



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 03/25/2021

Start Time: 3:03 p.m.

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

No Public participation.

Meeting Minutes-March 11, 2021: Motion made by Nate S. to approve the minutes of the March 11, 2021 meeting. Second by Luther T. Motion carried (5-0-0).

FY2021-22 Budget-4th Draft: Finance Committee reviewed the 4th Draft. The estimated anticipated decrease in the unassigned fund balance for FY2021-22 is \$13K. FY21 ELC Grant Funds will carry over to FY22 and is estimated to increase the budget \$20K. Year 2 of the ELC grant runs from May 2021 to May 2022. Year 3 of the ELC Grant will begin during FY22 and an additional \$25K is estimated in FY22 Budget. Upon review of the ELC grant in year 2, the changes in grant deliverable reduced \$40K in Salary/Benefits expenses. The unassigned fund balance FY2021-22 Budget is at 25% (\$401K).

Back in December 2020, Towns could apply by Christmas for CRF funds thru OPM for retroactive activities. Orla confirmed that Thompson received \$82K of that funding.

On Wednesday, March 24, 2021, the Director was part of the Statewide call with State officials, the Governor and DPH Commissioner. The plan for American Recovery Act funding is to send it to Municipalities and not to district health departments. The State plans to give Municipalities those funds and the local health departments can make an agreement with the Towns to get some of the funding. The funds are supposed to be for Public Health. The Commissioner stated that LHD received COVID19 Crisis Funding and ELC Funds. Sue clarified that the monies from those funds were not enough to do COVID work and required additional staff—which pulled them away from our regulatory duties. Our staff has been pulled away from regular work such as subsurface work and permitting for economic development to do COVID work. Sue explained that the State Per Capita rate is low, it has not been fully funded for years, and suggested it should be increased.

Sue suggested that NDDH write a letter to the towns to let them know that NDDH will be requesting supplemental funding from the municipal American Rescue Act funds probably in the range of 5% to 20% of the town's allocation. She will create a draft letter to explain the plan that can go out with the per Capita Invoices and she will come up with a budget request that itemizes the planned use of funding once the State releases guidelines for how funds can be used. Orla said the Town of Thompson is expected to receive \$926K over 4 years and the Thompson schools are expected to receive separate funding of \$1M. Orla stated all Towns should help fund the LHD with this funding.

Motion made by Nate S. to recommend the 4th Draft FY2021-22 Budget to the Board at the April 2021 Board Meeting, along with no changes to the Permit Fee Schedule for FY2022 and \$1.25 rate increase in the Per Capita . Second by Orla M. Motion carried (5-0-0).

Other Business: Conference room windows replacement tabled.

Next meeting, April 1, 2021, Finance Committee meeting will start at 3:00pm.

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

Adjournment: 4:00 p.m.