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BOARD OF HEALTH

FINANCE COMMITTEE MEETING

December 15, 2015

MINUTES

A. CALL TO ORDER AND ATTENDANCE

Meeting called to order by Chairman Kristine Nasinnyk at 6:00 PM in the Board Room of the Berlin Town Library, Berlin, CT.

Present: Kristine Nasinnyk - Chair, Charles Brown - Director of Health, Patricia Checko, Jerilyn Nagel (arrived at 6:15 PM), Judith Sartucci (arrived at 6:02 PM) and Carolyn Wysocki

Absent: No one **Quorum present.**

Staff: none

Date meeting notice posted: December 10, 2015

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

C. ADOPTION OF AGENDA

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

D. APPROVAL OF RECORD OF MINUTES

A MOTION was made by Checko seconded by Wysocki to approve the minutes of the November 12, 2015 Committee meeting as presented. **Motion carried unanimously.**

E. NEW BUSINESS

1. Review of November 30, 2015 Financial Report

- Brown reviewed the financial report for FY 2016 ending November 30, 2015 and answered questions and clarified issues for Committee.
- Under “revenue” interest income is low and may be showing for only one account. Brown to follow-up with accountant on what is being reported.
- Operating expenditures for environmental health are up due to purchase of supplies and training materials at this time of year.
- Expenses related to home visits for the asthma program are also up due to increase in referrals and contract staff time for home visits. Brown answered Committee questions about the program and related expenditures.

Nagel arrives at 6:15 PM and joins meeting.

F. UNFINISHED BUSINESS

1. Review of Proposed Agency Fee Schedule for FY 2017

- Brown presented a draft fee schedule for FY 2017 showing increases in several areas. \$12,000 in additional revenue possible from proposed increase.

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- Committee members raised concerns that the fees for septic system reviews and well permits were not raised and that current fees do not reflect actual cost to the agency. Checko suggested looking at recent data from DPH (annual LHD reports to DPH) and what other health districts are currently charging. Brown to review and revise proposal accordingly for the Committee's January meeting.
- Sartucci raised concern that fee charges for nonprofit groups listed on fee schedule are not in agency policy. She and Brown to look at further. May need to reopen agency fee policy.
- Brown has not yet given the towns' financial officers an estimate of the per capita health district membership fee for FY 2017. The Town of Berlin also requested a copy of the fee schedule planned for FY 2017. Brown advised that it was not ready and there would be changes. That Member Town adopts fees once per year. Since CCHD fee schedule is set by Board independent of towns the reason for this annual procedure is not clear. Brown to pursue.

G. MEETING SCHEDULE

- 2016 Committee meeting schedule recently emailed to Committee members
- 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, and then continue monthly meetings after that in the week preceding the monthly Board meeting:

Tuesday: 01/05/16	Tuesday: 03/15/16
Tuesday: 01/19/16	Tuesday: 03/29/16
Tuesday: 02/02/16	Tuesday: 04/19/16
Tuesday: 02/16/16	Tuesday: 05/17/16
Tuesday: 03/01/16	Tuesday: 06/21/16

- Next meeting: Tuesday, January 5 at 6 PM – Wethersfield Town Library.

H. ADJOURNMENT

A MOTION was made by Wysocki, seconded by Nagel to adjourn. **Motion carried unanimously.** The meeting adjourned at 6:47 PM.

Respectfully submitted,

Judith A. Sartucci, Recorder pro tem

REVIEWED AND APPROVED BY COMMITTEE: January 5, 2016