

2018 Budget

SAN JUAN BASIN public health

The public and environmental
health agency for Archuleta
and La Plata counties

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How
are
you?

2018 Budget Message

San Juan Basin Public Health (SJBPH) is a local district public health agency (LPHA) serving Archuleta and La Plata Counties, and governed by a seven-member local Board of Health, serving all residents of La Plata and Archuleta counties. For close to 70 years, SJBPH has improved the health and environment of the Southwest Colorado community. San Juan Basin Public Health believes in the fundamental right of each individual to attain his or her fullest potential of health.

SJBPH's mission is to protect human and environmental health and to inspire well-being in our community. SJBPH's vision is that we are leaders aiming to achieve health communities and health equity. SJBPH works to reflect the diverse communities within which we operate and through this work, demonstrate our organizational values of: Compassion, Health Equity, Integrity, Respect, and Stewardship.

As an LPHA, San Juan Basin Public Health provides the following Core Public Services as identified by the State Board of Health:

- Assessment, Planning, and Communication
- Vital Records and Statistics
- Communicable Disease Prevention, Investigation, and Control
- Prevention and Population Health Promotion
- Emergency Preparedness and Response
- Environmental Health
- Administration and Governance

SJBPH's statutory obligations are to monitor, investigate, communicate, and address human and environmental health conditions in the agency's jurisdiction, as resources allow.

SJBPH's 2018 budget includes four areas of priority:

1. Increased capacity and integration of Environmental Health, Communicable Disease, and Emergency Preparedness programs
2. Increased capacity and integration in Prevention and Population Health programs
3. Increase capacity for Assessment, Planning, and Communications, including Community Health Assessment process
4. Revenue generation

