



Northeast District Department of Health

69 South Main Street, Unit 4, Brooklyn, CT 06234
860-774-7350 / Fax 860-774-1308 www.nddh.org

Finance Committee Meeting Minutes 10/29/2020

Start Time: 3:00 p.m.

Attendance: Elaine Lippke-Finance Chair, Robert Kelleher, Nate Swift, Luther Thurlow, Orla McKiernan-Raftery, Susan Starkey-DoH, David A. Griffiths and Melissa Nichols.

Meeting Minutes-August 27, 2020: Motion made by Robert K. to approve the minutes of the August 27, 2020 meeting. Second by Luther T. Motion carried (5-0-0).

There was no Public participation.

FY20 Year End Budget Recommendation: An additional budget line transfers will be recommended to the Board for FY20 to balance the budget:

Pension contributions (\$11,765)
Unemployment Comp \$11,765

Motion made by Nate S. to recommend to the board the additional budget line transfers for FY20. Second by Robert K. Motion carried (5-0-0).

FY21 YTD Financial Report: Income is at 40.13% of the budget for the first quarter of the year. The following income permit will be effect by COVID19 State protocols and is estimated at \$36K loss: Certified Food Protection Course, FAST Classes, Interest Earned, Dental Health Program and Late/Penalty Fees. Expenses are 27.18% of the budget. Total Fund Balance is at 42% of the budget.

As expected, NDDH will receive \$161,931 for ELC Grant which covers new hires salary. Union negotiations were successful. An additional \$98K from the reserve is needed to cover FY21 additional expenses: additional hours for Public Health Nurse position (\$9,650), Union salaries (\$12,223), Over-time (\$8,500), Full-time Administrative position (\$58,273), Website Development, Furniture and IT (\$4,973).

Motion made by Nate S. to recommend to the board to increase the anticipated fund balance draw down to \$135K to cover estimated expenses for FY21. Second by Robert K. Motion carried (5-0-0)

Other Business: None discussed

Motion made by Luther T. to adjourn. Second by Nate S. Motion carried (5-0-0).

Adjournment: 4:30 p.m.