



# Northeast District Department of Health

69 South Main Street, Unit 4, Brooklyn, CT 06234  
860-774-7350 / Fax 860-774-1308 [www.nddh.org](http://www.nddh.org)

**FINAL-Finance Committee Special Meeting Minutes 05/07/2019**  
**9:00 to 10:30 a.m.**

Start Time: 9:10 a.m.

Attendance: Elaine Lippke-Finance Chair, Nate Swift, Robert Kelleher, Orla McKiernan-Raftery, Luther Thurlow, Susan Starkey-DoH, David Griffiths-Board Chair and Melissa Nichols

FY 2020 Budget – Revised Proposal: NDDH's recent staff changes and potential new hire required the payroll/benefits to be revised, in order to be competitive with other Health Department, retain current staff and potential new hires. Finance Committee reviewed wage study worksheets (based on DPH FY18 Annual Report) and current hourly ranges. In order to be competitive with other local Health Departments, the estimated hourly range for full time union staff will increase between \$2.00 and \$7.97 per hour. Director discussed the range increases with the Union. Feedback was positive. The estimated changes from the FY20 Approved Budget increased the payroll by \$33K (4.2%) and benefits \$4K (1.5%).

FY 2020 Fee Schedule: Proposed changes to the FY2020 Fees were discussed including permit fees: food permit Class 3 & 4, soil testing: new construction, repair and additional, plan review: commercial, septic permits: commercial, well permits, and standpipe monitoring. The overall increase to the proposed budget is \$11K (2.6%). The increase is based on the cost of providing services with salary increases.

Other Business: A draft of the Personnel Committee meeting minutes from April 9, 2019 was provided. The Personnel Committee will propose to the Board on June 6, 2019 a change to the "In lieu of health insurance policy". The Finance Committee is asked to set the rate of payment to the employee. The Personnel Committee proposes a monetary payment instead percentage policy. The frequency of payment will remain the same. Finance Committee asked David G. why he opposed the change. David G. states the policy had come up prior to wage increase position and he did not want to say that we are not supportive of our personnel here. The current policy helps NDDH save money and provides support to personnel. The revised FY20 payroll/benefits worksheet estimated the in lieu of health insurance at \$3,500 per participant. Estimated NDDH saving \$4,300.

Motion made by Orla to recommend the revised FY2020 Fee Schedule. Nate S. seconded. Motion passed unanimously. (5-0-0)

Motion made by Luther T. to recommend the changes to the "In lieu of health Insurance" payment to a flat rate of \$3,500 per year. Robert K seconded. Motion passed unanimously. (5-0-0)

Motion made by Nate S. to recommend the proposed revised FY20 Budget to the Board. Orla M. seconded. Motion passed unanimously. (5-0-0)

Wednesday, May 15, 2019 at 4:30 p.m. Finance Committee recommended and the chair agreed to call a Special Board Meeting to vote on recommendations to the FY20 Budget. Finance Manager verified with committee members that NDDH did not need to hold another public meeting regarding the proposed changes.

Motion made by Robert K. to adjourn. Second by Orla M. Motion carried (5-0-0)

Adjournment: 10:21 a.m.