Respectfully submitted,

Liane Jollon, R.N.
Executive Director, San Juan Basin Public Health

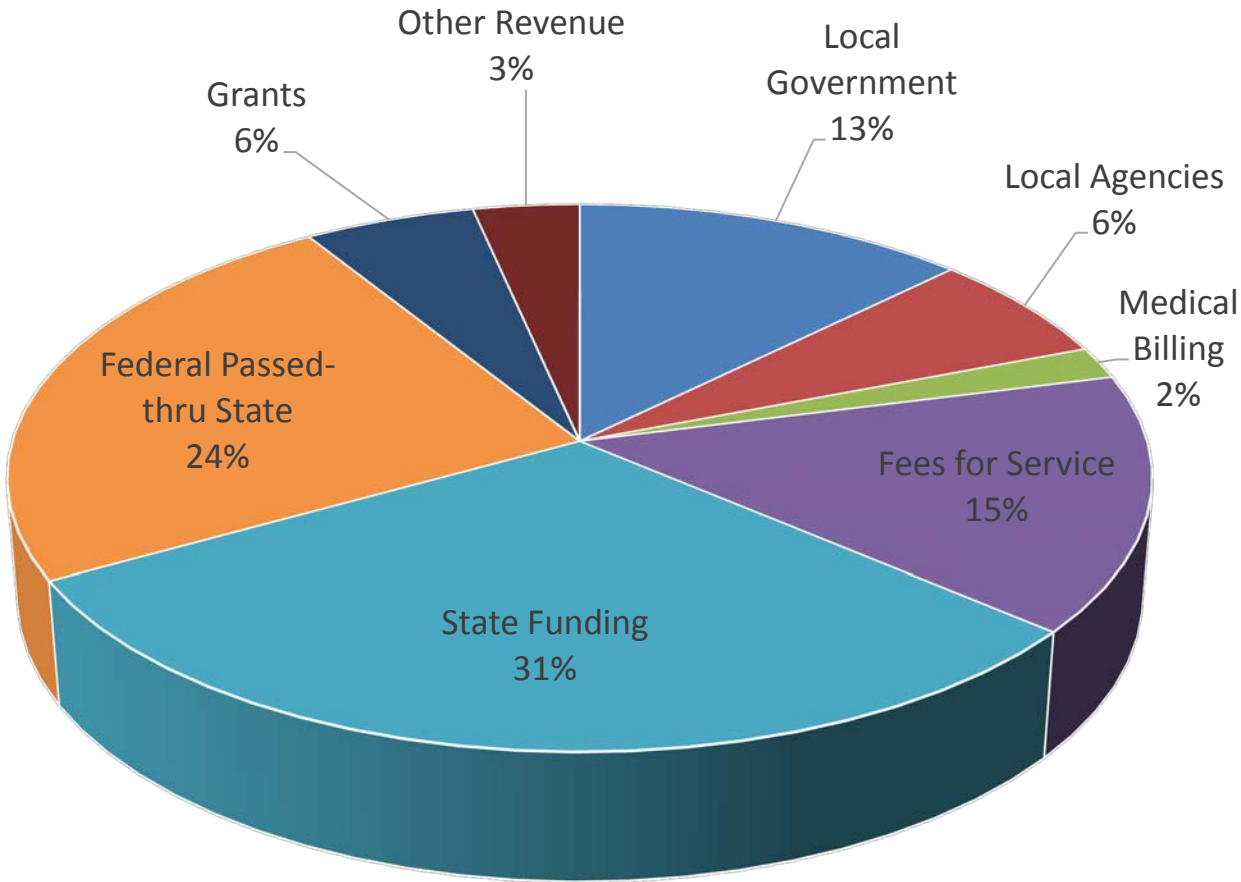
Board of Health Members

Name	Role on Board	Business Affiliation	Area of Expertise	Term Expires
Robert Ledger	President	Community Volunteer	Retired City Manager/Local Government	6/26/2019
Ann Bruzzese	Board Member	Chief Administrative Officer, Pagosa Springs Medical Center	Non-profit	11/17/2021
Shere Byrd	Board Member	Professor of Biology, Fort Lewis College	Education	6/30/2020
Karin Daniels	Board Member	Community Volunteer	Administration	6/30/2020
Gwen Lachelt	Board Member	La Plata County Commissioner	Commissioner	Continuous
Terryl Peterson	Board Member	Terryl Peterson CFO Services, LLC	Financial	4/28/2021
Michael Whiting	Board Member	Archuleta County Commissioner	Commissioner	Continuous

