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## **BOARD OF HEALTH FINANCE COMMITTEE**

### **August 22, 2017 Meeting MINUTES**

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

Chairman Pat Checko called the meeting to order at 11:03 AM in the Mezzanine Conference Room of the Wethersfield Library in Wethersfield, CT.

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

**Absent:** no one

**Quorum present.**

**Date meeting notice posted:** August 21, 2017

**Staff:** none

**Guest:** Simon Jiang, Agency CPA of Comprehensive Business Solutions.

#### **B. PUBLIC FORUM – none**

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

**A MOTION** was made by Nagel, seconded by Checko to adopt the agenda with the addition of “Wethersfield Request” under New Business. In favor: Checko, Henault, and Nagel. Opposed: Sartucci.

**Motion carried.**

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

**A MOTION** was made by Sartucci, seconded by Nagel to approve the minutes of the July 18, 2017 Committee meeting. **Motion carried unanimously.**

#### **E. UNFINISHED BUSINESS.** None.

#### **F. NEW BUSINESS**

##### **1. End of Year 2017 Financial Statement**

- Brown reviewed the agency’s unaudited financial through June 30, 2017 and answered and clarified issues for the Committee
- Overall the unaudited revenue for FY16-17 appears to be on target with budget estimates.
- It appears that the agency may see a small surplus over expenses depending upon any accounting adjustments that may need to be made during the audit process.
- Auditor has begun his review of agency accounts for FY 2017.

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### **2. July 2017 Financial Statement Review**

- Brown reviewed the first monthly financial report for FY 2018 through July 31, 2017 and answered and clarified issues for the Committee about various line items.

### **3. Status of State Per Capita Funding**

- Brown reported that the State Per Capita Funding is being restored to statutory rates for FY17-18.
- Agency has received check from state for per capita funding.

### **4. Discussion with Agency CPA on potential fiscal issues and opportunities**

- Simon Jiang, Agency's CPA, completed a review of the agency's fiscal status using several accounting measures. He provided a summary of his findings and recommendations for each.
- Among these he suggested that the agency seek to diversify revenue streams through adjustment of fees, seeking out new grant opportunities and seek investment opportunities for reserves that would yield a higher return..
- Brown was directed to investigate process to get federal ID for grant application purposes and contact several district directors to get information on property leasing options and potential deductions.
- Committee will review document and recommendations provided by Jiang and discuss further at its next meeting.

### **5. Wethersfield Town Manager Request**

- Request from Town Manager for a reduction in the agency's FY per capita membership fee to the Town was discussed.
- Committee concurred that this could not be done and recommendations were made for a response.

## **G. NEXT MEETING**

1. The Finance Committee will meet at 6:30 PM in the Wethersfield Town Library on Tuesday, September 19, 2017. Agenda: further review and discussion of document and recommendations provided by Jiang. .

## **H. ADJOURNMENT**

**A MOTION** was made by Henault, seconded by Nagel to adjourn. **Motion carried unanimously.** The meeting adjourned at 12:16 PM.

Respectfully submitted,

Charles K. Brown Jr.  
Recorder pro tem

**REVIEWED AND APPROVED BY COMMITTEE:      September 19, 2017**