



Northeast District Department of Health

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DRAFT Finance Committee Meeting Minutes 10/28/21

Start Time: 3:06 p.m.

Attendance: Elaine Lippke-Finance Chair, Robert Kelleher, Nate Swift, Orla McKiernan-Raferly, David A Griffiths (Board Chair), Susan Starkey-DoH, and Melissa Nichols

Absent: Luther Thurlow

No Public participation.

Meeting Minutes-August 26, 2021: Motion made by N. Swift to approve the minutes of the August 26, 2021 meeting. Second by R. Kelleher. All in favor. Motion carried (4-0-0).

FY 2021 Finance Information

- End of Year Transfers - N. Swift motioned to accept the end of year transfers (as seen on page 5 of the meeting packet and listed below). Seconded by R. Kelleher. E. Lippke, R. Kelleher, N. Swift and O. McKiernan-Raferly in favor. Motion carried (4-0-0)

Health Insurance	\$19,002	Unemployment Comp .	-\$1,459
Workers Comp	\$4,215	Medicare Match	-\$2,897
Accountant	\$750	Attorney/Other Consult	-\$4,473
Ins-Business Owner	\$814	Vehicle Insurance	-\$57
Ins-Profession liab	\$1,734	Vehicle Maintenance	-\$8,170
Data Technology	\$9,820	Other Equip Maintenance	-\$326
Office Equip	\$508	Computer Maintenance	-\$9,882
Office Custodial	\$362	Facility Maintenance	-\$3,202
Gas/electric	\$3,821	Telephone	-\$2,040
Transport Rabies	\$625	Mail-Postage	-\$233
Education/Seminar	\$1,539	Office Supplies	-\$4,973
Educational materials	\$1,102	Environment Supply	-\$525
Other expenses-Board	\$500	Membership/Dues/Subsc	-\$1,166 .
CFPM/Fast Course	\$1,800	Misc Expense-Total	-\$630
Dental Health Program	\$700	Furniture/fixtures	-\$1,726
Technical Support Equip	\$130	Vaccine Program Expenses	-\$5,663
	\$47,422		-\$47,422.

- Auditor's Draft Report – FY 2021

NDDH will provide a copy of today's draft Finance Committee Meeting Minutes to the Auditor. The Auditor will prepare another draft with the recommended line item 2) changes for the November Board Meeting. The Auditor will be at the November Board Meeting.

Grants:

We applied for and won a bid to do COVID vaccination clinics: homebound, mobile clinics and fixed clinics. The State said they would start paying people a fixed amount if they do any of those things. We applied for the highest level they would pay and we were one of the awardees selected.

Current Grants: PHEP, MRC, Block, ELC1yr2, Equity
Equity Grant ends December 31, 2021
Completed "Freedom from Smoking" Contract \$7,500

Anticipated New Funding: Epi-Lab Capacity (ELC2) \$404K
Leadership Training funds \$2K

Possible Funding Sources: Rural Health Area Grant \$290K, might be divided between three establishments instead of 4
American Rescue Plan Grant (ARPA)

ARPA Grant: NDDH has heard from a couple of towns that there is funding available. Several towns joined together and asked NECCOG to manage the funds for them. NECCOG is managing a reasonably large portion of the funding. NDDH has made inquiries however, NECCOG has not responded to calls or emails.

YTD Finance Report (September 2021): The YTD Finance Report represents 1st Quarter FY22. Fair revenue is \$22K this year. Annual billing will go out soon. All permits/registrations are due by December 15, 2021. Billing procedures will resume as one payment per year. NDDH is not providing Certified Food Protector Classes and FAST classes due to subsurface demands, conference room availability, and limited trained staff. Recently, we completed a FAST training for a church group. NDDH received \$224K of State Per Capita funds. The Per Capita Rate increased from \$1.85 to \$2.60. NDDH budgeted \$157K. NDDH income is 48% of the estimated budget. NDDH expenses are 29.96% of the estimated budget. The financial report's justification column lists the funds spent on grant deliverables.

OT expenditure for FY22 is at 99%. DoH explained it is vital to increase this line item. NDDH has one Registered Sanitarian. Subsurface inspections continue to remain steady, as do lead cases, complaints, and training new staff. The estimate for eight hours of weekly overtime for the next nine months is \$26K. There is \$26K in the Compensation Committee Fund Balance and the Board may use those funds to balance the line item at the end of the year. The Finance Committee will monitor and report any recommendations to the Board.

Unfinished Business

- Conference Room Window / Rug – The room has been measured and NDDH requested the Town get quotes for carpeting and flooring. M. Nichols sent an email and is awaiting follow up. R. Kelleher will also check with the Town on the status.
- Bank Account – Bank of America - Danielson branch - has not reopened since COVID19 shut down. Finance Manager will open new bank account (Jewett City Savings Bank) after the November 2021 Board Meeting when all Committees have been voted on. After the vote, M. Nichols will prepare documents for signatures, which includes M. Marcoux

and L. Buisson be added. R. Kelleher suggested next time we consider local credit unions when we open a new account.

Current amount owed on three NDDH vehicles is \$40K. The 2005 Ranger (white truck) needs \$700 repair to the exhaust system. This is our oldest vehicle in the fleet. It has approximately 150K miles on it. Committee decided not to fix the truck but instead, to invest in the purchase of a used vehicle, perhaps a transit van, back-up truck or vehicle with towing capabilities. Public Health Nurse came across a certified used transit van for \$34K.

Other

NDDH Polo Shirts for Staff. Union employees are allowed two polo shirts per Union Contract. Non-Union staff have inquired about purchasing polos. NDDH did not budget for non-union members. Buying in bulk reduces the costs. NDDH will purchase fourteen shirts for the Union and offer non-Union staff the option to purchase their own with the knowledge that any NDDH logo clothing must be returned upon leaving NDDH employment. The Finance Committee agreed.

Next meeting, December 16, 2021, Finance Committee meeting will start at 3:00pm.

Motion made by R. Kelleher to adjourn. Second by N. Swift. All in favor. Motion carried (4-0-0).

Adjournment: 4:50 p.m.

Respectfully submitted,
Linda Violette Buisson
Administrative Assistant