



Central Office: 505 Silas Deane Highway, Wethersfield, CT 06109 Phone (860) 721-2822 Fax (860) 721-2823
Berlin: 240 Kensington Road, Berlin, CT 06037 Phone (860) 828-7017 Fax (860) 828-9248
Newington: 131 Cedar Street, Newington, CT 06111 Phone (860) 665-8586 Fax (860) 665-8533
Rocky Hill: 761 Old Main Street, Rocky Hill, CT 06067 Phone (860) 258-2770 Fax (860) 258-2767
www.ccthd.org

BOARD OF HEALTH

FINANCE COMMITTEE MEETING

Rocky Hill Community Center – Room 4
761 Old Main Street, Rocky Hill, CT

July 16, 2014 – 6:00 P.M.

Minutes

A. Call to order and attendance

Meeting called to order by Chairman Kristine Nasinnyk at 6:10 PM

Present: Kristine Nasinnyk (Chair), Judy Sartucci, Jerilyn Nagel (6:45 PM), Carolyn Wysocki, and Nancy Brault, Board Secretary – Treasurer/Interim Director of Health

Excused: Dianne Doot

Quorum present.

Date Notice Posted: June 30, 2014

Staff: Cheryl Kissinger

Guest: Simon Jiang, CPA of Comprehensive Business Solutions

B. Public forum – None present

C. Review and reorder agenda –

A **MOTION** was made by Sartucci, seconded by Wysocki to amend the Agenda by removing F.1. “Per diem rate for travel” and adding a new “F.1. CCHD Fee Policy,” and reordering the Agenda to move “E. Unfinished Business” to “D.” and move “D.” Approval of minutes and record of votes” to “E.” **MOTION CARRIED UNANIMOUSLY**

A **MOTION** was made by Sartucci, seconded by Nagel to amend the Agenda by adding “F.2.” under New Business “Executive Session to discuss leasing proposal”. **MOTION CARRIED UNANIMOUSLY.**

D. Unfinished Business –

1. Accounting Services: Simon Jiang, CPA, of Comprehensive Business Solutions

Simon Jiang from Comprehensive Business Solution reviewed CCHD year-end financial report. Wysocki had concerns regarding the depletion of last year’s Operating Reserve Account. Committee members asked various question related to the report.

In the future when the Board approves a transfer of funds from Capital or Reserve accounts, Committee members asked that it be reflected in the next financial statement. This will alleviate a lot of confusion when reading the report.

Wysocki noted that only \$30,000 will be left in the Capital Account after funds are extended to pay for website and computer expenses; the District's savings cushion is low.

Members discussed cost of legal fees and its impact on the budget.

Nagel inquired if the cost of hiring new staff is in the budget and if we saving money on staff vacancies. Sartucci noted that hiring new staff is planned for in the budget, but we will not necessarily save money with current staff vacancies.

Nasinnyk asked that Brault provide Statement of Financial Position and Statement of Activities reports to members at the next Board meeting.

Nagel suggested that financial reports in the future might better be presented to the Board in the form of a bar chart. These charts are easier to understand

Sartucci advised that the town's annual per capita cost increases be small, but consistent every year. The Towns would agree as long as we can justify the need for the increases.

Kissinger reported that as of June 30, 2014, CCHD received as additional \$23,945 in income, possibly due to fee increases made last year.

Sartucci asked if the CCHD accountant should attend the October Board meeting when the audit is presented, but the Committee did not think this was needed at this time.

Jiang and Kissinger left the meeting at 7:10 PM.

E. Approval of minutes and record of votes for (May 19, 2014 meeting)

A MOTION was made by Sartucci, seconded by Wysocki to approve the Minutes of May 19, 2014 as amended and the Record of Votes as presented. **MOTION CARRIED UNANIMOUSLY.**

F. New Business –

1. Central CT Health District Fee Policy –

Sartucci advised the members that the District received a letter dated June 30, 2014 from the Wethersfield Chamber of Commerce requesting a review of permit fees for food vendors at events that the Chamber hosts.

Sartucci reviewed the fee policy with the Committee and noted that per the fee policy the Board has established user fees for licenses, permits, inspection and services that CCHD provides. The revenues are used to underwrite the cost to the District of providing these services. A proposed fee schedule is published for public comment along with the Board's proposed annual budget. Per the policy, fees are to be fair, balanced and affordable. The proposed fees are reviewed annually by the Finance Committee in planning the District's budget and posted for comment in the annual public budget hearing. Sartucci recommended that the fees remain the same as indicated in the fee schedule.

The Finance Committee discussed the request, there was consensus to stay the course and adhere to agency policy. Sartucci asked that Brault forward a letter to the Chamber that their request will not be forwarded to the Board for review and that we will adhere to the current fee schedule as noted in the CCHD policy.

2. Executive Session

A MOTION was made by Sartucci, seconded by Nagel to go into Executive Session to discuss leasing proposal. **MOTION CARRIED UNANIMOUSLY.**

Into Executive Session at 7:35 PM. Present: Nasinnyk, Nagel, Sartucci, Wysocki, and Brault.

Out of Executive Session at 8:05 PM.

3. Action items discussed in Executive Session – no action taken.

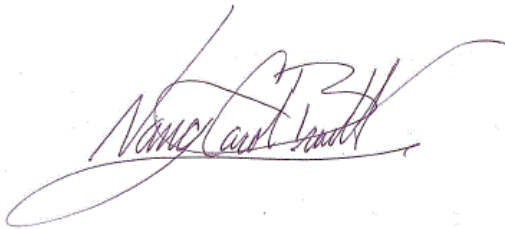
G. Next meeting date – September 2014 - TBA

H. Adjournment -

A MOTION was made by Wysocki, seconded by Nagel to adjourn. **MOTION CARRIED UNANIMOUSLY.**

Meeting adjourned at 8:25 PM

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Nancy Carol Brault". The signature is fluid and cursive, with a long horizontal flourish at the end.

Nancy Carol Brault, M.P.H, R.S.
Board Secretary-Treasurer/Interim Director of Health

REVIEWED AND APPROVED BY COMMITTEE: December 9, 2014