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## **BOARD OF HEALTH FINANCE COMMITTEE**

**May 17, 2016 Meeting  
MINUTES**

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

Committee Chairman Kristine Nasinnyk called the meeting to order at 6:08 PM in the mezzanine meeting room of the Wethersfield Town Library, Wethersfield, CT.

**Present:** Charles Brown, Patricia Checko, Kristine Nasinnyk, Judith Sartucci and Carolyn Wysocki (via conference call at 6:10 PM)

**Absent:** Jerilyn Nagel **Quorum present.**

**Date meeting notice posted:** May 6, 2016

**Staff:** none

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

### **C. ADOPTION OF AGENDA**

**A MOTION** was made by Checko, seconded by Sartucci to adopt the agenda as amended with the addition of “E-2 Former DOH Severance Agreement” under “Executive Session” and the addition of “H-2 DOH Bonding Issue” under “New Business.” **Motion carried unanimously.**

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

**A MOTION** was made by Checko, seconded by Sartucci to approve the minutes of the April 19, 2016 Committee meeting as submitted. **Motion carried unanimously.**

### **E. EXECUTIVE SESSION**

**A MOTION** by Sartucci, seconded by Checko to go into executive session for 1) an update on the collective bargaining contract and implications for the agency’s FY 2017 budget; and 2) an update on the draft severance agreement for the agency’s former DOH and its budget implications. **Motion carried unanimously.**

In executive session at 6:12 PM. Present: Brown, Checko, Nasinnyk, Sartucci and Wysocki. Checko temporarily left session for a phone call at 6:30 PM and returned at 6:37 PM. Committee out of executive session at 6:53 PM.

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### **F. ACTION ON ITEMS DISCUSSED IN EXECUTIVE SESSION.**

- No action on items discussed in this Executive Session
- Collective bargaining contract with AFSCME has been ratified by staff members in the new unit.
- Board will tentatively meet on June 2 with its attorney in a special meeting to review the contract and vote on approval.
- A vote on the severance agreement will also be taken at the time if the final draft is ready for Board review and approval.
- Re: AFSCME contract the health benefits plan was already implemented. Once contract is approved by the Board the salaries retroactive to Jan. 1, 2016 and deduction of union dues will be immediately implemented. The remainder of the contract items will be implemented over time with the union representation and assistance of the Board's attorney.

### **G. UNFINISHED BUSINESS**

#### **1. Review of Proposed Agency Budget for FY 2016-2017**

Brown presented a final draft with changes requested by Committee.

A **MOTION** was made by Checko, seconded by Wysocki to move the proposed FY 2017 budget forward to the Board for review and discussion and the setting of a June 16<sup>th</sup> public hearing date. By state law the health district budget must be adopted by June 30, 2016. **Motion carried unanimously.**

#### **2. Feedback from public hearing on FY 2016-17 fee schedule and agency fee policy**

- The April 28, 2016 public hearing on the proposed fee schedule went well.
- However, testimony at the public hearing identified an issue related to the handling of fees for temporary food vendors who donate all or a portion of their proceeds at a community event to the charitable organization.
- Brown was asked to bring to the next Finance Committee meeting a proposal for how to handle waivers from this group requested of his Office, including information on estimated numbers of vendors involved in a given season and estimated amount waived and any changes in the agency's fee policy that are needed.
- Per Brown the new supervising sanitarian will work with staff on standardization and consistency of application of agency fee policy by field sanitarians.
- No further changes in the agency's fee policy recommended by the Committee at this time.

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**H. NEW BUSINESS**

**1. Review of April 30, 2016 Financial Report**

- Brown reviewed the financial report for FY 2016 ending April 30, 2016. The agency is fiscally on track as it finished its third quarter and approaches the end of its fiscal year.
- Brown answered questions and clarified issues for Committee about various line items. He continues to work with the office manager and the agency's accountant on the accounts that expenses are billed to.
- Also he is holding back on transfer to the Cloud until office manager returns from her medical LOA.

**2. DOH Bonding Issues**

- State law requires a district director of health to provide a surety bond to the Board. This stems from a 1960's law that is out of date as health districts now carry general and specific liability insurances.
- In Brown's 2014 contract the Board waived the requirement for a surety bond; instead coverage is currently through CIRMA (specifically Travelers for the policy and related riders). CIRMA policy ends on June 30<sup>th</sup> and it has a broader policy that covers "faithful performance of duty" coverage for all employees, including the Health Director. Brown recommends going with the broader policy.

**A MOTION** by Checko, seconded by Wysocki to recommend to the Board switching to the Hanover policy. Amount to be determined. Currently \$100,000. One other health district has amount at \$60,000 (for comparison). **Motion carried unanimously.**

**I. NEXT MEETING**

- The Committee will continue to meet monthly on the Tuesday of the week preceding the monthly Board meeting.
- Next meeting date is on Tuesday, June 14, 2016 at 6:00 PM – Wethersfield Library.

**J. ADJOURNMENT**

**A MOTION** was made by Checko, seconded by Sartucci to adjourn. **Motion carried unanimously.** The meeting adjourned at 7:57 PM.

Respectfully submitted,

Judith A. Sartucci  
Recorder pro tem

**REVIEWED AND APPROVED BY COMMITTEE: 08-24-16**