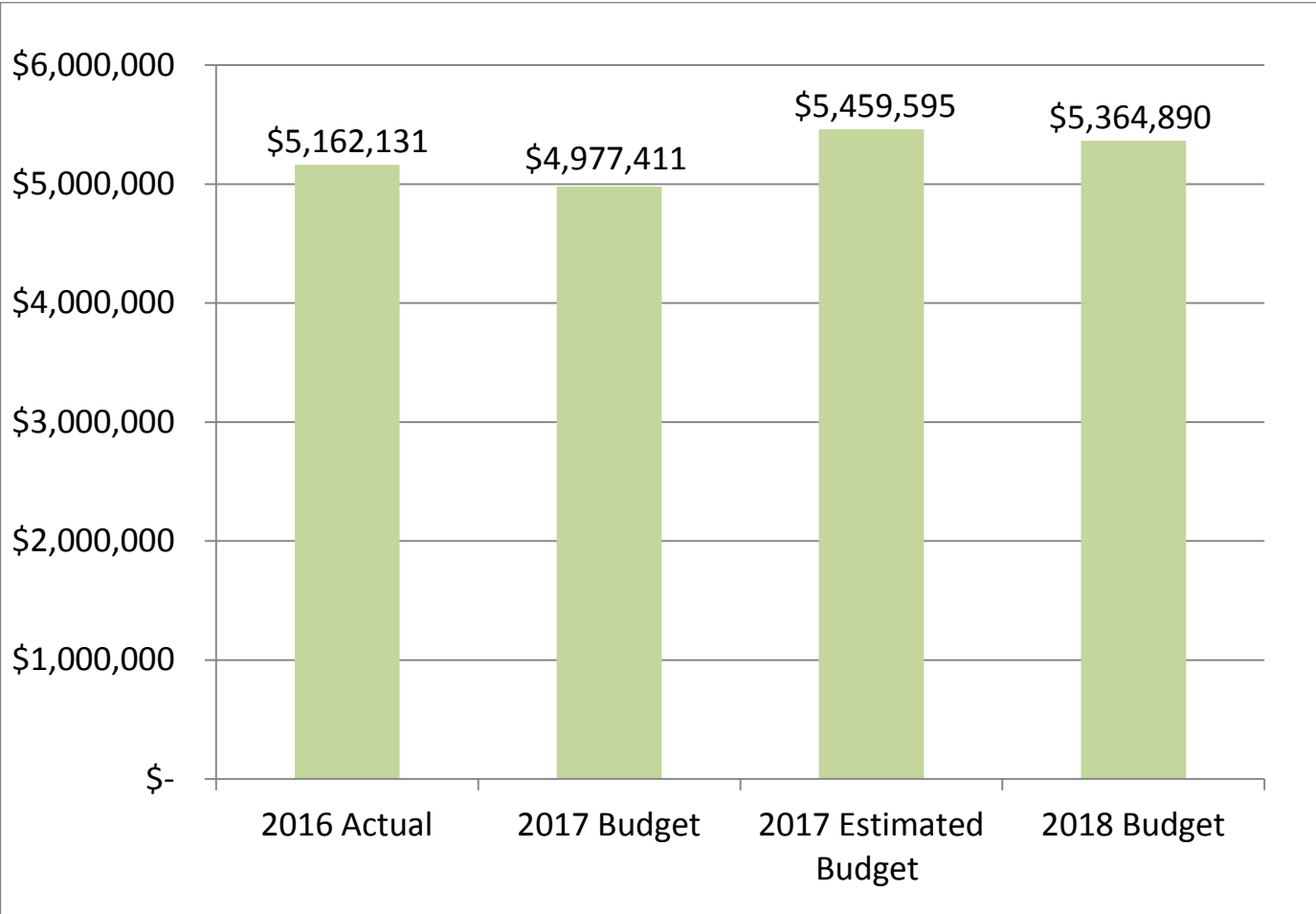
Budget Calendar

Date	Event/Activity
January	Start of Fiscal Year; begin planning for the budget for the next year.
May	Board of Health (BOH) to establish goals for 2018.
June	Kick Off Meeting with budget instructions, calendar, and worksheets distributed to Program Managers and Division Directors.
June-July	Deputy Director Administrative Services (DDAS) meets with Program Managers and Division Directors to complete first draft of budget.
July	Executive director review draft budget prior to submission to BOH.
July	DDAS review first draft of budget with BOH finance committee.
August	Draft budget due to BOH at regularly scheduled monthly meeting.
September	Submit Draft Budget and application to La Plata and Archuleta Counties.
September	Revised Draft budget due to BOH monthly at the regularly scheduled BOH meeting until approved.
October	BOH, Executive Director and Deputy Directors meet with La Plata and Archuleta County commissioners to present the proposed budget. Publish "Notice of Budget".
November	Public Hearing for final proposed budget. Budget approved and appropriated at regularly scheduled Board Meeting.
December	Budget must be adopted by December 31.
January	Certified copy of the adopted budget must be filed with Colorado Department of Local Affairs (DOLA).

