#### **AGENDA**

# Bronx Community College Association Inc. Budget Committee November 8, 2018 1:00pm-1:30pm

Language Hall, Basement Faculty Staff Lounge

- A. Call to Order
- B. Review and approval of agenda
- C. Review and approval of the meeting minutes October 11, 2018
- D. Budget requests for fiscal year 2018-2019
  - a. Tutoring Conference Proposal
  - b. Office of Health Services
- E. Open Items
- F. New Items
- G. Adjournment

# Bronx Community College Association, Inc. Budget Committee Thursday, November 8, 2018 1:00-1:30 pm

#### Language Hall, Faculty and Staff Room, Lower Level

Attendees: (students) Jeffrey Ewell, Yanilly Heras, Latsha Lee, Carolina Valenzuela

Attendees: (employees) Manny Lopez, Carmen Meyers, David Taylor

Guests: Greg Rosenberg, Victoria King, Kenisha Thomas Mendy, Elizabeth

Ogunloye, Jan Robertson, Christian Davila, Linda Mckernan

Budget Committee Meeting called to Order at 1:02 PM

**Motion:** (D. Taylor) to approve meeting agenda.

**Second:** Carmen Meyers

Motion carries by unanimous vote

Motion: (J. Ewell) to approve minutes of the October 11 2018 meeting.

Second: Carolina Valenzuela

Motion carries by unanimous vote

Members of the Tutors Alliance Club and Writing Center staff presented a budget proposal to fund and host a CUNY-wide cross campus Tutors' Conference. The proposed theme of the conference is "Who We are and Why We Matter: Tutors Engaging and Empowering Students". The budget request is attached and as follows:

• Advertising and Promotion: \$1800

• Honoraria: \$200

• Refreshments: (breakfast \$1469.27) + (lunch \$2686.82) = \$4156.09

o Total request: \$6156.09

Motion: (D. Taylor) To approve \$1469.27 (from base budgets) for the Tutoring Conference Proposal.

Second: Carolina Valenzuela

Motion carries by unanimous vote

# Bronx Community College Association, Inc. Budget Committee Thursday, November 8, 2018 1:00-1:30 pm

#### Language Hall, Faculty and Staff Room, Lower Level

The committee advised Jan Robertson to submit a budget request for the balance of the conference to the BCC Auxiliary during the December 2018 meeting.

Victoria King presented a budget request towards the Health Services earmark as shown attached and as follows:

• Dues/Subscriptions: \$1000

Equipment: \$2416.43Honoraria: \$5312.40

• Refreshments: \$ 6000

Trophies & Awards: \$2000

Salaries: \$39,331.80Fringes: \$4424.83

o Total request: \$60,485.46

**Motion:** (David Taylor) Table Health Services Budget request to review salaries request.

Second: Carolina Valenzuela

Motion carries with 1 abstention (Latsha Lee).

There were no open items or new items discussed.

Motion: (David Taylor) To adjourn.

**Second:** Yanilly Heras

Motion carries by unanimous vote

Meeting adjourned at 1:46 pm.

Meeting minutes recorded by, Manny Lopez.

#### **AGENDA**

#### Bronx Community College Association Inc. Board November 8, 2018 1:30pm-2:00pm Language Hall, Basement Faculty Staff Lounge

- A. Call to Order
- B. Review and approval of agenda
- C. Review and approval of the meeting minutes October 11, 2018
- D. Budget requests for fiscal year 2018-2019
  - a. Tutoring Conference Proposal
  - b. Office of Health Services
- E. Open Items
- F. New Items
- G. Adjournment

#### Bronx Community College Association, Inc. Board Thursday, November 8, 2018 1:30-2:00 pm

#### Language Hall, Faculty and Staff Room, Lower Level

Attendees: (students) Quianna Berry, Jeffrey Ewell, Yanilly Heras, Latsha Lee, Carolina

Valenzuela, Abdul-Samed Walker

Attendees: (employees) Manny Lopez, Carmen Meyers, David Taylor

Excused: Irene R. Delgado, Seth Offenbach, Claudette Phipps, Joseph Ramos

Guests: Greg Rosenberg, Victoria King, Kenisha Thomas Mendy, Elizabeth Ogunloye, Jan

Robertson, Christian Davila, Linda Mckernan

Meeting of the Board called to order at 1:39 pm.

Motion: (D. Taylor) to approve meeting agenda.

