



Northeast District Department of Health

69 South Main Street, Unit 4, Brooklyn, CT 06234
860-774-7350 / Fax 860-774-1308 www.nddh.org

Special Finance Committee Meeting Minutes 11/30/23

Start Time: 3:05 p.m.

Committee Member Attendance:

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

Public Attendees: John Murdock (Union Board Member), Melissa Nichols (Finance Manager)

Meeting Minutes – October 26, 2023

Motion made by R. Kerr to approve the minutes of October 26, 2023, with correction of last name spelling under “Unfinished Business” Section E. C. Lippe to C. Lippke. Seconded by R. Kelleher. E. Lippke, R. Kelleher, R. Kerr, in favor. C. Lippke and P. George abstained. Motion carried (3-0-2).

YTD FY2024 Financial Reports

- a. October 2023 Financials: Income is 38% of budget and expenses are 29% of budget. Program consultant fees (FITO) exceed the budget line item. LEAD (dust wipes) expenditures fall under mail-postage expense, which is at 52% of budget line.
- b. Grant Update: Immunization (\$101K) and Workforce Development (\$52K) documents have been signed and funding is expected.
- c. Reserve Fund Balances: Unassigned Fund Balance is 18% (\$377K) of FY24 Budget.

FY 2025 Budget

- a. Town Per Capita is estimated to increase \$1 per individual from \$8.50 to \$9.50 for FY25.
- b. 1st Budget draft reviewed and explained in detail.
- c. Justifications discussed and an administrative & general cost analysis provided in the packet.

At the next Finance Committee meeting (12/14/2023), the committee will review and make a recommendation on the Town Per Capita for FY2025.

Unfinished Business

- a. Building-Conference Room Carpet Replacement: NDDH will contact Brooklyn First Selectman for an update.

Other Business

R. Kelleher wanted an estimate of what FY2024 unemployment cost would be. Estimated up to \$72K.

Adjournment

Motion to adjourn by R. Kelleher. R. Kerr seconded the motion. E. Lippke, R. Kelleher, C. Lippke, P. George, and R. Kerr in favor. Motion carried (5-0-0).

Adjournment: 4:42 p.m.

Respectfully submitted,
Linda Violette Buisson
Administrative Assistant