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BOARD OF HEALTH
FINANCE COMMITTEE
November 15, 2016 Meeting
MINUTES

A. CALL TO ORDER AND ATTENDANCE

Chairman Pat Checko called the meeting to order at 7:00 PM in the Mezzanine Room of the Wethersfield Town Library, Wethersfield, CT.

Present: Charles Brown, Pat Checko, and Judith Sartucci (via conference call)

Excused: Deborah Henault and Jerilyn Nagel

Quorum present.

Date meeting notice posted: November 14, 2016

Staff: none

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

C. ADOPTION OF AGENDA

A MOTION was made by Brown, seconded by Sartucci to adopt the agenda as posted.

Motion carried unanimously.

D. APPROVAL OF RECORD OF MINUTES

A MOTION was made by Brown, seconded by Sartucci to approve the minutes of the October 18, 2016 Committee meeting as posted. In favor: Brown and Sartucci. Opposed: no one. Abstention: Checko. **Motion carried.**

E. NEW BUSINESS

1. Review of Financial Report dated October 31, 2016

- Brown reviewed the monthly financial report through October 31, 2016 and answered and clarified issues for the Committee about various line items
- Revenues are coming in as expected.
- Expenditures are occurring as expected.

2. FY 2017-2018 Budget Planning Process

- Brown has begun discussion with senior program staff regarding budgetary needs for FY 2018. Two key areas: environmental health staff and resources; and additional resources for communication needs including agency branding.
- Other areas of discussion: support for centralization planning and move; and fees – particularly charging a nominal fee for nonprofit groups.
- Per discussions in Governance Committee planning needs to be done for the next CHA cycle once a decision is made on how to handle (link with partner? Hire consultant? Follow Data Haven model?)
- Brown was asked to look at the strategic plan for budget implications for FY 2018.
- Budget timetable:
 - Finance Committee planning in December – January
 - Discussion and action by Board to authorize public hearing in February
 - Public hearing and approval of new budget by March Board meeting, if not sooner.

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3. Accountant Services

- Sartucci raised the issue of the agency's need for a different kind of accountant services given the new fiscal territory into which the agency is heading with centralization.
- Committee agreed that it needs to identify the kind of assistance needed and then determine how best to obtain.
- To discuss further at its next meeting.

F. UNFINISHED BUSINESS.

1. FY 2015-16 Draft Audit

- Charles Costello of Costello & Associates presented to the Board at its October Meeting. Audit report approved by Board pending corrections to the final copy.
- A change is to be made to the final report regarding the handling of the severance agreement with the agency's former director and the payment schedule since the agreement was signed prior to the end of FY 2016. Brown to check on final adjustment with Costello.

G. NEXT MEETING

- Next meeting date is on Tuesday, December 20, 2016 at 6:30 PM – Wethersfield Town Library.
- Items on the Committee's agenda:
 - Accountant services RFP
 - Audit adjustment for FY 2016
 - Budget process for FY 2018
 - Budget implications for FY 2018 in strategic plan
 - Information on fees and permits (committee questions from previous meeting)
 - Review of budget revision policy

H. ADJOURNMENT

A MOTION was made by Sartucci, seconded by Brown to adjourn. **Motion carried unanimously.** The meeting adjourned at 8:20 PM.

Respectfully submitted,

Judith A. Sartucci
Recorder pro tem

REVIEWED AND APPROVED BY COMMITTEE: December 20, 2016