**Second:** Carmen Meyers

Motion carries by unanimous vote

Motion: (J. Ewell) to approve minutes of the October 11 2018 meeting.

Second: Carolina Valenzuela

Motion carries by unanimous vote

Motion: (D. Taylor) To approve \$1469.27 (from base budgets) for the Tutoring Conference

Proposal.

Second: Carolina Valenzuela

Motion carries by unanimous vote

Motion: (David Taylor) Table Health Services Budget request to review salaries request.

Second: Carolina Valenzuela

Motion carries with 1 abstention (Latsha Lee).

There were no open items or new items discussed.

Motion: (David Taylor) To adjourn.

Second: Männy Lopez

Motion carries by unanimous vote

Meeting adjourned at 2:00 pm.

Meeting minutes recorded by, Manny Lopez.

### Bronx Community College Association, Inc. Attendance Sheet

#### **Bronx Community College Association Inc. Board**

Date: NOV 3 2013

Irene R. Delgado (chairperson)	
Quiana Berry (student)	Juiana Berry
Jeffrey Ewell (co-chair/student)	Defter Silas
Yanilly Heras (student)	(both the se
Manny Lopez (secretary)	sury hutth
Latsha Lee (student)	Augus RA
Carmen Myers (faculty)	V W
Seth Offenbach (faculty)	0 0
Claudette Phipps (external member)	
Joseph Ramos (external member)	1 da
David Taylor (treasurer)	Mall While
Carolina Valenzuela (student)	Canoline S. Nalenziela
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## **Bronx Community College Association Inc. Budget Committee**

Date: 101 8 2018

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Jeffrey Ewell (student)	The things of the
Yanilly Heras (student)	Attande Des
Manny Lopez (secretary)	Sury De 1 M2
Latsha Lee (student)	Pasho I
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Carolina Valenzuela (student)	Caroline S. Valenzuele

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The BCC Tutors' Alliance Club and the Writing Center in collaboration with Perkins Tutoring, College Discovery, the Art Department, and the Modern Language Lab are inviting all tutors in all areas of the college to participate in a cross-campus Tutors' Conference to be hosted on April 5, 2019. We feel that this conference is long overdue. It will give the tutors a chance to share projects, strategies and to have conversations with each other about their work, their concerns, and their success stories. We would also like to reach out to invite tutors at Lehman College and Hostos Community College to submit proposals with the hopes of extending the BCC Tutors' Alliance to become a Bronx Tutors' Alliance.

The theme of this conference is "Who We Are and Why We Matter: Tutors Engaging and Empowering Students" We hope to broadcast the CFP by November 12 with a closing date for proposal submission January 15, 2019.

The conference will open with a light breakfast and welcome remarks from 8:30am to 9:20am

We hope to run 5 concurrent sessions from 9:30-11:00 and 5 from 11:15-12:45, followed by lunch and keynote from 1:00-2:00. The final 5 concurrent sessions will run from 2:15 to 3:45. We will conclude with a BCC Tutors' Alliance Club hosted and funded Tutors' Social from 4-6pm with pizza, open mic, music and games.

We expect approximately 200 attendees.

Therefore, we are reaching out to the BCC Student Government for assistance with funding. Anything would be appreciated; however, we believe that this should be a principally student driven and student supported initiative with faculty and staff advisors providing all the guidance and support needed.

Attached is the menu for a light breakfast and a lunch. This will represent the majority of the cost. We will not be asking for a registration fee from any of the attendees; therefore, we are seeking funding.

The cost for breakfast is \$1469.27

The cost for lunch is \$2686.82

The total funding for the breakfast and lunch, the total of which is \$4156.09

In addition, we are inviting a former tutor to be a guest speaker and would like to offer a stipend in the amount of \$200.

We would also like to order Bronx Tutors' Alliance T-Shirts. The cost is anticipated at approximately \$1000.

We will also require folders and name tags, which we estimate will cost approximately \$200.

Sincerely,

Jan Robertson, Director The Writing Center Sage Hall Room 100 Ext. 3995 Janet.robertson@bcc.cuny.edu

#### The BCC Tutors' Alliance

Transfers (budget modifications) may be made only by the budget committee and must be approved by the Association. Clubs only may take a modification of a maximum of 10% of an original line item without approval of the budget committee.

