

BOARD MEMBERS
Andrew Tierney, Chairman
Vacant, Vice Chairman
Peter Hughes, Treasurer
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Michael Maniscalco
Kate Morris
Stan Soby



DIRECTOR of HEALTH
Don Mitchell, MPH RS

Colchester, East Haddam, East Hampton, Helbron, Marlborough, & Portland

Board of Health

February 27, 1:00 PM

Portland Public Library, 20 Freestone Avenue, Portland, CT.

Present: Andrew Tierney Emmett Lyman Peter Hughes
 Michael Maniscalco Stan Soby Kate Morris
 Susan Bransfield

Others: Don Mitchell

1. Call to order

Chairman Tierney called this regularly scheduled meeting to order at 1:06 pm.

Motion was made by Ms. Bransfield, seconded by Mr. Soby to move agenda item 7.a. Audit Report to the beginning of the agenda. Vote was unanimous in favor.

7. New Business

a. Audit report

Don Mitchell introduced George Sinnamon to present the draft audit report. Mr. Sinnamon reported that going forward Chatham Health is in good shape. He stated that switching to Quickbooks is going well, and discussed his findings. Mr. Sinnamon is pleased to see the District's fund balance coming up, stating that when he started doing the District's audit the balance was in the negative. He stated that a 25% - 30% is not an unreasonable surplus for a health district to have. He commented that the district is being well managed. Discussion ensued. Mr. Sinnamon stated that in working with Mr. Mitchell in preparing the proposed budget, the structure has been changed to do away with separate budgets. Grants have been incorporated into the general fund budget.

Mr. Mitchell stated the reason for having the audit discussed first was that the proposed budget, as available for public hearing (attachment 1), has been amended based on the audit findings, bringing down the per capita.

A motion was made by Mr. Maniscalco, seconded by Mr. Hughes, to accept this June 30, 2017 audit report. Vote was unanimous in favor.

Mr. Mitchell reported he had the amended budget on hand for the public meeting. The only change being reducing the per capita from \$11.49 as previously presented to \$11.11.

A motion was made by Ms. Bransfield, seconded by Mr. Soby, to recess the Board of Health meeting to reconvene the Public Meeting. Vote was unanimous in favor. (Recessed at 1:19pm)

(Reconvened at 1:29pm)

2. Public Remarks

There were no comments from the public.

3. Communications

Mr. Mitchell reported that two complimentary letters were received. Nancy McAuliffe was complimented on her radon presentation to the Laurel Ridge community in East Hampton. Also, a gentleman from Marlborough thanked Mr. Mitchell for working with him last year on a bat issue.

4. Director of Health Report

a. Putting On Airs

Mr. Mitchell reported that he approached Jim Monopoly at CT River Area Health District about compensation if a sanitarian should go out on a visit. We have not received anything in writing as yet, but he agreed. Central CT Health District has also contacted us regarding this program, their coverage area includes Hebron and Marlborough. They have proposed a Memorandum of Agreement to pay \$33 an hour per visit. The agreement will go through March 1, 2019. There was a case that has come up in East Hampton. Central CT Health District is going to cover it and possibly bring us in for training purposes. Mr. Mitchell will reach out to Ledgelight Health District to make sure Colchester is covered. The Board would like to ensure that all District towns are covered.

b. Radon Special Project

Mr. Mitchell stated that all 100 radon kits we were given by DPH have been committed. We have request additional kits, to which DPH has granted 100 more. These kits are an older style (due to expire in November) and will be used in a project that will target areas in which high levels were detected from previous test.

c. Preparedness training, 2 staff to Alabama in March

Mr. Mitchell reported we have two staff members going to Alabama in March and it is provided free through FEMA, including air fare.

Mr. Mitchell reported that since the last Board meeting 36 more food service establishments have applied for their permits. There are still seven full-time establishments that have yet to renew, three of which are schools.

Mr. Mitchell discussed a child in Colchester who passed away, and that it has been in the media that it may be flu related. The District has not received any confirmation of this. Mr. Mitchell did provide informational materials to the Superintendent of Colchester schools Mary Conway for dissemination.

Discussion ensued.

5. Old Business

a. Vacation policy (revised)

Mr. Mitchell distributed and discussed the revisions (attachment 2).

Motion was made by Mr. Soby, seconded by Mr. Maniscalco, to approve the vacation policy, effective March 1, 2018. Vote was unanimous in favor.

6. 2018-2019 Budget Adoption

Motion was made by Mr. Hughes, seconded by Mr. Soby, to adopt the Revised Proposed 2018-2019 Chatham Health District Budget as presented at this meeting (attachment 3). Vote was unanimous in favor.

7. March 5th, Mental Health first aid

Mr. Mitchell stated that staff will be attending this training. The training was offered to the District at a good rate. The training has also been offered to other entities (social services, police, etc) for a fee, which will reduce our total expenses. The District will be closed Monday March 5th due to this beneficial training.

Discussion ensued.

