



## Northeast District Department of Health

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**Draft Finance Committee Meeting Minutes 06/18/2020**

**3:00 p.m. to 4:15 p.m.**

Start Time: 3:04 p.m.

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

Meeting Minutes-May 14, 2020: Motion made by Nate S. to approve the minutes of the May 14, 2020 meeting. Second by Robert K. Motion carried (3-0-0).

\$11K Payout Breakdown: Pages 3 and 4 explained the process that the Director and Finance Manager complete to determine the criteria of the vacation hours to be paid out that was presented to the Board Members on June 11, 2020. Sue states due to extraordinary times of COVID19, most of NDDH staff had vacation time scheduled during January thru May 2020 but unable to take the time due to work required to be done. Sue said she will ensure that the Vacation policy is maintained in the future even during challenging times.

You can find on page 8 the tracking of weekly hours for the past 4 months of time spent per position on COVID19 activities, meetings, calls, and messaging. The worksheet also shows the number of permits purchased during the 4 months along with what has been completed during that time. An updated of COVID19 activities was provided in the Board Meeting Packet for June 11, 2020 summarizing up to date work that was completed. Robert recalls that NDDH had a payout two years ago and he questions if NDDH is properly staffed because employees are not taking time off or cannot take time off due to the workload. Sue explained the payout two years ago was to reduce the large bank balance and improve the policy. Sue also explained that one of our Senior Sanitarian retired in March 2020 and NDDH is going to hire another Environmental Specialist to replace the Sanitarian.

FY20 YTD Financial Report: Income is at 91.84% of the budget and that is without dipping into the fund reduction of \$57K. Daycares, Group Homes, Food Services and Certified Food Protection Course are below budget due to closures during the pandemic. Expenses are 87.26% of the budget. Currently facility maintenance expenditures total \$9,178.10 and we budgeted \$1K. NDDH purchased \$7K (4) heavy duty tent systems and have been reimbursed for them by Region 4 funding. As of May 31, 2020, NDDH has been reimbursed for \$9,098.00 out of \$15,282.70 COVID19 expenditures.

Other Business: Tabled the windows/rug in conference room. Union negotiation are still pending awaiting response from NE1199.

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

Adjournment: 3:59 p.m.