List below under each category an itemization of the projected OTPS expenditures dates, contracts etc where applicable:

		12 AF		
	OTPS Expense Cate	gory	4.5	Amount
1	Advertising & Prome	otion (Campus Media, Outside Media)		600
	a. folders			150
	b. name tags	10		50
	c. T-shirts			1000
		Advertising & Promotion Total	- 1	\$1,800.00
2	Conference Attenda	<del>-</del>		
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# UNIVERSITY HEALTHY CHOICE

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CONTACT NUMBER: Writing Center CONTACT NUMBER: 718.289.5100 ext 3995  E-MAIL ADDRESS: janet.robertson@bcc.cury.edu  EVENT NAME: TUTOR CONFERENCE EVENT DATE: Friday, April 5,2019  # OF GUESTS: 200	NTACT NAME: Janet Robertson ACT NUMBER: 718.289.5100 ext 3995 IL ADDRESS: Janet robertson@bcc.cuny.edu  EVENT NAME: TUTOR CONFERENCE EVENT DATE: Friday, April 5,2019 6 OF GUESTS: 200	ONTACT NAME: Janet Robertson DEPARTMENT: Writing Center TACT NUMBER: 718.289.5100 ext 3995 IALL ADDRESS: Janet.robertson@bcc.cury.edu EVENT NAME: TUTOR CONFERENCE EVENT DATE: Friday, April 5,2019 # OF GUESTS: 200	
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		\$1,469.27	
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ORDERING PROCESS: (FOR NON-CASH OR CREDIT/ DEBIT PAYMENT)
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STEP 4: ATTACH QUOTE TO PURCHASE REQUSITION AND SUBMIT IN CUNYfirs! PURCHASING SYSTEM

STEP 3; thic will contact you to confirm your requestand issue you an invoice number.

STEP B; PURCHASING WILL APPROVE BUDGET AND ISSUE A PURCHASE ORDER TO UNIVERSITY HEALTHY CHOICE.

UNIVERSITY HEALTHY CHOICE MUST RECEIVE PURCHASE ORDER BEFORE PROCEEDING WITH ANY FOOD REQUEST

ALL ORDERS MUST BE PLACED A MINIMUM OF 14 DAYS PRIOR TO YOUR EVENT. ALL ORDERS WILL INCLUDE PAPER GOODS, CONDIMENTS AND UTENSILS. ANY ADDITIONAL REQUEST FOR PAPER GOOD OR UTENSILY CONDIMNET MAY BE CHARGES TO YOUR BILL. CHANGES OR CANCELLATIONS TO AN ORDER MUST BE MADE A MINIUM OF 48 HOUR PRIOR TO AN EVENT.