8. Approval of January 30, 2018 meeting minutes

Motion was made by Ms. Morris, seconded by Mr. Lyman, to approve the January 30, 2018 minutes as written. Vote was unanimous in favor

9. Public Remarks

There were no public remarks.

Ms. Morris discussed how Steve Hotchkiss from the Department of Public Health offered the Town of East Hampton 20 adult manikins, 20 infant manikins, and 20 AD trainers. They are available at the East Hampton Ambulance Association for anyone who wants them to do a mass training. They were used this past weekend to train 90 people in East Hampton in CPR and AED. Mr. Hotchkiss also delivered 50 pocked masks and 30 adult/20 infant ambu-bags that we can use in our ambulance training.

Discussion ensued.

Adjournment

Following no further business to discuss motion was made by Mr. Maniscalco, seconded by Mr. Lyman, to adjourn. Vote was unanimous in favor. Meeting adjourned at 1:53pm.

AS available for PH

Chatham Health District
 Proposed Budget 2018/2019
 SUMMARY
 DRAFT

Code	Sub-category	Rate	OLD		NEW		Year to Date Actual 2017-2018	Year to Date Actual 2017-2018	Revised Format As Approved 2017-2018	Revised Format As Approved 2017-2018	Revised Format As Proposed 2018-2019	Budgeted Total Change in dollars	Budgeted Change Percentage
			Original Format As Approved 2017-2018	Original Format As Approved 2017-2018	Revised Format As Approved 2017-2018	Revised Format As Approved 2017-2018							
	Total Revenue		\$ 948,320.34	\$ 948,320.34	\$ 1,023,468.34	\$ 1,023,468.34	789,020.07	789,020.07	1,023,468.34	1,053,292.58	\$ 29,824.24	2.91%	
	<u>Grants Summary Memo Only</u>												
	Total Expense		\$ 985,354.00	\$ 985,354.00	\$ 1,023,468.00	\$ 1,023,468.00	569,388.97	569,388.97	1,023,468.00	1,052,880.00	\$ 29,412.00	2.87%	
	Grant Offsets Netted under old Format		\$ (37,034.00)										
			\$ 948,320.00										
	net Surplus/ (Deficit)		\$ 0.34	\$ 0.34	\$ 0.34	\$ 0.34	219,631.10	219,631.10	0.34	412.58	\$ 412.24		

Attachment 1
 Pg 1 of 4

Chatham Health District
Proposed Budget 2018/2019
REVENUES
DRAFT

Code	Sub-category	Rate	2015 Population	OLD		NEW		Rate	Revised Format As: Proposed 2018-2019	Budgeted Total Change in dollars	Budgeted Change Percentage
				Original Format As Approved 2017-2018	Revised Format As Approved 2017-2018	Year to Date Actual 2017-2018	Year to Date Actual 2017-2018				
Income											
Interest											
Grants	3300 State Per Capita			\$ 5.00	\$ 5.00	\$ 117,367.70	\$ 117,367.70	\$ 5.00	\$ 5.00	\$ 0.00	0.00%
	3401 Lead Grant			-	4,545.00	-	-	-	-	-\$4,545.00	-100.00%
	3403 Emergency Pre Chronic Disease			-	52,439.00	43,830.00	43,830.00	43,830.00	43,830.00	-\$8,609.00	-16.42%
	NAACCHO			-	15,213.00	14,669.00	14,669.00	14,669.00	14,669.00	-\$544.00	-3.58%
	FDA			-	-	-	2,800.00	2,800.00	2,800.00	\$2,800.00	100.00%
				-	2,951.00	2,185.00	2,185.00	2,995.00	2,995.00	-\$44.00	1.49%
Town Per Capita		\$10.77									
	3501 Colchester		16130	\$ 173,720.10	\$ 173,720.10	\$ 130,290.07	\$ 130,290.07	\$ 185,333.70	\$ 185,333.70	\$11,613.60	6.69%
	3502 East Haddam		9081	\$ 97,802.37	\$ 97,802.37	\$ 73,551.77	\$ 73,551.77	\$ 104,340.69	\$ 104,340.69	\$6,538.32	6.69%
	3503 East Hampton		12858	\$ 138,480.66	\$ 138,480.66	\$ 103,860.51	\$ 103,860.51	\$ 147,738.42	\$ 147,738.42	\$9,257.76	6.69%
	3504 Hebron		9552	\$ 102,875.04	\$ 102,875.04	\$ 77,156.28	\$ 77,156.28	\$ 109,752.48	\$ 109,752.48	\$6,877.44	6.69%
	3505 Marlborough		6430	\$ 69,251.10	\$ 69,251.10	\$ 51,938.43	\$ 51,938.43	\$ 73,880.70	\$ 73,880.70	\$4,629.60	6.69%
	3506 Portland		9391	\$ 101,141.07	\$ 101,141.07	\$ 75,855.81	\$ 75,855.81	\$ 107,902.59	\$ 107,902.59	\$6,761.52	6.69%
Comm. Health	3601 Flu income			\$ 10,000.00	\$ 10,000.00	\$ 3,574.00	\$ 3,574.00	\$ 5,000.00	\$ 5,000.00	-\$5,000.00	-50.00%
Env. Health	Various 36 Fees			\$ 151,000.00	\$ 151,000.00	\$ 94,944.50	\$ 94,944.50	\$ 151,000.00	\$ 151,000.00	\$ 0.00	0.00%
Total Revenue				\$ 948,320.34	\$ 1,023,468.34	\$ 789,020.07	\$ 789,020.07	\$ 1,053,292.58	\$ 29,824.24		2.91%

This total Does Not include the full Grant Income

This total correctly shows the total with the full expected grant amount. No Change in Totals

Fees still coming in.

