



BOARD OF HEALTH FINANCE COMMITTEE

May 15, 2018 Meeting MINUTES

A. CALL TO ORDER AND ATTENDANCE

Chairman Pat Checko called the meeting to order at 5:33 PM in the Mezzanine Conference Room of the Wethersfield Library in Wethersfield, CT. Due to inclement weather, committee members participated via conference call while Brown was on-site.

Present: Charles Brown (onsite). Via conference call: Patricia Checko, Deborah Henault, Judith Sartucci and Jerilyn Nagel (joined at 5:49pm)

Absent: None **Quorum present.**

Date meeting notice posted: May 10, 2018

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 Henault, seconded by Sartucci to approve the minutes of April 24, 2018 Committee meeting with minor technical changes. **Motion carried unanimously.**

E. UNFINISHED BUSINESS

1. Proposed FY 18-19 Budget and Hearing Process

- Board moved the proposed FY 18-19 agency budget and proposed user fee schedule forward to public hearing on May 17, 2018 at 6 PM. Checko has been appointed as hearing officer.
- Committee reviewed the budget hearing process for FY 18-19. Brown reported that staff had prepared the script and would share with Checko for her use as hearing officer. Sartucci reminded committee members that while they were not required at the hearing, attendance could be useful in getting direct feedback from the regulated communities.
- Brown reported on his attendance at the Rocky Hill Budget Workshop on May 4th. He and Sartucci attended. Town council members asked questions about continued funding for centralization of offices beyond FY 2019 and potential grant funding for vaping and opioid prevention efforts. Brown responded to these questions by explaining about the need to be cost-neutral for centralization efforts and that projections were for costs to be below cost of adding additional staff. He also stated that grant funding would likely be sought for prevention activities related to opioid and other substance abuse issues. Sartucci stated that Brown represented the agency well at this hearing.

F. NEW BUSINESS

1. April 2018 Financial Statement Review

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

A MOTION was made by Sartucci, seconded by Henault to accept the financial statements through April 30, 2018. **Motion carried unanimously**

2. Centralization Cost Update

- Brown updated the Committee on the status of the properties he is looking at.
- Regarding Committee question about costs associated with operating a centralized office, he reported that he had spoken to broker about security deposit and assured that while it was up to the property owner, most would not seek a deposit from agencies like ours.

3. CCHD Fee Policy review

- Brown reported that annual review of agency fee policy was due prior to the next fiscal year. In preparing for this, it was noted that proposed changes from last year were not sent to Board for approval from the Finance committee.
- Checko reviewed the changes associated with implementation of late fees with committee members. Sartucci asked that a legal review of ability to revoke licenses for non-payment be conducted prior to sending to Board for approval. Item tabled until next meeting.

G. NEXT MEETING

1. The Finance Committee will meet on Tuesday, June 19, 2018 at 5:00 PM in the Wethersfield Library.
2. Agenda:
 - Legal review of fee policy changes.
 - monthly financial statements and end of fiscal year projections
 - Centralization update

H. ADJOURNMENT

A MOTION was made by Henault, seconded by Sartucci to adjourn. **Motion carried unanimously.** The meeting adjourned at 6:09 PM.

Respectfully submitted,

Charles K. Brown Jr.
Recorder pro tem

REVIEWED AND APPROVED BY COMMITTEE: June 19, 2018