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BOARD OF HEALTH

FINANCE COMMITTEE MEETING

August 18, 2015

MINUTES

A. CALL TO ORDER AND ATTENDANCE

Meeting called to order by Chairman Kristine Nasinnyk at 6:10 PM in the Mezzanine Room of the Wethersfield Town Library, Wethersfield, CT.

Present: Kristine Nasinnyk, Chair, Charles Brown - Director of Health, Jerilyn Nagel, Judith Sartucci and Carolyn Wysocki.

Excused: Patricia Checko **Quorum present.**

Staff: none

Date meeting notice posted: August 13, 2015

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

C. ADOPTION OF AGENDA

A MOTION was made by Sartucci seconded by Wysocki to adopt the agenda with the addition of discussion of a new NACCHO Grant RFP under “New Business.” **Motion carried unanimously.**

D. APPROVAL OF RECORD OF MINUTES (June 16, 2015)

A MOTION was made by Nagel seconded by Sartucci to approve the minutes of the June 16, 2015 Committee meeting as submitted. In favor: Brown, Nagel, Nasinnyk, and Sartucci. Opposed: no one. Abstention: Wysocki. **Motion carried.**

E. NEW BUSINESS

1. Review of financial reports

- Brown reviewed the unaudited financial report for the year ending June 30, 2015 and answered and clarified issues for Committee. Will put on Board agenda for its September meeting.
- Health District finished the year in the black. Several factors including significant increase in the number of inspection and licensure fees collected (due to increase in food service establishments and more seasonal/temporary food events in the District) and some small amounts of additional grant funding contributed on the revenue side; vacancy in the DOH position and the community health coordinator position for significant portion of FY contributed on the expenditure side.

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- Concern discussed re: how this might be interpreted by the member towns in light of the increase in our per capita membership fee each year. Brown and Board will need to be clear in interpreting reasons if questioned on this.
- Brown to pull data on inspection and licensure fee revenue for the next Committee meeting.
- Brown reviewed the monthly financial report for July 31, 2015, the first for the new fiscal year. Beginning next month will include a running narrative with each monthly statement.
- Will check on status of contribution for former DOH retirement health benefits account.

2. FY 2015 Annual Audit

- Will be ready and will distribute draft report to the Board at its September meeting. However, auditor will not be able to present to Board until its October meeting.

3. QuickBooks Software Conversion

- Brown reported that conversion is proceeding well and should be done by the end of August.
- Agency has maintained 2 sets of books during the conversion from the Peach Tree software to QuickBooks for its accounting and bookkeeping functions.
- More consulting time from our accountant has been needed during this period.

4. Agency Budget Revision Process

- Brown raised the issue of how the agency's budget is adjusted or revised during the year. No set policy or consistent way of handling.
- Committee discussed differences in budget adjustment versus budget revision and what the Board needs to approve and what action the director of health can take on his own.
- Recommends an initial adjustment right after the start of the new fiscal year and then again around mid-year.
- Sartucci recommended looking at this in light of the authority that the director of health needs to make fiscal decisions and move monies around in the course of the year including from the reserve funds and suggested looking at our two policies on the reserve accounts.
- Brown to draft a policy for Committee review at its next meeting. Will include a dollar amount.

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5. NACCHO Grant for Accreditation Readiness

- NACCHO announced a fifth year of funding to local health departments to assist in accreditation readiness.
- CCHD was funded in the third year and used funds for a workforce assessment and development of a workforce development plan for the agency.
- Brown would like to look at assistance in development of a performance management system for the agency (pulling QA, QI and related evaluation metrics together).
- Discussed last week with the Governance Committee, which supported applying again this year. Finance Committee concurred.
- Specifics not yet available on NACCHO website but will be a fast moving process with funding in December and expected completion likely by May or June.

F. UNFINISHED BUSINESS

1. Executive Session

A MOTION was made by Sartucci and seconded by Wysocki to go into Executive Session pursuant to Conn. Gen. Stat. Sec. 1-200(6)(B) for discussion of collective bargaining negotiations and on the issue of lifetime health benefits for the former director of health and the potential impact on the budget. **Motion carried unanimously.**

Present in Executive Session at 7:35 PM: Nasinnyk, Brown, Nagel, Sartucci and Wysocki.

Brown left session at 7: 39 PM.

Out of Executive Session at 7:52 PM.

2. Action on Items Discussed in Executive Session – none taken

G. NEXT MEETING DATE – Tuesday, September 15, 2015 at 6:00 PM in the Wethersfield Town Library.

H. ADJOURNMENT -

A MOTION was made by Wysocki seconded by Nagel to adjourn. **Motion carried unanimously.** The meeting adjourned at 7:58 PM.

Respectfully submitted,

Judith A. Sartucci, Recorder pro tem

REVIEWED AND APPROVED BY COMMITTEE: September 15, 2015