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## **BOARD OF HEALTH**

### **FINANCE COMMITTEE**

**December 20, 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, Patricia Checko, Deborah Henault, and Judith Sartucci

**Excused:** Jerilyn Nagel **Quorum present.**

**Date meeting notice posted:** December 16, 2016

**Staff:** none

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

#### **C. ADOPTION OF AGENDA**

**1. A MOTION** was made by Sartucci, seconded by Henault to adopt the agenda as amended with the addition under “New Business” - “Review of Financial Report dated November 30, 2016” and under “Unfinished Business” -“Update on FY 2016 Audit.”

**Motion carried unanimously.**

#### **D. APPROVAL OF RECORD OF MINUTES**

**A MOTION** was made by Brown, seconded by Sartucci to approve the minutes of the November 15, 2016 Committee meeting as posted. In favor: Brown, Checko and Sartucci. Opposed: no one. Abstention: Henault. **Motion carried.**

#### **E. NEW BUSINESS**

##### **1. Review of Financial Report dated November 30, 2016**

- Brown reviewed the monthly financial report through November 30, 2016 and answered and clarified issues for the Committee about various line items.
- Revenues are coming in as expected. Nearly \$80K in flu clinic revenues have been collected and insurance reimbursements continue to come in. About 40% of the projected revenue from fees has been received to date.
- Expenditures are occurring as expected. The new collective bargaining contract has been implemented including purchase of uniform jackets/clothing.
- Board and staff members are attending training and conferences so the professional development funds are spending down. Costs for Brown to attend the Quest Program will come from this line item.
- Brown identified a problem with accounting for fees under revenue. May be a glitch in the agency’s transition last year from Peachtree software to QuickBooks software. Working with accountant and office manager to account for numbers. Will have more information at the Committee’s January meeting.

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**F. UNFINISHED BUSINESS.**

**1. FY 2017-2018 Budget Planning Process**

- Brown continued his discussion of background considerations for the FY 2018 budget and provided the Committee with an outline of trends and issues the agency is facing in its revenue streams and expenditures.
- Centralization and its timing are major issues. The environmental workload calls for more staff capacity, but could be offset by centralization of staff and shifts in workload.
- There are limited grant opportunities on the horizon. Federal funding may go into block grants and be cut. State funding is uncertain given the state's continuing fiscal crisis.
- Committee provided feedback on items in outline and generally concurred with Brown's assumptions.
- Brown to have a first draft of budget for review at the Committee's first January meeting.

**2. FY 2015-16 Audit Adjustment**

- A change was 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.
- No update - Brown to check again on final adjustment with Costello Associates.

**G. NEXT MEETING**

- The next Committee meeting is tentatively scheduled for January 17, 2017 at 6:30 PM in the Wethersfield Town Library.
- Brown will poll Committee members regarding additional meeting dates in January and February as the Committee normally adds additional meetings in January and February until the proposed budget is complete.
- Carry-over items on the Committee's agenda:
  - FY 2018 Budget Planning Process
  - Accountant services
  - Audit adjustment for FY 2016
  - Review of budget revision policy

**H. ADJOURNMENT**

**A MOTION** was made by Henault, seconded by Sartucci to adjourn. **Motion carried unanimously.** The meeting adjourned at 8:51 PM.

Respectfully submitted,

Judith A. Sartucci  
Recorder pro tem

**REVIEWED AND APPROVED BY COMMITTEE: January 5, 2017**