Grants Summary Memo Only

Lead	\$4,545.00	\$0.00
Preparedness	\$52,439.00	\$43,830.00
Chronic /Block	\$15,213.00	\$14,669.00
NAACCHO	\$0.00	\$0.00
FDA	\$2,951.00	\$2,800.00
Total Grants	\$75,148.00	\$61,228.00
Total With Grants Included	\$1,023,468.34	\$64,294.00

Pg 2 of 4

Chatham Health District
Proposed Budget 2018/2019
EXPENDITURES
DRAFT

Code	Sub-category	FTE	OLD		NEW		Year to Date Actual 2017-2018	FTE	NEW		Budgeted Change Percentage	
			Original Format As Approved 2017-2018	Revised Format As Approved 2017-2018	Revised Format As Proposed 2018-2019	Total Change in dollars						
Expense												
Salaries												
5500	Director of Health	1.0	\$105,756.00	\$105,756.00	\$56,895.97		1.0	\$107,871.00	\$2,115.00	2.00%		
5505	Chief Sanitarian	1.0	\$82,260.00	\$82,260.00	\$44,255.32		1.0	\$83,905.00	\$1,645.00	2.00%		
5515	Sanitarian III	0.7	\$45,859.00	\$45,859.00	\$24,871.82		0.9	\$65,042.00	\$19,183.00	41.85%		
5520	Sanitarian II	1.0	\$62,380.00	\$62,380.00	\$35,560.44		1.0	\$63,628.00	\$1,248.00	2.00%		
5520	Sanitarian II	1.0	\$53,659.00	\$53,659.00	\$29,590.00		1.0	\$56,100.00	\$2,441.00	4.55%		
5520	Sanitarian II	1.0	\$48,293.00	\$48,293.00	\$24,351.73		1.0	\$56,100.00	\$7,807.00	16.17%		
5540	Public Health Nurse	1.0	\$63,802.00	\$63,802.00	\$34,324.96		1.0	\$65,078.00	\$1,276.00	2.00%		
5545	Health Educator	0.5	\$30,316.00	\$30,316.00	\$16,499.39		0.5	\$30,922.00	\$606.00	2.00%		
5560	Office MGR./Bookkeeper	1.0	\$58,000.00	\$58,000.00	\$31,105.18		1.0	\$59,160.00	\$1,160.00	2.00%		
5565	Administrative Assistant	1.0	\$42,000.00	\$42,000.00	\$19,598.53		1.0	\$42,840.00	\$840.00	2.00%		
5566	EP Grant Coordinator		\$0.00	\$0.00	\$20,319.00			\$0.00	-\$19,208.00	-100.00%		
5570	Contract Food Service		\$15,000.00	\$15,000.00	\$3,706.25			\$10,000.00	-\$5,000.00	-33.33%		
5575	Overtime		\$0.00	\$0.00	\$3,231.02			\$0.00	\$0.00			
	Total Salary		\$592,325.00	\$611,533.00	\$935,172.34			\$630,646.00	\$19,113.00	3.13%		
	Total Salary, Contract and OT		\$607,325.00	\$626,533.00	\$947,109.61			\$640,646.00	\$14,113.00	2.25%		
Fringe												
5600	Health Ins. & Dental		\$83,715.00	\$83,715.00	\$34,368.38			\$71,285.00	-\$12,430.00	-14.85%		
5610	HSA Contributions-Buyout		\$15,600.00	\$15,600.00	\$17,300.00			\$24,000.00	\$8,400.00	53.85%		
5615	Pension		\$56,617.00	\$56,617.00	\$29,421.79			\$68,678.00	\$12,061.00	21.30%		
5620	Workers Compensation		\$13,205.00	\$13,205.00	\$10,243.50			\$14,706.00	\$1,501.00	11.37%		
5625	Life Insurance		\$1,320.00	\$1,320.00	\$1,010.02			\$1,320.00	\$0.00	0.00%		
5630	Social Security - 6.2%		\$36,724.00	\$36,863.00	\$20,981.00			\$38,968.00	\$105.00	0.27%		
5631	Medicare - 1.45%		\$5,589.00	\$6,589.00	\$4,906.85			\$9,113.00	\$524.00	6.10%		
	Total Fringe		\$215,770.00	\$217,909.00	\$118,229.54			\$228,070.00	\$10,161.00	4.66%		
	Total Salary and Fringe		\$808,095.00	\$829,442.00	\$653,401.88			\$858,716.00	\$29,274.00	3.53%		
	Total Salary, Contract, OT & Fringe		\$823,095.00	\$844,442.00	\$660,339.15			\$868,716.00	\$24,274.00	2.87%		
Operations												
6000	Motor Fuel		\$2,250.00	\$2,250.00	\$748.89			\$2,250.00	\$0.00	0.00%		
6005	Vehicle Maintenance		\$3,000.00	\$3,000.00	\$2,818.19			\$3,500.00	\$500.00	16.67%		
6015	Staff Mileage Reimburse.		\$1,500.00	\$2,573.00	\$1,425.90			\$2,000.00	\$527.00	35.13%		
6020	Vehicle purchase		\$14,000.00	\$14,000.00	\$0.00			\$7,500.00	-\$6,500.00	-46.43%		
6025	Books and periodicals		\$150.00	\$150.00	\$0.00			\$0.00	-\$150.00	-100.00%		
6030	Postage		\$4,320.00	\$4,320.00	\$929.38			\$2,000.00	-\$2,320.00	-53.70%		
6031	Cell phone-telephone internet		\$7,071.00	\$11,871.00	\$5,180.31			\$8,512.00	\$1,441.00	20.30%		
6035	Meetings and conferences		\$1,000.00	\$1,000.00	\$953.00			\$1,500.00	\$500.00	50.00%		
6040	Newspaper advertising		\$500.00	\$1,460.00	\$735.00			\$500.00	-\$960.00	-192.00%		
6045	Printing and binding		\$1,000.00	\$1,000.00	\$474.35			\$730.00	-\$270.00	-27.00%		
6050	Consultants computer		\$5,000.00	\$5,500.00	\$2,199.00			\$6,100.00	\$600.00	10.91%		
6055	Dues and fees		\$3,000.00	\$3,000.00	\$4,067.60			\$4,000.00	-\$67.60	-2.25%		
6060	Howard Dean Tuition reim.		\$7,500.00	\$7,500.00	\$6,099.00			\$7,500.00	\$0.00	0.00%		
6065	Equipment/other supplies		\$1,000.00	\$1,000.00	\$0.00			\$1,000.00	\$0.00	0.00%		

