



Northeast District Department of Health

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Finance Committee Meeting Minutes 09/05/2019 3:00 to 5:00 p.m.

Start Time: 3:10 p.m.

Attendance: Elaine Lippke-Finance Chair, Nate Swift, Robert Kelleher, Orla McKiernan-Raftery, Susan Starkey-DoH, Michele Penkauskas and Melissa Nichols.

May 7, 2019 Meeting Minutes: Motion made by Robert K. to approve the minutes of the May 7, 2019 meeting. Second by Nate S. Motion carried (4-0-0).

June 6, 2019 Meeting Minutes: Motion made by Nate S. to approve the minutes of the June 6, 2019 meeting. Second by Robert K. Motion carried (4-0-0).

Finance Report-FY 2019: The expense line item adjustments for FY19 are estimated to be up to \$15K. The Board will need to approve the expense budget line items transfer at the next board meeting. NDDH did not received \$16K of PHEP Grant funds by August 31, 2019, therefore the income will be applied to FY20. During FY20 budget planning sessions, the Finance Committee estimated \$22K surplus from FY19 will be needed to balance FY20 budget. The auditor is scheduled to come to November 2019 Board Meeting to discuss the results.

FY20 Finance Report: The Town of Thompson has not passed their FY20 budget. Thompson will be paying Per Capita to NDDH by the end of October 2019. Finance Committee prefers to review all line items on the financial reports and give the Board a condensed category version. Finance Manger points out that some expense line items (membership/subscriptions, advertising, education material & workshops) will increase due to grant deliverables but will be offset by grant income. DoH informed Finance Committee that NDDH may be liable for up to \$13K of unemployment expense, which was not in the budget. NDDH does not pay the unemployment tax per payroll. NDDH payment practice has been to pay the claims after approved by Dept. of Labor.

Grant Update: DoH presented information for \$25K Health Enhancement Community Grant. Finance Committee supports DoH to apply for Grant. Motion made by Orla M. to support the Director's request permission to apply for the \$25K Health Enhancement Community Grant. Second by Nate S. Motion carried (4-0-0).

Workers' Compensation Audit: Finance Manager completed the documentation for the audit. NDDH is waiting for a telephone interview.

Other Business: Next Finance Committee meeting, October 10, 2019.

Motion made by Orla M. to adjourn. Second by Nate S. Motion carried (4-0-0).

Adjournment: 4:21 p.m.