



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 2/22/24

Start Time: 3:00 p.m.

Committee Member Attendance:

Elaine Lippke (Finance Chair), Rob Kerr, Chris Lippke, John Murdock, Melissa Nichols (Finance Manager), Linda Buisson (Administrative Assistant)

Absent Excused: Robert Kelleher

Absent: Patti George

Meeting Minutes – January 11, 2024

Motion made by J. Murdock to approve the minutes of January 11, 2024. Seconded by R. Kerr. E. Lippke, R. Kerr, C. Lippke, and J. Murdock in favor. Motion carried (4-0-0).

FY2024

a. YTD Finance Report – January 2024

Income is 71% of budget. Expenses are 52% of the budget.

b. YTD Grant Update

NDDH received Workforce Development Grant funds (\$260K). Funding will be allocated over the next four years. NDDH plans to invest a portion of funds to collect interest earnings.

c. Changes in Budget

M. Nichols provided estimates of changes per line-items in the budget for both income and expenses. The general reserve fund balance is currently at \$377K (20%) of budget. Based on estimates in line-items, NDDH may need to use more reserve funding than anticipated.

FY 2025 Budget

M. Nichols has a meeting scheduled in the next two weeks with Gerardi Insurance to discuss the health insurance benefit package and any necessary changes.

Unfinished Business

a. RFP

RFP proposals are due by Thursday, February 29th at 10:00 a.m. No submissions have been received at this time.

b. NDDH Lease

No update has been provided by the Town of Brooklyn regarding NDDH building lease.

New Business

Patrick McCormack is currently serving as NDDH's acting director.

Next Meeting

Thursday, March 14, 2024, from 3:00-5:00 pm in NDDH Conference Room

Adjournment

Motion to adjourn by J. Murdock. R. Kerr seconded the motion. E. Lippke, R. Kerr, C. Lippke, and J. Murdock in favor. Motion carried (4-0-0).

Adjournment: 3:49 p.m.

Respectfully submitted,
Linda Violette Buisson
Administrative Assistant