



Naugatuck Valley Health District
98 Bank Street Seymour, CT 06483
T: 203-881-3255 F: 203-881-3259 W: www.nvhd.org

**Board of Directors
Budget Committee**

**February 8, 2023
6:00PM
Katharine Matthies Conference Room**

MINUTES

COMMITTEE MEMBERS PRESENT: John Zikaras, Chair, Adam Bronko, Rosalie Averill, Jennifer Behuniak

COMMITTEE MEMBERS ABSENT: Thomas Clifford, Justin Rompre

GUESTS:

STAFF PRESENT: Jessica Kristy, Director of Health, Lisa McEachern, Business Manager

1. Call to Order

The meeting was called to order at 6:01PM by John Zikaras, Chair.

2. Fiscal Year 2023-2024 Budget

a. Overview of the FY2023-2024 Budget Process

i. Budget Timeline

Jess reviewed the timeline of the fiscal year 2023-2024 budgeting process.

ii. Municipal Packet Content Review

Jess reviewed the contents of the budget packets that will be hand delivered to the office of each municipal Chief Elected Official and Finance Department. A signature request for record of receipt is required from the Finance Departments and kept on file at NVHD.

iii. Scheduling the Public Hearing

The public hearing will be held on March 14, 2023 at 6:45PM in a hybrid format, with both in person and virtual attendance options. Jess and Lisa will submit the notice of public hearing to local media sources in compliance with the 2-week advance notice policy.

b. FY2023-2024 Preliminary Budget

i. Fee Schedule

The proposed fee schedule was reviewed and discussed. Proposed fee schedule changes were agreed upon.

ii. Revenue Items

The revenue budget was reviewed and discussed.

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iii. Expense Items

The expense budget was reviewed and discussed.

The Budget Committee thoroughly reviewed all documentation and asked staff to continue to revise the proposed revenue and expense budgets so that they balance.

Lisa and Jess will provide an updated revenue and expense draft budget to the Budget Committee members for electronic review and to obtain consensus for presentation at the full Board of Directors meeting on Tuesday, February 14, 2023.

Jess is to seek comment from the Auditor and Attorney regarding the utilization of core funds to offset salary increases or cover benefits offered to grant funded employees whose grant funding prohibit the possibility of annual wage increases.

3. Other Business

a. Discussion of recommending an authorization of transfer of funds from the NVHD ION Bank checking account to the NVHD CT State Treasurer Short-Term Investment Fund (STIF) account.

i. The Budget Committee and staff reviewed the current balances of the NVHD banking accounts. The Budget Committee will recommend the following:

1. Authorizing a transfer in amount of \$_____ from the NVHD Liberty Bank Account to the NVHD CT State Treasurer Short-Term Investment Fund (STIF) account on Wednesday, February 15, 2023.
2. Permanently closing the Liberty Bank Account.
3. Authorizing a transfer in the amount of \$_____ from the NVHD ION Bank checking account to the NVHD CT State Treasurer Short-Term Investment Fund (STIF) account on Wednesday, February 15, 2023.

b. Fleet of Vehicles

Adam raised the opportunity for the District to explore purchasing or leasing a fleet of vehicles to be utilized by NVHD staff. A preliminary discussion was held. The Budget Committee asked the Director to work with staff to investigate the quantity and types of vehicles that would be needed, insurance, maintenance, and other related topics as they pertain to moving forward with purchasing or leasing a fleet of vehicles.

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c. Public Health Workforce Analysis, Salary Adjustments, and Retention Recommendations

In recognition of the severe challenges to the status of the public health workforce, the Budget Committee will reconvene to continue analyzing the core positions, their respective salaries and benefits, as well as possible retention strategy recommendations.

d. Board of Directors Incentives

Discussion was held regarding the potential and/or possibility of incentivizing the Board of Directors for performing their duties as Board members and to help address the current (2) vacancies on the Board (Naugatuck -1, Shelton -1).

Jess will seek Attorney feedback regarding Connecticut State Statute 19a-241 (b): “..... Members of the district board of health shall serve without compensation but shall receive their necessary expenses while in the performance of their official duties.”

Discussion to be revisited once legal counsel has provided comment.

ACTION TAKEN: Motion made by Rosalie Averill, to adjourn at 8:56PM, seconded by John Zikaras, All Ayes.

Submitted by J. Kristy.

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