

MEETING MINUTES
Tulsa City-County Board of Health

April 17, 2024, at 6:00 pm

North Regional Health and Wellness Center
5635 M.L.K. Jr. Blvd.,
Tulsa, OK 74126

Board Members Present:

Regina Lewis, D.O., Chair
Mike Stout, PhD.
Krystal Reyes, MPA
Mousumi Som, D.O.
Sarah-Anne Schumann, M.D., M.P.H.
Jeffrey Galles, D.O
Amiee Boyer, J.D., CFP

Staff Present:

Bruce Dart, Executive Director
Reggie Ivey, Associate Executive Director
Chanteau Orr, Assoc. Director of Human Resources & Legal Services
Sara Rodriguez, Executive Assistant
Leslie Carroll, Assoc. Director Office of Community Health & Quality Improvement
Julia Profit-Williams, Assoc. Director Office of Preventive Health Services
Adam Austin, Assoc. Director Office of Environmental Public Health
Jumao Wang, Chief Financial Officer
Karen Taylor, Benefits Specialist
Scott Buffington, Senior Director of Human Resources
Joann Peel, Executive Assistant
Shelby Fields, Associate Attorney
Jerry White, Gallagher
Christie Kennedy, Client Executive, Gallagher

1) Call to Order & Roll Call – Dr. Regina Lewis

Dr. Regina Lewis called the meeting to order at 6:09 pm.

The meeting notice and agenda were posted at the James Goodwin Health Center, the North Regional Health and Wellness Center, and the Tulsa City-County Health Department (THD) website and emailed to the Tulsa County Clerk, the Tulsa City Clerk, and the Tulsa City-County Library on April 10, 2024.

2) Approval of Minutes – Dr. Regina Lewis

Dr. Regina Lewis entertained a motion to approve the February 21, 2024 minutes. A motion was made by Dr. Som, D.O., and seconded by Ms. Krystal Reyes. ***The February 21, 2024 minutes were approved:***

Dr. Stout	aye
Dr. Lewis	aye
Dr. Paul	not present
Ms. Boyer	not present for the motion
Dr. Som	aye
Dr. Jones	not present
Dr. Schumann	aye
Ms. Reyes	aye
Dr. Galles	aye

3) Chair’s Report – Dr. Regina Lewis

Dr. Lewis shared an observation during the eclipse; as she was driving from one hospital to the clinic, she drove past two hospitals to see physicians, nurses, and residents outside and wondered who was taking care of our patients? Dr. Lewis stated that it was amazing to know that everything stopped for a moment and everyone was enjoying the same thing.

4) Director’s Report – Bruce Dart

Dr. Dart shared that the Evaluation Coordinator position was close to being filled. This position will measure everything that is done at THD and will be an asset to the agency. Dr. Dart stated that they are getting closer to finalizing the Strategic Plan and it should be ready to implement in late spring and/or early summer. The five-year plan will guide us for the next five years. Dr. Dart expressed his appreciation to the Board for all of the work they have done during this process.

5) Tulsa Health Department Reports

A. FY 2023 THD Audit Report – Charlotte Henry – Carr, Riggs & Ingram, LLC

Ms. Henry stated that she is with Carr, Riggs, & Ingram formally known as Stanfield & O’Dell who merged this year. Ms. Henry apologized for how difficult the audit was and is happy to answer any questions. Ms. Henry added that THD was very responsive to all of their audit requests. In the last week, another partner came into the engagement making it very intense for Jumao and the team to answer the requests from the new partner. The partner shared that Jumao was the best client she has ever worked with. The Required Communications and Finance Statements were given to the Board. There were no difficulties encountered on THD’s side and it was mostly Carr, Riggs & Ingram’s side. There were no disagreements and there were

no findings or matters that needed to be addressed at this time. The firm provided a no control material letter weaknesses. A control deficiency under accounts payable and receivables was found, but a conversation with Jumao on how to account for this deficiency was discussed going forward for the future. The financials were issued on Monday and the filing with the data collection form was completed today as well. The MD&A describes the year there were only accrual adjustments, so the statements that you see are predominantly what you have been seeing and looking at all year long.

B. Employee Benefits Renewal Presentation – Christie Kennedy And Cindy Giddings

Ms. Kennedy presented the Board with the Tusa City-County Health Department 2024 Employee Benefits Renewal. The initial renewal formula for the Medical Plan with Community Care called for a 34% increase but Gallagher negotiated and brought it down to 14%. On the Delta Dental renewal, it was recommended to increase the premium equivalents. On the 2024 medical plan renewal, no benefits were changed to the HMO Medical Plan. The Standard Network Plan Option was removed to simplify the administration for THD and THD employees. Ms. Kennedy went over the high-cost claimants as of December 1, 2022 – November 30, 2023. The top prescriptions were also presented to the Board. The adjusted employee and employer premium contribution will be as follows: 70% of the renewal increase will be paid by THD and employees will be responsible for the remaining 30%. THD employees have not seen an increase in their medical insurance since 2021. The renewal plan features an annual deductible with 4th quarter carryover, copays with an annual out-of-pocket max with no member co-insurance on the majority of services.

