



Northeast District Department of Health

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Finance Committee Meeting Minutes 10/31/24

Start Time: E. Lippke called the meeting to order at 3:15 once a quorum was present.

Committee Member Attendance

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

Absent: Robert Kerr, John Murdock

Guest: Lana Salisbury

Public Participation

None.

Meeting Minutes – August 29, 2024

Motion made by P. George to accept the minutes of August 29, 2024, as submitted. Seconded by R. Kelleher. E. Lippke, P. George, R. Kelleher, and C. Lippke in favor. Motion carried (4-0-0).

FY2024 Auditor's Draft Report

The auditor declared the report to be clean with no findings or weaknesses. This fiscal year NDDH has a surplus of \$112K which will be applied to the unassigned general fund. Director will recommend expending up to \$35K for a new IT software at the November 14 Board meeting. Currently, UNCAS and Chatham Health District have been using and fine tuning the software. The Auditor's draft report will be distributed with the November 2024 Board packet for review.

P. George motioned to recommend the Audit Report to the Board for acceptance. R. Kelleher seconded the motion. E. Lippke, P. George, R. Kelleher, and C. Lippke in favor. Motion carried (4-0-0).

FY 2025 Financial Report (YTD September 2024)

NDDH has completed its 1st quarter of the fiscal year. Income is at 42% of the budget and expenses are at 19% of budget.

a. Contracted Services

Contracted Services are represented under consulting fees (5011019) on the financial report. YTD total \$19K (Environmental consultants \$11K, J Vannoy \$5K, Fairs \$2K, Lead \$1K).

b. Grant Updates

NDDH was informed Lead funds from DPH have been exhausted. NDDH received \$8K out of \$33K budgeted in FY25. NDDH partnered with UNCAS on the "Freedom from

Smoking” campaign. NDDH received \$7,500 to run the program. The Immunization Grant has been granted an additional \$111K in FY25 that must be expended by June 30, 2025.

Unfinished Business

a. NDDH Lease

The town has agreed to extend our lease for another two years and the amendment has been sent to the town’s attorney for legal council.

New Business

a. 2025 Finance Meeting Calendar

The plan for the 2025 Finance Meeting calendar is similar to 2024 calendar. There is one less meeting on the calendar in March since the budget process started in October.

b. Open Discussion

L. Salisbury had concerns regarding term limits of committee chairs, in particular, the Finance Chair. Term limits were set by the Bylaws Committee in November 2021, giving the Executive Chair, Vice-Chair, and Personnel Chair a term limit of three years and the Finance Chair a term of five years. P. George does not believe the term limit period would be retroactive and that the term would start November 2021 thereby allowing E. Lippke to hold the Finance Chair position until November 2026. L. Salisbury would like this brought before the November Board meeting for further discussion.

Next Meeting

Thursday, November 21, 2024, from 3:00-5:00 pm in NDDH Conference Room

Adjournment

Motion to adjourn by P. George. C. Lippke seconded the motion. E. Lippke, P. George, R. Kelleher, and C. Lippke in favor. Motion carried (4-0-0).

Adjournment: 4:31 p.m.

Respectfully submitted,
Linda Violette Buisson
Executive Assistant