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BOARD OF HEALTH FINANCE COMMITTEE

June 19, 2018 Meeting MINUTES

A. CALL TO ORDER AND ATTENDANCE

Chairman Pat Checko called the meeting to order at 5:39 PM in the Mezzanine Conference Room of the Wethersfield Library in Wethersfield, CT.

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

Absent: None

Quorum present.

Date meeting notice posted: June 15, 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 Nagel, seconded by Sartucci to approve the minutes of May 15, 2018 Committee meeting. **Motion carried unanimously.**

E. UNFINISHED BUSINESS

1. CCHD Fee Policy review

- Brown reported a review of agency fee policy issues about the ability to revoke licenses for non-payment was investigated. It was found that since the agency licenses expire annually, CCHD does not revoke licenses for non-payment because all our licenses expire and have to be applied for annually. There is no need to refer to revocation or re-instatement for non-payment because licenses are only good for one year and the CCHD sanitary code states that “The application shall be accompanied by the appropriate fee” which is annually approved by the Board as part of our budget process.
- The language in the draft fee policy was revised to state the following: “After 60 days non-renewal, double the license fee will be assessed if the same owners reapply for a license.” Committee members concurred.

A MOTION was made by Sartucci, seconded by Henault to forward the Fee Policy to the Board for approval as revised. **Motion carried unanimously.**

2. FY 18-19 Budget Implementation

- Brown reported that staff did a great job of getting information out about FY 18-19 agency budget and proposed user fee schedule to the regulated communities.
- Sartucci suggested adding the proposed fee schedule itself to future mailings about upcoming public hearings.
- Brown reported on the administrative move of Guardian insurance package to bring the renewal due date to March 1st instead of July 1st. This will align with the health

insurance renewal date. This would also result in some cost savings since it is an 18 month instead of a 12 month renewal cycle.

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F. NEW BUSINESS

1. May 2018 Financial Statement Review

- Brown reviewed the monthly financial reports for FY 2018 through May 31, 2018 and answered and clarified issues for the Committee about various line items.
- Financial statements will be sent to Board for review at its June 21st meeting.

A MOTION was made by Henault, seconded by Nagel to accept the financial statements through May 31, 2018. **Motion carried unanimously**

2. Centralization Cost Update

- Brown updated the Committee on the status of the properties he is looking at and informed them that proposals should be ready for Board action in July.

G. NEXT MEETING

1. The Finance Committee will meet on Tuesday, July 17, 2018 at 5:30 PM in the Wethersfield Library.

2. Agenda:

- Monthly financial statements and end of fiscal year projections
- Centralization update

H. ADJOURNMENT

A MOTION was made by Nagel, seconded by Sartucci to adjourn. **Motion carried unanimously.** The meeting adjourned at 6:18 PM.

Respectfully submitted,

Charles K. Brown Jr.
Recorder pro tem

REVIEWED AND APPROVED BY COMMITTEE: July 17, 2018