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## **BOARD OF HEALTH FINANCE COMMITTEE**

**March 21, 2017 Meeting  
MINUTES**

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

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

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

**Absent:** Quorum present.

**Date meeting notice posted:** March 13, 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 Nagel to adopt the agenda as amended with the moving of “Budget Hearing” under “Unfinished Business.”

**Motion carried unanimously.**

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

**A MOTION** was made by Sartucci, seconded by Checko to approve the minutes of the February 14, 2017 Committee meeting as posted. Nagel Abstained from vote. **Motion carried.**

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

#### **1. Budget Hearing Process**

Brown presented and reviewed with the Committee the process used to publicize the public hearing and asked for feedback on how to improve. It was suggested that increasing contact with regulated community via email may improve communication process in the future.

Checko suggested getting feedback from contractors when they interact with staff to determine level of contact. Overall, committee was satisfied with hearing process and felt that it was also an opportunity for education for newer Board members.

#### **2. Late Fee Policy Discussion**

- Brown presented a revised fee policy incorporating language developed by him and Supervising Sanitarian Barbara Gigliotti.
- Sartucci brought up the need to check the CCHD Sanitary Code for authority to revoke license for non-payment, which Brown will research and report back to committee. Sartucci also emphasized the need for legal review of the Sanitary Code to ensure that processes like license revocation were legally correct. Brown reported that the pro bono legal support for the Sanitary Code Review had gone away but he would seek a replacement to ensure a stringent legal review.
- Committee discussed several items of policy to include revisions to the waiver section and inclusion of a new section on late fee procedures. Committee members agreed to send comments to Brown for inclusion in revised policy for review at April Committee meeting.
- Sartucci asked that list of waivers and amount waived for 2016 be brought to Committee for review in April.

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### **F. NEW BUSINESS**

#### **1. Review of Financial Report dated February 28, 2017**

- Brown reviewed the monthly financial report through February 28, 2017 and answered and clarified issues for the Committee about various line items.
- As anticipated revenues are coming in flat and expenditures are occurring as expected.
- Brown reported that the Keane Foundation had reached out to the agency to discuss a potential grant opportunity and they would be meeting with them.
- Brown reported on administrative issues with the Asthma grant and discussed with the committee options for the future of this grant.

### **G. NEXT MEETING**

1. The Finance Committee will meet at 6:30 PM in the Wethersfield Town Library on Tuesday, April 18, 2017. Agenda to be determined.

### **H. ADJOURNMENT**

**A MOTION** was made by Henault, seconded by Nagel to adjourn. **Motion carried unanimously.** The meeting adjourned at 8:05 PM.

Respectfully submitted,

Charles K. Brown Jr.  
Recorder pro tem

**REVIEWED AND APPROVED BY COMMITTEE: 04-18-17**