



## BOARD OF HEALTH

### FINANCE COMMITTEE MEETING

January 5, 2015

#### MINUTES

##### **A. CALL TO ORDER AND ATTENDANCE**

Meeting called to order by Chairman Kristine Nasinnyk at 6:24 PM in the Shinn Room of the Wethersfield Town Library, Wethersfield, CT.

**Present:** Kristine Nasinnyk - Chair, Charles Brown - Director of Health, Jerilyn Nagel (arrived at 6:50 PM), Judith Sartucci and Carolyn Wysocki

**Absent:** Patricia Checko, **Quorum present.**

**Staff:** none

**Date meeting notice posted:** December 31, 2015

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

##### **C. ADOPTION OF AGENDA**

**A MOTION** was made by Sartucci seconded by Wysocki to adopt the agenda as posted. **Motion carried unanimously.**

##### **D. APPROVAL OF RECORD OF MINUTES**

**A MOTION** was made by Wysocki seconded by Sartucci to approve the minutes of the December 15, 2015 Committee meeting as presented. **Motion carried unanimously.**

##### **E. UNFINISHED BUSINESS**

###### **1. Review of Proposed Agency Fee Schedule for FY 2017**

- Brown presented the results of a survey of fees charged by a sampling of health districts in 2013-14 (survey done by Steve Mansfield, Director of the Ledge Light Health District). He discussed the pattern of fees and the schedule structure used by various agencies. Brown had several recommendations for fee changes for FY 2017.
- Consensus of Committee that these changes be made. Brown was asked to present draft proposal at the next Committee meeting.
- Committee members discussed continued concerns about fee reduction for nonprofit groups and the need to revisit. Brown and Sartucci will draft some language changes to the agency's fee policy for review and further discussion at the Committee's next meeting.

Nagel arrives at 6:50 PM and joins meeting.

##### **F. NEW BUSINESS**

###### **1. Personnel Changes and Fiscal Impact**

- Brown updated the Committee on recruitment and interviews scheduled for the new Assistant Director for Community Health and Supervising Sanitarian positions. Brown shared his ideas and where he would like to go with hiring ranges and also new ranges for all agency positions.

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- Committee discussed proposed salary ranges for new positions and potential fiscal impact going forward. Brown to review Committee’s concerns, refine his proposal and plan to discuss further at next Committee meeting.
- Brown also reviewed the need for upgrading the part-time secretarial position to a full-time administrative support position and the feasibility of funding it. Pros and cons discussed. Committee to discuss further as it continues the overall budget planning process for this next fiscal year.

**G. EXECUTIVE SESSION**

**MOTION** by Sartucci, seconded by Wysocki to go into executive session for the purposes of 1) an update on the collective bargaining negotiations and impact on budget planning and 2) update on a legal issue. **Motion carried unanimously.**

In executive session at 8:40 PM: Nasinnyk, Brown, Nagel, Sartucci and Wysocki.

Out of executive session at 8:50 PM. No action on items discussed in executive session.

**G. MEETING SCHEDULE**

- The Committee will continue meeting every other week until the proposed budget for FY 2016-17 is completed, and then continue monthly meetings after that in the week preceding the monthly Board meeting:

Tuesday: 01/19/16	Tuesday: 03/29/16
Tuesday: 02/02/16	Tuesday: 04/19/16
Tuesday: 02/16/16	Tuesday: 05/17/16
Tuesday: 03/01/16	Tuesday: 06/21/16
Tuesday: 03/15/16	

- Next meeting is on Tuesday, January 19th at 6:00 PM – Wethersfield Town Library. Focus will be on new agency health benefits if estimates from the agency’s agent of record, Paul Lewis, are available. Committee suggested inviting the Human Resources Committee members to sit in on that meeting.

**H. ADJOURNMENT**

**A MOTION** was made by Nagel, seconded by Wysocki to adjourn. **Motion carried unanimously.** The meeting adjourned at 8:51 PM.

Respectfully submitted,

Judith A. Sartucci, Recorder pro tem

**REVIEWED AND APPROVED BY COMMITTEE:**    1/19/16