

**LAKE COUNTY HEALTH DEPARTMENT
and
COMMUNITY HEALTH CENTER**

TO: Board of Health and
Governing Council
through
Mark Pfister, MSES, LEHP
Executive Director

April 24, 2019

FROM: Pamela Riley, Director of Finance

AGENDA ITEM: FY2020 BUDGET TIMETABLE

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The Joint Budget Committees of the Board of Health, Governing Council and TB Board, will begin work following preparation of the proposed FY2020 budget by the Executive Director and senior staff. Committee members are:

Board of Health Budget Committee

Steve Carlson, Chair
Jay Ehrlich, MD, Vice Chair
Casey Cesnovar
Lucille DeVaux
Tracey Schultz

Governing Council Budget Committee

Robert Tarter, Chair
Charles Fornero
Miriam Smith

TB Board Budget Committee

Lavanya Srinivasan, MD, Chair
Lucille DeVaux
Geetha Sivasubramanian, MD

A proposed Budget Timetable is attached. All Board of Health and Governing Council members are welcome to attend Budget Committee meetings.

SUGGESTED MOTION:

To adopt the Budget Timetable for the process of developing the FY2020 budget. The Budget Timetable will be subject to modification as needed to complete the process of budget development in time for approval by the Board of Health on July 24, 2019 and Governing Council on August 8, 2019.

PROPOSED
LCHD/CHC
FY2020 BUDGET TIMETABLE

<u>March 5:</u>	Preliminary planning meeting
<u>April 12:</u>	Preliminary County budget guidelines with County Finance
<u>Week of April 29:</u>	Review budget status with each business unit <ul style="list-style-type: none">• Mon., 4/29, 1:30-3:30 – ADMIN• Tue., 4/30, 1:00-3:00 – FQHC• Wed., 5/1, 10:00-Noon – BH• Wed., 5/1, 1:00-3:00 – PREV
<u>May 17:</u>	Completed budget program templates submitted to Associate Directors, Deputy Director and Business Managers
<u>May 31:</u>	Data entry into Hyperion by Business Managers completed by noon; new program requests to Finance to be included with program budgets
<u>June 6:</u>	Executive Team review of overall agency budget status
<u>June 13:</u>	Executive Team review of overall agency budget status
<u>June 20:</u>	Executive Team review of overall agency budget status
<u>June 18:</u>	Review budget status with County Finance
<u>June 27:</u>	Final Executive Team review of overall agency budget status
<u>July 8:</u>	Final review of budget status with County Finance
<u>July 10:</u>	Deliver proposed budgets to Joint BOH/Governing Council and TB Board
<u>July 17, 6 PM:</u>	Budget Committee Meeting: All Directors (Admin., FQHC, BH, Prev.) present their budget to the Joint Budget Committees for detailed review
<u>July 18:</u>	TB Board reviews/modifies/approves budget
<u>July 24:</u>	Board of Health reviews/modifies/approves budget
<u>August 8:</u>	Governing Council reviews/modifies/approves budget