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BOARD OF HEALTH FINANCE COMMITTEE

February 14, 2017 Meeting MINUTES

A. CALL TO ORDER AND ATTENDANCE

Chairman Pat Checko called the meeting to order at 6:39 PM in the Mezzanine Room of the Wethersfield Town Library, Wethersfield, CT.

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

Absent: Jerilyn Nagel

Quorum present.

Date meeting notice posted: February 12, 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 with the addition of “Review of Financial Report dated January 31, 2017” under “New Business.”

Motion carried unanimously.

D. APPROVAL OF RECORD OF MINUTES

A MOTION was made by Henault, seconded by Sartucci to approve the minutes of the February 2, 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 another revised draft of the FY 2018 budget. He recommended and discussed reallocation in the line items for accreditation and for legal fees with which the Committee concurred.

a. State Per Capita Funding

- Since 2009, when the State last reduced the per capita funding rate from \$2.62 to \$1.85, and combined with the FY 2016 and FY 2017 5% funding rescissions by Executive Order, the agency has lost \$507, 843 in state aid.
- With the Governor’s proposed FY 2018 budget a new loss of \$18,304 in state aid to local health departments/health districts is anticipated.
- Committee’s recommended per capita membership fee of \$5.75 for FY 2018 should cover this year’s anticipated loss in state aid.

b. Agency Per Capita Membership Fee to Towns

- Brown provided an updated table showing the trend in the annual CCHD per capita fees to its member towns since its inception.
- Brown also provided a table showing the FY 2017 membership fees charged by health districts in the state. CCHD is the 4th lowest among the 20 health districts in the state.
- Brown and Checko to prepare packets of information on cost of providing local health services for each town for discussion with each town manager.

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c. User Fees

- Brown presented a revised user fee schedule developed by him and Supervising Sanitarian Barbara Gigliotti.
- The proposed revised user fee schedule for FY 2018:
 - charges nonprofit groups at 50% of full fee for all requests received after July 1, 2017;
 - Increases the food service inspection fee for itinerant vendor class III
 - Institutes a re-inspection fee for pools
 - Adjusts the classification of fees by motel size from 3 to 4 categories; and
 - Institutes a late fee policy (50% charge for all received after July 1 each year).
- Sartucci asked about the need to change the agency fee policy or sanitary code to accommodate late fees. Brown to check on this.

A MOTION by Sartucci, seconded by Henault, to recommend adoption of the above revised user fee schedule to the Board. **Motion carried unanimously.**

Committee to move proposed budget forward to Board with a recommendation for public hearing.

F. NEW BUSINESS

1. Review of Financial Report dated January 31, 2017

- Brown reviewed the monthly financial report through January 31, 2017 and answered and clarified issues for the Committee about various line items.
- As anticipated revenues are coming in flat.
- Expenditures are occurring as expected.

2. Budget Presentation to Board

- Reviewed with Committee
- Suggestion to add a slide showing comparison of what other health districts in the state charge their towns for membership.

G. NEXT MEETING

1. The Finance Committee will meet at 6:30 PM in the Wethersfield Town Library on Tuesday, March 14, 2017. Agenda to be determined.
2. Will cancel the meeting planned for Tuesday, February 28, 2017 unless something new develops in the interim.

H. ADJOURNMENT

A MOTION was made by Henault, seconded by Sartucci to adjourn. **Motion carried unanimously.** The meeting adjourned at 7:55 PM.

Respectfully submitted,

Judith A. Sartucci
Recorder pro tem

REVIEWED AND APPROVED BY COMMITTEE: March 21, 2017