



## MINUTES

### SOUTHERN NEVADA DISTRICT BOARD OF HEALTH FINANCE COMMITTEE MEETING

April 16, 2021 – 1:00 p.m.

Southern Nevada Health District, 280 S. Decatur Boulevard, Las Vegas, NV 89107  
Meeting Hosted via Webex Event

- MEMBERS PRESENT:** Scott Nielson – Chair – At-Large Member, Gaming  
Olivia Diaz – Council Member, City of Las Vegas (*joined at 1:14 p.m.*)  
Marilyn Kirkpatrick – Vice Chair, Commissioner, Clark County  
Brian Knudsen – Council Member, City of Las Vegas  
Dan Stewart – Council Member, City of Henderson
- ABSENT:** Bobbette Bond – At-Large Member, Regulated Business/Industry  
Tick Segerblom – Commissioner, Clark County
- ALSO PRESENT:** None  
(In Audience)
- LEGAL COUNSEL:** Heather Anderson-Fintak, Associate General Counsel
- EXECUTIVE SECRETARY:** Fermin Leguen, MD, MPH, District Health Officer
- STAFF:** Andria Cordovez Mulet, Andrea Green, Amy Hagan, Michael Johnson,  
Christopher Saxton, Karen White

I. **CALL TO ORDER AND ROLL CALL**

Chair Nielson called the Finance Committee Meeting to order at 1:05 p.m. Andria Cordovez Mulet, Executive Assistant, administered the roll call.

II. **PLEDGE OF ALLEGIANCE**

- III. **FIRST PUBLIC COMMENT:** A period devoted to comments by the general public about those items appearing on the agenda. Comments will be limited to five (5) minutes per speaker. Please clearly state your name and address and spell your last name for the record. If any member of the Board wishes to extend the length of a presentation, this may be done by the Chair or the Board by majority vote.

Seeing no one, Chair Nielson closed this portion of the meeting.

IV. **ADOPTION OF THE APRIL 16, 2021 MEETING AGENDA (for possible action)**

*A motion was made by Member Knudsen seconded by Member Stewart and carried unanimously to approve the April 16, 2021 Agenda as presented.*

## V. REPORT / DISCUSSION / ACTION

1. **Approve Finance Committee Meeting Minutes – January 21, 2021**; direct staff accordingly or take other action as deemed necessary (*for possible action*)

*A motion was made by Member Knudsen seconded by Member Stewart and carried unanimously to approve the minutes from the January 21, 2021 Finance Committee meeting, as presented.*

2. **Receive Report, Discuss and Accept the FY2021-2022 Budget and Approve Recommendations to the Board of Health on April 22, 2021**; direct staff accordingly or take other action as deemed necessary (*for possible action*)

Karen White, Chief Financial Officer, presented the FY2021-2022 Budget ([Attachment #1](#)), with the following highlights:

### Overview

- Staffing is projected to grow from 660 FTE to 780 FTE, an 18% increase, primarily led by special revenues, with approximately 86 of the new positions related to contact tracing
- Combined revenues projected to increase by \$34.0M, a 34.7% increase, comprised of \$2M in increased property taxes and \$32M in special revenue primarily related to COVID
- A new division has been created and some departments have been reorganized

### Revenues – General

- Property tax allocation increase of 8.0% from \$26.2M to \$28.3M
- Charges for services not projected to increase from the prior year and any increase will be reflected in a budget augmentation planned during the next fiscal year

### Revenues – Special Revenue

- Grant revenues increased by 140% from the previous year from \$22.7M to \$54.5M, with most of them related to COVID
- Ryan White Plan B is expiring, resulting in a decline in grant awards to the FQHC
- All grants issued on or before 03/30/2021 are included in the presented budget and any future grants will be presented in a budget augmentation next fiscal year

Member Knudsen requested clarification on the expiring Ryan White Plan B grant. Ms. White advised that the Ryan White Plan B grant was set to expire on June 30<sup>th</sup> and that it was being restructured under the Department of Health and Human Services. Dr. Leguen confirmed that even with the restructuring, the Health District was not going to decrease the services provided but that that Health District would fund those services through the revenue generated by the pharmacy, until there is additional funding from federal or state government.

### Expenditures – Combined Expenditures

- General fund expenditures increase by 1.4% from the previous year from \$76.5M to \$77.6M
- Total salaries and benefits increase by 15.9%, less than the 18.1% increase in FTE due to many of the new hires were for lower-level positions
- A vacancy rate of 0.8% was applied general fund salaries and benefits

Ms. White outlined that this was the first time that the Health District used a vacancy rate and in order to present a balanced budget, Leadership went through the list of vacancies and placed positions on hold, to be re-assessed in a few months. The 0.8% vacancy rate, which translates to \$445,000, means it is the savings that the Health District will have in salaries and benefits as it relates to when an employee leaves and the amount of time it takes to hire their replacement.

Ms. White reviewed the Expenditures and Revenues vs. Expenditures by Division comparing FY21 and FY22 and advised that the combined divisions' net budget position is \$0, thereby showing a

balanced budget. Ms. White then reviewed the 3-year fund reserve projection with the fund reserve percentage.

Member Kirkpatrick inquired as to the 25% state restriction and suggested that the Board of Health revisit the 16.66% minimum, as the Health District employees have performed above and beyond expectation and that the Board of Health wants to retain employees and ensure that they are recognized and awarded.

Ms. White outlined and compared the FY2021 and FY2022 for the Capital Projects Fund, Bond Reserve (Building) Fund, and Insurance Liability Fund. Ms. White further reviewed the FTE Staffing by Division, comparing FY21 and FY22 and General Fund and Special Revenue.

Member Knudsen requested, for a future meeting, a graph of the 3-Year Fund Reserve Projection for the last 10 years.

Ms. White acknowledge the contribution and hard work of Scott Leavitt, Norlon Munroe and Mashawn Sandifer in preparing the 2021-2022 Budget. The Committee also expressed their admiration to Ms. White and the entire Finance Department on the preparation and presentation of the 2021-2022 Budget.

*A motion was made by Member Stewart seconded by Member Knudsen and carried unanimously to accept the FY2021-2022 Budget and recommend that the Board of Health approve the FY2021-2022 Budget at their meeting on April 22, 2021.*

Chair Nielson requested an updated on the Finance Department staffing. Ms. White advised that:

- Three new accounting positions have been approved but are currently vacant
- An Accounting Tech, working on AR and AP, has been approved but is still vacant
- The Payroll Specialist resigned leaving that position vacant
- A recruitment will be starting for an additional Purchasing Agent
- Approval has been received to obtain a temp Accountant that could perform lower-level tasks; and
- Interviews are scheduled for three Billing positions.

Chair Nielson stated that the Committee was interested in ensuring that positions are filled and competitive and requested that Ms. White advise the Committee if there are difficulties in filling the positions.

- VI. SECOND PUBLIC COMMENT:** A period devoted to comments by the general public, if any, and discussion of those comments, about matters relevant to the Board's jurisdiction will be held. Comments will be limited to five (5) minutes per speaker. If any member of the Board wishes to extend the length of a presentation, this may be done by the Chair or the Board by majority vote.

Seeing no one, Chair Nielson closed this portion of the meeting.

**VII. ADJOURNMENT**

The Chair adjourned the meeting at 1:47 p.m.

Fermin Leguen, MD, MPH  
District Health Officer/Executive Secretary

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