



Northeast District Department of Health

69 South Main Street, Unit 4, Brooklyn, CT 06234

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DRAFT Finance Committee Meeting Minutes 3/14/24

Start Time: 3:04 p.m.

Committee Member Attendance:

Elaine Lippke (Finance Chair), Robert Kelleher, Robert Kerr, Chris Lippke, Patti George, and Melissa Nichols (Finance Manager)

Absent Excused: John Murdock

Meeting Minutes – February 22, 2024

Motion made by P. George to approve the minutes of February 22, 2024. Seconded by R. Kerr. E. Lippke, R. Kerr, C. Lippke, and P. George in favor. R. Kelleher abstained. Motion carried (4-0-1).

FY2024

- a. YTD Finance Report – February 2024
Income is 85% of budget. Expenses are 57% of the budget.
- b. YTD Grant Update-Nothing new to report.
- c. Changes in Budget-Nothing new to report.

FY 2025 Budget

The draft budget presented increased \$58K. The budget estimates \$62K of grant funding will be deferred from FY24 and \$4K of anticipated funds were removed to balance the budget. M. Nichols met with Eric Quinn (Gerardi Insurance representative) and discussed the benefit package and upcoming changes. Monthly health premium will increase 16%. The health coverage changed due to the number of individuals on the plan and is based on age. Employees pay a contribution for all family members on the plan. Advertising expenses increased due to grant deliverables.

Unfinished Business

- a. RFP-NDDH did not receive any submissions. RFP is on hold.
- b. NDDH Lease
The Town of Brooklyn is holding a first selectman's meeting on March 14, 2024 and the NDDH lease is on their agenda.

New Business

a. Cancel Finance Meeting-March 28, 2024

Consensus of the committee was to cancel meeting and allow another week to finalize the budget for the April 4, 2024 meeting.

Next Meeting

Thursday, April 4, 2024 from 3:00-5:00 pm in NDDH Conference Room

Adjournment

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

Adjournment: 3:44 p.m.

Respectfully submitted,
Linda Violette Buisson
Administrative Assistant