



## Northeast District Department of Health

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**Finance Committee Meeting Minutes 02/20/2020**

**3:00 to 5:00 p.m.**

Start Time: 3:05 p.m.

Attendance: Elaine Lippke-Finance Chair, Robert Kelleher, Orla McKiernan-Raferly, Nate Swift, Lana Salisbury-Personnel Chair, Donald Gladding, Susan Starkey-DoH and Melissa Nichols. Luther Thurlow excused absence.

January 23, 2020 Meeting Minutes: Motion made by Robert K. to approve the minutes of the January 23, 2020 meeting. Second by Nate S. Motion carried (4-0-0).

Motion made by Robert K. to modify the agenda to discuss Director of Health Performance Review with Personnel Committee members. Seconded by Nate S. Motion carried (4-0-0).

Lana S. reports the Personnel Committee reviewed the Director of Health's performance evaluation on February 4, 2020. Facts: 13 out of 15 evaluation were returned, average score 4.3 out of 5 for the past two years (2018 & 2019) and 3.8 out of 5 in 2017. The evaluation is favorable. Currently, the Personnel Committee is overhauling the Employee Manual and will be recommending a Fair Wage Policy upon completion of the manual (see end of minutes for the recommended Fair Wage Policy). Personnel Committee received CT DPH wage data. Director's salary is below the 35<sup>th</sup> percentile across the State of CT. The Personnel Committee's official vote recommends to the Finance Committee to increase Director's salary from \$103K to \$109K (PC minutes 2/04/20 were distributed to FC 02/20/20).

On February 11, 2020, Personnel Committee did not have a forum, however, Lana batted around some ideas with Susan and Melissa. An updated salary wage chart was provided which compared the other district wages closest to NDDH. Lana suggest that the Director's salary increase to \$105K in FY20 (\$1.21 per hour) and that the Director will be eligible for the FY21 2% increase which would bring the Director's salary above the 35<sup>th</sup> percentile. In addition to Director's salary increase, another member in the department is due for a wage adjustment (\$1.21 per hour) in FY20 and be eligible for 2% in FY21. The Finance Manager currently is above the 35<sup>th</sup> percentile but below the 50<sup>th</sup> percentile. The plan to increase to both positions would need to be voted on at the Board Meeting in April. The increase will go into effect after April 9, 2020 starting on the next payroll period (April 12, 2020).

Donald G. added that NDDH would have to offer a substantial salary to find another qualified candidate to be competitive if current Director left NDDH to stay competitive with the rest of the State.

A revised FY20 budget (pg. 6) and salary/benefits worksheet (pg. 7) were provided in the finance packet. The Director points out that a full-time Office Manager is on the revised salary/benefits worksheet. The revised FY20 budget shows changes in both income and expense accounts with the revised salary/benefits worksheet options that were discussed on February 11, 2020. This option reduces the FY20 budget fund balance by \$4,500, if budget predictions remain as stated in the budget.

Robert K. recalls the Union positions have had a wage adjustment last year to bring the staff up to fair wage to be competitive within the State for qualified candidates. The Director confirmed his statement and continued to explain that all other non-union wages in FY19, except for the Director's position, were within the percentiles of a fair wage. The Director also commented that the recommended Fair Wage Policy by the Personnel Committee should read from the 30<sup>th</sup> to the 70<sup>th</sup> percentile, not 35<sup>th</sup> to the 70<sup>th</sup> percentile as stated at the end of this document.

Lana S. and Donald G. left the meeting at 3:29 p.m.

YTD FY20 Finance Report: January Finance Report shows Revenue is 80% of budget and Expenses are 55.8% of budget. January is the 7<sup>th</sup> month in the fiscal year and equals 58% of the budget. Soil testing and B100a are below budget while Food Service is higher than last year. Spring billing will be sent out in the beginning of March.

FY 2021 Budget-2<sup>nd</sup> Draft: The Committee reviewed the FY21 Permit Fee Schedule recommendations. Finance Manager reviewed with EHS the estimated time/labor it takes to perform each permit. The 2<sup>nd</sup> draft permit fees propose an increase to subsurface fees by 11.1% and food service fee by 6.1%. After reviewing the permit time/labor worksheet, EHS staff recommend the following changes to the fee schedule: B100a simple vs B100a complex permit, Water Treatment System permit vs Tank/Sewer Line Replacement and New Cosmetology Establishment Plan Review permit. Water Treatment Systems take more time/labor to review than Tank/Sewer Line Replacement on average. The 2<sup>nd</sup> draft Budget estimate for new Grants/Contract is \$35K. The health insurance on the salary/benefits worksheet is estimated to increase 15% in premium costs. The Union's insurance company is requiring Union spouses to take health insurance from their employers or must have a waiver from spouse's employer stating they do not offer insurance to get waiver. A review of NDDH's health insurance employee contribution and reimbursement rate will be done when renewal contract is available.

Other Business: Director received Union negotiation Letter from 1199NE. The negotiation meetings are proposed for Wednesdays after 4:00 p.m. The Director will inform the Executive Committee when they get scheduled. A copy of the current Union Contract was distributed to Robert K. and Elaine L. for review. Robert K. will follow up with the Town of Brooklyn about the conference room windows.

Motion made by Robert K. to adjourn. Second by Orla M. Motion carried (4-0-0).

Adjournment: 5:00 p.m.

**(Recommended Fair Wage Policy states:** It is the policy of NDDH to pay wages within the 35<sup>th</sup> through 70<sup>th</sup> percentile of rates seen across the state exclusive of contracted employees. Data from the CT Department of Public Health will be used to calculate every 5 years. It is the goal of NDDH to increase wages by 2% to cover the Cost of Living increases. These rates and increase are not automatic. They will be determined based on changing fiscal considerations.)