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BOARD OF HEALTH
FINANCE COMMITTEE
December 19, 2017 Meeting
MINUTES

A. CALL TO ORDER AND ATTENDANCE

Chairman Pat Checko called the meeting to order at 4:20 PM in the Board Room of the Berlin Peck Library in Berlin, CT.

Present: Charles Brown, Patricia Checko, Deborah Henault and Judith Sartucci

Absent: Jerilyn Nagel

Quorum present.

Date meeting notice posted: December 18, 2017

Staff: none

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

C. ADOPTION OF AGENDA

A MOTION was made by Sartucci, seconded by Henault to adopt the agenda as presented.

Motion carried unanimously.

D. APPROVAL OF RECORD OF MINUTES

A MOTION was made by Sartucci, seconded by Henault to approve the minutes of the November 14, 2017 Committee meeting as posted. **Motion carried unanimously.**

E. UNFINISHED BUSINESS.

1. Dun and Bradshaw Number (D.U.N.S.)

- Brown reported that administrative staff recalled that the agency had already pursued a D.U.N.S. number to assist with federal grant applications. Staff information was updated and agency can utilize it for future grant applications.
- Brown also reported that other LHDs were looking at obtaining one.

F. NEW BUSINESS

1. November 2017 Financial Statement Review

- Brown reviewed the monthly financial report for FY 2018 through November 30, 2017 and answered and clarified issues for the Committee about various line items.

A MOTION was made by Henault, seconded by Sartucci to accept the financial statements through November 30, 2017. **Motion carried unanimously**

2. FY 2018-2019 Budget Considerations

Brown went over his projections of the next fiscal year's budget with committee members.

- Revenue issues included the uncertainty of state aid and fiscal concerns of the member towns along with the increased cost of health insurance for small groups such as CCHD.
- Brown reported potential issues affecting expenses are upcoming collective bargaining "reopener" negotiations and its effect on salary and health insurance costs.
- Committee members discussed recommendations and provided suggestions on how to approach budget development in the current fiscal environment.
- 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 will bring proposed fee structure to January Finance Committee meeting for a more detailed review.

3. Finance Committee Schedule for 2018

- Committee agreed to meet on the Tuesday before each monthly Board meeting (usually the 3rd Tuesday but sometimes the 2nd Tuesday of the month) from 5-7 pm.
- Special meetings may be necessary at the beginning of 2018 for budget preparation purposes
- Complete schedule of dates will be sent to the Committee and the Town Clerks and posted to the website.

G. NEXT MEETING

- The Finance Committee will meet on Tuesday, January 16, 2018 at 5:00 PM in the Wethersfield Library.
- Agenda: FY 18-19 Budget Development and Review of proposed fee schedule; possible executive session.

H. ADJOURNMENT

A MOTION was made by Henault, seconded by Sartucci to adjourn. **Motion carried unanimously.** The meeting adjourned at 6:10 PM.

Respectfully submitted,

Charles K. Brown Jr.
Recorder pro tem

REVIEWED AND APPROVED BY COMMITTEE: January 16, 2018