



## Northeast District Department of Health

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### Finance Committee Meeting Minutes 9.12.23

Start Time: 4:14 p.m.

#### Committee Member Attendance:

Elaine Lippke (Finance Chair), Robert Kelleher, Robert Kerr, and Susan Starkey (Director of Health),

Absent Excused: Orla McKiernan-Raftery

Public Attendees: Lana Salisbury, Christopher Lippke, Melissa Nichols (Finance Manager), Linda Buisson (Administrative Assistant)

#### Meeting Minutes – May 25, 2023

Motion made by R. Kerr to approve the minutes of May 25, 2023. Seconded by R. Kelleher. E. Lippke, R. Kelleher, and R. Kerr in favor. Motion carried (3-0-0).

#### FY 2023 Financial Report

a. Year End / Line-Item Transfers

Motion made by R. Kerr to recommend FY23 line-item transfer to Board. Seconded by R. Kelleher. E. Lippke, R. Kelleher, and R. Kerr in favor. Motion carried (3-0-0).

b. Reserve Accounts

Motion by R. Kerr to recommend FY24 Reserve Accounts to Board. Seconded by R. Kelleher. E. Lippke, R. Kelleher, and R. Kerr in favor. Motion carried (3-0-0).

c. Audit Date

The auditing company, Hoyt, Filippetti and Malaghan LLC, is scheduled to audit NDDH on September 15, 2023, and September 19, 2023. Audit results will be reviewed at the October 2023 Finance Committee Meeting. The Auditor will share FY23 audit results at the November 2023 Board Meeting.

#### YTD FY24 Financial Reports

a. July 2023 Financials

Income is 21% of budget and expenses are 6% of budget.

b. Grant Update

NDDH was not awarded a Block (competitive) Grant funding (\$250K for 5yrs). There is no update from DPH on Rural Health Funds (\$290K) budgeted in FY24. Rural Health funds must be expended by May 31, 2023. Based on the timeline left and staff reductions, it would be difficult or impossible to complete the work without an extension.

Consequently, a reduction of staff and hours was implemented (3 positions eliminated and hours reduced for a fourth employee). Unemployment exposure may be as high as \$32K.

Union Negotiations Update

a. FY 2024 – FY 2026 Estimates

Executive Committee will recommend the Union's Tentative Agreement to the Board at the September 2023 meeting.

b. Benefit Plan

Pending approval at September 2023 Board Meeting, the pension plan will reduce from 11% to 4.8% and all employees will enter the Social Security program. Both employees and NDDH contribute to Social Security.

Unfinished Business

a. Building: Back Storage Water Damage and Conference Room Carpet

NDDH submitted and receive funds minus deductible from our Business Insurance carrier for items damaged by water.

NDDH continues to work with Brooklyn's Town Selectman to replace conference room carpet.

Other Business

a. Additional Committee Members

E. Lippke will announce vacancies on the Finance Committee at the Board meeting and request members to join.

Motion made by R. Kelleher to adjourn. R. Kerr seconded the motion. E. Lippke, R. Kelleher, and R. Kerr in favor. Motion carried (3-0-0).

Adjournment: 5:09 p.m.

Respectfully submitted,  
*Linda Violette Buisson*  
Administrative Assistant