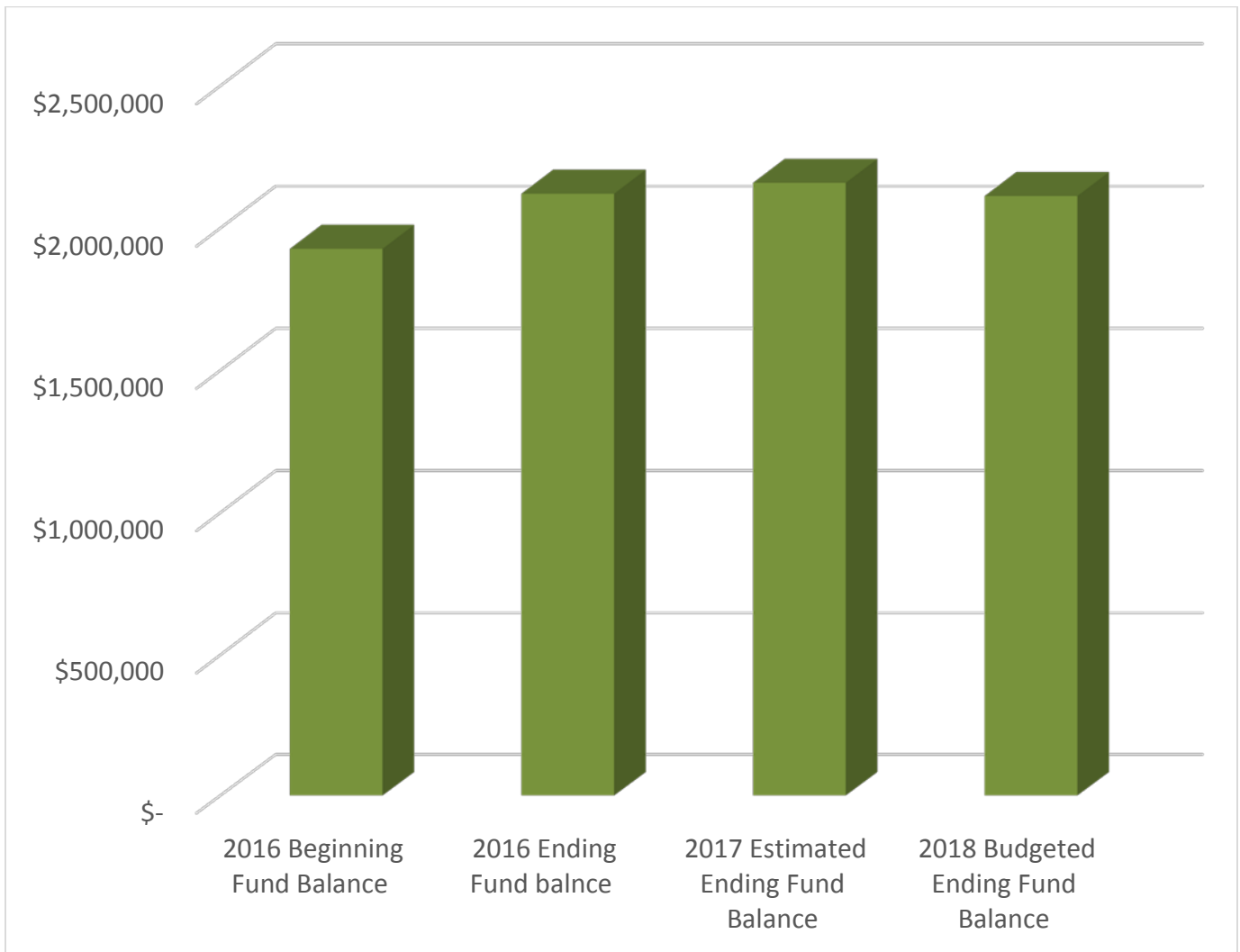
2018 Revenue Comparison by Source



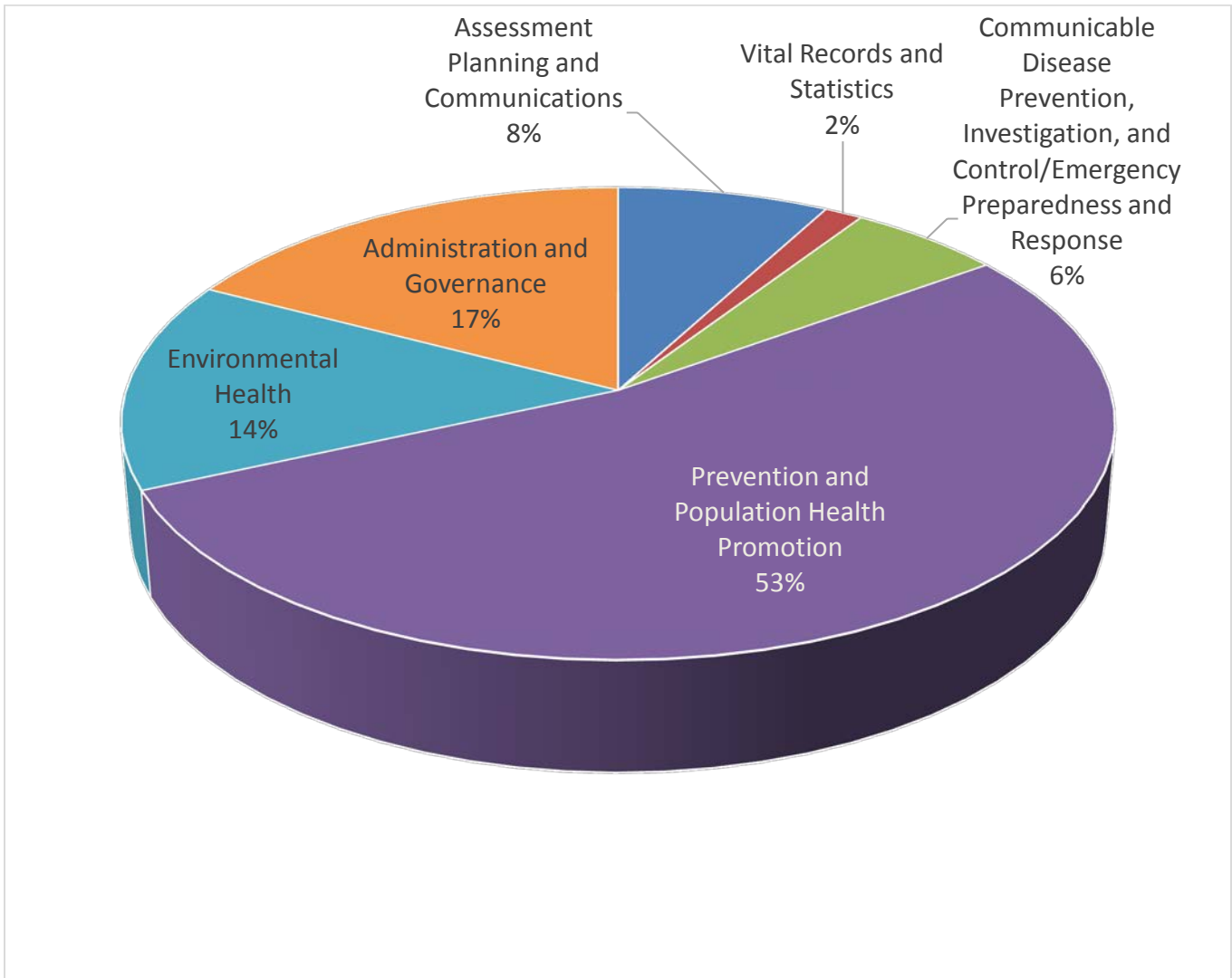
Revenue Comparison by Year



Changes to Fund Balance



Budget by Core Service



SAN JUAN BASIN public health

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Assessment, Planning and Communication