pg 3 of 4

Chatham Health District
Proposed Budget 2018/2019
EXPENDITURES

Code	Sub-category	FTE	OLD		NEW DRAFT		NEW		FTE	Revised Format As Proposed 2018-2019	NEW	Total Change in dollars	Budgeted Change Percentage
			Original Format As Approved 2017-2018	Revised Format As Approved 2017-2018	Year to Date Actual 2017-2018	Year to Date Actual 2017-2018	Revised Format As Proposed 2018-2019						
6070	Computer equipment		\$1,500.00	\$1,500.00	\$0.00	\$0.00	\$1,500.00	\$1,500.00		\$1,500.00	\$0.00	0.00%	
6075	Liability insurance		\$17,308.00	\$17,308.00	\$16,869.00	\$17,308.00	\$19,039.00	\$19,039.00		\$19,039.00	\$1,731.00	10.00%	
6090	Refunds		\$500.00	\$500.00	\$75.00	\$75.00	\$500.00	\$500.00		\$500.00	\$0.00	0.00%	
6100	Utilities - sewer		\$400.00	\$400.00	\$0.00	\$0.00	\$400.00	\$400.00		\$400.00	\$0.00	0.00%	
6095	Rent / storage		\$36,639.00	\$36,639.00	\$18,791.00	\$18,791.00	\$37,336.00	\$37,336.00		\$37,336.00	\$697.00	1.90%	
6105	Electricity		\$2,400.00	\$2,400.00	\$1,030.00	\$1,030.00	\$2,400.00	\$2,400.00		\$2,400.00	\$0.00	0.00%	
6110	Furniture and fixtures		\$450.00	\$450.00	\$0.00	\$0.00	\$400.00	\$400.00		\$400.00	-\$50.00	-11.11%	
6125	Sick and vacation									\$0.00	\$0.00	0.00%	
6126	Contingency		\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$2,000.00		\$2,000.00	\$0.00	0.00%	
Supplies, materials and equipment													
6117	Field equipment		\$1,000.00	\$1,000.00	\$606.00	\$606.00	\$500.00	\$500.00		\$500.00	-\$500.00	-50.00%	
6118	Office supplies		\$1,000.00	\$4,434.00	\$1,552.00	\$1,552.00	\$2,000.00	\$2,000.00		\$2,000.00	-\$2,434.00	-54.89%	
6119	Medical supplies		\$1,000.00	\$1,000.00	\$12,458.00	\$12,458.00	\$12,500.00	\$12,500.00		\$12,500.00	\$11,500.00	1150.00%	
Other Purchased services													
6082	HAN-everbridge		\$12,026.00	\$12,026.00	\$7,088.00	\$7,088.00	\$7,088.00	\$7,088.00		\$7,088.00	-\$4,938.00	-41.06%	
	Ut. Maintenance		\$0.00	\$0.00	\$1,456.00	\$1,456.00	\$2,496.00	\$2,496.00		\$2,496.00	\$2,496.00	100%	
Prof./Technical Services													
6088	Clinic Nursing		\$0.00	\$0.00	\$1,198.00	\$1,198.00	\$1,198.00	\$1,198.00		\$1,198.00	\$1,198.00	100.00%	
6085	Audit		\$4,500.00	\$4,500.00	\$0.00	\$0.00	\$5,000.00	\$5,000.00		\$5,000.00	\$500.00	11.11%	
6086	Legal		\$5,500.00	\$5,500.00	\$0.00	\$0.00	\$5,000.00	\$5,000.00		\$5,000.00	-\$500.00	-9.09%	
6087	Medical Advisor		\$9,000.00	\$9,000.00	\$0.00	\$0.00	\$9,000.00	\$9,000.00		\$9,000.00	\$0.00	0.00%	
	Preparedness Consultant		\$0.00	\$6,000.00	\$28,410.00	\$28,410.00	\$36,000.00	\$36,000.00		\$36,000.00	\$30,000.00	500.00%	
6600	Payroll Contracted		\$2,695.00	\$2,695.00	\$1,423.47	\$1,423.47	\$2,695.00	\$2,695.00		\$2,695.00	\$0.00	0.00%	
Total Operations			\$149,209.00	\$165,976.00	\$115,987.09	\$115,987.09	\$194,164.00	\$194,164.00		\$194,164.00	\$28,188.00	16.98%	
Reserves													
	Capital Reserve		\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00		\$5,000.00	\$0.00	0.00%	
	Emp. Retirement Fund (Sick & Vac)		\$6,600.00	\$6,600.00	\$6,600.00	\$6,600.00	\$6,600.00	\$6,600.00		\$6,600.00	\$0.00	0.00%	
	Undesig. Fund Balance		\$1,450.00	\$1,450.00	\$1,450.00	\$1,450.00	\$0.00	\$0.00		\$0.00	-\$1,450.00	-100.00%	
Total Reserves			\$13,050.00	\$13,050.00	\$13,050.00	\$13,050.00	\$11,600.00	\$11,600.00		\$11,600.00	-\$1,450.00	-11.11%	
Total Expense			\$985,354.00	\$1,023,468.00	\$569,388.97	\$569,388.97	\$1,052,880.00	\$1,052,880.00		\$1,052,880.00	\$29,412.00	2.87%	
Grant Offsets Netted under old Format (Grants \$75,148 less offset \$37,034)			\$38,114.00										
			\$1,023,468.00										

PS4 of 4

Chatham Health District Vacation Policy

Draft from 2/22/18

VACATION EARNED (CALCULATED)

(Effective xx/xx/xxxx) Vacation leave is given at the start of employment or on an employee's anniversary date. Although given up front, vacation leave earned is calculated starting at date of hire as follows:

Less than 5 years of employment vacation earned at .83 days per month (10 days per year).

Vacation after 5 years of service earned at 1.25 days per month (15 days per year).

Vacation after 10 years of service earned at 1.66 days per month (20 days per year).

Vacation after 15 years of service earned at 2.08 days per month (25 days per year).

Probationary employees cannot use vacation during their six month probationary period without approval of the Director of Health. Employees that leave within their probationary period shall forfeit vacation earned during that period. This does not apply to promotions.

VACATION AVAILABLE FOR USE

Vacation time shall be awarded on the employee's anniversary date for use during the upcoming year.

VARIANCE BASED ON EXPERIENCE

Upon hiring, the Director of Health has discretion to increase the vacation time for employees based on previous experience. Increases to the subsequent vacation level will still be based on the level granted increased for each 5 years of service as shown in the section "VACATION EARNED (CALCULATED)". Vacation earned for such employees will be at the rate noted above (in other words, an employee given 15 days a year to start will earn 1.25 days per month).

PART TIME EMPLOYEES

Part time employees are defined as working a minimum of 15 hours per week and less than 30 hours per week. As of xx/xx/xxxx, new part time employees are not eligible for vacation time. Part time food inspectors are also not eligible for vacation time no matter when they were hired. So called "Permanent Part Time Employees" (not grant funded and prior to the date of this revision) have been receiving vacation on a prorated basis and continue to do so.

Attachment 2
Pg 1 of 2

VACATION CARRYOVER

All vacation must be used in the year granted and cannot be accumulated except an employee may carry over 5 days of granted vacation into the following year. The only exception to this policy is in extenuating circumstances as approved by the Director of Health.

Carryover during the transition to this policy: Since employees were receiving vacation already earned but will now be "front-loaded", they may, of necessity, need to carry over more than one week in the first year. This will be handled on a case to case basis. The maximum allowable carryover will be 10days.

