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BOARD OF HEALTH
FINANCE COMMITTEE
November 14, 2017 Meeting
MINUTES

A. CALL TO ORDER AND ATTENDANCE

Chairman Pat Checko called the meeting to order at 6:42 PM in the Mezzanine Conference Room of the Wethersfield Library in Wethersfield, CT.

Present: Charles Brown, Patricia Checko, Deborah Henault, Jerilyn Nagel and Judith Sartucci (arrived at 6:45 PM)

Absent: No one

Quorum present.

Date meeting notice posted: November 13, 2017

Staff: none

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

C. ADOPTION OF AGENDA

A MOTION was made by Henault, seconded by Nagel to adopt the agenda as presented. **Motion carried unanimously.**

D. APPROVAL OF RECORD OF MINUTES

A MOTION was made by Nagel, seconded by Henault to approve the minutes of the October 17, 2017 Committee meeting. **Motion carried Unanimously.**

Sartucci arrives and joins meeting at 6:45pm

E. UNFINISHED BUSINESS.

• **Investment Committee Discussion**

- Sartucci distributed written suggestions on the potential structure of an investment committee based upon research she had done on non-profit committees of a similar nature.
- Brown reminded the committee members that many of the assets that the agency currently has that could be invested are projected to be expended for various purposes in the near future. The remaining assets would need to be accessible for operational reserve purposes. Therefore, the timing of an investment committee may not be optimal.
- The committee agreed not to recommend to the Board that an investment committee be established at this time, but instead to address long term fiscal strategy through focused meetings of the Finance Committee, as well as identifying resources that could provide subject matter expertise.
- Sartucci suggested that Brown pursue a D.U.N.S. number to assist with federal grant applications now before the agency begins using monies for centralization. Brown stated he has investigated but will make it a priority.

F. NEW BUSINESS

1. October 2017 Financial Statement Review

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

A MOTION was made by Henault, seconded by Nagel to accept the financial statements through October 31, 2017 and move to the Board for review. **Motion carried unanimously**

2. FY 2018-2019 Budget Considerations

Brown went over his analysis of the previous fiscal years' profit and loss spreadsheet with committee members.

- Revenue issues included the uncertainty of state aid and fiscal concerns of the member towns along with the potential for diminishing grants opportunities.
- Fee structure needs to be reviewed in light of code changes, increase in workload for staff and need to cover costs associated with regulatory activities.
- Brown reported on expense analysis as well, citing the need to use trend analysis of expenses as a means of setting realistic budget numbers. Potential issues affecting expenses are upcoming collective bargaining negotiations and response to mandated follow-up of lead poisoned children that is no longer funded by state funds.
- Committee members discussed recommendations and provided suggestions on how to approach budget development in the current fiscal environment. Brown will work with staff to begin development of FY18-19 budget.

G. NEXT MEETING

- The Finance Committee will meet at 4:00 PM in the Berlin-Peck Library on Tuesday, December 19, 2017.
- Agenda: FY 18-19 Budget Development

H. ADJOURNMENT

A MOTION was made by Henault, seconded by Sartucci to adjourn. **Motion carried unanimously.** The meeting adjourned at 8:42 PM.

Respectfully submitted,

Charles K. Brown Jr.
Recorder pro tem

REVIEWED AND APPROVED BY COMMITTEE: December 19, 2017