Description	2016 Actual	2017 Budget	2017	
			Estimated Budget	2018 Budget
Local Government	\$ -	\$ -	\$ -	\$ -
Local Agencies	\$ -	\$ -	\$ -	\$ -
Medical Billing	\$ -	\$ -	\$ -	\$ -
Fees for Service	\$ -	\$ -	\$ -	\$ -
State Funding	\$ -	\$ -	\$ 7,500	\$ 9,000
Federal Passed-thru State	\$ 10,000	\$ 45,000	\$ 30,105	\$ 29,750
Grants	\$ -	\$ -	\$ 2,500	\$ 169,248
Other Revenue	\$ -	\$ -	\$ 1,000	\$ -
TOTAL REVENUES	\$ 10,000	\$ 45,000	\$ 41,105	\$ 207,998
Personnel Expense	\$ 121,631	\$ 179,689	\$ 247,356	\$ 305,568
Employee Expense	\$ 5,815	\$ 3,973	\$ 5,166	\$ 3,283
Office Supplies	\$ 4,579	\$ 1,775	\$ 4,106	\$ 2,968
Occupancy	\$ 11,421	\$ 13,640	\$ 16,326	\$ 17,234
Program Supplies	\$ 4,227	\$ 5,040	\$ 14,943	\$ 27,977
Media	\$ 5,336	\$ 6,000	\$ 5,688	\$ 6,380
Licenses	\$ 600	\$ -	\$ -	\$ -
Misc./Other	\$ -	\$ -	\$ -	\$ -
Travel	\$ 3,637	\$ 5,500	\$ 7,393	\$ 4,846
Contract Services	\$ 42,951	\$ 13,666	\$ 2,024	\$ 38,000
TOTAL OPERATING	\$ 200,197	\$ 229,283	\$ 303,002	\$ 406,257
TOTAL INDIRECT	\$ 31,607	\$ 45,495	\$ 63,812	\$ 85,476
TOTAL EXPENSES	\$ 231,804	\$ 274,778	\$ 366,815	\$ 491,733
SURPLUS (DEFICIT)	\$ (221,804)	\$ (229,778)	\$ (325,710)	\$ (283,735)

2017 Successes, Challenges, Unknowns, Opportunities

Successful suicide prevention summit

Separated Assessment and Planning functions from Communications functions

2018 Successes, Challenges, Unknowns, Opportunities

Will complete statutory obligation of the Public Health Improvement Plan

Provide value across organization in the form of communications plans, writing and technical support, data gathering and analysis, and aligning organizational needs.

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Vital Records and Statistics

Description	2016 Actual	2017 Budget	2017	
			Estimated Budget	2018 Budget
Local Government	\$ -	\$ -	\$ -	\$ -
Local Agencies	\$ -	\$ -	\$ -	\$ -
Medical Billing	\$ -	\$ -	\$ -	\$ -
Fees for Service	\$ 76,861	\$ 80,000	\$ 82,000	\$ 82,000
State Funding	\$ -	\$ -	\$ -	\$ -
Federal Passed-thru State	\$ -	\$ -	\$ -	\$ -
Grants	\$ -	\$ -	\$ -	\$ -
Other Revenue	\$ -	\$ -	\$ -	\$ -
Personnel Expense	\$ 76,861	\$ 80,000	\$ 82,000	\$ 82,000
Personnel Expense	\$ 17,545	\$ 18,590	\$ 18,417	\$ 44,458
Employee Expense	\$ 210	\$ 31	\$ -	\$ 169
Office Supplies	\$ 1,557	\$ 1,205	\$ 7,629	\$ 1,950
Occupancy	\$ 2,633	\$ 1,017	\$ 853	\$ 4,259
Program Supplies	\$ -	\$ -	\$ -	\$ -
Media	\$ -	\$ -	\$ -	\$ -
Licenses	\$ 19,030	\$ 20,160	\$ 22,249	\$ 20,500
Misc./Other	\$ -	\$ -	\$ -	\$ -
Travel	\$ 530	\$ 1,350	\$ 1,400	\$ 2,050
Contract Services	\$ -	\$ -	\$ 11	\$ -
TOTAL OPERATING	\$ 41,505	\$ 42,353	\$ 50,558	\$ 73,386
TOTAL INDIRECT	\$ 8,342	\$ 8,937	\$ 10,718	\$ 15,440
TOTAL EXPENSES	\$ 49,847	\$ 51,290	\$ 61,276	\$ 88,827
SURPLUS (DEFICIT)	\$ 27,014	\$ 28,710	\$ 20,724	\$ (6,827)

