



Northeast District Department of Health

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DRAFT Finance Committee Meeting Minutes 8/29/24

Start Time: 3:00 p.m.

Committee Member Attendance

Elaine Lippke (Finance Chair), Robert Kelleher, Robert Kerr, Chris Lippke, John Murdock, Luigi Sartori (Director of Health), Linda Buisson (Administrative Assistant), Melissa Nichols (Finance Manager)

Absent: Patti George

Public Participation

None.

Meeting Minutes – May 30, 2024

Motion made by R. Kerr to accept the minutes of May 30, 2024, as submitted. Seconded by J. Murdock. E. Lippke, R. Kelleher, R. Kerr, and J. Murdock in favor. Motion carried (4-0-0).

C. Lippke arrived at 3:04 p.m.

Year End Financial Report – FY2024

a. Recommended Line-Item Transfers

R. Kerr motioned to approve the line item transfers, plus or minus \$500 based on the estimates provided in the packet. R. Kelleher seconded the motion. E. Lippke, R. Kelleher, R. Kerr, C. Lippke, and J. Murdock in favor. Motion carried (5-0-0).

b. Auditor / Reserve Accounts

Auditor's recent review was positive. No vote on the reserve accounts at this time.

FY 2025 Financial Report (July 2024)

Expenses are currently at 8% of budget. State Per Capita funds expected in September 2024. First installments of town per capita are nearly all in. The second installment is due in December.

a. Contracted Services

NDDH had three people contracted: J. Vannoy, H. Hood and R. Zulick. J. Vannoy's contract has ended. We are contracting with another sanitarian to complete food inspections in the evening and on weekends.

b. Grant Updates

We have an additional \$111K in immunization funding. We have staff in place to provide the necessary deliverables.

Unfinished Business

a. NDDH Lease

The possible extension of the NDDH lease is pending. There was discussion to form an internal ad hoc group to review the needs of the agency with regard to a future facility.

b. Congressional Funding Update

NDDH received email notification stating funding was not awarded on either application.

New Business

a. Open Discussion

L. Sartori thanked M. Nichols for her acumen and work on the financials as it allows him to focus on other aspects of the agency.

Next Meeting

Thursday, October 31, 2024, from 3:00-5:00 pm in NDDH Conference Room

Adjournment

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

Adjournment: 3:29 p.m.

Respectfully submitted,
Linda Violette Buisson
Administrative Assistant