ITEM	PRICE	ONTY	TOTAL	ITEM	PRICE	ONTY	TOTAL
Coffee, Regular (serves 5)	\$16.99	7	\$118.93	Signature Sandwich Tray (PP, min of 5)	\$7.79		\$0.00
Coffee, Decaf (serves 5)	\$16.99	Е	\$50.97	Signature Wrap Tray (PP, min of 5)	\$7.49		\$0.00
Hot Tea (serves 5)	\$16.99	3	\$50.97	Classic Luncheon	\$10.79		\$0.00
Hot Chocolate (serves 5)	\$16.99		\$0.00	Deluxe Luncheon	\$15.69		\$0.00
Sliced Fresh Fruit Platter (serves 5)	\$19,99	20	\$399.80	Garden Salad (serves 5)	\$29,99		\$0.00
Breakfast Pastry Platter (PP, min. of 5)	\$2.70	200	\$540.00	Caesar Salad (serves 5)	\$29,99		\$0.00
Continental Breakfast (Per Person)	\$7.49		\$0.00	Chicken Caesar Salad (serves 5)	\$37,99		\$0.00
Deluxe Continental Breakfast (Per Person)	\$11.49		\$0.00	Sandwich Lunch Box (Per Person)	\$10.25		\$0,00
Coffee Break (serves 5)	\$29.99		\$0.00				
BEVERAGES				PARTY PLATTERS & SNACKS	& SNACKS		
ITEM	PRICE	ONTY	TOTAL	ITEM	PRICE	ONTY	TOTAL
Bottled Sodas	\$1.99		\$0.00	Cookle Collection (PP, min of 5)	\$1.99		\$0.00
Bottled Water	\$1.49	40	\$59.60	Mini Cookle Platter (serves 5)	\$12.99		\$0.00
Bottled Ocean Spray Jukes	\$1.99	88	\$0.00	Assorted Chips	\$0.99		\$0.00
Bottled Orange Juice	\$2.49	100	\$249.00	Fresh Fruit & Cheese Tray (serves 5)	\$36.99		\$0.00
Homemade Peach Tea by the Quart	\$5.99		\$0.00	Sweets & Berries Tray (serves 5)	\$13.99		\$0.00
Homemade Lemonade by the Quart	\$5.99		\$0.00	Gourmet Cheese Tray (serves 5)	\$32.99		\$0.00
Orange Juice by the Quart	\$6.99		\$0.00	Sliced Meat & Cheese Platter (serves 5)	\$39.99		\$0.00
				Breads & Spreads (serves 5)	\$15.99		\$0.00
HOT OPTIONS				Vegetable & Hummus Platter (serves 5)	\$37.99		\$0.00
ITEM	PRICE	ONIX	TOTAL	Finger Sandwich Tray (serves 5)	\$29.99		\$0.00
(each tray serves 15)				SIDES			
Roasted Chicken Wings	\$85.00		\$0.00	ITEM.	PRICE	ONTY	TOTAL
Barbeque Chicken Wings	\$85.00		\$0.00	(each tray serves 15)	ves 15)		
Jerk Chicken Wings	\$85.00		\$0.00	HOT			
Buffalo Chicken Wings	\$85.00		\$0.00	Garile Broad	\$25.00		\$0.00
Italian Style Chicken Tenders	\$85.00		\$0.00	Garlic Bread With Cheese	\$30.00		\$0.00
Chicken Marsala	\$95.00		\$0.00	Yellow Rice	\$45.00		\$0.00
Chicken Frances	\$95.00		\$0.00	White Rice	\$35.00		\$0.00
Chicken Parmesan	\$95.00		\$0.00	Roasted Mixed Seasonal Vegetables	\$50.00		\$0.00
Penne Alla Vodka (V)	\$65.00		\$0.00	Seasoned Potato Wedges	\$50,00		\$0.00
Baked Ziti (V)	\$75.00		\$0.00	COLD			
Beef Lasagna	\$85.00		\$0.00	Pasta Primavera	\$50.00		\$0.00
Large Pizza Pie (16"/ 8 slices)	\$14.99		\$0.00	Macaroni Salad	\$50,00		\$0,00
					450.00		



# UNIVERSITY HEALTHY CHOICE

ALL ORDERS MUST BE PLACED A MINIMUM OF 14 DAYS PRIOR TO YOUR EVENT, ALL ORDERS WILL INCLUDE PAPER GOODS, CONDIMENTS AND UTENSILS, ANY ADDITIONAL REQUEST FOR PAPER GOOD OR UTENSIL/ CONDIMNET MAY BE CHARGES TO YOUR BILL CHANGES OR CANCELLATIONS TO AN ORDER MUST BE MADE A MINIUM OF 48 HOUR PRIOR TO AN EVENT.

CATERING  CATERING  718-289-5199/5200  UHCCATERING@HEALTHYCHOICE.NET  CONTACT NAME: Janet Robertson  DEPARTMENT: Writing Center  CONTACT NUMBER: 718.289.5100 ext 3995  E-MAIL ADDRESS: janet.robertson@bcc.cuily.edu	EVENT DATE: Friday, April 5,2019 # OF GUESTS: 200 DELIVERY TIME: 12:15 PM EVENT LOCATION: Coiston Lower Level
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STEP 3: UHC WILL CONTACT YOU TO CONFIRM YOUR REQUESTAND ISSUE YOU AN INVOICE HUMBER.

STEP 2; E-MAIL TO UNCCATERING PHEALTHY CHOICE NET

STEP 4: ATTACH QUOTE TO PURCHASE REQUSITION AND SUBMIT IN CUNYfirst PURCHASING SYSTEM

STEP 5: PURCHASING WILL APPROVE BUDGÉT AND ISSUE A PURCHASE ORDER TO JAIVERSITY HEALTHY CHOICE.