VACATION PAYOUT

The maximum vacation payout for an employee leaving the District shall be 30 days. Employees who leave in good standing will be compensated for unused vacation time not to exceed the vacation calculated for the current year, including no more than 5 days carried over from the previous year. If the employee has used more than they earned as calculated from the current year plus the carryover, the amount exceeded will be withheld in the final pay. Upon termination or resignation without two weeks' notice, all vacation leave is forfeited.

USE OF VACATION TIME

Employees may take their vacation leave with proper notice being given to the Chief Sanitarian and Director of Health, whoever is the direct supervisor, at least two weeks in advance of such leave. Vacation requests are encouraged as soon as possible after the start of the fiscal year for scheduling purposes. Extreme conflicts in scheduling may result in denial of vacation requests.

Should staff simultaneously schedule the same time off, the Director of Health will grant the vacation time requested in as fair and equitable manner as possible given the circumstances if operational impacts are anticipated.

HOLIDAYS

An employee shall not be charged with a vacation day when a regularly scheduled holiday occurs during the vacation period.

CLOSINGS

An employee who is on vacation when a storm event or other necessary closure takes place shall still be charged with taking vacation time during such closure.

Closing for weather emergencies will follow the direction provided by the Governor of the State of Connecticut. In some cases the Director of Health may use discretion to close. Any employee not comfortable in travelling in certain conditions may use personal time, vacation, floating holidays or compensatory time in such cases.

pg 20f2

presented
2/27/18

Chatham Health District
Proposed Budget 2018/2019
SUMMARY
DRAFT

8/1/15 approved

Code	Sub-category	Rate	OLD		NEW		Year to Date Actual 2017-2018	Year to Date Actual 2017-2018	Revised Format As Approved 2017-2018	Revised Format As Approved 2017-2018	Revised Format As Proposed 2018-2019	Total Change in dollars	Budgeted Change Percentage
			Original Format As Approved 2017-2018	Original Format As Approved 2017-2018	Revised Format As Approved 2017-2018	Revised Format As Approved 2017-2018							
Total Revenue			\$ 948,320.34	\$ 948,320.34	\$ 1,023,468.34	\$ 1,023,468.34	789,020.07			\$ 1,052,880.00	\$ 1,053,184.62	29,716.28	2.90%
<u>Grants Summary Memo Only</u>													
Total Expense			\$ 985,354.00	\$ 985,354.00	\$ 1,023,468.00	\$ 1,023,468.00	569,388.97			\$ 1,052,880.00	\$ 1,052,880.00	29,412.00	2.87%
Grant Offsets Netted under old Format			\$ (37,034.00)										
			\$ 948,320.00										
net Surplus/ (Deficit)			\$ 0.34	\$ 0.34	\$ 0.34	\$ 0.34	219,631.10			\$ 304.62	\$ 304.28		

