



Northeast District Department of Health

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Finance Committee Meeting Minutes 10/10/19 3:00 to 5:00 p.m.

Start Time: 3:02 p.m.

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

September 5, 2019 Meeting Minutes: Finance Manager suggested changes to the September 5, 2019 meeting minutes to read: 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.

Motion made by Nate S. to approve the minutes of the September 5, 2019 meeting with the suggested changes from the Finance Manager. Second by Robert K. Motion carried (3-0-0).

FY19 Audit Draft Report: Finance Manager went through the report from the Auditor. We discussed the Balance Sheet on page 10, the increase to the General Fund (\$423K to \$466K), FY19 PHEP Grant funding will be deferred to FY20 (\$17K), the meaning of Concentration of Credit Risk on page 21 and the (\$20K) transfers from the Capital Project Fund to the General Fund for capital projects on page 22.

On page 23, under the Noncurrent Liabilities section, the committee discussed the interest rate on each vehicle loan and suggested the possibility to pay off one or two loans with the highest interest rate with the surplus for FY19. Finance Manager will get information and bring back to committee at the next meeting.

On page 25 under Note 12-Budget Modifications-these are the approved budget line item transfers that the Board voted on during their September 12, 2019 meeting totaling \$14,591. The Auditor's Draft Report, on pages 27 and 28, show all the individual line items for revenue and expenditure accounts.

Motion made by Robert K. to recommend the Auditor's Draft Report to the Board for acceptance at the November 7, 2019 meeting. Second by Nate S. Motion carried (3-0-0).

YTD FY20 Finance Report: Subsurface inspections are on track at 17% or more of the FY20 Budget. Photocopies, interest, dental contracts are combined in the Other Income Total on the

report. Expenses are 15.58% of the FY20 Budget. Land recordings, bank fees and new refrigerator are combined in the Other Expense Total on the report. Total Fund Balances are at 36% of the Fiscal Year 2020.

2019 Fair Results: There were 166 Vendors combined between both the Brooklyn & Woodstock Fair this year. There were 21 vendors less at the Fairs than last year. There were 6 re-inspections between both Fairs this year. The overtime expense (\$2,064) was less than what was spent last year (\$3,419).

Workers' Compensation Audit Results: Finance Manager reviewed the audit and the supporting documentation. NDDH will be charged \$809 for the audit dates of 07/01/18-07/01/19. This will increase the FY20 budget line item.

Other Business: The Committee received a revised Salary & Benefits worksheet. The worksheet data shows the number of hours worked as of the September 28, 2019 payroll and what we estimate to complete the work for FY20 due to staffing changes. NDDH will need to increase the budget by \$29K and the Draft Audit Report for FY19 has increased our General Fund by \$31K. The committee discussed adding two new Reserve Accounts for Unemployment Compensation(\$10K) and Compensation (Salary/Benefits \$25K); reducing the Reserve Fund Balance; 25% of operation expenses and capital planning for updating carpeting/floors and leaking windows in the conference room.

Motion made by Robert K. to adjourn. Second by Nate S. Motion carried (3-0-0).

Adjournment: 4:37 p.m.