UNIVERSITY HEALTHY CHOICE MUST RECEIVE PURCHASE ORDER BEFORE PROCEEDING WITH ANY FOOD REQUEST

\$239.92 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 TOTAL \$0.00 \$0.00 TOTAL \$398.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 1250,00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 TOTAL \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 ONTY OMIX ONT 200 10 æ PRICE \$50.00 \$50.00 \$10.79 \$15.69 \$29.99 \$29,99 \$37.99 \$10.25 PRICE PRICE \$25.00 \$30.00 \$45,00 \$35.00 \$50.00 \$50.00 \$50.00 \$12.99 \$13.99 \$32,99 \$15.99 \$37.99 \$29.99 \$39.99 PARTY PLATTERS & SNACKS \$36.99 \$7.49 \$0.99 (each tray serves 15) LUNCH SIDES COLD HOT Sliced Meat & Cheese Platter (serves 5) Signature Sandwich Tray (PP, min of 5) Vegetable & Hummus Platter (serves 5) Fresh Fruit & Cheese Tray (serves 5) Roasted Mixed Seasonal Vegetables Signature Wrap Tray (PP, min of 5) Sandwich Lunch Box (Per Person) Sweets & Berries Tray (serves 5) Chicken Caesar Salad (serves 5) Finger Sandwich Tray (serves 5) Gourmet Cheese Tray (serves 5) Cookle Collection (PP, min of 5) Mini Cookie Platter (serves 5) Breads & Spreads (serves 5) TEM MH Garden Salad (serves 5) Garlic Bread With Cheese Seasoned Potato Wedges Caesar Salad (serves 5) Deluxe Luncheon Classic Luncheon Pasta Primavera Macaroni Salad **Garlic Bread** Potato Salad Yellow Rice White Rice \$139,30 \$59.60 950.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 650.00 TOTAL \$0.00 \$0.00 \$0.00 TOTAL \$0.00 \$0.00 TOTAL \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 OMTY ) L ONIT 70 40 9 2 PRICE \$16.99 \$16.99 \$16.99 \$16.99 \$19.99 \$11.49 \$29.99 PRICE PRICE \$85.00 \$65.00 \$2.70 \$7.49 \$1.99 \$85.00 \$85.00 \$85.00 \$95.00 \$95.00 \$95.00 \$75.00 \$85.00 14.99 \$1.99 \$1.49 \$2.49 \$5.99 \$5,99 \$6.99 \$85.00 (each tray serves 15) HOT OPTIONS BEVERAGES Deluxe Continental Breakfast (Per Person) BREAKFAST Breakfast Pastry Platter (PP, min. of 5) Homemade Lemonade by the Quart Sliced Fresh Fruit Platter (serves 5) Homemade Peach Tea by the Quart Continental Breakfast (Per Person) Large Pizza Pie (16"/ 8 slices) HEM Italian Style Chicken Tenders TEM ITEM **Bottled Ocean Spray Juices** Orange Julca by the Quart Coffee, Regular (serves 5) Hot Chocolate (serves 5) Barbeque Chicken Wings Coffee, Decaf (serves 5) Coffee Break (serves 5) Roasted Chicken Wings **Buffalo Chicken Wings Bottled Orange Juice** Penne Alla Vodka (V) Jerk Chicken Wings Hot Tea (serves 5) Chicken Parmesan Chicken Frances Chicken Marsala **Bottled Sodas Bottled Water** Baked Zitl (V) Beef Lasagna

Notes		35,

ORGANIZATION'S NAME
Office of Health Services

BUDGET PERIOD FY 07/01/18\_\_ - 06/30/19\_\_\_

Transfers (budget modifications) may be made only by the budget committee and must be approved by the Association. Clubs only may take a modification of a maximum of 10% of an original line item without approval of the budget committee.

List below under each category an itemization of the projected OTPS expenditures dates, contracts etc where applicable:

		OTPS Expense Category	- Amount
1		Advertising & Promotion (Campus Media, Outside Media)	. ш. 👛
	a.	a. — — — — — — — — — — — — — — — — — — —	
	b.	o, =	
	c.	<b>c.</b>	
		Advertising & Promotion Total	\$ -
2		Conference Attendance	11.30
	a.		
	b.	D	
	c.		
		Conference Attendance Total	\$ -
3		Contract Service	
	a.	1.	
	b.	).	
	c.		
		Contract Service Total	
4		Dues/Subscriptions/Fees	
	a.	. American Journal of Public Health	
	b.	o. American Public Health Assoc (APHA)	
	C.	. Journal of American College Health	
		Dues/Subscriptions/Fees Expense	\$ 1,000.00
5		Equipment (Name and Model)	
	a.	. Examination Table	
	b.	o. Digital Scales	Sall Collection
	c.	Medical Exam Magnifying light	PACE
		Equipment Total	\$2,416,43
6		Event Insurance	
	a.		
	b.	).	XI & EME
	c.	n unt	
		Event Insurance Total	\$ -
7		Field Maintenance	
	a.	1.	
	b.	).	