Attachment 3
pg 1 of 4

Chatham Health District
Proposed Budget 2018/2019
EXPENDITURES
DRAFT

Expense	Code	Sub-category	FTE	NEW		NEW		Year to Date	FTE	NEW		Budgeted	Change Percentage	
				Original Format As Approved 2017-2018	Revised Format As Approved 2017-2018	Original Format As Approved 2017-2018	Revised Format As Approved 2017-2018			Revised Format As Proposed 2018-2019	Total Change in dollars			
Salaries	5500	Director of Health	1.0	\$105,756.00	\$105,756.00	\$56,895.97	\$56,895.97		1.0	\$107,871.00	\$2,115.00	\$2,115.00	2.00%	
	5505	Chief Sanitarian	1.0	\$82,260.00	\$82,260.00	\$44,255.32	\$44,255.32		1.0	\$83,905.00	\$1,645.00	\$1,645.00	2.00%	
	5515	Sanitarian III	0.7	\$45,859.00	\$45,859.00	\$24,671.82	\$24,671.82		0.9	\$65,042.00	\$19,183.00	\$19,183.00	41.83%	
	5520	Sanitarian II	1.0	\$62,380.00	\$62,380.00	\$33,560.44	\$33,560.44		1.0	\$63,628.00	\$1,248.00	\$1,248.00	2.00%	
	5520	Sanitarian II	1.0	\$53,659.00	\$53,659.00	\$29,590.00	\$29,590.00		1.0	\$56,100.00	\$2,441.00	\$2,441.00	4.55%	
	5520	Sanitarian II	1.0	\$48,293.00	\$48,293.00	\$24,351.73	\$24,351.73		1.0	\$56,100.00	\$7,807.00	\$7,807.00	16.17%	
	5540	Public Health Nurse	1.0	\$63,802.00	\$63,802.00	\$34,324.96	\$34,324.96		1.0	\$65,078.00	\$1,276.00	\$1,276.00	2.00%	
	5545	Health Educator	0.5	\$30,316.00	\$30,316.00	\$16,499.39	\$16,499.39		0.5	\$30,922.00	\$606.00	\$606.00	2.00%	
	5560	Office MGR./Bookkeeper	1.0	\$58,000.00	\$58,000.00	\$31,105.18	\$31,105.18		1.0	\$59,160.00	\$1,160.00	\$1,160.00	2.00%	
	5565	Administrative Assistant	1.0	\$42,000.00	\$42,000.00	\$19,598.53	\$19,598.53		1.0	\$42,840.00	\$840.00	\$840.00	2.00%	
	5566	EP Grant Coordinator		\$0.00	\$19,208.00	\$20,319.00	\$20,319.00			\$0.00	-\$19,208.00	-\$19,208.00	-100.00%	
	5570	Contract Food Service		\$15,000.00	\$15,000.00	\$3,706.25	\$3,706.25			\$10,000.00	-\$5,000.00	-\$5,000.00	-33.33%	
	5575	Overtime		\$0.00	\$0.00	\$3,231.02	\$3,231.02			\$0.00	\$0.00	\$0.00		
		Total Salary		\$592,325.00	\$611,533.00	\$335,172.34	\$335,172.34			\$630,646.00	\$19,113.00	\$19,113.00	3.13%	
		Total Salary, Contract and OT		\$607,325.00	\$626,533.00	\$342,109.61	\$342,109.61			\$640,646.00	\$14,113.00	\$14,113.00	2.25%	
Fringe	5600	Health Ins. & Dental		\$83,715.00	\$83,715.00	\$34,368.38	\$34,368.38			\$71,285.00	-\$12,430.00	-\$12,430.00	-14.85%	
	5610	HSA Contribution+Buyout		\$15,600.00	\$15,600.00	\$17,300.00	\$17,300.00			\$24,000.00	\$8,400.00	\$8,400.00	53.85%	
