



BOARD OF HEALTH

FINANCE COMMITTEE MEETING

November 12, 2015

MINUTES

A. CALL TO ORDER AND ATTENDANCE

Meeting called to order by Chairman Kristine Nasinnyk at 6:09 PM in the Mezzanine Conference Room of the Wethersfield Town Library, Wethersfield, CT.

Present: Kristine Nasinnyk - Chair, Charles Brown - Director of Health, Patricia Checko, Jerilyn Nagel Judith Sartucci and Carolyn Wysocki (arrived at 6:35 PM)

Absent: No one **Quorum present.**

Staff: none

Date meeting notice posted: November 5, 2015

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

C. ADOPTION OF AGENDA

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

D. APPROVAL OF RECORD OF MINUTES

A MOTION was made by Checko seconded by Brown to approve the minutes of the October 15, 2015 Committee meeting as presented. In favor: Brown, Checko, Nasinnyk, and Sartucci. Opposed: no one. Abstention: Nagel. **Motion carried.**

E. UNFINISHED BUSINESS

1. Agency Budget Revision Policy

- Brown reviewed the draft policy and discussed his concerns. Recommended deleting item 4 b. Agency accounting procedures not accurate enough to determine when a \$50,000 threshold has been reached. Editorial changes also recommended by Committee members.
- Policy was previously reviewed by the agency's auditor and attorney with no further changes.

A MOTION by Sartucci, seconded by Nagel to recommend the new policy as revised to the Board. Will present at its November 14th meeting. **Motion carried unanimously.**

CCHD FINANCE COMMITTEE
November 12, 2015 Meeting
Page 2

Wysocki arrives at 6:35 PM and joins meeting.

F. NEW BUSINESS

1. Review of October 2015 Financial Report

- Brown reviewed the financial report for FY 2016 ending October 31, 2015 and answered questions and clarified issues for Committee.
- Committee members found the narrative with a glossary of accounts now accompanying each monthly financial statement very helpful.
- Revenue from the flu clinics has been good. Brown has measures in place to capture unpaid reimbursement from 3rd party insurers.
- Possible impact of changes – growth in pharmacies providing immunizations, special school flu clinics, shortage of FluMist for children and youth this season, etc. – discussed. Committee recommended that Brown consider convening an advisory committee to look strategically at the practice changes underway, the impact on the agency's flu and pneumonia efforts as well as revenue, and the future of immunizations provided by CCHD. May be time for a paradigm shift in this program.
- Brown to check on account line 6305 (Centralization Feasibility Study) and transfer of funds.

2. Review of Agency Fee Policy and Annual Schedule

- Committee reviewed the agency fee policy. Following extensive discussion, no substantive changes recommended at this time.
- Brown outlined his approach to costing out inspections by the environmental staff. He will obtain more information both internally and from other agencies and sources before making a recommendation on changes in the fee schedule itself. Per agency policy this will then be posted with the FY 2017 proposed budget for public comment this spring.
- Agency needs to move toward a true user fee model.
- As the fees the agency generates and the per capita membership fee charged to the Towns are the two main sources of revenue for the agency, this discussion will continue at next and subsequent Finance Committee meetings.

Re: question about the Centralization issue and costs Brown advised Committee members that the Centralization Committee is just now looking at the newly completed feasibility study and will be costing this out as well as recommending strategies for funding.

CCHD FINANCE COMMITTEE
November 12, 2015 Meeting
Page 3

Brown also identified the need to begin to give the towns' financial officers an estimate of the per capita health district membership fee for FY 2017. The Towns are beginning their FY 2017 budget preparations. Committee not prepared to do so at this time.

G. EXECUTIVE SESSION

1. **A MOTION** was made by Wysocki and seconded by Nagel to go into Executive Session pursuant to Conn. Gen. Stat. Sec. 1-200(6)(B) for an update on collective bargaining negotiations. In favor: Brown, Nagel, Nasinnyk, and Sartucci. Opposed: no one. Abstention: Checko. **Motion carried.**
In Executive Session at 8:10 PM. Present in Executive Session: Brown, Checko, Nagel, Nasinnyk, Sartucci, and Wysocki.
Committee out of Executive Session at 8:25 PM.
2. No action on items discussed in executive session.

G. MEETING SCHEDULE

- Next meeting: Tuesday, Dec. 15th at 6 PM at the Berlin Town Hall.
- 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.

H. ADJOURNMENT

A MOTION was made by Checko seconded by Nagel to adjourn. **Motion carried unanimously.** The meeting adjourned at 8:29 PM.

Respectfully submitted,

Judith A. Sartucci, Recorder pro tem

REVIEWED AND APPROVED BY COMMITTEE: _____