



# Northeast District Department of Health

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## Finance Committee Meeting Minutes 5/25/2023

Start Time: 3:03 p.m.

Attendance: Elaine Lippke (Finance Chair), Robert Kelleher, Christopher Lippke (Canterbury, alternate representative - joined via Zoom), Amanda Gonzalez (Community Health), and Melissa Nichols (Finance Manager)

Late Arrival: Orla McKiernan-Raftery

Absent Excused: Nate Swift, Rob Kerr, and Maureen Marcoux (Acting DoH)

Guests: Ann Hinchman

Public Participation Attendees: None

### Meeting Minutes – April 6, 2023

Motion made by R. Kelleher to approve the minutes of April 6, 2023, as presented. Seconded by E. Lippke. E. Lippke, R. Kelleher, and C. Lippke in favor. Motion carried (3-0-0).

### YTD FY23 Financial Reports (April 2023)

NDDH has completed ten months (83%) of the FY23 budget. Income at 80% of budget. NDDH offered 3 Certified Food Protection Management courses to the public instead of 6 based on qualified staff to complete work and had to reduce the number of participants per class due to spacing. CFPM courses were budget for \$26K. NDDH received \$9K for FY23. Future courses will be schedule after January 2024 due to FDA code and Safe Serve updates.

Grant revenue is at 47%. NDDH received \$180K at the beginning of May for ELC2. Block (\$12K) funding is expected by end of June.

Expenses are at 79% of the budget.

### Pension Plan

Tabled.

### Union Negotiations Update

R. Kelleher motioned to go into Executive Session at 3:26 pm to discuss Union negotiations. E. Lippke seconded the motion. R. Kelleher, E. Lippke and C. Lippke in favor. Motion carried (3-0-0)

3:44 pm – Orla McKiernan-Raftery joined the meeting.

R. Kelleher motioned to come out of Executive Session at 4:28 pm. E. Lippke seconded the motion. R. Kelleher, E. Lippke and C. Lippke in favor. Motion carried (3-0-0)

#### Vacation Buyout

C. Lippke motioned to pay out the eight employees with a total of 867 hours, bringing them each down to 80 hours in their vacation bank balance. R. Kelleher seconded. R. Kelleher, E. Lippke, Orla McKiernan-Rafertry and C. Lippke in favor. Motion carried (4-0-0)

#### Unfinished Business

- Building – Water Damage Back Storage  
An itemized list was submitted to Austin Tanner, Brooklyn’s 1<sup>st</sup> Selectman
- Building – Carpet  
A.Tanner suggested that the carpet be cleaned.

#### Other Business

- Board Expense Line Usage  
Review past purchases to line item-Board Expense. E. Lippke suggested the money be used for the staff, perhaps a pizza luncheon. The staff has done an extraordinary job. It would be a nice gesture from the Board.

E. Lippke motioned to spend some of the Board expense line item, up to \$200, to be used for a staff luncheon. R. Kelleher seconded the motion. R. Kelleher, E. Lippke, Orla McKiernan-Rafertry and C. Lippke in favor. Motion carried (4-0-0)

- M. Nichols provided a document showing a list of grant place into the FY24 budget. The acting director, Rob Miller (EHHD), is leaving all financial matters to the Board.

Emergency Preparedness and the Block Grant will be ready for review and must be signed/submission on June 2, 2023. Block grant is now considered a competitive grant-it is not guaranteed, and the annual fund ranges is \$30-\$100K for 5 years. The Block grant requires a Board Chair signature. In the past, contracts were signed by the Director of Health. Recently, more contracts are requiring a Board representative to sign documents.

Amanda Gonzalez’s MPH credentials were submitted to the DPH for verification to have the option be add her name to the acting directors list for NDDH.

Next meeting is scheduled for August 24<sup>th</sup>.

#### Adjournment

Motion made by E. Lippke to adjourn. R. Kelleher seconded the motion. E. Lippke, R. Kelleher, O. Kiernan-Rafertry and C. Lippke in favor. Motion carried (4-0-0).

Adjournment: 5:09 p.m.

Respectfully submitted,  
*Linda Violette Buisson*  
Administrative Assistant

