



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 1/27/22

Start Time: 3:05 p.m.

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

Absent: Gail Dickinson

No Public participation.

Meeting Minutes-December 16, 2021

Motion made by N. Swift to approve the minutes of the December 16, 2021 meeting. Second by O. McKiernan-Raftery. All in favor. Motion carried (5-0-0).

YTD Financial Report (December 2021)

M. Nichols reviewed the December report. Income shows that we've received 81% of food permit income. Spring billing should bring in remaining 20%. Late fee income will increase in January's fiscal report. Special Revenue funds refer to grant funding and contracts. Some Grant/Contract income received in FY22, will be deferred to FY2023 due to contract due/completion dates are not always aligned with our fiscal year.

- Overtime, Attorney Expenses, Unemployment
Overtime – NDDH has been keeping an eye on overtime. The Finance Committee will continue to monitor and keep the Board apprised.
Attorney Expenses - reviewed
Unemployment –NDDH pays unemployment claims when billed, rather than paying a percentage of weekly payroll into the Federal/State Unemployment. The estimated yearly savings is between \$17K-25K. NDDH has \$5K in the unemployment reserve, along with almost \$27K in the Salary/Benefits fund to assist with FY22 costs.
- Employee Assistance Program– An employee assistance program would provide other services for our employees. It would fall under HR benefits. We are exploring options and pricing. We will revisit and see if this fits into our budget when we have package information.
- New Payroll / HR Software –We currently have software that we use but it has limited capabilities. There is a possibility of our purchasing something that is more comprehensive and would help us with tracking.
- Reserve Accounts – The Finance Committee will continue to review the reserve accounts.

Vehicle Purchase Update

S. Faucher went to Vachon to pick up the 2022 Ford Transit Cargo Van application. The vehicle is on order. Vachon will receive a deposit up to \$5K. The estimated insurance cost for the vehicle is

approximately \$1K per year for full coverage. The vehicle and insurance costs should fall under the \$35K allocated and that is with the tow package was added. Vehicle has two-seats, is fully open with carpeting, slide doors, and backup camera. The vehicle purchase is currently in our general fund, but we hope to put it under American Rescue Funding. Perhaps after procuring the vehicle, we can ask ARPA to pay it off. We are uncertain what we can and cannot ask for.

Grants / American Rescue Funds

American Rescue Funds – S. Starkey was informed that Woodstock is using Phase 1 of funding for emergency services such as fire and police; and in Phase 2, they will consider public health and social services.

E. Lippke informed Finance Committee that the Danielson borough has come up with an application and advises NDDH to reach out to Brenda to get the ARPA application form.

O. McKiernan-Rafertry suggested that S. Starkey send a letter to the Town of Thompson to request funding. They have already gone through their allocation process and there is \$368,000 not allocated. She suggested we send a letter in soon and S. Starkey should meet with the Thompson Board in February 2022 to discuss health department's needs.

FY 2022-23 Budget – 1st Draft

M. Nichols distributed a draft of information showing detailed justifications to the per capita increase and costs. There are seven expense categories expected to increase. E. Lippke suggested that the page be revised to include either dollar amount or a percentage for every item. This will be shared with all board members.

Unfinished Business

- Conference Room Window / Rug

R. Kelleher informed NDDH that Town of Brooklyn currently received only one bid from Creative Enclosures in the amount of \$24,557. A. Tanner, Brooklyn's First Selectman, signed the contract and will send the down payment. The cost of the repair increase \$3K from original quote. The expenditure was approved from the Town's Capital funds. The town clerk will send a request to the Brooklyn's Board of Finance for the difference of \$3K. A reminder the repairs will commence when NDDH no longer needs room for clinical processes and when weather permits.

Other Business

None

Next meeting: Thursday, February 17, 2022, Finance Committee meeting will start at 3:00 pm.

Adjournment

Motion made by L. Thurlow to adjourn. Second by N. Swift. All in favor. Motion carried (5-0-0). Adjournment: 4:20 p.m.

Respectfully submitted,
Linda Violette Buisson
Administrative Assistant