	5615	Pension		\$56,617.00	\$56,617.00	\$29,421.79	\$29,421.79			\$68,678.00	\$12,061.00	\$12,061.00	21.30%	
	5620	Workers Compensation		\$13,205.00	\$13,205.00	\$10,241.50	\$10,241.50			\$14,706.00	\$1,501.00	\$1,501.00	11.37%	
	5625	Life Insurance		\$1,320.00	\$1,320.00	\$1,010.02	\$1,010.02			\$1,320.00	\$0.00	\$1,320.00	0.00%	
	5630	Social Security - 6.2%		\$36,724.00	\$36,724.00	\$20,981.00	\$20,981.00			\$38,968.00	\$105.00	\$105.00	0.27%	
	5631	Medicare - 1.45%		\$8,589.00	\$8,589.00	\$4,906.85	\$4,906.85			\$9,113.00	\$524.00	\$524.00	6.10%	
			Total Fringe		\$215,770.00	\$217,909.00	\$118,229.54	\$118,229.54			\$228,070.00	\$10,161.00	\$10,161.00	4.66%
			Total Salary and Fringe		\$808,095.00	\$829,442.00	\$453,401.88	\$453,401.88			\$858,716.00	\$29,274.00	\$29,274.00	3.53%
			Total Salary, Contract, OT & Fringe		\$823,095.00	\$844,442.00	\$460,339.15	\$460,339.15			\$868,716.00	\$24,274.00	\$24,274.00	2.87%
	Operations	6000	Motor Fuel		\$2,250.00	\$2,250.00	\$748.89	\$748.89			\$2,250.00	\$0.00	\$0.00	0.00%
		6005	Vehicle Maintenance		\$3,000.00	\$3,000.00	\$2,818.19	\$2,818.19			\$3,500.00	\$500.00	\$500.00	16.67%
		6015	Staff Mileage Reimburse.		\$1,500.00	\$2,573.00	\$1,425.90	\$1,425.90			\$2,000.00	-\$573.00	-\$573.00	-22.27%
6020		Vehicle purchase		\$14,000.00	\$14,000.00	\$0.00	\$0.00			\$7,500.00	-\$6,500.00	-\$6,500.00	-46.43%	
6025		Books and periodicals		\$150.00	\$150.00	\$0.00	\$0.00			\$0.00	-\$150.00	-\$150.00	-100.00%	
6030		Postage		\$4,320.00	\$4,320.00	\$329.38	\$329.38			\$2,000.00	-\$2,320.00	-\$2,320.00	-53.70%	
6031		Cell phone-telephone internet		\$7,071.00	\$11,871.00	\$5,180.31	\$5,180.31			\$8,512.00	-\$3,339.00	-\$3,339.00	-28.30%	
6035		Meetings and conferences		\$1,000.00	\$1,000.00	\$953.00	\$953.00			\$1,500.00	\$500.00	\$500.00	50.00%	
6040		Newspaper advertising		\$500.00	\$1,460.00	\$735.00	\$735.00			\$500.00	-\$960.00	-\$960.00	-65.75%	
6045		Printing and binding		\$1,000.00	\$1,000.00	\$474.35	\$474.35			\$750.00	\$250.00	\$250.00	25.00%	
6050		Consultants computer		\$5,000.00	\$5,500.00	\$2,199.00	\$2,199.00			\$6,100.00	\$600.00	\$600.00	10.91%	
6055		Dues and fees		\$3,000.00	\$3,000.00	\$4,067.60	\$4,067.60			\$4,000.00	-\$67.60	-\$67.60	-2.25%	
6060		Howard Dean Tuition reim.		\$7,500.00	\$7,500.00	\$6,099.00	\$6,099.00			\$7,500.00	\$0.00	\$0.00	0.00%	
6065	Equipment/other supplies		\$1,000.00	\$1,000.00	\$0.00	\$0.00			\$1,000.00	\$0.00	\$0.00	0.00%		

