



Northeast District Department of Health

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Draft Finance Committee Meeting Minutes 04/01/2021

Start Time: 3:01 p.m.

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

No Public participation.

Meeting Minutes-March 25, 2021: Motion made by Nate S. to approve the minutes of the March 25, 2021 meeting. Second by Robert K. Motion carried (4-0-0).

YTD Finance Report (February 2021): NDDH is 8 months into FY2021 (66% of budget year). Permit income is at 80.3% of the amount budgeted for FY2021, Special Revenue Funds (Grants & Contracts/State & Town Per Capita) is at 110.3% of the amount budgeted for FY2021, YTD total income is 97%. YTD total expenses is 73.1%. Pages 7 & 8 of packet represents the breakdown of Grant/Contract funding earned/spent YTD.

Reopening Estimates: Board Chair David Griffiths discussed the Reopening Committee plans and recommendation to approve funds with a goal of reopening to the public on May 2, 2021. Sue explained that the staff is still concerned about reopening, that the public health guidance is still to work from home if able, and that the reopening date will depend on our ability to get bids, find a contractor and have work completed. The proposed plans are to protect the public and the staff who are exposed to the public. The plans include door locking system for general office safety. and estimates were provided to the Finance Committee. The estimated cost covers the following: front desk area, front door access, security of conference room & kitchen entry, and keeping the bathroom closed to the public at this time. Protocols have already been put in place to protect the staff working in the building and any requests for funds for additional changes will be brought to the Board. NDDH will need permission from the Town of Brooklyn to do any renovations over \$2,500. The Finance Committee acknowledges there may be additional costs required in the future. Funding will need to come from the general fund until other income sources are available. Reserve Funds (Capital) and COVID-19 response funds might be available. District Towns are receiving COVID19 infrastructure funds and may be a possible source of funding.

Orla made a motion for the Finance Committee to support the proposal of reopening the office with the current estimates provided. Second by Nate S. Motion carried (4-0-0)

FY2021-22 Budget: The proposed budget for FY2021-22 shows the amount and percentage of change from previous year's budget to compared to the new proposed budget. The \$1.6M budget

reflects an increase of \$356K (27.5%) from last year; most of this is for new staff and the staff are grant funded.

Supplemental Funding Sue S. suggested that the following paragraph be added to the letter that will be sent to towns informing them of the FY22 per Capita:

NDDH has been informed by State officials that *American Rescue Act* (ARA) funding will be sent to municipalities and local health districts will request a portion of those funds for allowed public health activities from member municipalities. NDDH is awaiting guidance from the CT Office of Policy and Management in order to create a plan for the use of the ARA funds. We plan to work with member municipalities before finalizing our budget and funding requests.

The committee agreed to this approach.

Motion made by Nate S. to cancel the Finance Committee Meeting prior to the Board Meeting next Thursday, April 8, 2021. Second by Elaine L. Motion carried (4-0-0).

Robert K. may not be at next week's Board Meeting. Orla M. will not be at the Board Meeting either. Orla M. will reach out to Thompson's Alternate, Delpha Very and request she be at the Board Meeting.

Other Business: Conference room windows replacement tabled.

Next meeting, May 27, 2021, Finance Committee meeting will start at 3:00pm. At this meeting, we will review the Reserve Fund Balance (committed, assigned, restricted and unassigned).

Motion made by Robert K. to adjourn. Second by Nate S. Motion carried (4-0-0).

Adjournment: 3:57 p.m.