



## Northeast District Department of Health

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### **DRAFT Finance Committee Meeting Minutes 04/04/2019 3:00 to 5:00 p.m.**

Start Time: 3:10 p.m.

Attendance: Elaine Lippke-Chair, Nate Swift, Robert Kelleher, Orla McKiernan-Rafertry, and Melissa Nichols present. Luther Thurlow was absent. Susan Starkey-DoH was excused.

March 28, 2019 Meeting Minutes: Motion made by Robert K. to approve the minutes of the March 28, 2019 meeting. Second by Nate S. Motion carried (4-0-0).

FY 2020 Budget – 2nd draft: Budget discussions began with Orla asking what the committee needs to do to retain current staff members after receiving notice from a Senior Registered Sanitarian of 28 years. Finance Manager informed the committee that another member in the EHS department (Environmental Health Specialist) is leaving on April 12, 2019. Suggestions from committee to increase wages for union staff members to be competitive with other health department to retain staff were to raise per capita, take funds from reserve, salary freeze for non-union employees and review expenses again in FY20 budget. Director plans on discussing with the Personnel Committee a wage policy and prepared a rough draft. Finance Manager shared the draft with the Finance Committee along with page 34 of the Union Contract which shows the hiring range for new employees for comparison. Committee tabled discussion until next meeting. Committee will recommend the 2<sup>nd</sup> Draft to the Board as is and will continue to strategize a plan with the Director for more competitive wages. The 2<sup>nd</sup> budget is set for \$1,229,549.00 with an anticipated fund decrease of \$45,806.00 from the fund balance.

Motion made by Nate S. to recommend to the Board at the April 2019 Board meeting the 2<sup>nd</sup> draft of the budget as presented to the Finance Committee today with the understanding that due to recent personnel changes within the department adjustments will be needed throughout Fiscal Year 2020. Second by Robert K. Motion carried (4-0-0).

Orla left the meeting at 4:32 p.m.

Other Business: In lieu of health insurance materials was discussed and tabled for next meeting. Finance Manager informed the Finance Committee members of additional expenses that were accrued under Attorney fees and Over-time. A local property owner was in litigation and NDDH was named as creditor in the Town records. Director contacted Attorney for legal advice. Director authorized over-time for the Senior Sanitarian to complete as much work as possible before leaving her position. Hours are estimated between 15-20 hours. Finance Manager received a job estimate on the sunroom windows. Thermopane temp-safety glass installed would cost \$375.00 each, however, curved glass panes that need replacing must go thru Four Seasons Sunroom dealer. Committee looked over the proposed FY 2020 reserve fund balances and tabled until next meeting.

Motion made by Robert K. to adjourn. Second by Nate S. Motion carried (3-0-0)Adjournment: 4:40 p.m.