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APPROVED
5/19/14

BOARD OF HEALTH

FINANCE COMMITTEE MEETING

Lucy Robbins Welles Library, Lienhard Room
Newington, CT

April 21, 2014 – 6:00 P.M.

Minutes

I. Call to order and attendance

Meeting called to order at 6:04 PM. Attending: Kristine Nasinnyk (Chairperson), Judy Sartucci (arrived at 6:14) P.M., Dianne Doot, Nancy Brault, Interim Director Health.
Guest – Carolyn Wysocki (via teleconference)

II. Public forum – None present

III. Review and reorder agenda – No action

IV. Approval of minutes and working notes (February 12, 24, and 26, 2014).

A MOTION was made by Nasinnyk, seconded by Doot to accept the Minutes and Record of Votes for February 12, 2014. MOTION CARRIED UNANIMOUSLY.

A MOTION was made by Nasinnyk, seconded by Doot to accept the Minutes and Record of Votes for February 26, 2014. MOTION CARRIED UNANIMOUSLY.

A MOTION was made by Nasinnyk, seconded by Doot to accept the Record of Votes for February 24, 2014. MOTION CARRIED UNANIMOUSLY.

A MOTION was made by Nasinnyk, seconded by Doot to table the Minutes for February 24, 2014. MOTION CARRIED UNANIMOUSLY.

V. Finance Reports – Members discussed March 31, 2014 income statement and requested additional information on: accreditation expenses, computer expenses and lack of capital expenses. Doot requested that Brault set up a meeting with CCHD accountant and Finance Committee to review financial reports.

Brault reviewed sample financial report from the Town of Berlin and a budget document that CCHD provides to the Town of Wethersfield. Sartucci thought that next year the District

should only provide the CCHD adopted fiscal year budget report to the Town of Wethersfield rather than create a separate document.

- VI. Travel reimbursement** – Sartucci reviewed the proposed travel policy along with reimbursement forms. Members supported the proposed policy.

A MOTION was made by Doot, seconded by Sartucci to support the proposed Travel Policy and to present to the Board for review and approval. MOTION CARRIED UNANIMOUSLY.

- VII. Agency logo** – Sartucci discussed the need for a new agency logo and advised that the best argument in favor of a new logo is accreditation. The issue is branding for the Health District. The current logo identifies the location of the Health District but does not connect with public health. PHAB version 1.5 requires branding as part of the accreditation. The funds for a logo design can come out of the capital account. Wysocki discussed the branding strategy further noting that the issue is how we communicate with the public; it is the establishment of an identity. Doot and Nasinnyk were not convinced that a new logo is needed and requested to see sample logos. Doot suggested that Wysocki bring this issue to the Board for a discussion.

- VIII. Next meeting date**– TBD

- IX. Adjournment**

A MOTION was made by Doot, seconded by Sartucci to adjourn. MOTION CARRIED UNANIMOUSLY.

Meeting adjourned at 8:53 PM

Respectfully submitted,

Nancy Carol Brault, M.P.H, R.S., Secretary, Interim Director of Health