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BOARD OF HEALTH

FINANCE COMMITTEE

May 16, 2017 Meeting
MINUTES

A. CALL TO ORDER AND ATTENDANCE

Chairman Pat Checko called the meeting to order at 6:42 PM in the Mezzanine Conference 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: May 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 presented.

Motion carried unanimously.

D. APPROVAL OF RECORD OF MINUTES

A MOTION was made by Sartucci, seconded by Henault to approve the minutes of the April 18, 2017 Committee meeting with minor technical changes. **Motion carried unanimously.**

E. UNFINISHED BUSINESS.

1. Financial Planner Discussion

- Committee discussed the need for financial planning and accountant services in the future and how the current accountant (Comprehensive Business Solutions) has served the agency. The committee discussed the potential of having Comprehensive Business Solutions present to the committee on tax code and legal changes that could affect the agency, along with providing guidance on other potential issues such as investment opportunities and issues to consider during office centralization. Brown to contact Simon Jhang to determine if they can present at the June 20, 2017 Finance Committee.

F. NEW BUSINESS

1. **Review of Financial Report dated April 30, 2017**

- Brown reviewed the monthly financial report through April 30, 2017 and answered and clarified issues for the Committee about various line items.
- Overall revenue is slightly above where we should be at this time of year but fee revenue is lower and may not reach projections as discussed previously.
- Expense items for April included expenditures to support the Opioid Forum and Celebration of Public Health during National Public Health Week
- Sartucci asked if agency had gotten the last State Per Capita payment. Brown will check.

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2. Discussion of Budget Issues of potential office consolidation

- Committee reviewed the cost factors of office centralization and what options the agency has to address them.

G. NEXT MEETING

1. The Finance Committee will meet at 6:30 PM in the Wethersfield Town Library on Tuesday, June 20, 2017. Agenda to be determined.

H. ADJOURNMENT

A MOTION was made by Henault, seconded by Sartucci to adjourn. **Motion carried unanimously.** The meeting adjourned at 8:04 PM.

Respectfully submitted,

Charles K. Brown Jr.
Recorder pro tem

REVIEWED AND APPROVED BY COMMITTEE: July 18, 2017