



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 10/26/23

Start Time: 3:05 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: Melissa Nichols (Finance Manager)

Meeting Minutes – September 12, 2023

Motion made by R. Kerr to approve the minutes of September 12, 2023. Seconded by R. Kelleher. E. Lippke, R. Kelleher, and R. Kerr in favor. Motion carried (3-0-0).

FY 2023 Audit Draft Report

The Auditor will review the results at the November 9, 2023 Board Meeting.

Clean Audit.

- Net position 2023 decreased \$55,006 as expenses exceeded revenue for the year.
- General Fund's fund balance is \$511,128 as a result of many factors including the purchase of a new vehicle for the District.
- Revenue \$102,880 less than budgeted and expenditures for the 2023=2023 fiscal year were less than expected by \$62,644, resulting in a deficit of \$40,236.
- Reserve funds is at 20.14% and below the preferred 25%.

Motion made by R. Kerr to recommend/adopt the FY2023 draft auditor report to the Board. Seconded by R. Kelleher. E. Lippke, R. Kelleher, and R. Kerr in favor. Motion carried (3-0-0).

YTD FY2024 Financial Reports

- a. September 2023 Financials=1st Quarter
Income is 36% of budget and expenses are 23% of budget.
- b. Grant Update: R Kelleher questioned if operational expenses can be applied to grants.

Annual billing plans on being sent out on November 2nd allowing 44 days until payment is due. Payments are due December 15, 2023.

Committee hopes to have a budget ready to share with towns before year end per their specific requests. NDDH has started on the 2024 projections. M. Nichols was asked to set up a special Finance meeting for November 30, 2023 at 3 p.m. to discuss the budget.

Reserve Funds-Compensation (Salary & Benefits)

Review funds and discussed 25% in Reserves.

Unfinished Business

- a. Building: Back Storage Water Damage and Conference Room Carpet
NDDH continues to work with Brooklyn's Town Selectman to replace conference room carpet. We are hoping to return things to the back room where we had water damage. It appears to be completed but we want confirmation from A. Tanner.
- b. Additional Committee Members

E. Lippke will announce vacancies on the Finance Committee at the Board meeting and request members to join. E. Lippke stated that C. Lippke has agreed to join the committee. E. Lippke hopes that J. Murdock may also be agreeable to joining Finance.

Other Business

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

Adjournment: 4:19 p.m.

Respectfully submitted,
Linda Violette Buisson
Administrative Assistant