



Northeast District Department of Health

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FINAL-Finance Committee Meeting Minutes 06/06/2019
3:00 to 5:00 p.m.

Start Time: 3:11 p.m.

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

April 11, 2019 Meeting Minutes: Motion made by Orla M. to approve the minutes of the April 11, 2019 meeting. Second by Nate S. Motion carried (4-0-0).

YTD Finance Report-April 2019: At the 10th month budget estimate (83%), the Finance Report shows our YTD income is at 87.7% of the budget. Currently, Site Investigations, B100a & B51d permits are lower than budget estimate, however CFPM and Late fees are over 173% of estimated budget. Tobacco, Fall Prevention, Block and Preparedness Grants funds of \$47K are expected to be applied to FY19 income. The YTD expenses are at 76.4% of the budget. Office supplies line item will go over budget. Finance Manager researched the current cost of paper (\$33-37 per case) and found a deal with WB Mason. NDDH had an opportunity to purchase 40 cases of paper at a reduced rate of \$25 per case. Finance Chair was contact and DoH approved purchase. Finance Manager is estimating that NDDH will go into the reserves between \$20K-22K, instead of what was budgeted.

Auditor Update: Jason Cote, CPA, has been emailed and Finance Manager is waiting to hear back from him on when he will be coming in.

FY 2020 Reserve Accounts: DoH proposed to the Finance Committee changes to the Reserve Fund Balances to better align with the FY20 Budget. The changes recommended are how funds are assigned, funding levels and adding new funds that were discussed by the Personnel Committee. The Committed Fund proposal combines the HVAC funds (\$3K) into the Capital Plan, reduces the Accrued Vacation Fund (\$5K) and changes Health Education Program-2 (\$5K) to Health Programs-2 as an Assigned Fund. The proposed new funds are Health Insurance Deductible Fund, Tuition Reimbursement and IT Data Technology. These funds will be listed in the Assigned Fund Balance. FY20 budget plan will increase Acquisition of District Vehicle by \$2K. The Health Insurance Deductible Fund will be set as a Committed Fund with a balance of \$7,300. All other current funds will remain the same.

Motion made by Orla M. to recommend to the Board the proposed changes to the Reserve Fund Balance. Second by Nate S. Motion carried (4-0-0).

Director of Health Compensation: Director and Committee agreed not to go into executive session to discuss the Director's compensation. The conversation started with the Director announcing she changed from pension (11%) to social security (6.2%). Elaine asked if Director wanted to be compensated for the difference. Director wants to breakeven by increasing her salary. The Director recognizes the salary will look higher but NDDH will save \$2K in benefits over all on the FY20 budget. Director explains the increase will align with other Health Directors wage ranges throughout the State of Connecticut. The Board recently reviewed and increased other employee wages to be more competitive and provide a fair wage to retain employees. Director spoke to Personnel Chair about changing the way the Director is compensated. He supported her and agreed to move it to the Finance Committee. Robert K. stated that no one person on a committee has full authority, it must be discussed amongst the whole committee and voted upon. Orla states NDDH has never done this before and at the time of employment-employees have a choice to take pension or social security. Orla agrees that the Director can switch, but she does not agree that salary should increase. The Director points out that NDDH could pay her a reasonable salary without incurring costs to NDDH to

pay a fair wage by changing the way funds are distributed to the Director. Orla does not feel that a fair wage policy should be connected to the highest paid position in the Health Department. Orla states the Director's salary is unique because the position is important to the Board. Orla stated that NDDH could not afford to increase other employee salaries if they chose to change from pension to social security benefits. Currently, NDDH does not have a policy if an employee decided to change from pension to social security or from social security to pension at any time. The Director sees this more as a FY20 Budget change than a policy. The Finance Committee referred this to Personnel Committee to discuss and recommended a policy.

Other Business: The professional, building, vehicle insurance and workers' compensation rate came in under FY20 budget estimates. We will be purchasing the fifth car by the end of June 2019. June 13, 2019 Board meeting agenda was discussed. State per capita is only being cut 10% instead of 20% and there will be \$15K additional income in FY20.

Motion made by Robert K. to adjourn. Second by Nate S. Motion carried (4-0-0)
Adjournment: 4:15 p.m.