



## Northeast District Department of Health

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### **Draft Finance Committee Meeting Minutes 08/26/21**

Start Time: 3:03 p.m.

Attendance: Elaine Lippke-Finance Chair, Robert Kelleher, Nate Swift, Luther Thurlow, Orla McKiernan-Raferly, Susan Starkey-DoH, and Melissa Nichols

No Public participation.

Meeting Minutes-May 27, 2021: Motion made by N. Swift to approve the minutes of the May 27, 2021, meeting. Second by L. Thurlow. All in favor. Motion carried (4-0-0).

YTD Finance Report (June 2021): The YTD Finance Report represents 12 months of the FY2021 budget. YTD total income is 126%. YTD total expenses is 117%. Grant funds are expected to be deferred to FY22 (Block, PHEP/MRC, ELC and Equity). A list of year end expense line items was distributed to the committee.

Orla McKiernan-Raferly joined the meeting via telephone at 3:24 p.m.

Grants: The Director will continue to pursue COVID prevention funding.

Auditor Update: The Auditor will be coming September 15<sup>th</sup> and 16<sup>th</sup>. YTD financials show NDDH is estimated to go into the reserves \$38K. At the October Finance Committee Meeting, the final expense transfer line items will be provided for the November Board Meeting. NDDH placed an advertisement for FY22-FY24 Auditor's BID. We received one bid back from Hoyt, Filippetti & Malaghan. The estimated auditor cost will be \$13,500-\$13,750 over the next 3 years.

Motion was made by N. Swift, seconded by R. Kelleher to recommend the bid from Hoyt, Filippetti & Malaghan to the Board at the September meeting. All in favor. Motion carried (5-0-0).

New Bank Account: The Bank of America balances is \$400K, NDDH needs to open another bank account. The FDIC guarantees up to \$250K reimbursement per bank. We plan to contact Berkshire Bank and Jewett City Savings to open another account.

Unfinished Business: The Brooklyn 1<sup>st</sup> Selectman is working on the conference room windows bid for repairs. The Town recently replaced HVAC #4, repaired HVAC #1, cleaned the gutters, repair mildew from water leak in back office and measured the conference room for new rugs or flooring. Flooring would be easier to clean. Conference room is currently dedicated to vaccine clinics.

Next meeting, October 28, 2021, Finance Committee meeting will start at 3:00pm.

Motion made by R. Kelleher to adjourn. Second by L. Thurlow. Motion carried (5-0-0).

Adjournment: 3:55 p.m.