



Northeast District Department of Health

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Finance Committee Meeting Minutes 02/25/2021

Start Time: 3:05 p.m.

Attendance: Elaine Lippke-Finance Chair, Nate Swift, Orla McKiernan-Raferly, Luther Thurlow and Melissa Nichols. Personnel Committee: Lana Salisbury-Chair, Don Gladding and Ann Hinchman. Excused absence: Susan Starkey-DoH, Robert Kelleher and Heidi Clifford.

Meeting Minutes-February 4, 2021: Motion made by Nate S. to approve the minutes of the February 4, 2021 meeting. Second by Luther T. Motion carried (3-0-0).

No Public participation.

Personnel Committee-Bonus Discussion: At the January 14, 2021 Board Meeting, the Personnel Committee was asked if there a recommendation for a raise after the Director's evaluation. There was no formal recommendation at the Board Meeting. Lana summarized what ideas were floated at the January's Board Meeting and remembered Sue broached the idea of bonuses and not to single out an individual raise. Lana reviewed last year's significant wage adjustments, explained increases were to bring wages up to scale statewide, retain staff and attract new staff. The Personnel Committee shared their informal ideas with the Finance Committee. Lana explained the Personnel Committee was divided about bonuses. Lana had a conversation with Sue the day before the Finance Committee Meeting. Sue indicated that she would like to see bonuses across the board due to the COVID19 workload. Some members stated bonuses are more for private industry than public domain. It was stated bonuses come in many forms, not just monetary. It was suggested employees can be given additional time off, individual/group recognition with plaques and a good reference of work done in the staff's personal records. Lana and Ann have both volunteered at the NDDH vaccination clinics and applaud the work that everyone is doing and acknowledges the hard work by the staff. Don suggested contacting WINY to recognize the Health Department. Elaine stated that all the information provided by the Personnel Committee will be taken under consideration while the Finance Committee works on the budget and thanked them for coming. All members of the Personnel Committee left the meeting at 3:20 p.m.

3:20 p.m. Orla arrived at meeting.

FY21 YTD Financial Report (January 2021): NDDH is 7 months into the Fiscal Year. Income is at 93% of the budget and expenses are 63% of the budget. Total Fund Balance is at 43% of the budget.

FY2021-22 Budget-2nd Draft: Finance Manager review the 2nd Draft with the Finance Committee. Committee recommends reviewing the permit estimates for FY22 in the 3rd Draft.

Other Business: Conference room windows replacement tabled.

Next meeting, March 11, 2021 Finance Committee meeting will start at 2:00pm.

Motion made by Nate S. to adjourn. Second by Luther T. Motion carried (4-0-0).

Adjournment: 5:01 p.m.