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BOARD OF HEALTH

FINANCE COMMITTEE

January 5, 2017 Meeting
MINUTES

A. CALL TO ORDER AND ATTENDANCE

Chairman Pat Checko called the meeting to order at 6:03 PM in the Mezzanine Room of the Wethersfield Town Library, Wethersfield, CT.

Present: Charles Brown, Patricia Checko, Deborah Henault, and Judith Sartucci

Excused: Jerilyn Nagel **Quorum present.**

Date meeting notice posted: January 3, 2017

Staff: none

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

C. ADOPTION OF AGENDA

1. A MOTION was made by Sartucci, seconded by Henault to adopt the agenda as amended with the addition under “New Business” - “Administrative support for committees’ minutes” and under “Unfinished Business” - “Update on FY 2016 Audit.”

Motion carried unanimously.

D. APPROVAL OF RECORD OF MINUTES

A MOTION was made by Henault, seconded by Sartucci to approve the minutes of the December 20, 2016 Committee meeting as posted. **Motion carried unanimously.**

E. UNFINISHED BUSINESS.

1. FY 2015-16 Audit Adjustment

- No update - Brown to check again on final FY 2016 adjustment with Costello Associates.

2. Revenue estimates – fees

- Ongoing problem with accounting for fees under revenue. May be a glitch in the agency’s transition last year from Peachtree software to QuickBooks software. Working with accountant and office manager to account for numbers, but no resolution yet.
- Brown to provide his “best guestimate” of fees for next year’s budget planning.
- Need to enforce policy re: late fees and follow-up discussed.

3. FY 2017-2018 Budget Planning Process

- Brown continued his discussion of background considerations for the FY 2018 budget and provided the Committee with a first draft of revenues and expenditures for FY 2018.
- Centralization and its timing are major issues. Brown and Committee members are sensitive to the state’s fiscal crisis and the financial pressures facing the agency’s member towns.
- Zero sum budgeting will be more difficult this year.

CCHD FINANCE COMMITTEE

January 5, 2017 Meeting

Page 2

- Reserve funds issue needs review.
- With the resolution of several legal issues and new collective bargaining contract budget planning is more predictable and have brought some expenses, such as legal fees, down.
- Revenue
 - Estimates of per capita charge to member towns discussed.
 - Brown recommended not raising user fees for FY 2018, but instead looking at 1) changes to fee waivers granted and 2) addition of late fees. Will discuss further with the agency's supervising sanitarian. Committee asked that an analysis be done and proposal brought to Committee for consideration.
 - Changes in state per capita funding and/or possible rescission of state per capita funding by executive order as was done the last two years not known. Brown will run the numbers for the Committee's next meeting.
 - Reduction in other grants anticipated as well as possible reduction in flu vaccine reimbursement from insurers.
 - Agency needs to look at future revenue generating and possible sources.
- Expenditures
 - Items reviewed with Committee. No estimate of health insurance costs yet – Brown to check with Paul Lewis, agency's insurance agent of record.
 - Governance Committee has raised the need to begin planning for the community health assessment cycle and options to do.
 - Committee suggested that Brown establish some special work groups under his Office to look at 1) the agency's influenza program and possible changes; and 2) the opioid epidemic and new funding related to prevention, treatment/intervention and recovery management and where agency might have a role.

F. NEW BUSINESS

1. Review of Financial Report dated December 31, 2016

- Brown will have ready for the Committee's next meeting.

2. Annual Review of Budget Revision Policy

- No revisions to FY 2017 budget recommended at this time.
- Committee reviewed its first year's experience with this new policy. Sartucci presented some editorial and technical changes.

Motion by Sartucci, seconded by Henault to recommend editorial and technical revisions to policy to Board. **Motion carried unanimously.**

3. Accounting Services

- Sartucci discussed the need for a different kind of accountant services given the new fiscal territory into which the agency is heading with centralization.
- Committee agreed to look at fiscal planning around centralization as an opening issue.

CCHD FINANCE COMMITTEE

January 5, 2017 Meeting

Page 3

- Brown to check with state accountants group in Rocky Hill for information on accountants who could provide this kind of financial counseling.
- Brown also to check with other health districts about their experience.
- Committee will review again in April after budget planning is completed.

4. Administrative Support for Board committees' minute-taking

- Postponed discussion until next Committee meeting.

G. NEXT MEETING

- The Finance Committee will continue to meet at 6:30 PM in the Wethersfield Town Library.
 1. Next meeting is Thursday, Jan. 12, 2017.
 2. No meeting will be held on Thursday, Jan. 17, 2017
 3. Other meeting dates:
 - Feb. 2, 2017
 - Feb. 14, 2017
 - Feb. 28, 2017; and
 - March 14, 2017
- Committee will then continue to meet monthly on the second Tuesday evening of the month for the remainder of 2017.
- Carry-over items on the Committee's agenda:
 - Audit adjustment for FY 2016
 - FY 2018 Budget Planning Process
 - Administrative support for Board committees' minute-taking
 - Accountant services – will revisit issue in April following FY 2018 budget approval

H. ADJOURNMENT

MOTION was made by Henault, seconded by Sartucci to adjourn. **Motion carried unanimously.** The meeting adjourned at 8:46 PM.

Respectfully submitted,

Judith A. Sartucci
Recorder pro tem

REVIEWED AND APPROVED BY COMMITTEE: January 12, 2017