



Northeast District Department of Health

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Finance Committee Meeting Minutes 10/27/22

Start Time: 3:02 p.m.

Attendance: Elaine Lippke (Finance Chair), Nate Swift, Dr. Gail Dickinson, Susan Starkey, and Melissa Nichols. Luther Thurlow arrived at 3:30 p.m.

Absent Excused: Robert Kelleher, Orla McKiernan-Raftery

No public participation.

Meeting Minutes-August 25, 2022

Motion made by N. Swift to approve the minutes of the August 25, 2022 as presented. Seconded by G. Dickinson. E. Lippke and N. Swift in favor. G. Dickinson abstained. Motion carried (2-0-1).

YTD FY23 - Financial Report-September 2022

NDDH completed its first quarter (25%) of the fiscal year and is reporting total revenue at 36%. All first installment Town per capita payments have been received and the billing for the second installments will be mailed by October 31, 2022. Second installment payments are due by December 15, 2022. Note: "*Other Income*" line item is at 61% of budget. Last year in FY22, there was a severe reduction in the interest accrued on the STIFF account. This year the interest accrued seems to have realigned with previous years. M. Nichols will see if she can determine what caused the sudden increase.

Expenses are at 25% of the budget and are on target. Consulting fees are 250% of the budget. Currently one employee is being trained in food service inspections and NDDH outsources for FITO training. NDDH does not have a FITO trainer on staff, but budgeted payroll fund in FY23.

YTD FY 2023 – Grant/Contract vs General Report

The Grants/Contracts vs General Funds report was distributed to the Finance Committee. The report breaks down all funds by classification and is an additional itemized report that supports the YTD financial report. The Director reminded the Committee that Grants may not follow the same fiscal year period as the NDDH budget.

FY22 Draft Audit Review

NDDH will not need to file a state single or federal single audit for FY22. The total state single filing starts at \$300K and the Federal filing starts at \$750K.

The Director advised that there is more money expected to come in for infrastructure development. We do not know when the money is anticipated to come in.

E. Lippke was reviewing the auditor's report and believes there is an error on page 4 under Financial Highlights. *The General Fund's fund balance increased by \$83,670 to \$580,671 as a result of an increase in town tax contributions.*

Also on page 4, it shows a surplus of \$51,856 of actual revenue vs expenditure for FY22.

3:30 pm - Luther Thurlow arrived and joined the meeting.

As the draft is reviewed, any necessary corrections will be reported to the auditor and another draft will be prepared for the Board to review at the November meeting.

S. Starkey alerted the committee that the new Ford Transit was financed and listed her as a co-owner of the NDDH vehicle. It is assumed that Vachon did not understand how to bill a government agency. We will come back to the committee with suggestions to correct the situation at the next meeting.

Pages 27 & 28 of the auditor report shows original to actual budget totals and positive/negative variances for the fiscal year. This report shows the details of the overall surplus \$51,856 referred to on page 4 of the audit report.

Staffing Budget – Environmental Services

NDDH had two employees resign recently. We hired an Environmental Health Specialist and are in the process of hiring a new HR Specialist.

The Director explained that NDDH has been trying to meet our goal rates for inspections and permitting. We are trying to get additional staff to help us reach those goal rates. We made an offer to replace someone that recently left EHS. We ran numbers to see what it would cost to hire one other person or two people. We need that many and based on what we have seen around the state, people are leaving. Hiring two individuals would put us in a better position.

We want to bring in the new EHS person in the middle of next month. That will require a lot of extra work to onboard them, train them, give them training materials, and start taking them out on inspections. We think that if we wait a couple of months, we can bring in one more person if we can find the money. Instead of five people in EHS there will be seven. Both will be able to go to all the preliminary training classes that are offered through Southern CT State University so that they can begin the process to do food inspections, salon inspections, and then be ready to do subsurface work when summer rolls around.

Bringing on an extra EHS to bring us up to six looks affordable based on the savings we discussed. Bringing on two, especially if we stagger it, looks like it will not increase our costs that much. It will help with the work to have more people, but we cannot bring them on so fast that we are overwhelmed with two new people. We also do not want to miss an opportunity to have them trained January through March because the training only takes place once each year.

NDDH will try to get back to Finance before the Board meeting with information on how they might be able to pay for an additional EHS worker. Depending on the numbers, may ask for two additional staff in November or one in November and another in January.

A decision for the Finance Committee to hold a meeting at 2 pm, directly before the 3 pm Board meeting on November 10th was made. Depending on the outcome of the monies presented, it will be determined how many new employees we will ask the Board to allow.

S. Starkey asked that the Finance Committee help the Board to understand how much it costs to run NDDH as well as the role per capita plays in delivering services. We are working on those materials and can share them with the Committee in December when we consider recommendations for per capita in January. It was suggested that time be dedicated at the December Finance meeting for a Board-Staff meeting where we would discuss our services, what we are doing, costs, and budget. Finance was receptive to the concept. No decision was made.

Calendar Year 2023 – Finance Committee Meeting Schedule (Draft)

The meeting schedule is a draft copy and will be voted on at the December meeting with the new Finance Committee members. The Finance SLATE for vote includes E. Lippke, R. Kelleher, R. Kerr, O. McKiernan-Raferly, L. Thurlow and N. Swift. G. Dickinson will be moving to the Personnel Committee.

The current Union contract ends June 30, 2022. There is no Union Negotiations Committee on the SLATE because it is not listed in the By-Laws. The Executive Committee could function as the Union Negotiation Committee, or an ad hoc committee could be assigned by the Board.

Unfinished Business - none

Other Business - none

Next meeting: Thursday, November 10, 2022 at 2 p.m.

Adjournment

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

Adjournment: 4:03 p.m.

Respectfully submitted,
Linda Violette Buisson,
Administrative Assistant