2017 Successes, Challenges, Unknowns, Opportunities

Reached goal of 100% compliance on State audit

Improved staffing pattern and supervision to ensure compliance

2018 Successes, Challenges, Unknowns, Opportunities

Continue to maximize efficiencies in service delivery

Communicable Disease Prevention, Investigation, and Control Emergency Preparedness and Response

Description	2016 Actual	2017 Budget	2017	
			Estimated Budget	2018 Budget
Local Government	\$ -	\$ -	\$ -	\$ -
Local Agencies	\$ -	\$ -	\$ -	\$ -
Medical Billing	\$ -	\$ -	\$ -	\$ -
Fees for Service	\$ -	\$ -	\$ -	\$ -
State Funding	\$ 13,316	\$ -	\$ 11,884	\$ 14,750
Federal Passed-thru State	\$ 243,848	\$ 215,203	\$ 272,521	\$ 333,255
Grants	\$ 5,560	\$ -	\$ -	\$ -
Other Revenue	\$ 5,435	\$ -	\$ 4,169	\$ -
Personnel Expense	\$ 160,538	\$ 177,885	\$ 139,973	\$ 208,610
Employee Expense	\$ 10,331	\$ 3,832	\$ 5,371	\$ 1,000
Office Supplies	\$ 10,213	\$ 495	\$ 4,132	\$ 749
Occupancy	\$ 13,768	\$ 10,796	\$ 9,442	\$ 10,965
Program Supplies	\$ 29,499	\$ 3,000	\$ 33,553	\$ 3,021
Media	\$ 212	\$ -	\$ 2,400	\$ -
Licenses	\$ -	\$ -	\$ -	\$ -
Misc./Other	\$ -	\$ -	\$ -	\$ -
Travel	\$ 21,533	\$ 7,294	\$ 15,247	\$ 8,000
Contract Services	\$ -	\$ -	\$ 8,822	\$ 63,978
TOTAL OPERATING	\$ 246,094	\$ 203,302	\$ 218,941	\$ 296,324
TOTAL INDIRECT	\$ 49,465	\$ 42,897	\$ 46,416	\$ 62,347
TOTAL EXPENSES	\$ 295,559	\$ 246,199	\$ 265,357	\$ 358,671
SURPLUS (DEFICIT)	\$ (27,400)	\$ (30,996)	\$ 23,217	\$ (10,666)

2017 Successes, Challenges, Unknowns, Opportunities

Successful statewide full scale exercise

Served in Essential Support Function 8 (ESF 8) role during response to fire in La Plata County

Submitted application for re-accreditation of Emergency Preparedness and Response program

Lead role in the formation of the Healthcare Coalition and fulfilling the terms of the contract

2018 Successes, Challenges, Unknowns, Opportunities

Continue to build local redundancy and integration

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Prevention and Population Health Promotion

Description	2016 Actual	2017 Budget	2017	
			Estimated Budget	2018 Budget
Local Government	\$ -	\$ -	\$ 26,573	\$ 35,417
Local Agencies	\$ 329,446	\$ 382,500	\$ 467,388	\$ 346,108
Medical Billing	\$ 269,978	\$ 157,393	\$ 124,645	\$ 101,582
Fees for Service	\$ 147,761	\$ 165,056	\$ 109,601	\$ 110,055
State Funding	\$ 1,260,528	\$ 2,326,957	\$ 1,475,553	\$ 1,434,630
Federal Passed-thru State	\$ 1,021,405	\$ -	\$ 990,670	\$ 933,591
Grants	\$ 352,236	\$ 126,528	\$ 185,634	\$ 125,545
Other Revenue	\$ 15,719	\$ 4,000	\$ 15,548	\$ 9,059
TOTAL REVENUES	\$ 3,397,073	\$ 3,162,434	\$ 3,395,611	\$ 3,095,987
Personnel Expense	\$ 2,092,137	\$ 2,403,703	\$ 2,361,920	\$ 2,255,694
Employee Expense	\$ 41,886	\$ 21,196	\$ 35,930	\$ 56,070
Office Supplies	\$ 68,341	\$ 37,850	\$ 63,577	\$ 30,000
Occupancy	\$ 200,836	\$ 182,716	\$ 157,379	\$ 157,405
Program Supplies	\$ 314,644	\$ 186,045	\$ 240,783	\$ 177,603
Media	\$ 42,314	\$ 14,714	\$ 65,850	\$ 9,458
Licenses	\$ 1,247	\$ -	\$ 360	\$ 360
Misc./Other	\$ 3,458	\$ -	\$ 1,347	\$ -
Travel	\$ 99,609	\$ 76,726	\$ 85,185	\$ 77,005
Contract Services	\$ 108,144	\$ 53,865	\$ 69,304	\$ 47,160
TOTAL OPERATING	\$ 2,972,615	\$ 2,976,815	\$ 3,081,636	\$ 2,810,755
TOTAL INDIRECT	\$ 575,498	\$ 616,743	\$ 641,553	\$ 591,383
TOTAL EXPENSES	\$ 3,548,113	\$ 3,593,558	\$ 3,723,189	\$ 3,402,138
SURPLUS (DEFICIT)	\$ (151,040)	\$ (431,124)	\$ (327,577)	\$ (306,151)

