5,640
Local Court Penalty (Source R&C)	\$ 44,360
Deferred Revenue R&C	\$ 398,429
Miscellaneous Revenue	\$ 50,120
Reserve	<u>\$ 217,195</u>

Total \$ 840,147

State (CEHA & CDC) Revenues \$ 196,413

Federal (CEHA) Revenues \$ 96,292

Total Revenues **\$1,132,852**

Marisol Leguizamon

Chief Financial Officer

**ESSEX REGIONAL HEALTH COMMISSION
2020 Consolidated Budget**

CATEGORY	2019 Budget	2019	2020	2020 Budget to 2019 Budget \$ Changes	2020 Budget to 2019 Actual \$ Changes
	Original As Amended	Estimated Actual	Proposed Budget		
PERSONNEL					
Director					
Deputy Director	56,808.00	56,808.00	85,212.00	28,404.00	28,404.00
Env. Program Coordinator	96,560.00	96,560.00	96,560.00	0.00	0.00
Sr Environmental Spec	84,762.00	84,762.00	84,762.00	0.00	0.00
Environmental Spec (1)	60,880.00	60,880.00	64,100.00	3,220.00	3,220.00
IT/Environmental				0.00	0.00
Administrative Ass't	60,065.00	60,065.00	60,065.00	0.00	0.00
Part Time PHEP Coord.	4,601.00	4,601.00	0.00	-4,601.00	-4,601.00
Inspector	49,191.00	49,191.00	50,621.00	1,430.00	1,430.00
Part Timer-Administrative	30,506.00	30,506.60	45,052.00	14,546.00	14,545.40
Part Timer Epidemiologist	20,371.00	20,370.58	45,946.00	25,575.00	25,575.42
Overtime Idling	4,046.00	6,119.20	2,500.00	-1,546.00	-3,619.20
Overtime/On Call	14,000.00	13,305.21	14,000.00	0.00	694.79
Total	481,790.00	483,168.59	548,818.00	67,028.00	65,649.41
	463,744.00	463,744.18	532,318.00		
FRINGE					
FICA	36,438.00	34,699.46	40,499.00	4,061.00	5,799.54
PERS	62,187.00	59,974.40	58,087.00	-4,100.00	-1,887.40
Retiree Benefits	6,000.00	3,518.16	3,519.00	-2,481.00	0.84
Medical	57,000.00	55,140.53	57,805.00	805.00	2,664.47
Dental	5,000.00	4,871.76	5,041.00	41.00	169.24
W/C	17,090.00	16,838.47	18,126.00	1,036.00	1,287.53
SUI/SDI	2,650.00	1,761.83	2,847.00	197.00	1,085.17
Total	186,365.00	176,804.61	185,924.00	-441.00	9,119.39
CONTRACT					
Hudson Regional	58,021.00	58,021.00	61,245.00	3,224.00	3,224.00
HRHC CFO	23,247.00	23,247.00	29,124.00	5,877.00	5,877.00
Legal	6,000.00	293.25	6,000.00	0.00	5,706.75
Office Rental	31,500.00	29,021.85	36,309.00	4,809.00	7,287.15
Office Cleaning	9,000.00	6,227.94	8,637.00	-363.00	2,409.06
Auditor	18,370.00	18,840.00	20,320.00	1,950.00	1,480.00
Insurance	16,653.00	14,250.50	15,270.00	-1,383.00	1,019.50
ADP	2,500.00	1,204.87	2,500.00	0.00	1,295.13
TOTAL	165,291.00	151,106.41	179,405.00	14,114.00	28,298.59
OFFICE					
Office Supplies/Printing	5,000.00	4,015.88	5,000.00	0.00	984.12
Postage	5,000.00	3,458.10	5,000.00	0.00	1,541.90
Legal Advertisement	1,000.00	0.00	1,000.00	0.00	1,000.00
Publications/Subscription	300.00	156.55	300.00	0.00	143.45
Photocopier	3,000.00	1,102.02	3,000.00	0.00	1,897.98
Water Cooler	1,000.00	897.94	1,000.00	0.00	102.06
Office Equipment	4,500.00	3,100.74	4,500.00	0.00	1,399.26
TOTAL	19,800.00	12,731.23	19,800.00	0.00	7,068.77
TRAVEL					
Gas	3,000.00	2,792.45	3,000.00	0.00	207.55
Mileage Reimbursement	1,000.00	904.97	1,000.00	0.00	95.03
Auto Maintenance	5,000.00	4,038.67	5,000.00	0.00	961.33
Convention/Meetings	14,000.00	8,811.72	14,000.00	0.00	5,188.28
TOTAL	23,000.00	16,547.81	23,000.00	0.00	6,452.19
EQUIPMENT					
Equipment	5,000.00	399.60	5,000.00	0.00	4,600.40
General Supplies	2,500.00	0.00	2,500.00	0.00	2,500.00
Equipment Maint	3,000.00	2,191.50	3,000.00	0.00	808.50
TOTAL	10,500.00	2,591.10	10,500.00	0.00	7,908.90