	C.	. g man en election (	
		Field Maintenance	\$ -
8		Films & Films Rental	
	a.		
	b.		
	C.		
		Films & Films Rental Total	5 -
9		Health Insurance	
	a.		
	b.		
	c.		
		Health Insurance Expense	\$ -
10		Honorariums (Bands, Performers, Speakers)	
10	a	. Awards : Men's Health Initiatives, Women's Health Fair	
	a.	Bands Henry Hearth Minutatives, Wolffers Williams Co. 11 19 19 19 19 19 19 19 19 19 19 19 19	
		Performers: Massage on the Go Finals Weeks	
		-	
	L	Speakers  Awards	
	D.		
		Bands and a second a second and	
		Performers	
	C.	Speakers: Men's Health Initiatives, Women's Health, Spring Wellness Fair	
		Awards	
		Bands	
		Performers	
			\$5,312.41
		Honorariums Total	\$5,312.41
11		Liability Insurance	
	а.		
	b.		
	c.		
		Liability Insurance Expense	\$ -
12		Meal Money (Athletics Only)	
	a.	. The second of	
	b.		
	c.		
		Meal Money Total	\$ -
13		Meeting/Refreshments 10 programs per semester @ \$300/event	
	a.	. Men's Health Initiatives	
	b.	. Women's Health Fair	
	c.	:. Blood Drives, Spring Wellness Fair	
		Meetings/Refreshments Total	\$ 6,000.00
14		Official Fees	
	а.		
	b.		
	C.		in an in the second
	٠.	Official Fees Total	Ś -
15		Printing, Postage, Stationery	100
		i mining, i ostage, stationery	

	a.	er .		
	b.	The state of the s		
	c.	-, 11011		
		Printing, Postage, Stationery Total		\$ -
16	Rental Expense			
	a.			
	b.			
	C.	The state of the s		
		Rental Expense Total		\$ -
17	Repairs & Maintenand	ce control of the con		
	a			
	b.			
	C.			
		Repairs & Maintenance Total		\$ -
18	Stipends (SGA only)			
	a.			
	b.	\$		
	C.			
		Stipends Expense		\$ -
19	Travel Expense			
	a.			
	b.			
	c.			
31		Travel Expense		5 -
20	Supplies			
	a.	- EF		
	b.			
	C.			A
	- 1: 5 - 1	Supplies Expense		\$
21	Trophies & Awards			
	a.		32.11	
	b.		14	
	C.	Transition 0. Assessed Fire street		ć 2.000.00
22	1 Indiana	Trophies & Awards Expense	2	\$ 2,000.00
22	Uniforms			
	a.			
	b.			
	C.	11-15		A STATE OF THE REAL PROPERTY.
	FICA	Uniforms Expense		\$ -
23	FICA	30 ST 60		2/20/2716
	a.	EICA Eumanna		2438.5716
24	Madicas Tarr	FICA Expense		\$ 2,438.57
24	Medicare Tax			570.3111
	a.	Modicare Tay Evenes		\$ 570.3111
25	NYS Unemployment in	Medicare Tax Expense		27U.31
23	N 13 OHEHHDIOVIDENT IF	isurante		

	а.	y <b>1</b>	IYS Unemployment Insurance Expense	l¥	<b>1415.9448</b> \$ 1,415.94
26		Worker's Compensation	1 **	4	
	a.				
			Worker's Compensation Expense		\$
27		Payroll Processing			
	a.				
			Payroll Processing Expense		\$ -
28		Other Expenses			
	a.		14		
	b.				
	c.				
	d.				
7	e.			30	
	f.				
			Other Expenses		\$ -

	ORGANIZATION'S NAME
	Office of Health Services
	BUDGET PERIOD FY 07/01/18 06/30/19
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	List below under each category an itemization of the projected OTPS expenditures dates, contracts etc where applicable:
	PS Expense Categories
	Salaries (Neme, Title):
3.	Micaela Lothrop, MA, RN (Nuring clearance & MMR administration/registration)
э.	Supplemental Professional Employee, RN, NP, or PA
c.	Ø 5
i.	
≘.	
f.	
3.	
١.	

Salaries Expense

Amount \$24, 331.80 \$15,000.00

\$39,331.80