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BOARD OF HEALTH

FINANCE COMMITTEE MEETING

May 19, 2015
MINUTES

A. CALL TO ORDER AND ATTENDANCE

Meeting called to order by Chairman Kristine Nasinnyk at 6:45 PM in the Mezzanine Room of the Wethersfield Town Library, Wethersfield, CT.

Present: Kristine Nasinnyk, Chair, Charles Brown (Director of Health), Patricia Checko, Judith Sartucci and Carolyn Wysocki.

Absent: Dianne Doot and Jerilyn Nagel

Quorum present.

Staff: none

Date meeting notice posted: May 8, 2015

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

C. ADOPTION OF AGENDA

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

D. APPROVAL OF RECORD OF MINUTES (March 17, 2015)

A MOTION was made by Checko, seconded by Wysocki to approve the minutes of the March 17, 2015 Committee meeting as submitted. **Motion carried unanimously.**

E. NEW BUSINESS

- 1. Auditor Contract** – per direction from Board last year Brown went ahead with renewal of agency's contract with Charles Costello and Associates for audit services for FY 2015.
- 2. Budget Presentation to Wethersfield Town Council** – Brown and Sartucci updated the Committee on the April presentation on the CCHD budget to the Wethersfield Town Council. No unusual concerns raised by Council. Sartucci addressed questions about the agency's operating reserve fund. No budget presentation was requested by any of the other three member towns.

CCHD FINANCE COMMITTEE

May 19, 2015 Meeting

Page 2

3. Annual Budget Hearing – per state statute a budget hearing and vote on the proposed budget for FY 2016 must be done by June 30, 2015. Committee will recommend to Board that hearing on a summary of the budget and on the fee schedule be held at 6 PM on June 18, 2015 immediately preceding the Board meeting scheduled that evening at 6:30 PM. Meeting scheduled for Rocky Hill Community Center that evening. Nasinnyk agreed to serve again as hearing officer.

F. UNFINISHED BUSINESS

1. Proposed FY 2015-2016 Budget Planning – items for discussion in open session.

1. Funding for Feasibility Study of Centralization of Agency Offices and Functions
 - The Centralization Committee voted at its recent meeting to recommend to the Board that a feasibility study be done, that funding be authorized from the agency's capital
 - improvement reserve fund, and completed before the start of the next fiscal planning cycle in December, 2015.
 - Brown reported on 3 vendors that he is looking at. He estimates cost at around \$3500, but recommends a ceiling of \$5000.

Motion by Checko, seconded by Sartucci to support Centralization Committee's recommendation for a feasibility study, to be funded through the agency's capital improvement reserve fund with a ceiling of \$5000, and completion date no later than December, 2015. **Motion carried unanimously.**

2. Governance Committee recommends an increase in board development line item in FY 2016 budget from \$550 to \$1000. On review of draft Brown found that increase is already part of proposal. No further action by Committee needed at this time.
3. Per Brown SB 995 related to funding for municipal health departments and health districts is moving ahead without any of the changes sought by our Board.

A MOTION was made by Sartucci, seconded by Checko to amend the agenda by adding "review of monthly financial report" as #2 under F. **Motion carried unanimously.**

2. Review of monthly financial report

- Brown reviewed the monthly financial report of April 30, 2015. Health District revenue and spending continue on track for the year and agency should finish year in the black.
- He answered and clarified issues for Committee.
- In discussion about vaccines and revenue Committee members suggested that Brown may want to convene a special working group to look with him at current vaccination program, starting with flu and pneumonia, and determine future direction for agency.

3. Executive Session

A MOTION was made by Checko and seconded by Wysocki to go into Executive Session pursuant to Conn. Gen. Stat. Sec. 1-200(6)(B) for discussion of items in the draft FY 2105-16 budget related to collective bargaining negotiations. **Motion carried unanimously.**

In Executive Session at 7:50 PM. Present in Executive Session: Nasinnyk, Brown, Checko, Sartucci, and Wysocki. Out of Executive Session at 8:05 PM.

4. Action on Items Discussed in Executive Session – no action needed at this time.

G. NEXT MEETING DATE – TBD - will reconvene once budget is approved and contract negotiations completed.

H. ADJOURNMENT -

A MOTION was made by Wysocki, seconded by Checko to adjourn. **Motion carried unanimously.** The meeting adjourned at 8:06 PM

Respectfully submitted,

Judith A. Sartucci
Recorder pro tem

REVIEWED AND APPROVED BY COMMITTEE: June 16, 2015