

Northeast District Department of Health

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Finance Committee Meeting (FC)

Thursday, September 6, 2018 Start: 3:10 p.m. (APPROVED 10/4/2018)

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

Meeting Minutes: Motion made by Nate S. to approve the minutes of the June 7, 2018 meeting. Second by Robert K. Motion carried (3-0-0).

June 2018 Finance Report: Finance Committee was provided a worksheet of the Year-End line item accounts to be adjusted for FY 2018. The FC was informed that there would be income deferred to FY 2019 for the following grants/contracts: AIRS, Block and VEICO. These grants/contracts do not operate on NDDH's fiscal calendar. Finance Manager informed the FC that the PHEP FY 2018 funds of \$5,833 were not received within the 60 days of NDDH's year-end. The funds will be applied to FY 2019 as income instead of FY 2018. This has been verified with the Auditor. The FC reviewed the worksheet and decided to have the Finance Manager prepare the expense line item adjustment for the upcoming Board Meeting on September 13, 2018. Adjustments will also include the \$5,000 for the New Vehicle Purchase to come from the Vehicle Reserve Fund. A Board vote will be required before approval line items/deferred income and reserve accounts are changed. FC discussed, if there is a surplus from FY 2018, the FC will recommend applying the surplus to the Committed Vehicle Reserve Fund.

Motion made by Nate S. to have Finance Manager provide FY 2018 expense line item/deferred income Year-End adjustments for the Finance Committee to present to the Board on September 13, 2018 and recommend any FY 2018 surplus is added to the Committed Vehicle Reserve Fund. Second by Robert K. Motion carried (3-0-0).

Fiscal-Audit Update: Audit scheduled for September 10, 2018 and audit results are scheduled for the November 2018 Board Meeting. NDDH received only one audit BID (Hoyt Filippetti & Malaghan LLC) from the advertisement in Norwich Bulletin. The FC reviewed the 3-year BID and recommend Hoyt Filippetti & Malaghan LLC for the contract. A Board vote will be required before approval notice to be sent to the contractor. Costs of the audit FY19=\$13,000, FY20=\$13,250 and FY21=\$13,250.

Workers' Compensation Audit : Finance Manager completed the audit information in July 2018. The audit results require NDDH to pay \$124.00 for period July 1, 2017 thru July 1, 2018. The automatic withdrawal will be in the month of September 2018.

July 2018 Finance Report: Finance Manager simplified the Finance Report by removing the estimated monthly budget section, which can mislead interpretations of where we are with the budget. The July report does not reflect the deferred income from FY2018. The auditor will supply NDDH with general journal entries for deferred income.

Capital Plan: Director and Finance Manager are updating the capital plan. No other discussion.

Other Business: NDDH is researching the costs of getting a new/updated telephone system/equipment. Elaine Lippke will not be available from September 15th thru 30th.

Motion made by Nate S. to adjourn. Second by Robert K. Motion carried (3-0-0).

Adjournment: 4:15 p.m.

Minutes Submitted by Melissa Nichols