BOARD OF HEALTH
FINANCE COMMITTEE
August 22, 2017 Meeting
MINUTES

A. CALL TO ORDER AND ATTENDANCE
Chairman Pat Checko called the meeting to order at 11:03 AM in the Mezzanine Conference Room of the Wethersfield Library in Wethersfield, CT.

Present: Charles Brown, Patricia Checko, Jerilyn Nagel, Deborah Henault, and Judith Sartucci
Absent: no one
Quorum present.
Date meeting notice posted: August 21, 2017
Staff: none

B. PUBLIC FORUM – none

C. ADOPTION OF AGENDA
A MOTION was made by Nagel, seconded by Checko to adopt the agenda with the addition of “Wethersfield Request” under New Business. In favor: Checko, Henault, and Nagel. Opposed: Sartucci.
Motion carried.

D. APPROVAL OF RECORD OF MINUTES
A MOTION was made by Sartucci, seconded by Nagel to approve the minutes of the July 18, 2017 Committee meeting. Motion carried unanimously.

E. UNFINISHED BUSINESS. None.

F. NEW BUSINESS
1. End of Year 2017 Financial Statement
   • Brown reviewed the agency’s unaudited financial through June 30, 2017 and answered and clarified issues for the Committee
   • Overall the unaudited revenue for FY16-17 appears to be on target with budget estimates.
   • It appears that the agency may see a small surplus over expenses depending upon any accounting adjustments that may need to be made during the audit process.
   • Auditor has begun his review of agency accounts for FY 2017.
2. **July 2017 Financial Statement Review**
   - Brown reviewed the first monthly financial report for FY 2018 through July 31, 2017 and answered and clarified issues for the Committee about various line items.

3. **Status of State Per Capita Funding**
   - Brown reported that the State Per Capita Funding is being restored to statutory rates for FY17-18.
   - Agency has received check from state for per capita funding.

4. **Discussion with Agency CPA on potential fiscal issues and opportunities**
   - Simon Jiang, Agency’s CPA, completed a review of the agency’s fiscal status using several accounting measures. He provided a summary of his findings and recommendations for each.
   - Among these he suggested that the agency seek to diversify revenue streams through adjustment of fees, seeking out new grant opportunities and seek investment opportunities for reserves that would yield a higher return.
   - Brown was directed to investigate process to get federal ID for grant application purposes and contact several district directors to get information on property leasing options and potential deductions.
   - Committee will review document and recommendations provided by Jiang and discuss further at its next meeting.

5. **Wethersfield Town Manager Request**
   - Request from Town Manager for a reduction in the agency’s FY per capita membership fee to the Town was discussed.
   - Committee concurred that this could not be done and recommendations were made for a response.

G. **NEXT MEETING**
   1. The Finance Committee will meet at 6:30 PM in the Wethersfield Town Library on Tuesday, September 19, 2017. Agenda: further review and discussion of document and recommendations provided by Jiang.

H. **ADJOURNMENT**
   A **MOTION** was made by Henault, seconded by Nagel to adjourn. **Motion carried unanimously.** The meeting adjourned at 12:16 PM.

Respectfully submitted,

Charles K. Brown Jr.
Recorder pro tem

**REVIEWED AND APPROVED BY COMMITTEE:** September 19, 2017