

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

**TO:** Board of Health  
through  
Mark Pfister, MSES, LEHP  
Executive Director

April 22, 2020

**FROM:** Pamela Riley, Director of Finance

**AGENDA ITEM:** FY2021 PROPOSED BUDGET TIMETABLE

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The Budget Committee of the Board of Health (BOH) and of the Governing Council (GC), and the TB Board, will begin work following preparation of the proposed FY2021 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**

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

The proposed Budget Timetable is attached. All BOH members are welcome to attend Budget Committee meetings.

**PROPOSED**  
**LCHD/CHC**  
**FY2021 BUDGET TIMETABLE**

|                              |  |
|------------------------------|--|
| <b><u>April 8:</u></b>       | Preliminary planning meeting   |
| <b><u>April 17:</u></b>      | Preliminary County budget guidelines with County Finance   |
| <b><u>April 30:</u></b>      | Review budget status with Executive Team (2:00-4:00pm)   |
| <b><u>May 22:</u></b>        | Completed budget program templates submitted to Associate Directors, Deputy Director and Business Managers                                     |
| <b><u>June 3:</u></b>        | Data entry into Hyperion by Business Managers completed by noon; new program requests to Finance to be included with program budgets           |
| <b><u>June 4:</u></b>        | Executive Team review of overall agency budget status- FQHC Physical Health  |
| <b><u>June 11:</u></b>       | Executive Team review of overall agency budget status- Behavioral and Environmental Health   |
| <b><u>June 18:</u></b>       | Executive Team review of overall agency budget status – Administration & Prevention  |
| <b><u>June 25:</u></b>       | Final Executive Team review of overall agency budget status  |
| <b><u>July 2:</u></b>        | Final review of budget status with County Finance  |
| <b><u>July 9:</u></b>        | Deliver proposed budgets to BOH, GC, and TB Board  |
| <b><u>July 15, 6 PM:</u></b> | Budget Committee Meeting: All Directors (Admin., FQHC, BH, Prev.) present their budget to the BOH and GC Budget Committees for detailed review |
| <b><u>July 16:</u></b>       | TB Board reviews/modifies/approves budget  |
| <b><u>July 22:</u></b>       | BOH reviews/modifies/approves budget   |
| <b><u>August 11:</u></b>     | GC reviews/modifies/approves budget  |