C. FY 2025 THD Preliminary Budget – Reggie Ivey

Mr. Ivey presented the preliminary budget to the Board. Two documents were given to the Board, one showing the operating cash balance comparison. Mr. Ivey stated that these documents show the cash that is currently in the bank for the fiscal year 2024. As of March, THD is under 37 million dollars and is projected to end the fiscal year at around 33 million dollars. Mr. Ivey advised that historically, this is the highest amount of money that THD has ever had in the bank at one time. For the past 12 years, THD has been trying to build the cash reserve. In 2012, THD had about 9 million dollars in the bank and at the end of the calendar year, THD had to borrow money to meet payroll. When money is borrowed, THD has to pay interest on the borrowed money. Mr. Ivey stated that it is his goal not to let that happen again and with the number of employees employed right now, there must be 12 to 14 million dollars in the bank at all times in order not to borrow money. Over the last 12 years, THD has been under budget each year and has been able to increase the Ad Valorem tax every year which is projected to increase over the next twenty years and that is how THD is able to maintain the amount of cash in the bank. THD is not in a position of trying to make money but knowing there is money available for the organization to run properly. Mr. Ivey advised that because of the cash reserve that THD maintains, they have been able to pull from that for the upcoming JOGHC building renovation project and for the new roof that was needed. When the compensation study was conducted and 130 employees' salaries were adjusted, THD was able to do that because of the cash reserve. Mr. Ivey advised the Board that THD is in a good position and this is not common in all Health Departments of our size. Mr. Ivey shared that there is 1 million dollars in the emergency event fund, \$150,069 in the self-insurance reserve, and \$158,808 in the capital project fund. The second document Mr. Ivey shared with the Board showed the source of funding for the departments and programs at THD. The items noted were as follows: Under Note A, seven programs will be new programs launched in FY 2025 or programs that will receive a significant increase. Under Note B, these are the programs that will receive a decrease in the next fiscal year. Under Note C, THD is asking to consider a 2% cost of living increase for staff. This increase will cost the agency five hundred thousand dollars. Mr. Ivey stated that this is a preliminary budget report and he will present the final budget in May for the Board to vote on. There was an increase in the medical premiums which was previously discussed. There is an estimated increase of 4% for the Ad Valorem tax, based on fiscal year 2023

actuals. Under Note D, these are the expenditures for the fiscal year 2025 including over 5 million dollars with the largest being the 4.5 million dollars for the JOGHC remodel. The security cameras for all THD sites, furniture, laptops, security equipment upgrades, analyzers-lipid panel at A1C, and all other Capital expenditures. Under Note E, THD is at the point where Electronic Health Records will be introduced, and hiring an outside firm to install new Verkada security cameras for all THD sites. Comparison of fiscal year 2025 and fiscal year 2024 budget comparison. The different sources of funding were made aware to the Board, the Ad Valorem tax revenue is anticipated to bring in 8.43%, the permits decreased by -7.45%, patient fees increased by 8.54%, and Miscellaneous income increased by 26.50%. In the private, the tobacco settlement endowment brings in the same amount every year (\$400,000). Programs that are funded by the state are expected to bring in a 2.09% increase. The total amount of \$49,079,019 is the largest budget the Health Department has ever had. Keep in mind that some of this expenditure is for the remodel and the Verkada security cameras which will be a one-time expenditure and will not be in the 2026 fiscal year. Some grants will be going away, specifically the CDC Health Equity grant causing THD to receive less money in the fiscal year 2026. Mr. Ivey stated that while some of the grants received were helpful for THD's cash flow and were able to hire and maintain certain staff positions, these same grants are not available to continue to pay for the salaries, benefits, and all costs associated with these positions so the costs will now come from THD's general budget. These are some of the things that THD will be dealing with in subsequent fiscal years.

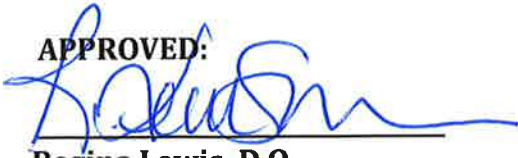
6) Announcements – Dr. Regina Lewis

The Next Board Meeting is Wednesday, May 15th at 6:00 pm at the North Regional Health & Wellness Center in Room 208.

7) Adjournment

The meeting was adjourned at 7:25 pm.

APPROVED:



**Regina Lewis, D.O.
Board of Health Chair**

ATTESTED:



**Sara Rodriguez
Tulsa Health Department Executive Assistant**