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BOARD OF HEALTH FINANCE COMMITTEE

**August 23, 2016 Meeting
MINUTES**

A. CALL TO ORDER AND ATTENDANCE

Committee Chairman Pat Checko called the meeting to order at 2:00 PM in the Shinn Conference Room of the Wethersfield Town Library, Wethersfield, CT.

Present: Charles Brown, Patricia Checko, Jerilyn Nagel (arr. 2:05 PM), Judith Sartucci and Carolyn Wysocki

Absent: no one

Quorum present.

Date meeting notice posted: August 19, 2016

Staff: none

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 as posted.
Motion carried unanimously.

D. APPROVAL OF RECORD OF MINUTES

A MOTION was made by Wysocki, seconded by Sartucci to approve the minutes of the May 17, 2016 Committee meeting as submitted. **Motion carried unanimously.**

E. UNFINISHED BUSINESS. None.

Nagel arrives at 2:05 PM and joins meeting.

F. NEW BUSINESS

1. Review of end of FY 2016 Financial Report dated June 30, 2016

Brown reviewed the end of FY 2016 financial report dated June 30, 2016. Brown answered questions and clarified issues for Committee about various line items:

- The agency finished the fiscal year \$20,000 “in the black.”
- Under revenue inspection and licensure fees were down 10% and flu clinic revenue was down 20%. Agency brought in 95% of projected overall revenue.

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- For the next FY the office manager will work with the agency's accountant on breaking out expenses and assigning by grant program.
- Agency auditor, Charles Costello, is working on the FY 2016 audit and is scheduled to present his report at the Board's October 20, 2016 Board meeting.
- Overrun in legal fees continued in FY 2016 but should settle out in FY 2017.
- Staff turnover and vacancies contributed to net surplus. All vacancies are now filled. There will be tight fiscal margins in FY 2017.

2. Review of Financial Report dated July 31, 2016

Brown reviewed the first monthly financial report for FY 2017 dated July 31, 2016 and answered and clarified issues for the Committee about various line items, among these:

- Licensure fees normally start to come in around the start of the FY and may be applied to either FY 2016 or FY 2017 until audited at year's end.
- Salon training for all environmental health staff was held in July. With new supervision and standards in place these inspections should be done earlier in the year and in a timelier manner.
- Agency will not be using FluMist this year per CDC recommendations. Not sure how this change in vaccine will affect clinics and revenue.
- Due to loss of dental grant for FY 2017 a change in line item should start to show up in October. Application made for a \$5000 dental grant from Delta Dental - not awarded yet. Agency will continue with \$3600 and related matching that it does have to continue this program for seniors in member towns.
- Office manager will work with accountant on how to show the disbursements under recent severance agreement with the former DOH.
- Agency now has new dental, life and disability policies for staff and is now fully off the Town of Wethersfield insurance plans. Duplicate premiums for July and August were paid during the transition. Agency has not changed its 457 plan yet - still working details out with broker and is being reviewed by our attorney.
- Terms of the new union contract with AFSCME are being implemented. Disbursement for the new clothing allowance came out of the FY 2016 budget.
- Overruns in legal fees should now be behind the agency with the settlement in June of a severance agreement with the former director of health and settlement and implementation in July of the new AFSCME union contract. Brown will check on why July legal fee payment was not posted in this report.

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3. Complaint from Berlin Developer. Nagel reported a conversation with a developer in Berlin who complained about the timeliness of sanitarian inspection of wells and septic systems at development sites. Brown to follow-up.

4. Estimates for Towns of Personnel and Operations Costs

- Changes in elected administrations in several of the towns and the introduction of future centralization of health district staff have raised concern in some member towns about costs and control.
- Brown distributed to Committee a copy of the estimate of revenue, expenditures and environmental health services provided in the Town of Rocky Hill as an example.
- With the recent change in town managers concern has begun to shift.
 - Brown reported on meeting with the new town manager in Newington. Centralization of health district staff and office location outside of town hall is not an issue as long as services are provided and costs are contained. Registered sanitarians assigned to that Town have turned over several times since its admission to the Health District in 2006.
 - Rocky Hill has an interim Town Manager with whom Brown plans to meet.
 - Brown continues to have regular contact with the Wethersfield Town Manager about concerns.
 - Checko and Wysocki plan to meet with the Berlin Town Manager. Brown to assist them in pulling information on costs of providing public health services in Town together
- After extensive discussion the Committee asked that Brown pull together for the Committee information about each town in the Health District and the kind and level of all services provided in each in the last fiscal year and inclusive costs as well as revenue (including fees, amounts waived, etc.).

G. NEXT MEETING

- The Committee will continue to meet monthly on the Tuesday of the week that normally precedes the monthly Board meeting. Will meet during the day with the option to move to evening meetings for new board members who may join and who work during the day. Also, will increase meetings to twice a month later in year when the Committee begins work on the FY 2018 budget.

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- Next meeting date is on Tuesday, September 20, 2016 at 2:00 PM – Wethersfield Town Library (will occur after the September 15th Board meeting due to the September calendar).
- Sartucci polled members for interest in remaining on Committee (appointments coming up at September Board meeting). Wysocki will rotate off. Other members to remain on Committee.

H. ADJOURNMENT

A MOTION was made by Wysocki, seconded by Nagel to adjourn. **Motion carried unanimously.** The meeting adjourned at 3:58 PM.

Respectfully submitted,

Judith A. Sartucci
Recorder pro tem

REVIEWED AND APPROVED BY COMMITTEE: September 20, 2016