



## MINUTES

**Southern Nevada District Board of Health Meeting  
Finance Committee Meeting  
September 20, 2018 - 3:30 p.m.  
Southern Nevada Health District, 280 S. Decatur Blvd., Las Vegas, Nevada 89107  
Lake Mead Trail Conference Room**

**Members Present** Scott Nielson, Chair – At-Large Member, Gaming  
Bob Coffin – Councilmember, City of Las Vegas  
Marilyn Kirkpatrick – Commissioner, Clark County  
Frank Nemec – At-Large Member, Physician

**Members Absent**

**ALSO PRESENT:  
(In Audience)**

**LEGAL COUNSEL:** Annette Bradley, Legal Counsel

**EXECUTIVE SECRETARY:** Joseph Iser, MD, DrPH, MSc, Chief Health Officer

**STAFF:** Heather Anderson-Fintak, Ernest Blazzard, Michelle Cintron, Andy Glass,  
Heather Hanoff, Michael Johnson, Fermin Leguen, Janet Webster, Bill Wells  
Jacqueline Wells

**I. CALL TO ORDER**

Chair Nielson called the Southern Nevada District Board of Health Finance Committee meeting to order at 3:40 p.m.

**II. 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 step up to the speaker's podium, clearly state your name 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 Chairman or the Board by majority vote.

Seeing no one, this portion of the meeting was closed.

**III. ADOPTION OF THE SEPTEMBER 20, 2018 AGENDA (for possible action)**

*A motion was made by Member Coffin seconded by Member Nemec and unanimously carried to adopt the September 20, 2018 Finance Committee Agenda as presented.*

**IV. REPORT / DISCUSSION/ ACTION:**

**1. Approve Finance Committee Meeting Minutes – March 12, 2018 (for possible action)**

*A motion was made by Member Kirkpatrick seconded by Member Coffin and unanimously carried to adopt the minutes of the March 12, 2018 Finance Committee meeting minutes as presented.*

2. **Review/Discuss and Approve Audit Process and Status**; direct staff accordingly or take other action as deemed necessary (***for possible action***)

Ernest Blazzard, Financial Services Manager, reported \$21,000 in personnel costs related to accreditation since the previous Board presentation in 2018. This number includes staff efforts related to Quality Assurance and Policy Development.

Regarding the audit findings, the material weaknesses from the previous audit have been mitigated with no repeat findings. The current audit is significantly ahead of schedule and no material findings are anticipated, pending final partner review. Final results are expected in mid-October. Mr. Blazzard also noted improved communications with the auditors.

*There was no action taken on this item.*

3. **Review/Discuss Accreditation Costs**; direct staff accordingly or take other action as deemed necessary (***for possible action***)

Member Kirkpatrick noted her recollection of accreditation expenditures was higher than \$21,000. Andy Glass, Director of Administration, explained the previous number may have been different because for accreditation, documentation of processes that are occurring at the District is required and previously, documentation costs were tracked. However, documentation of processes is a normal part of doing business and following practices in public health that should be followed anyway. The manner in which it is reported now is the actual cost of just the accreditation as opposed to all the other routine practices and work. Member Kirkpatrick believes accreditation costs should be reflected as a separate line item and budget information regarding accreditation costs have been inconsistent.

*There was no action taken on this item.*

4. **Receive/Discuss Departmental Policy/Procedures**; direct staff accordingly or take other action as deemed necessary (***for possible action***)

Mr. Blazzard noted since the last audit, processes and policies have been established for purchasing, cash management, timekeeping and payroll and travel. Bank reconciliations occur monthly, and there is quarterly budget reporting. In addition, staff has been trained on client charges based on Federal poverty guidelines.

Chair Nielson asked if the need for an Internal Auditor had been determined. Mr. Blazzard report input was received from an internal review and the District continues to work with consultants to gain guidance on staffing and placement of staff. Also, as relationships continue to build with the current auditors, they will be able to provide valuable guidance as far as staffing and where Finance needs to have the right people in the right places. Dr. Iser added that the Cities of Henderson and Las Vegas have also provided staff to perform external program reviews as part of the ongoing quality review processes. Also, a contractor was hired to perform an internal/external audit of the Finance program, which resulted in the current reconfiguration of that program. Staff have been realigned appropriately from Finance to Facilities, Legal and Clinical Services, relieving Finance of extraneous functions and all Finance staff are expected to be cross-trained in the future, which has not occurred in the past.

Mr. Blazzard reported all policies and procedures will be reviewed on an ongoing basis, beginning with purchasing and procurement. In addition, the challenge of keeping abreast of compliance requirements is also very important and will be looked at very carefully. Policies and procedures should be available to the public on the District's new website in the near future.

*There was no action taken on this item.*

**5. Receive Report/Discuss FY2018 – FY2019 Budget Status; direct staff accordingly or take other action as deemed necessary (*for possible action*)**

Through the first two months of the fiscal year, the District has spent about \$9.5 million against a projected timeline of \$9.7 million, spending under the current budget guideline. As Mr. Blazzard is cognizant of the fact that he had no input in this budget, there are things that he would like to do differently in the next round. The budget process will start officially at the beginning of November, but preparatory work and training on how to do it properly will occur well in advance. In addition to budget training, spend plan training will occur so that activities can be monitored and managed much more accurately. This training will cover forecasting methodology and solid quarterly and annually reconciliation, which is currently needs improvement. Mr. Blazzard reported a \$244,000 positive expenditure variance driven by slower than planned hiring for the first two months of the fiscal year. This is due to the time involved in the process of getting new hires on board and the District's desire to select the right people for the right jobs. Chair Nielson and Member Kirkpatrick understands this process takes time, but noted the vacancies need to be filled or forecasted differently.

Financial Services Team Objectives for FY2019 are:

Customer Focus	Leadership Development
Defined Processes	Accountability
Structural Alignment	Collaboration

The Finance team will also be reviewing process flow to become more efficient in meeting the needs of the District.

Mr. Blazzard will be looking at regulatory compliance very carefully, particularly uniform guidance, which is a big issue that will be impacting many different areas with financial operations.

Operational effectiveness and efficiencies will be reviewed to ultimately develop a level of reporting for each business partner through matrix and scorecards.

*There was no action taken on this item.*

**6. Discuss and Approve Recommendations to the Southern Nevada District Board of Health on September 27, 2018; direct staff accordingly or take other action as deemed necessary (*for possible action*)**

*A motion was made by Member coffin seconded by Member Kirkpatrick and unanimously carried to recommend the following to the full Board at the September 28, 2018 meeting:*

- *The audit has been completed but not reported, however all indications are that this audit will have minimal findings that will be immediately addressed*
- *Clarify direct costs incurred for accreditation*
- *Accreditation costs should be a separate budget line item*
- *Advise Board it has been determined the position of Internal Auditor is currently not necessary*
- *Report on reorganization in Finance*

- V. **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. No action may be taken upon a matter raised under this item of this Agenda until the matter itself has been specifically included on an agenda as an item upon which action may be taken pursuant to NRS 241.020. Comments will be limited to five (5) minutes per speaker. Please step up to the speaker's podium, clearly state your name 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 Chairman or the Board by majority vote.

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

XI. **ADJOURNMENT**

*The Chair adjourned the meeting at 4:34 p.m.*

Joseph P. Iser, MD, DrPH, MSc  
Chief Health Officer/Executive Secretary

/jw