



## Northeast District Department of Health

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Finance Committee Meeting Minutes; Thursday, November 7, 2019 @ 3:00pm

1. The meeting was called to order at 3:00p.m.
2. Elaine Lippke, Bob Kelleher, Nate Swift and Susan Starkey were in attendance. Orla McKiernan-Raftery and Missie Nichols were excused.
3. Nate Swift made and Bob Kelleher seconded a motion to accept the minutes of the October 10, 2019 Finance Committee Meeting. The motion was amended to include correcting the minutes by adding the words “for acceptance” in the second to last paragraph on the first page. Motion passed unanimously.
4. FY20 YTD Finance Report was reviewed and the following noted: most Late Fees and Penalties will come in through December, January and late spring; There should be savings in insurance cost because all payments were made, environmental health staff needed new cell phones and NDDH chose Verizon as the provider; office custodial budget line will go over due to the increased cost for contracted services; this contract should be negotiated in time to put accurate funds in the budget.
5. Ally-Loan Payoffs per vehicle reviewed. Discussion was tabled to a later date.
6. The committee voted to accept the 2020 meetings schedule.

***Fiscal Year 2021 Budget Meetings 3 p.m. – 5 p.m.***

Thursday, January 23 <sup>rd</sup>	1 <sup>st</sup> Draft FY 2021
Thursday, February 20 <sup>th</sup>	2 <sup>nd</sup> Draft FY 2021
Thursday, March 12 <sup>th</sup>	3 <sup>rd</sup> Draft FY 2021
Thursday, March 26 <sup>th</sup>	4 <sup>th</sup> Draft FY 2021
Thursday, April 2 <sup>th</sup>	Final Draft FY 2021
Thursday, April 9 <sup>th</sup>	TBD-prior Board Meeting
	Continued,

***2020 Finance Committee Meeting Schedule, continued***

***Regular Meetings 3 p.m. – 5 p.m***

Thursday, May 28 <sup>th</sup>	Prepared for June 2020 Board Meeting
Thursday, August 27 <sup>th</sup>	Prepared for September 2020 Board Meeting
Thursday, October 29 <sup>th</sup>	Prepared for November 2020 Board Meeting
Thursday, Dec 17 <sup>th</sup> or 30 <sup>th</sup>	Prepared for January 2021 Board Meeting

7. Other business

- Attempts are being made to hold Union negotiations early so the terms can be taken into account in the FY2021 Budget.
- Capital Plan-Carpets Replacement and Windows. The estimated cost of repairing the windows in the NDDH conference room is over \$22K. Bob Kelleher will have a conversation with the chief elected official so we can consider next steps at a future meeting. Repairs to floor will be made after the leaking windows are fixed.

8. After consideration of current budget, the FY2019 budget surplus of \$31,960 and recommendations from the director based on current workload and staffing levels, the committee agreed to make the following recommendations to the Board at the November 14, 2019 meeting:

- Approve the FY 2019 Budget Audit
- Create an ASSIGNED Compensation Reserve Fund
- Allocate \$26,860 to the Compensation Reserve fund
- Create an ASSIGNED Unemployment Reserve Fund
- Allocate \$5,000 to the Compensation Reserve fund
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9. Bob Kelleher motioned to adjourn; seconded by Nate Swift. Meeting adjourned at 4:31p.m.