

Northeast District Department of Health

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Finance Committee (FC) Meeting

Thursday, December 6, 2018 Start: 3:02 p.m.

Attendance: Elaine Lippke-Chair, Susan Starkey-DoH, Nate Swift, Bob Keller (arrived 3:05pm), Luther Thurlow, David Griffiths-Board vice Chair and Melissa Nichols present. Orla McKiernan-Rafertry excused.

Meeting Minutes: Motion made by Nate S. to approve the minutes of the November 1, 2018 meeting. Second by Bob K. Motion carried (3-0-1).

Finance Reports:

YTD FY 2019: The Finance Manager (FM) reported to the FC that accounts listed on the YTD Profit and Loss (P&L) Statement has been condensed to make the new format easier to read. The FM passed out the 1 page summary of the YTD P&L that the Board receives in their board packets for the FC to review. The majority of the income and expenditures are within the budgets ranges as estimated (4 months=33% FY19 budget). Currently, there is a savings of \$9K in the Insurance expenses. The savings reflects the renewal rates for professional liability insurance to be lower than expected. NDDH has purchased a Certified 2015 Dodge Ram Truck in November and we will expect a reduction in the savings due to the new car purchase. Also, NDDH will be transferring ownership of the ESF8 Regional Trailer from Ledge Light Health Department by the end of FY19 and there will be another reduction in the insurance expense line. YTD total Income \$526K (43% of budget), YTD total Expenses \$413K (34% of budget), YTD Net Total \$113K with anticipation of \$42K Fund decrease.

Grant/Contract Update: NDDH has partnered with Uncas HD in the Freedom from Smoking initiative. The contract is for \$12,500 and started on October 1, 2018 and will continue until September 30th 2019. Fall Prevention Grant increased by \$5K. Yale University is pleased with this how NDDH designed the program to help reduce falls in our area and has requested NDDH to develop materials to use statewide.

Capital Plan: The DoH proposes to reduce the Acquisition of District Vehicles Fund and purchase another car by the end of FY19 instead of financing. The Kia Niro was financed FY18 @ 4.2% and the certified Dodge Truck was financed at 5.99%. FM refers FC to the 3 year projected budget which shows NDDH plans to replenish the funds in the Acquisition of District Vehicles Reserves over the next 3 year at \$5K per year. The Board authorized to move 2-\$5K deposits and additional \$4K (for payments) into the budget's Vehicle Maintenance line at the November 8, 2018 Board Meeting for the purchase of a truck and a 5th vehicle. The FC decided, if there is a surplus at the end of FY19, they would be recommended to the Board to pay off any vehicle loans with the surplus and reduce interest costs.

Proposed Estimate Per Capita Rate: The current (FY19) Per Capita Rate is \$4.91. FY18 Per Capita Rate was \$4.61. The DoH and FM recommend in FY20 to increase the Per Capita Rate to \$5.25 (increase \$0.34/6.9%). In FY19, there were 84,145 individuals living in the 12 Town areas. The budgeted Town Per Capita line item is \$413K. The FY19-3 year projected budget estimated \$441K (\$28K increase). David G. was concerned about the decrease in population in our area. Bob K. pointed out that while trying to keep costs down there is concern that NDDH has enough staff to operate. Elaine L. agreed and discussed the succession plan and how difficult it will be to replace/hire new employees in this field due to restrictions. DoH mentioned a Deputy Director as a possible future position and FM mentioned a possibility to bring back the Complaints Investigator.

Motion made by Bob K. to recommend the estimated Per Capita Rate to the Board at the January 2019 Meeting to increase from \$4.91 to \$5.25. Second by Luther. Motion carried (4-0-0)

Finance Policy Updates:

FC discussed the pre-approved vendor list and how online banking payments are made during the testing stages. The FC reviews the list of vendors and current procedures.

Motion made by Nate S. to recommend to the Board at the January 2019 Meeting updating the \$5K pre-approved payable vendor list. (See below-updated list) Second by Luther T. Motion carried (4-0-0)

Motion made by Bob k. to recommend to the Board at the January 2019 Meeting revising the payable vendor policy to include: making payments by check, online banking, secured vendor website, Electric Fund Transfers and allow auto payments as an option. Second by Nate S. Motion carried (4-0-0)

Other Business:

Bob K. took a look at our lease to see if the windows if need to be replace in the conference room would be the Town's responsibility. Bob did not see anywhere in the lease that windows were excluded. The plan of action by the FC is to get two professional opinions if the windows need replacing and a quote prior to discussing it with the Town.

Motion made by Bob K. to adjourn. Second by Nate S. Motion carried (4-0-0).

Adjournment: 4:26 p.m.

Minutes Submitted by Melissa Nichols

Update \$5K Pre-approved Payable Online Vendors:

Medical Insurance Company
New England Healthcare (Medical Ins/Union dues)
Gothie Hoyt Fillpetti LLC
Common Sense Payroll Co.
Other Health Departments

DRAFT