



Northeast District Department of Health

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DRAFT Finance Committee Meeting Minutes 12/16/21

Start Time: 3:05 p.m.

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

Absent: Luther Thurlow and Gail Dickenson

No Public participation.

Meeting Minutes-October 28, 2021

Motion made by N. Swift to approve the minutes of the October 28, 2021 meeting. Second by O. McKiernan-Rafertry. All in favor. Motion carried (4-0-0).

FY 2022 Meeting Schedule

R. Kelleher motioned to accept the 2022 Finance meeting schedule. N. Swift seconded. All in favor. Motion carried (4-0-0).

YTD Financial Report (November 2021) NDDH is five months into its fiscal year, which calculates to 42% of budget. Upon review of report, a question was raised why the line item was over budget for social security. M. Nichols explained overage represents additional staff hired after the approved budget and some funds are paid by new grants. The YTD income is 87% and YTD expenses is 47%.

FY23 Per Capita Rate

This is regarding Town Per Capita Rate. Currently, the rate is \$7 per person. In reviewing the projections we used last year, we expected the rate to go up 10% for 2023, 9% in 2024, and 2.9% in 2025. It would look like the current \$7 would go up to \$7.75 in 2023, to \$8.50 in 2024, and \$8.75 in 2025. R. Kelleher said that we should be prepared to provide justification to the towns for the additional increases each year as they will want an explanation on what the money is being spent on. If the Finance Committee votes to approve the 10% per capita rate for 2023, it will then be presented to the Board for their vote. There was much discussion suggesting that town leaders may find the per capita increase to be too high. It was suggested that we inform the Board that we want a \$0.75 increase but think towns will push back so we are requesting that the Board approve our request to ask for a \$0.50 (7%) increase per person, but no less than that.

R. Kelleher motioned to recommend to the Board to set the per capita for towns at \$7.50. N. Swift seconded. All in favor. Motion carried (4-0-0)

Brooklyn / Woodstock Fair Fees 2022

It was recommended to *not* increase the fair fees in 2022. A lot of consideration goes into determining the fair fees – costs for administration to prep the paperwork, mileage, fringe, and environmental health staff that need to do the inspections. Current cost for a vendor permit is \$165 (per permit) for the duration of the fair. If a reinspection is required, that cost is \$115 for *each* reinspection. O. McKiernan-Raferly does not believe we should increase the fair fee that much. She suggested to raise the fee to \$170 in 2022 and \$180 in 2023. M. Nichols advised that the current cost of \$165 has been in place for approximately four years.

R. Kelleher motioned that the Finance Committee recommend to the Board to increase the fair fee to \$180. N. Swift seconded. O. McKiernan-Raferly opposed. Majority in favor. Motion carried. (3-1-0)

Worker's Compensation Audit

The time period runs from October 2020 to October 2021. M. Nichols informed the committee that NDDH's planned refund is \$4,200, however, M. Nichols is reviewing the audit's employee classification for accuracy with The Hartford. M. Nichols will report back finding at next meeting.

Vehicle Purchase Update (2005 Ranger)

M. Nichols has priced more certified-used vehicles including a cargo-type van. These are not currently available. Upon more research, she investigated vehicles that would be equivalent to the Sportages as those are AWD, the staff likes them and EHS staff drives them most of the time. M. Nichols is finding that certified-used cars are going for \$25K-\$27K. In the reserve account, we applied and put away \$11K. Currently, the automobile rates that NDDH pays are between 3.76% - 4.25%. N. Swift found information (Swap Guide) that a new cargo transit vehicle is available for \$34K at a dealership in MA. He gave M. Nichols the information at the meeting. As of November, we are halfway through one vehicle purchase, we have 33 months left to pay on another vehicle, and we have 53 months left to pay on a third vehicle. We currently owe \$43K. S. Starkey mentioned that we might want to look for a Ford Maverick Hybrid which generally costs between \$22K - \$27K fully loaded, that gets approximately 40 miles per gallon and possibly towing capabilities. The Finance Committee discussed and agreed to pay up to \$35K on the cargo vehicle. N. Swift advised that he thought we could get the exhaust on the Ford Ranger fixed for less than \$700. He suggested M. Nichols contact Pomfret General Repair for a quote. R. Kelleher motioned to spend up to \$35K on the cargo vehicle. N. Swift seconded. All in favor. Motion carried (4-0-0)

Grants / American Rescue Funds

E. Lippke noted that she and S. Starkey attended a recent meeting where S. Starkey provided a NDDH wish list and costs associated with list. E. Lippke attended a borough council meeting and the council decided to develop an application to distribute ARPA funds. E. Lippke suggested that we might want to reach out to NECCOG as several towns are using them as consultants for the American Rescue funds. We will most likely have to fill out several

applications for all twelve towns in the district. We have already sent our wish list to towns so they are aware that we will be completing applications for funding. O. McKiernan-Raferly advised that Thompson does not have a form however, there is \$334K in contingency that has not been appropriated. She suggested that S. Starkey write to the first selectman and request to be put on the agenda for the next Board of Selectman meetings will take place on January 4th and January 18th. Director of Health will send a letter to all the towns and to NECCOG and offer to attend any Board of Selectman meetings.

ELC Grant. Over the course of this year, S. Starkey stated, NDDH received about a million dollars in grants. We are in line to receive another half a million dollars that will start in March and will allow us to continue doing what we're doing. There is another \$300K that we are in line for in Rural Health Equity. We will work with some of the other health districts in the eastern portion of Connecticut. The state is now starting to advise us on what that money may be used for.

Unfinished Business

a. Conference Room Window / Rug

Carpets will not be installed until the windows are fixed. Our original quote for the windows is now over two years old. A contractor sat down with the Brooklyn First Selectman. First Selectman advised NDDH that if the repair is very expensive, the Town may consider building some walls and putting some windows in them rather than replacing the windows currently in place. Of note, someone sent a quote to replace the carpet to the town of Brooklyn and it was paid. The first selectman is looking into this. It was mentioned to Selectman that flooring would be preferred to carpeting. Repairs cannot be done until spring or summer due to our vaccination clinics.

Other Business

R. Kelleher inquired about the number of NDDH employees on staff currently. M. Nichols informed that we had 21. R. Kelleher asked, "how many were part of our original plan, not grant-funded." M. Nichols will get back to him with the information he requested. NDDH's budget is all inclusive with general and grants funds together. We had 26 employees working in the last nine month period.

Next meeting: January 27, 2022, Finance Committee meeting will start at 3:00 pm.

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

Adjournment: 4:56 p.m.

Respectfully submitted,
Linda Violette Buisson
Administrative Assistant