



# Northeast District Department of Health

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## Finance Committee Meeting Minutes 02/14/2019 3:00 to 5:00 p.m.

Start Time: 3:04 p.m.

Attendance: Elaine Lippke-Chair, Susan Starkey-DoH, Nate Swift, Bob Kelleher, Orla McKiernan-Raftery and Melissa Nichols present. Luther Thurlow is excused. Elaine Lippke left at 3:45pm.

December 2018 Meeting Minutes: Need to change the insurance line item to state that we will take ownership of trailer, but not go over the budget line. Motion made by Bob K. to approve the minutes of the December 6, 2018 meeting. Second by Nate S. Motion carried (3-0-1).

Monthly Financial Report-December 2018: NDDH is at the half year mark (50% of the budget). Bob K. questioned why there were \$0 in the budget column and 100% in the percent of budget column. The finance manager continues to adjust QuickBooks for ease of reading information. YTD income is 74.6% of FY19 budget and expenses are 47.5%. Still to come is spring billing on food and other types of permits (campground, etc.).

Proposed FY20 Fee Schedule: Most subsurface fees will remain the same, however six fees have increased. Total overall increase of 0.6%. The rest of subsurface/food service fees to remain unchanged. Orla noted that a notice of revision of fees must be created and issued. A law was passed that itinerant vendors' permits are reciprocal across the State of Connecticut. Vendors will still need to pass inspections. If the Fair vendors are considered itinerant, a potential loss of \$28K could occur. Sue S. has been working on a plan for NDDH with this new law.

Wage Analysis-(DPH FY2018): Committee received analysis of CT DOH wages. An analysis of other local Public Health staff is being prepared for personnel and finance. Personnel Committee is reviewing the employee manual.

FY 2020 Budget – 1<sup>st</sup> draft: The committee reviewed two drafts that differed based on medical insurance options. First option, remain on the same current medical plan. The second option is to change our Medical plan to a straight PPO plan which removes the \$12K Medical deductible from the budget and reduce other fees. Research is being done to find the best plan for NDDH. Both drafts show 50% less reliance on reserve fund. A three year budget projection shows the percentage of the reserve fund to stay above the 25% requirement.

### Other:

Thursday, March 14<sup>th</sup> meeting cancelled, motion made by Bob K. and seconded by Orla M., all in favor motion carries (3-0-0)

Motion made by Nate S. to adjourn, all in favor, motion carried (3-0-0)

Adjournment: 4:55 p.m.