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BOARD OF HEALTH

FINANCE COMMITTEE

January 12, 2017 Meeting
MINUTES

A. CALL TO ORDER AND ATTENDANCE

Chairman Pat Checko called the meeting to order at 6:40 PM in the Mezzanine Room of the Wethersfield Town Library, Wethersfield, CT.

Present: Charles Brown, Patricia Checko, Deborah Henault, Jerilyn Nagel (arr. 6:40 PM) and Judith Sartucci

Excused: no one

Quorum present.

Date meeting notice posted: January 9, 2017

Staff: none

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

C. ADOPTION OF AGENDA

A MOTION was made by Sartucci, seconded by Henault to adopt the agenda as amended.

Motion carried unanimously.

D. APPROVAL OF RECORD OF MINUTES

A MOTION was made by Henault, seconded by Sartucci to approve the minutes of the January 5, 2017 Committee meeting as posted. **Motion carried unanimously.**

E. UNFINISHED BUSINESS.

1. FY 2017-2018 Budget Planning Process

- Brown presented and reviewed with the Committee a first draft of the FY 2018 budget.
- Factors influencing revenue were discussed. Another 5% rescission in per capita state aid to the District is anticipated.
- Brown will look at 1) changes to fee waivers granted and 2) addition of late fees and make a recommendation to the Committee.
- Factors affecting the Committee's decision about the per capita charge to member towns were discussed at length.
- Brown was advised by the agency's Insurance Agent of Record, Paul Lewis, that premiums for health insurance may rise between 10 and 30% for the agency's new insurance year that begins on March 1st.
- Reserve funds issue was again raised. Committee needs time for a more extensive discussion and review of history of current policy. Will plan for next meeting.

2. Administrative Support for Board committees' minute-taking

- Need to build administrative support for Board committees' minute-taking and work was discussed. Not practical to have either Brown or Sartucci or committee members continue to do.
- Brown to look at issue and come back to the Committee with options.

3. FY 2015-16 Audit Adjustment

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

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F. NEW BUSINESS

1. Review of Financial Report dated December 31, 2016

- Brown reviewed the monthly financial report for FY 2017 dated December 31, 2016 and answered and clarified issues for the Committee about various line items
- This represents the second quarter financial report and per Board policy will need to go to the Board for review and approval at its upcoming meeting on January 19, 2017.
- At mid-year revenues are coming in and expenditures are occurring as expected.
- Brown will provide an updated narrative at the upcoming Board meeting.
- Committee reviewed the monthly legal invoice as requested by Board. With the resolution of several legal issues and new collective bargaining contract in place legal fees have come down significantly. A new schedule of fees for CY 2017 was received from Shipman & Goodwin. Agency continues to be charged the public sector rate.
- Committee recommended a nominal donation be made to Pro Bono Partnership for their services this past year.

G. NEXT MEETING

- The Finance Committee will continue to meet at 6:30 PM in the Wethersfield Town Library.
 1. Next meeting is Thursday, Feb. 2, 2017.
 2. Other meeting dates:
 - Tuesday, Feb. 14, 2017; and
 - Tuesday, Feb. 28, 2017
- Committee will then continue to meet monthly on the second Tuesday evening of the month for the remainder of 2017 and this 2017 schedule will be posted.
- Carry-over items on the Committee's agenda:
 - Audit adjustment for FY 2016
 - Continuation FY 2018 Budget Planning Process
 - Per capita charge to member towns
 - Late fees proposal
 - Health benefits
 - Proposal - administrative support for Board committees' minute-taking
 - Reserve policy.

H. ADJOURNMENT

A MOTION was made by Henault, seconded by Nagel to adjourn. **Motion carried unanimously.** The meeting adjourned at 8:03 PM.

Respectfully submitted,

Judith A. Sartucci
Recorder pro tem

REVIEWED AND APPROVED BY COMMITTEE: February 2, 2017