2017 Successes, Challenges, Unknowns, Opportunities

- Increased outreach and programmatic capacity
- Increased internal/external referral processes
- Leveraged multiple funding sources for coordinated activities

2018 Successes, Challenges, Unknowns, Opportunities

- Reductions to State and Federal funds for specific programs

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Environmental Health

Description	2016 Actual	2017 Budget	2017	
			Estimated Budget	2018 Budget
Local Government	\$ -	\$ -	\$ 4,843	\$ 4,843
Local Agencies	\$ -	\$ -	\$ -	\$ -
Medical Billing	\$ -	\$ -	\$ -	\$ -
Fees for Service	\$ 523,297	\$ 587,060	\$ 616,099	\$ 622,255
State Funding	\$ -	\$ 58,588	\$ 3,732	\$ 17,914
Federal Passed-thru State	\$ 44,603	\$ -	\$ 51,037	\$ -
Grants	\$ -	\$ -	\$ -	\$ -
Other Revenue	\$ -	\$ -	\$ -	\$ -
TOTAL REVENUES	\$ 567,900	\$ 645,648	\$ 675,711	\$ 645,012
Personnel Expense	\$ 418,737	\$ 490,359	\$ 502,303	\$ 577,956
Employee Expense	\$ 4,254	\$ 4,024	\$ 3,714	\$ 6,508
Office Supplies	\$ 18,951	\$ 13,803	\$ 13,140	\$ 12,173
Occupancy	\$ 35,921	\$ 39,869	\$ 33,294	\$ 37,527
Program Supplies	\$ 33,161	\$ 29,146	\$ 44,480	\$ 48,652
Media	\$ -	\$ -	\$ 1,173	\$ 4,000
Licenses	\$ 22,578	\$ 32,000	\$ 25,232	\$ 23,782
Misc./Other	\$ -	\$ -	\$ -	\$ -
Travel	\$ 12,829	\$ 23,851	\$ 23,656	\$ 25,739
Contract Services	\$ 15,666	\$ 6,459	\$ 14,156	\$ 6,200
TOTAL OPERATING	\$ 562,096	\$ 639,511	\$ 661,147	\$ 742,536
TOTAL INDIRECT	\$ 114,351	\$ 133,574	\$ 137,813	\$ 156,230
TOTAL EXPENSES	\$ 676,447	\$ 773,085	\$ 798,960	\$ 898,766
SURPLUS (DEFICIT)	\$ (108,547)	\$ (127,437)	\$ (123,249)	\$ (253,754)

2017 Successes, Challenges, Unknowns, Opportunities

Protection Division re-organized into three functional sections: Water Quality, Consumer Protection, and Emergency Preparedness & Communicable Disease

Consumer Protection working towards standardization in Retail Food Establishment program

2018 Successes, Challenges, Unknowns, Opportunities

Division continues to pursue opportunities to assume responsibility for new programs (and accompanying funds)

Water Quality Section will be implementing new OWTS regulations and conducting outreach

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Administration and Governance

Description	2016 Actual	2017 Budget	2017	
			Estimated Budget	2018 Budget
Local Government	\$ 645,329	\$ 648,829	\$ 640,586	\$ 640,586
Local Agencies	\$ -	\$ -	\$ -	\$ -
Medical Billing	\$ -	\$ -	\$ -	\$ -
Fees for Service	\$ -	\$ -	\$ -	\$ -
State Funding	\$ 170,066	\$ 170,150	\$ 170,090	\$ 170,810
Federal Passed-thru State	\$ -	\$ -	\$ -	\$ -
Grants	\$ -	\$ -	\$ -	\$ -
Other Revenue	\$ 26,744	\$ 10,147	\$ 165,918	\$ 174,491
TOTAL REVENUES	\$ 842,139	\$ 829,126	\$ 976,594	\$ 985,887
Personnel Expense	\$ 671,705	\$ 797,049	\$ 716,902	\$ 854,722
Employee Expense	\$ 16,812	\$ 24,431	\$ 11,514	\$ 9,765
Office Supplies	\$ 50,428	\$ 14,000	\$ 44,369	\$ 39,272
Occupancy	\$ 10,538	\$ (22,497)	\$ 55,074	\$ 45,692
Program Supplies	\$ 30,248	\$ 13,793	\$ 35,124	\$ 9,680
Media	\$ 685	\$ 250	\$ 2,495	\$ 2,495
Licenses	\$ 25	\$ 25	\$ -	\$ -
Misc./Other	\$ (6,580)	\$ 4,288	\$ 4,381	\$ 5,690
Travel	\$ 16,691	\$ 31,960	\$ 41,002	\$ 40,371
Contract Services	\$ 110,215	\$ 100,965	\$ 126,027	\$ 74,290
TOTAL OPERATING	\$ 900,766	\$ 964,264	\$ 1,036,889	\$ 1,081,977
TOTAL INDIRECT	\$ (779,263)	\$ (847,645)	\$ (900,312)	\$ (910,876)
TOTAL EXPENSES	\$ 121,503	\$ 116,619	\$ 136,577	\$ 171,101
SURPLUS (DEFICIT)	\$ 720,635	\$ 712,507	\$ 840,017	\$ 814,787

