



## Northeast District Department of Health

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### **Finance Committee Meeting Minutes 01/23/2020 3:00 to 5:00 p.m.**

Start Time: 3:05 p.m.

Attendance: Elaine Lippke-Finance Chair, Robert Kelleher, Orla McKiernan-Rafertry, Susan Starkey-DoH, Luther Thurlow and Melissa Nichols. Nate Swift arrived at 3:10 p.m.

December 12, 2019 Meeting Minutes: Motion made by Robert K. to approve the minutes of the December 19, 2019 meeting. Second by Orla M. Motion carried (4-0-0).

Nate Swift arrived at 3:10 p.m.

YTD FY20 Finance Report: December Finance Report shows Revenue is 75.4% of budget and Expenses are 48.8% of budget. Block Grant was executed in January 2020. Block Grant funds are expected in February 2020. The Hartford preformed an internal audit on our workers compensation account and NDDH received a refund of \$424. NDDH has not received a bill from Unemployment compensation in January 2020 and estimate a possible \$1,700 to pay. NDDH received a sales-tax exempt credit for the past 3 years on both the electric/gas bill totaling \$1,485. NDDH is received \$2,216 credit from Verizon on the cellphone account. As of January 17, 2019, Microsoft no longer support Windows 7, NDDH purchased 3 laptops to replace old computers running on that software.

2020 Regular Meeting Schedule Change: Motion made by Nate S. to remove the December 30, 2020 from the 2020 Finance Committee Meeting Schedule. Second by Orla M. Motion carried (5-0-0).

FY 2021 Budget-1<sup>st</sup> Draft: The Committee discussed first draft and made suggestions for the second draft.

Other Business: Robert K. inquired if Andrew Dionne came to assess the window in the conference room for the Town of Brooklyn. Kevan Jalili from Creative Enclosures is the only person to have assess the windows currently.

Motion made by Robert K. to adjourn. Second by Orla M. Motion carried (5-0-0). Adjournment: 4:30 p.m.