

## Northeast District Department of Health

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Finance Committee (FC) Meeting

Thursday, November 1, 2018 Start: 3:00 p.m.

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

Meeting Minutes: Motion made by Nate S. to approve the minutes of the October 4, 2018 meeting. Second by Elaine. Motion carried (2-0-2).

June 2018 Finance Report: FY18 Audit Report was provided in the FC packet. On page 8 of the draft, revenue earned was \$37K more than anticipated plus a saving of \$6K in total expenses, which increased the general fund balance. Transfers from Capital Project Fund of \$16K (\$5K down payment for vehicle and \$11K for Professional Liability Insurance Premium) were applied to FY18 budget by the Board. The combined net position increased by \$4,581 from last year to \$445,283. Capital assets double from last year (vehicle purchase). Auditor was contracted about transferring Committed Funds and proper procedures. If any changes are to be made, it must be recommended at the November 8, 2018 Board Meeting and voted on then. On page 24, FC discussed the Committed Funds assigned by the Board. The Acquisition of District Vehicle went from \$13K to \$30K. Finance Manager (FM) contacted the Auditor prior to the FC meeting (11/01/18) to get clarification on procedures regarding the how funds are moved from the committed funds. Question: "Does the Director have authority to use funds from any of the Committed Fund without going to the Board for approval?" Sue Jones, Auditor was not completely sure and told FM to call Jason Cote for clarification. FM will provide information regarding this issue before the November 8, 2018 Board Meeting to Finance Chair.

FY 2019 YTD Finance Report: No discussion.

Capital Plan & Reserve Funds: Capital Plan update for FC discussion. The Capital Plan estimates cover a 5 year period. The Capital Plan includes computer & technology equipment, office equipment and leasehold equipment. Director would like new carpeting or replace carpeting to be added to the plan. FM will need to get more information to estimate a cost. Some windows in the large conference room need replacement due to leaking seals. Elaine does not like to update buildings that NDDH does not own. Orla reminded the FC that the rent for the square footage is cheap. Lease goes up 2.5% annually. Lease was started in 2007. Bob will look over the Town lease to see if it is NDDH's responsibility to correct or if it is the Towns.

Director discussed adding a New Technology Committed Fund for software to track permit work flow, software for alerts and keep track of other daily operational requirements. NDDH uses Access program to record all environmental permit activities. Reports are not completed and still need additional work. Director will have more information during the 2020 budgeting process. Director would like to make a Committed Fund for professional work force development. Elaine suggested using the Health Program 2 fund. Health Program 2 is used for community health programs. Concerns were discussed and FC decided to table discussion.

NDDH increased the Acquisition District Vehicle fund by \$5K per FY19 budget. FC discussed reallocating \$16,600 from the Acquisition District Vehicle fund and move into the FY19 budget at the November 8, 2018 Board Meeting. The allocation will be \$10K towards purchase of 2 vehicles, \$4,200 Telephone system upgrade and \$2,400 for Data Technology. Elaine would like an estimate of the loan payments on the 2 proposed purchased vehicles.

Motion made by Orla to recommend to the Board to reallocate the assigned surplus of \$16,600 to the FY19 budget as follows: \$10K Vehicle line, \$4,200 Telephone line and \$2,400 Data Technology line. Second by Nate. Motion carried (4-0-0).

Other Business: None.

Motion made by Robert Kelleher to adjourn. Second by Nate S. Motion carried (4-0-0).

Adjournment: 4:45 p.m.

Minutes Submitted by Melissa Nichols