pg 3 of 4

Chatham Health District
Proposed Budget 2018/2019
EXPENDITURES

Code	Sub-category	FTE	OLD		NEW DRAFT		Year to Date Actual 2017-2018	FTE	NEW		Budgeted Change in dollars	Budgeted Change Percentage
			Original Format As Approved 2017-2018	Revised Format As Approved 2017-2018	Revised Format As Proposed 2018-2019	Revised Format As Proposed 2018-2019						
6070	Computer equipment		\$1,500.00	\$1,500.00	\$0.00	\$0.00			\$1,500.00	\$0.00	0.00%	
6075	Liability insurance		\$17,308.00	\$17,308.00	\$16,869.00	\$16,869.00			\$19,039.00	\$1,731.00	10.00%	
6090	Refunds		\$500.00	\$500.00	\$75.00	\$75.00			\$500.00	\$0.00	0.00%	
6100	Utilities - sewer		\$400.00	\$400.00	\$0.00	\$0.00			\$400.00	\$0.00	0.00%	
6095	Rent / storage		\$36,639.00	\$36,639.00	\$18,791.00	\$18,791.00			\$37,336.00	\$697.00	1.90%	
6105	Electricity		\$2,400.00	\$2,400.00	\$1,030.00	\$1,030.00			\$2,400.00	\$0.00	0.00%	
6110	Furniture and fixtures		\$450.00	\$450.00	\$0.00	\$0.00			\$400.00	-\$50.00	-11.11%	
6125	Sick and vacation								\$0.00	\$0.00		
6126	Contingency		\$2,000.00	\$2,000.00	\$0.00	\$0.00			\$2,000.00	\$0.00	0.00%	
Supplies, materials and equipment												
6117	Field equipment		\$1,000.00	\$1,000.00	\$606.00	\$606.00			\$500.00	-\$500.00	-50.00%	
6118	Office supplies		\$1,000.00	\$4,434.00	\$1,552.00	\$1,552.00			\$2,000.00	-\$2,434.00	-54.89%	
6119	Medical supplies		\$1,000.00	\$1,000.00	\$12,458.00	\$12,458.00			\$12,500.00	\$11,500.00	1150.00%	
Other Purchased services												
6082	HAN- everbridge		\$12,026.00	\$12,026.00	\$7,088.00	\$7,088.00			\$7,088.00	-\$4,938.00	-41.06%	
	Ut. Maintenance		\$0.00	\$0.00	\$1,456.00	\$1,456.00			\$2,496.00	\$2,496.00	100%	
Prof./Technical Services												
6088	Clinic Nursing		\$0.00	\$0.00	\$1,198.00	\$1,198.00			\$1,198.00	\$1,198.00	100.00%	
6085	Audit		\$4,500.00	\$4,500.00	\$0.00	\$0.00			\$5,000.00	\$500.00	11.11%	
6086	Legal		\$5,500.00	\$5,500.00	\$0.00	\$0.00			\$5,000.00	-\$500.00	-9.09%	
6067	Medical Advisor		\$9,000.00	\$9,000.00	\$0.00	\$0.00			\$9,000.00	\$0.00	0.00%	
	Preparedness Consultant		\$0.00	\$6,000.00	\$28,410.00	\$28,410.00			\$36,000.00	\$30,000.00	500.00%	
6600	Payroll Contracted		\$2,695.00	\$2,695.00	\$1,423.47	\$1,423.47			\$2,695.00	\$0.00	0.00%	
Total Operations			\$149,209.00	\$165,976.00	\$115,987.09	\$115,987.09			\$194,164.00	\$28,188.00	16.98%	
Reserves												
	Capital Reserve		\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00			\$5,000.00	\$0.00	0.00%	
	Emp. Retirement Fund (Sick & Vac.)		\$6,600.00	\$6,600.00	\$6,600.00	\$6,600.00			\$6,600.00	\$0.00	0.00%	
	Undesig. Fund Balance		\$1,450.00	\$1,450.00	\$1,450.00	\$1,450.00			\$0.00	-\$1,450.00	-100.00%	
Total Reserves			\$13,050.00	\$13,050.00	\$13,050.00	\$13,050.00			\$11,600.00	-\$1,450.00	-11.11%	
Total Expense			\$985,354.00	\$1,023,468.00	\$569,388.97	\$569,388.97			\$1,052,880.00	\$29,412.00	2.87%	
Grant Offsets Netted under old Format (Grants \$75,148 less offset \$37,034)			\$38,114.00									
			\$1,023,468.00									

Pg 4 of 4