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BOARD OF HEALTH FINANCE COMMITTEE

**April 19, 2016 Meeting
MINUTES**

A. CALL TO ORDER AND ATTENDANCE

Chair Kris Nasinnyk's called the meeting to order at 6:03 PM in the mezzanine conference room of the Wethersfield Library, Wethersfield, Connecticut.

Present: Charles Brown, Patricia Checko, Jerilyn Nagel, Kris Nasinnyk, Judith Sartucci (via conference call), and Carolyn Wysocki (via conference call)

Absent: no one **Quorum present**

Date meeting notice posted: April 8, 2016

Staff: none

B. PUBLIC FORUM – no one from the public was present.

C. ADOPTION OF AGENDA

A MOTION was made by Checko, seconded by Wysocki to adjust the agenda as follows:

- * Addition of G. 4. Discussion of State of Connecticut Governor's proposed budget
- * Addition of G. 5. Discussion of Public Hearing regarding proposed fee schedule

Motion carried unanimously.

D. APPROVAL OF RECORD OF MINUTES

A MOTION was made by Checko, seconded by Nagel to approve the minutes of the March 15, 2016 Committee meeting as submitted. **Motion carried unanimously.**

E. EXECUTIVE SESSION

A MOTION by Checko, seconded by Nagel to go into executive session for an update on the collective bargaining contract negotiations currently underway and any implications for the agency budget process.

Motion carried unanimously.

In executive session at 6:06 PM. Present: Brown, Checko, Nagel, Nasinnyk, Sartucci and Wysocki. Committee out of executive session at 6:40 PM.

CCHD FINANCE COMMITTEE

April 19, 2016 Meeting

Page 2

F. ACTION ON ITEMS DISCUSSED IN EXECUTIVE SESSION. No action.

Pending AFSCME bargaining unit action, a ratified contract will be presented for Board review and approval at the Board's April 28th meeting.

Once approved by both parties, the Finance Committee and Board will be able to move the proposed FY 2017 budget forward as follows:

- Final recommendation for Board approval at the May 17, 2016 Finance Committee meeting
- Presentation to Board at its May 19, 2016 meeting
- Action by Board to set a public hearing on the budget for (tentatively) June 16, 2016
- Final action by Board on the proposed FY 2017 budget at its June 16, 2016 meeting.

G. New Business

1. Review of financial statement for February 2016; and

2. Review of financial statement for March 2016

- Brown reported that fiscal year 2015-2016 is 75% completed. We are on target with the budget with a few adjustments.
- Line item 5650- Office Supplies-actually includes some bio-terrorism expenses. He will make adjustments to reflect utilization of the grant accounts.
- Line item 4100- Fees- seems low, but the bulk of the revenue from food service license renewals is expected in June, due to the renewal cycle.

3. Discussion of NCAA Senior Oral Health Grant

- Brown reported that there was an administrative glitch with the RFP notice for this grant which resulted in a missed deadline. The CCHD will not received \$3660 for next fiscal year. CCHD will still have the dental clinics with the matching CCHD funds, but the number of senior citizens and the types of services available will be curtailed.
- Brown has challenged the staff to find creative ways to fund this program. He has viewed this as an opportunity for staff. He has also taken corrective action to assure that the RFP notification is sent to the appropriate persons in the future.

CCHD FINANCE COMMITTEE

April 19, 2016 Meeting

Page 3

4. Discussion regarding Governor's proposed budget

- Checko reported that the Governor has taken the line item for the per capita funding for local health departments and transferred it to municipal funding for grants. It will be important to speak with those who administer those funds to assure that the funds are appropriately disseminated to the health districts.
- A discussion ensued. Recommendation is to obtain more information in order to develop an appropriate action plan to address the issue.

5. Discussion regarding the Public Hearing on the CCHD Fee Schedule

- Sartucci reminded the Committee that a public hearing on the proposed fee schedule will take place at 6:00 PM on April 18, 2016, just prior to the Board meeting. Nasinnyk has been appointed the hearing officer.
- Brown reported that the staff utilized the Everbridge Alert System which sent over 800 telephone, fax and text messages to affected businesses and groups to publicize the hearing. This was the first time this alert system was used. Notifications were printed in local newspapers as well.
- Sartucci asked Brown to prepare a packet for participants that include the hearing notice, the CCHD fee policy and the proposed fee schedule. Brown said that he will post this information on the CCHD website as well.

H. Next Meeting

- The Committee will meet again on Tuesday, 05/17/16 and on Tuesday, 06/21/16

I. ADJOURNMENT

A MOTION was made by Nagel, seconded by Wysocki to adjourn. **Motion carried unanimously.** The meeting adjourned at 7:43 PM.

Respectfully submitted,

Kris Nasinnyk
Recorder pro tem

Reviewed and approved by Committee: May 17, 2016