

NDDH Board of Directors Meeting Minutes

Date: April 9, 2015 – 3:00 PM

Location: NDDH Conference Room  
69 South Main Street, Unit 4  
Brooklyn, CT 06234

Present: Patrick McCormack, Brooklyn; Luther Thurlow, Canterbury; Arvind Shaw, Eastford; Tammy Wakefield, Killingly; Robert Kerr, Plainfield; Earl Semmelrock, Pomfret; Jay Sinha, Putnam; Neil Cook, Sterling; Nathan Swift, Union; H. Douglas Porter, Woodstock

Excused: Paul Lenky, Thompson

Absent: Elaine Lippke, Borough of Danielson; Robert Grindle, Hampton; Jonathan Cessolini, Killingly; Don Gladding, Plainfield

Staff Present: Susan Starkey, Director of Health; Bethany Desjardin, Finance Manager; Elizabeth Suggs, Executive Administrative Assistant

Chairperson Patrick McCormack called the meeting to order at 3:02 pm.

Roll call was taken.

Audience of Citizens: None

Chairperson Patrick McCormack opened the Public Hearing at 3:05 pm.

No citizens present.

Doug Porter moved to close the Public Hearing.

Seconded by Nate Swift.

Motion passed, Public Hearing closed.

Minutes:

January 8, 2015

Nate made a motion to accept the minutes.

Luther Thurlow seconded the motion.

Motion carried.

Communications:

Emails from R. Franklin and B. Kuszaj were read.

Management Reports:

Finance Report – Bethany Desjardin

- General Budget Financial Statements for the period ending February 28, 2015 were distributed with the Board packet.

## **General Budget fiscal year through 2/28/2015**

### Revenue

#### • Permit Revenues:

- YTD is \$188.4, 3% higher than previous year, but 1% under budget for current year.
- Soil testing, septic permits, well permits, and plan reviews are all higher than budgeted year to date.
- Food service permits are 7% under budget for the year and 4% lower than last year. B100 applications are 26% under budget, but only 6% under last year. Consultations and salon permits are under budget also.

### Other Income

- YTD is \$14.7 K, 14% under budget, but a 2% increase over last year.
- Total Income YTD is \$707.7 K, slightly ahead of last year and 1% under budget

### Expenses

- Payroll total is \$354.9 K, 1% under budget, 34% higher than prior year.
- Benefits total is \$154.5 K, 13% over budget, mainly due to an additional full-time position

YTD total is \$207.9K, \$11K over budget, \$59.8 more than last year.

- Benefits: YTD total is \$100K. Health is \$15K over budget.
- Total Expenses YTD of \$596.6K

Net surplus income for FY 2015 of \$111 K as of 2/28/15.

### Director Report – Susan Starkey

The Director of Health report was distributed with the Board packet. Sue will continue to work with Beth and the staff to cut expenses and find other ways to bring in revenue. The union contract is due for negotiation this year. One of the things that has been a challenge is making sure that enough people attend committee meetings. Calendars have been distributed to aid in scheduling meeting times. It is National Public Health Week; to thank the staff, Sue purchased pizza for lunch and also thanked the Board for their service.

### Committee Reports:

Personnel Committee – The Committee met with the Finance Committee several times to discuss staff related aspects of the budget.

Finance Committee – Doug thanked Sue and Beth for their help in keeping the budget down. The budget includes the recommended 3% increase in *per Capita*, as well as increases in the fee schedule.

- Estimated food service permit revenue was reduced by 9%
- QFO course costs to NDDH have dropped
- Earned interest has dropped due to a reduced reserve fund balance as well as reduced interest rates.
- The dental program is down 25% due to school opt-out. This program operates at cost.

- Two part-time staff have become full-time. The budget will reflect this change.
- A change in insurance has saved money. Employees make a larger contribution to the premium and deductible reimbursement has been reduced by 10% to 80%.
- There was an increase in the accountant line item based upon the proposal submitted.
- Office rent is increasing by 2.5%, per our lease.
- Mailing has been decreased; postage has been reduced by 44%
- There is a 900% increase in furniture. We have not spent much money on it in the past several years. This item was increased from \$100 to \$1000.
- Net effect on total expenses is 1.9% decrease.

Arvind Shaw noted his concern about the structural imbalance. Doug agreed that there is a structural imbalance which will need to continue to be worked on. There are some major changes in staffing this budget cycle. Director of Communications was changed to Health Educator, reducing the cost related to that position. There is a need to continue to look at staffing issues.

Doug moved to approve the budget as submitted.

Motion seconded by Tammy Wakefield.

Discussion followed.

9 in favor, none opposed.

Motion passed, budget accepted.

Old Business:

None

New Business:

The President's Proclamation of Public Health Week was distributed, along with copies of individual town annual reports. Copies of the new B100 brochure were also given to each Board member. These brochures will also be distributed to each member town. A Rabies Information Exchange Panel will be held, bringing together animal control officers, healthcare providers, state police and health department staff to discuss best practices.

Adjournment:

Motion made by Neil Cook, seconded by Tammy Wakefield.

Meeting adjourned at 3:49 p.m.

Respectfully Submitted,

Elizabeth Suggs

Executive Administrative Assistant