



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 4/6/2023

Start Time: 3:05 p.m.

Attendance: Elaine Lippke (Finance Chair), Nate Swift, Robert Kerr, Robert Kelleher, Christopher Lippke (Canterbury, alternate representative - joined via Zoom at 3:40pm), and Melissa Nichols (Finance Manager)

Absent Excused: Orla McKiernan-Raftery and Maureen Marcoux (Acting DoH)

Public Participation Attendees: None

Meeting Minutes – March 30, 2023

Motion made by R. Kerr to approve the minutes of March 30, 2023, as presented. Seconded by N. Swift. E. Lippke, N. Swift, R. Kelleher, and R. Kerr in favor. Motion carried (4-0-0).

YTD FY23 Bank Balances/DPH Funds

Finance Manager reviewed all bank balances (YTD April 5, 2023). ELC2 Grant funds (\$112K) were electrically transferred on April 5, 2023, into our bank account. NDDH needs to report financial information on ELC2 (Quarter 4) grants before additional payment (\$91K) is made.

1199 New England Health Care Employees Welfare Fund-Health Insurance Audit Results

NDDH is audited every three years by an independent auditor that 1199NE assigns (Novak / Francella). The audit revealed a discrepancy from July-December 2020. The result of the audit requires NDDH to pay a missed contribution, plus interest, totaling \$1,900.30. A self-audit revealed the same discrepancy. Payment is due by April 14, 2023. The Finance Manager commented that NDDH would only be charged one-third of the interest amount if the audit were done annually as the Collective Bargaining Agreement states. The Committee may want to discuss this with 1199NE.

FY2024 5th Draft Budget- 3 Year Projections

The estimated 3-year (FY25/FY26/FY27) projections were based off of funding sources, three years of salary/wage benefits with union/non-union increases, the number of positions/staff review over the past 8 years, the present/future certification/retention of staff, an additional RS by FY25 (promote within), a town per Capita rate of \$9.50, and a reduction in vehicle expenses-loans paid/maintenance. NDDH is sensitive to the town per Capita rate increasing another \$1 in FY25-FY27 (\$9.50). The costs follow certification timelines presented in the past and the expectation is to have four registered sanitarians to complete inspections. The reserve must be at 25%. A graph provided shows all funding sources for the FY24 proposed budget. The FY24 budget will be emailed separately to the Board on Monday, April 10, 2023. The packet will consist of service

fees, the budget summary (\$2,081,415), an expanded view of the budget, an FY24 graph of funding sources and 3-year projections. Only the fee schedule, town per Capita (\$8.50 per person) and FY24 budget will be voted on at the April 13th Board Meeting. The general budget is \$1.5M along with grant funds \$561K.

C. Lippke, Canterbury First Selectman, joined the meeting.

Vacation Buyout

There was discussion regarding staff that are eligible for vacation payout with 80 hours or more in their bank balance. The policy will need to be reviewed. C. Lippke commented that it helps with work-life balance and a limited time carryover can be approved. NDDH can reduce future financial liabilities if the budget allows. Details below:

1,067.11 estimated payout hours accrued by June 17, 2023. Payout on June 21, 2023
Ten employees eligible based on bank balances currently
\$ 46,000 (wages/benefits) total funds estimated

Unfinished Business

Union negotiations are scheduled for April 14th and April 21st at 1:00 pm in the NDDH Conference Room.

Other Business – Discussion about unemployment versus 1099 contractor was tabled for a future meeting.

Adjournment

Motion made by R. Kerr to adjourn. R. Kelleher seconded the motion. E. Lippke, N. Swift, R. Kerr, and R. Kelleher in favor. Motion carried (4-0-0).

Adjournment: 4:11 p.m.

Respectfully submitted,
Linda Violette Buisson
Administrative Assistant

The Finance Committee meeting scheduled prior the Board Meeting on Thursday, April 13, 2023, at 2:00 p.m. has been cancelled. Communications will be sent to towns. The April 13 Board meeting will commence at its usual time of 3:00 pm.