2017 Successes, Challenges, Unknowns, Opportunities

- Implemented Compensation strategies per plan
- Continue to work on all areas of compliance
- 2016 Audit complete, no findings
- Maintained "low risk" status with CDPHE Financial Risk Management Systems

2018 Successes, Challenges, Unknowns, Opportunities

- Rising costs of employer sponsored health insurance costs
- Increased funding and finance constraints with State and Federal sources

SAN JUAN BASIN public health

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Total

	2016 Actual	2017 Budget	2017 Estimated Budget	2018 Budget
Local Government	\$ 645,329	\$ 648,829	\$ 672,002	\$ 680,846
Local Agencies	\$ 329,446	\$ 382,500	\$ 467,388	\$ 346,108
Medical Billing	\$ 269,978	\$ 157,393	\$ 124,645	\$ 101,582
Fees for Service	\$ 747,919	\$ 832,116	\$ 807,700	\$ 814,310
State Funding	\$ 1,443,910	\$ 2,555,695	\$ 1,668,758	\$ 1,647,104
Federal Passed-thru State	\$ 1,319,856	\$ 260,203	\$ 1,344,333	\$ 1,296,596
Grants	\$ 357,796	\$ 126,528	\$ 188,134	\$ 294,793
Other Revenue	\$ 47,898	\$ 14,147	\$ 186,635	\$ 183,550
TOTAL REVENUES	\$ 5,162,131	\$ 4,977,411	\$ 5,459,595	\$ 5,364,890
Personnel Expense	\$ 3,482,292	\$ 4,067,275	\$ 3,986,870	\$ 4,247,008
Employee Expense	\$ 79,308	\$ 57,487	\$ 61,695	\$ 76,796
Office Supplies	\$ 154,069	\$ 69,128	\$ 136,952	\$ 87,112
Occupancy	\$ 275,116	\$ 225,541	\$ 272,368	\$ 273,082
Program Supplies	\$ 411,779	\$ 237,024	\$ 368,883	\$ 266,933
Media	\$ 48,547	\$ 20,964	\$ 77,607	\$ 22,333
Licenses	\$ 43,480	\$ 52,185	\$ 47,841	\$ 44,642
Misc./Other	\$ (3,122)	\$ 4,288	\$ 5,728	\$ 5,690
Travel	\$ 154,829	\$ 146,681	\$ 173,885	\$ 158,011
Contract Services	\$ 276,976	\$ 174,955	\$ 220,344	\$ 229,628
TOTAL OPERATING	\$ 4,923,274	\$ 5,055,528	\$ 5,352,173	\$ 5,411,235
Less Capital Outlays	\$ 44,951		\$ 152,510	
TOTAL EXPENDITURES	\$ 4,968,225	\$ 5,055,528	\$ 5,504,683	\$ 5,411,235
Change in Fund Balance	\$ 193,907	\$ (78,117)	\$ (45,088)	\$ (46,345)
Beginning Fund Balance	\$ 1,927,012	\$ 2,120,919	\$ 2,120,919	\$ 2,075,831
Change in Fund Balance	\$ 193,907	\$ (78,117)	\$ (45,088)	\$ (46,345)
Planned Ending Fund Balance	\$ 2,120,919	\$ 2,042,802	\$ 2,075,831	\$ 2,029,486
FUND BALANCE CONTINGENCY		\$ 1,482,438	\$ 1,922,496	\$ 2,120,919

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and La Plata counties

San Juan Basin Public Health is not party to any Lease-purchase agreements.

San Juan Basin Public Health budgetary basis of accounting is modified accrual.

We hereby certify this document is a true and accurate copy of the 2018 Budget
for San Juan Basin Public Health, adopted

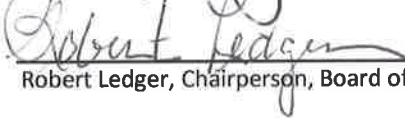
November 16, 2017



Lesley Marie, Deputy Director Administrative Services



Liane Jollon, Executive Director



Robert Ledger, Chairperson, Board of Health