

Northeast District Department of Health

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Finance Committee Meeting (FC)

Thursday, October 4, 2018 Start: 3:00 p.m. (APPROVED 11/01/2018)

Attendance: Elaine Lippke-Chair, Susan Starkey-DoH, Nate Swift, Luther Thurlow and Melissa Nichols present. Bob Kelleher and Orla McKiernan-Raferly are excused.

Meeting Minutes: Motion made by Nate S. to approve the minutes of the September 6, 2018 meeting. Second by Luther. Motion carried (3-0-0).

June 2018 Finance Report: After year-end adjustments. Audit is still not completed, as soon as finished a final figure will be calculated. While we previously estimated a positive balance of \$3995 it is now anticipated that we will draw down the reserves by \$1300. It was acknowledged that this is much better than the budget forecast from the reserves. Some contracts still owe us money, could create a positive balance, but will be added to FY19 due to lateness of receipt. \$5,000 for a down payment of new company vehicle, will be grouped in with vehicle maintenance fund. Total income was \$1,124,232 and total expenses were \$1,125,532.

FY2018 Financial Audit: Motion made by Nate S. to move the auditor to January 2019 when the Board meets. Second by Luther T. Motion carried (3-0-0).

August 2018 Finance Report: Committee reviewed the profit and loss statement and agreed to use it rather than the monthly finance tables. This report will provide comparable information with much less time and effort which is consistent with the NDDH strategic plan to produce accurate, timely, useful reports. Net income for August 2018 is 251K. Goal for November's BOH meeting is to have the first three quarters ready for all to see.

Finance Committee: Membership committee agreed to keep same members. Elaine will remain the chair.

2019 Finance Committee Meeting Schedule: Schedule adopted as presented. See attached.

Recommended Replace Telephone System: New system will offer better ease of use and provide enough lines for those calling to get through and not get bounced around and sent to cell phones and voicemails. This system has only 4 lines, the new one would provide 8 lines, working on the basis of an internet cloud. Will also offer a dial by number menu of options for the public. The new system will cost \$7,000 yearly, compared to \$6800 budgeted, but would provide some savings in faxing. The equipment cost and installation is a one-time charge of approximately \$4,140. The plan is to add this to the capital plan as a line item, take vote at November meeting for this.

Capital Plan: Add new phone system and bring recommendations to committee in November.

Other Business: None.

Motion made by Luther T. to adjourn. Seconded by Nate S. Motion carried (3-0-0).

Adjournment: 4:15 p.m.

Minutes Submitted by A. Griggs