**ESSEX REGIONAL HEALTH COMMISSION
2020 Consolidated Budget**

CATEGORY	2019 Budget	2019	2020	2020 Budget to 2019 Budget \$ Changes	2020 Budget to 2019 Actual \$ Changes
	Original As Amended	Estimated Actual	Proposed Budget		
OTHER					
Telephones	8,000.00	5,946.41	8,000.00	0.00	2,053.59
Medical Surveillance	1,200.00	0.00	1,200.00	0.00	1,200.00
Bank Service Fee	500.00	338.00	500.00	0.00	162.00
Miscellaneous	3,000.00	92.13	3,000.00	0.00	2,907.87
Record Destruction	5,000.00		5,000.00	0.00	5,000.00
Moving Expenses	0.00				
TOTAL	17,700.00	6,376.54	17,700.00	0.00	11,323.46
GRANTS					
CDC BASE 7/18-6/19	97,373.00	97,373.00		-97,373.00	-97,373.00
CDC-CRI 7/18-6/19	52,022.00	52,022.00		-52,022.00	-52,022.00
CDC-MRC 7/18-6/19	2,571.00	2,571.00		-2,571.00	-2,571.00
CDC BASE 7/19-6/20	94,705.00	94,705.00	94,705.00	0.00	0.00
CDC-CRI 7/19-6/20	51,000.00	51,000.00	51,000.00	0.00	0.00
CDC-MRC 7/19-6/20	2,600.00	2,600.00	2,000.00	-600.00	-600.00
MRC NACCHO	2,500.00	2,500.00		-2,500.00	-2,500.00
TOTAL	302,771.00	302,771.00	147,705.00	-155,066.00	-155,066.00
GRAND TOTAL	1,207,217.00	1,152,097.29	1,132,852.00	-74,365.00	-19,245.29
ESTIMATED REVENUE					
MUNICIPAL	124,403.00	124,403.00	124,403.00	0.00	0.00
COUNTY 2018/2019	91,500.00	91,500.00		-91,500.00	-91,500.00
COUNTY 2019/2020	71,250.00	71,250.00	71,250.00	0.00	0.00
COUNTY IDLING 2019/2020			2,500.00	2,500.00	
COUNTY SOLID WASTE 2019/2020				0.00	
COUNTY 2020/2021		0.00	71,250.00	71,250.00	71,250.00
RESERVE	90,961.00	90,961.00	217,195.00	126,234.00	126,234.00
DEFERRED REVENUE R&C	396,212.00	396,212.00	398,429.00	2,217.00	
ERHC EQEF	50,000.00	50,000.00	5,640.00	-44,360.00	
Local Court Penalty (Source R&C)			44,360.00	44,360.00	
MISC. REVENUE	50,120.00	50,120.00	50,120.00	0.00	
Newark Agreement	30,000.00	30,000.00		-30,000.00	-30,000.00
MRC NACCHO	2,500.00	2,500.00		-2,500.00	-2,500.00
CDC-BASE 2018/2019	97,373.00	97,373.00		-97,373.00	-97,373.00
CDC-CRI 2018/2019	52,022.00	52,022.00		-52,022.00	-52,022.00
CDC-MRC 2018/2019	2,571.00	2,571.00		-2,571.00	-2,571.00
CDC-BASE 2019/2020	94,705.00	94,705.00	94,705.00	0.00	0.00
CDC-CRI 2019/2020	51,000.00	51,000.00	51,000.00	0.00	0.00
CDC-MRC 2019/2020	2,600.00	2,600.00	2,000.00	-600.00	-600.00
TOTAL	1,207,217.00	1,207,217.00	1,132,852.00	-74,365.00	-79,082.00

Resolution # 19-09-01

THE ESSEX REGIONAL HEALTH COMMISSION

RESOLUTION

WHEREAS, the Annual Budget for the Essex Regional Health Commission (the Commission) for the fiscal year beginning 01/01/2020 and ending, 12/31/2020, has been presented for introduction and adoption before the governing body of the Commission at its open public meeting of 09/17/2019; 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 \$ 915,657, Total Unrestricted Net Assets utilized of \$ 217,195 and Total Appropriations, \$ 1,132,852; 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 01/01/2020 and ending 12/31/2020 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)