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## **BOARD OF HEALTH**

### **FINANCE COMMITTEE MEETING**

**October 13, 2015**

#### **MINUTES**

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

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

**Present:** Kristine Nasinnyk - Chair, Charles Brown - Director of Health, Patricia Checko, Judith Sartucci and Carolyn Wysocki (via conference call).

**Absent:** Jerilyn Nagel **Quorum present.**

**Staff:** none

**Date meeting notice posted:** October 8, 2015

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

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

**A MOTION** was made by Sartucci seconded by Checko to adopt the agenda as posted. **Motion carried unanimously.**

##### **D. APPROVAL OF RECORD OF MINUTES (September 15, 2015)**

**A MOTION** was made by Checko seconded by Sartucci to approve the minutes of the September 15, 2015 Committee meeting with correction of a typo. **Motion carried unanimously.**

##### **E. UNFINISHED BUSINESS**

###### **1. Agency Budget Revision Policy**

- Revised draft of policy not ready at this time.
- Will have final draft for the Committee's November meeting for its review before putting on the Board's November meeting agenda.

###### **2. FY 2015 Annual Audit Report**

- Auditor's report received and reviewed with Committee. Brown reported on some corrections from the initial draft received.
- Positive feedback received from auditor on the oversight that the Finance Committee and the Board are providing to the agency's finances.
- Professional fees line item includes all consultants – legal, accounting and auditor. Overruns for legal expenses continue. Increase in accounting expense last year was due to additional consultant time to convert to Quick Books.

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- Committee also questioned figures related to transfer of funds to the OPEB account. Brown to check on this with auditor.
- The agency auditor, Charles Costello, will present at the Board's October 15<sup>th</sup> meeting. Brown to forward any last minute Committee questions to him.

### **F. NEW BUSINESS**

#### **1. Review of monthly financial report**

- Brown reviewed the financial report for FY 2016 ending September 30, 2015 and answered questions and clarified issues for Committee.
- This month he introduced a narrative with a glossary of accounts to accompany each monthly financial statement going forward.
- Further questions raised and discussed 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. However, Brown also found a substantial decrease in pool inspection fees resulting in reduced revenue, which he cannot account for and will look at further with staff. The FileMaker Pro system is a relational database and how it maintains files from year to year may be the problem.
- Brown to check on 2 dental grant items (#5020 and 5021) related to CCHD match for grant.

#### **2. Executive Session**

**A MOTION** was made by Checko and seconded by Sartucci to go into Executive Session pursuant to Conn. Gen. Stat. Sec. 1-200(6)(B) for an update on collective bargaining negotiations; and review of the Performance Evaluation Committee recommendations. **Motion carried unanimously.**

In Executive Session at 6:54 PM. Present in Executive Session: Nasinnyk, Brown, Checko, Sartucci, and Wysocki.

Brown leaves session at 6:57 PM. Committee out of Executive Session at 7:13 PM.

#### **3. No action on items discussed in executive session.**

### **G. MEETING SCHEDULE**

- Committee will plan to meet monthly just before each Board meeting so that the most recent financial statements and other reports and issues can be reviewed.
- Will meet on: Thurs., Nov. 12 at 6 PM and Tuesday, Dec. 15 at 6 PM. Locations TBA.
- In January, 2016 the Committee will begin meeting every other week (as it did last year) until the proposed budget for FY 2016-17 is completed.

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**H. ADJOURNMENT -**

**A MOTION** was made by Wysocki seconded by Checko to adjourn. **Motion carried unanimously.** The meeting adjourned at 7:23 PM.

Respectfully submitted,

Judith A. Sartucci, Recorder pro tem

**REVIEWED AND APPROVED BY COMMITTEE: November 12, 2015**