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UNAPPROVED DRAFT

**BOARD OF HEALTH**  
**FINANCE COMMITTEE MEETING**

**January 6, 2015**  
**Minutes**

**A. CALL TO ORDER AND ATTENDANCE**

Meeting called to order by Chairman Kristine Nasinnyk at 6:10 PM in the Shinn Conference Room of the Wethersfield Town Library, Wethersfield, CT.

Present: Kristine Nasinnyk (Chair), Charles Brown (Director of Health), Dianne Doot, Patricia Checko, Jerilyn Nagel (arrived 6:15 PM), Judith Sartucci and Carolyn Wysocki

Excused: no one

Quorum present.

Staff: no one

Date notice posted: January 5, 2015

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

**C. REVIEW AND REORDER AGENDA** - no changes made.

**D. APPROVAL OF RECORD OF VOTES AND MINUTES (December 9, 2014)**

**A MOTION** was made by Wysocki, seconded by Checko to accept the Record of Votes of the December 9, 2014 Committee meeting as submitted and the Minutes with 2 technical amendments. In favor: Nasinnyk, Brown, Checko, Sartucci and Wysocki; opposed – no one; abstention – Doot and Nagel. **MOTION CARRIED.**

**E. UNFINISHED BUSINESS**

**1. FY 2015-2016 Budget Planning**

Brown described the extensive review of actual expenditures for FY 2012, 2013, and 2014 and for the first half of FY 2015 that he has underway and will use for the proposed FY 2016 that he is preparing for the Committee.

- He reviewed his initial thoughts on changes to line item amounts such as office supplies, mileage reimbursement, legal services, equipment, and recruitment.
- He will include a proposal for human resources consultant support to complete personnel policy updates and other administrative changes.

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Committee members provided feedback; discussed concerns; and offered background/history and suggestions around a number of items including:

- Need to move the agency away from use of hard copy and paper and for more electronic communications.
- Budgeting for mileage reimbursement for board members as required by state law
- The ways that office relocation and centralization may impact office function and the budget
- Succession planning and potential personnel changes and need for budget planning
- Need to assure that what is charged in user fees (inspection and permits) is an accurate reflection of the actual cost to the agency to provide the service.
- Approaches to presenting need for increases in per capita membership fee to the Towns (e.g., economic development impact of public health services; Health District evolving into the kind of agency that the Towns need, etc.)

Next steps:

- Brown to pursue personnel related issues and succession planning further with Human Resources Committee at its meeting next week.
- Brown to provide a first draft of a new budget at the Committee's next meeting.

**2. Executive Session**

**A MOTION** was made by Doot and seconded by Checko to go into Executive Session to discuss FY 2105-16 budget items and collective bargaining negotiations [exempt under Conn. Gen. Stat. Sec. 1-200(2)]. **MOTION CARRIED UNANIMOUSLY.**

In Executive Session at 6:56 PM. Present in Executive Session: Nasinnyk, Brown, Doot, Checko, Nagel, Sartucci, and Wysocki.

Out of Executive Session at 7:55 PM.

**F. ACTION ON ITEMS DISCUSSED IN EXECUTIVE SESSION** – no action.

Committee members asked that the monthly financial statement ending December 31, 2014 be available for review at the next Committee meeting.

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**G. NEXT MEETING DATE** – Tuesday, January 20, 2015 at 6 PM in the Shinn Room at the Wethersfield Town Library.

- Committee to continue with the following meeting schedule (first and third Tuesday of each month) until budget is finalized:  
Feb. 3 and 17, 2015; and  
March 3 and 17, 2015
- All meetings to be held at 6 PM. The Shinn Room has been reserved for each.
- Committee Chair will cancel meeting(s) if work completed, or materials not ready.

**H. ADJOURNMENT -**

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

The meeting adjourned at 8:05 PM

Respectfully submitted,

Judith A. Sartucci  
Recorder pro tem

**REVIEWED AND APPROVED BY COMMITTEE:** \_\_\_\_\_