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## **BOARD OF HEALTH**

### **FINANCE COMMITTEE MEETING**

**September 15, 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, Patricia Checko (arr. 6:32 PM), Judith Sartucci and Carolyn Wysocki.

**Excused:** Jerilyn Nagel **Quorum present.**

**Staff:** none

**Date meeting notice posted:** September 11, 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 as posted. **Motion carried unanimously.**

##### **D. APPROVAL OF RECORD OF MINUTES (August 18, 2015)**

**A MOTION** was made by Wysocki seconded by Sartucci to approve the minutes of the August 18, 2015 Committee meeting as submitted. **Motion carried unanimously.**

##### **E. NEW BUSINESS**

###### **1. Review of financial reports**

- Brown reviewed the financial report for the first two months of FY 2016 ending August 31, 2015 and answered and clarified issues for Committee on items that exceeded budget this early in the year.
- The DPH Asthma Program made an error in the end of year supplemental amount local health departments were to receive. However, this will be made up in the next funding cycle.
- Brown followed-up on Committee's question about the substantial increase in fee revenue this past year. Appears to be mainly from the increased number of seasonal food events and number of new food service establishments that opened.
- He also reported picking up on a problem in how the total number of food service establishments and other licensed entities are tracked on FileMaker Pro and the reason for the problem in getting a total on licensed entities. He will follow-up with technical consultant.

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Checko arrives at 6:32 PM.

**2. Agency Budget Revision Process**

- Brown presented a draft policy on Agency Budget Revision for Committee review and comments.
- He had reviewed his first draft with the CCHD auditor, Charles Costello, and made some editorial changes based on his feedback.
- Committee members provided additional comments and suggestions.
- Brown to rework draft and circulate to Committee for discussion at its next meeting.

**F. UNFINISHED BUSINESS**

**1. FY 2015 Annual Audit Report**

- Auditor was not able to provide for this meeting. Brown will send to Board as soon as it is received. Auditor will present at the Board's October 15<sup>th</sup> meeting.
- Finance Committee will review at its next meeting and forward any last minute questions through Brown.
- Positive feedback received from auditor on the oversight that the Finance Committee and the Board are providing to the agency's finances.

**2. Executive Session**

No executive session was held as Brown had no new information to report.

**G. NEXT MEETING DATE** – To be determined.

**H. ADJOURNMENT** -

**A MOTION** was made by Checko seconded by Wysocki to adjourn. **Motion carried unanimously.** The meeting adjourned at 7:35 PM.

Respectfully submitted,

Judith A. Sartucci, Recorder pro tem

REVIEWED AND APPROVED BY COMMITTEE: October 13, 2015