



# Northeast District Department of Health

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## Finance Committee Meeting Minutes 12/22/2020

Start Time: 3:15 p.m.

Attendance: Elaine Lippke-Finance Chair, Nate Swift, Orla McKiernan-Raftery, Susan Starkey-DoH, David A. Griffiths and Melissa Nichols. Robert Kelleher and Luther Thurlow arrived after meeting started (technology difficulties).

Meeting Minutes-October 29, 2020: Motion made by Orla M. to approve the minutes of the October 29, 2020 meeting. Second by Nate S. Motion carried (3-0-0).

No Public participation.

FY21 YTD Financial Report: Income is at 42% of the budget. Expenses are 35% of the budget. Total Fund Balance is at 43% of the budget.

Motion made by Orla M. to accept the Financial Report. Second by Nate.  
Motion carried (3-0-0).

2021 Calendar Year Finance Committee Schedule Proposal: Committee reviewed the 2021 calendar for regular and budget meetings.

Motion made by Orla M. to accept the 2021 Finance Committee Meeting proposed in the Finance Committee Meeting packet. Second by Nate. Motion carried (3-0-0).

Luther T. joined the meeting at 3:46 pm. Robert K joined the meeting at 3:50 pm.

Per Capita Rate \$1.25 - \$1.75: The Committee was provided information verbally about FY22 increase in salary, fringe benefit, technology and workload that is estimated in next years budget. Committee asked about other Health Districts rates and the number of staff employed by other Health District. NDDH is provided limited information from the annual DPH Health Department/District and last one provided has FY2019 information available. NDDH is to provide an itemized list of FY22 estimate increase of expense to rationalize rate increase

Motion made by Orla to recommend to the board to increase FY22 per capita rate to \$7.00.  
Second by Robert K. Motion carried (5-0-0)

Brooklyn/Woodstock Fair Fees 2021: The Finance Committee will recommend to the board at the January 2021 meeting that the fair permit fee (\$165) will not change for FY22.

Legal Fees (Attorney-Ordinances): Committee acknowledges that NDDH may need an additional \$5K for legal fees in FY21. Committee suggests that item transfers be done at year end with all other transfers. Committee will announce acknowledgement to Board at January 2021 Meeting.

New Vehicle Purchase: NDDH needs to purchase an additional vehicle. Discussion to lease, finance or purchase vehicle was discussed. Acquisition of District Vehicle fund balance is \$18,438 (includes FY21 Budget \$2K approval).

Director Performance Evaluation: Report will be giving by the Personnel Committee at the January 2021 Board Meeting.

Other Business: Rick Ives requested a copy of the estimate to be emailed to him for the conference room windows replacement. Missie will send to Rick.

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

Adjournment: 4:25 p.m.