



Northeast District Department of Health

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Finance Committee Meeting Minutes 8/25/22

Start Time: 3:03 p.m.

Attendance: Elaine Lippke (Finance Chair), Robert Kelleher, Nate Swift, Susan Starkey, and Melissa Nichols.

Absent: Luther Thurlow, Orla McKiernan-Raferly and Dr. Gail Dickinson

No public participation.

Meeting Minutes-May 26, 2022

Motion made by N. Swift to approve the minutes of the May 26, 2022 meeting as presented. Seconded by R. Kelleher. All in favor. Motion carried (3-0-0).

Year End Financial Report-FY 2022

NDDH is reporting total income at 123% (\$365K) of FY22 budget. Permit revenue is 105% (\$23K) and YTD expenses are 120% (\$317K) of the budget. Net Income is \$47K before line-item transfers, pending earned revenue payments and year end general journal entries. Some FY22 Grant/Contract Earned Revenue payments for QTR-4 are outstanding. Funds received after August 31, 2022, will be applied to FY23.

NDDH has been reporting that there would be a zero balance of income for Certified Food Course for FY22. S. Starkey explained that the reason we did not do the Certified Food Protection Manager Course was because of the limited number of people we had here, who were instead working on site investigations.

Year End/Line-Item Transfers

N. Swift motioned to transfer the under-budget line-item expenses totaling \$51,096.38 and apply funds to some of the over-budget line-items which will reduce, but not zero out the budget leaving an estimated \$292K overage. Seconded by R. Kelleher. All in favor. Motion carried (3-0-0).

Auditor/Reserve Accounts

FY22 audit will be on September 21 & 22 of this year. Finance will review audit results at the October 27, 2022 Finance Meeting. The auditor will be present at the November Board meeting.

B. Kelleher motioned that the FY22 reserve account balances be carried over to FY23. N. Swift seconded. All in favor. Motion carried (3-0-0).

YTD FY23 Financial Report- July 2022

NDDH is one month into the FY23 budget. We are usually at 8.3% of budget this time of the year. We are currently at 18% for cash in the door. The Dental Income has been low the past few years due to COVID19 and closure of schools. The following schools will be participating this year: Killingly, Putnam, Woodstock and Eastford.

All first installment Town Per Capita payments have been received, except for the Town of Canterbury. The Town has cut the check and will mail by end of week.

NDDH budgeted \$26K for the Certified Food Protection Manager (CFPM) course which includes the FAST Class income. Odalys Reyes Morales, who recently became food certified will be teaching the FAST class at the Brooklyn Fair and will train to teach the expanded course however, NDDH still needs to do food inspections before scheduling the classes. NDDH applied for grant funds through Jewett City Savings Bank. We plan to offer free Certified Food Protection Manager or FAST Class trainings. It would be a good-will gesture from the bank and would reduce costs for the food service establishments. We expect a response to our application sometime in October.

There was a brief discussion surrounding FITO (Food Inspection Training Official) training. E. Lippke indicated that it seemed like a surprise expense. S. Starkey explained it was something two EHS staff needed to take. Once they are trained, there is no additional FITO cost. We will not need to pay the fee again unless we hire new staff that need the training. E. Lippke suggested that in the future, FITO expense should be placed under the Reserves or as a separate line-item under training. M. Nichols explained that trainings are when staff need to “go” to a training or a seminar. Someone coming in is always a “consultant.”

Grant Update FY2022

M. Nichols distributed a grants report that showed all the types of itemized classifications, including the general funds. All the report information condenses into categories on the FY22 Financial Reports.

Unfinished Business

- a. Vehicle Purchase Update – NDDH traded the 2005 Ford Ranger toward Transit Van and received \$1000 for the vehicle. The vehicle was delivered on August 24, 2022.

Other Business

Next meeting: Thursday, October 27, 2022 at 3 p.m.

Adjournment

Motion made by R. Kelleher to adjourn. Second by N. Swift. All in favor. Motion carried (3-0-0).

Adjournment: 4:47 p.m.

Respectfully submitted,
Linda Violette Buisson,
Administrative Assistant