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**CENTRAL CONNECTICUT HEALTH DISTRICT
FINANCE COMMITTEE MEETING
BERLIN COMMUNITY CENTER
March 31, 2009**

Unapproved Working Notes

I. Call to order and attendance

Meeting called to order at 7:00 p.m. Attending: Patricia Checko (Chair), Kevin Borrup, Nancy Klatt and Art Yoaps.

II. Review and approval of minutes(January 8, 2009)

A MOTION was made by Kevin Borrup to accept the minutes of January 8, 2009 and seconded by Art Yoaps. All in favor, MOTION CARRIED.

III. Selection of New Auditor

Committee members reviewed the letter from the proposed auditor. Members noted that the current auditor had also been recommended by the outgoing auditor and that had worked out well. They did not believe that putting out a call for proposals would result in a better candidate. The committee recommended that the Director of Health contact the references and then enter into negotiations with the candidate. The proposed auditor fees should be in line with past practice. The committee also inquired about how many health districts, non-profits and public agencies the auditor currently represents.

IV. Establishing definitions for various accounts (e.g., Capital Improvement Fund, Financial Reserve Fund)

The committee discussed the capital fund and reserve fund concepts, authorizations and uses. They determined there will be only two fund account designations: a Capital Fund and a Reserve Fund.

Currently the set aside for 90 day operating funds is set at 25% by Board policy. This is subject to change by Board action. It is part of the reserve fund and not a separate account. As an example the committee noted the last financial statement which reported a 28% reserve fund balance (of which 25% is set aside).

Definitions are attached and will be presented to the Board at the April 16, 2009 meeting.

V. Strategic Plan Assignments

The Governance Committee has assigned Goal I (2) 2 and Goal III (2) to the Finance Committee.

Goal I (2) 2 pertains to a fiscal accountability model. There was some discussion of what this really meant. The current accounting model in use by the district is sound and has flexibility to adjust to future needs. Nancy reminded the committee that Kevin had sent an e-mail in January 2008 that addressed this issue. She will send it to the committee members for further discussion.

Goal III (2) pertains to development of a grant funding process that ensures on-going resources for programs. The committee noted that CCHD had hired a full-time coordinator to implement this strategy. Pat noted that the current strategy is fragmented and a cohesive framework. Most grants are one time funding or unrelated to on-going, sustainable public health agendas (e.g., obesity). This is something the Program Workgroup can assist with.

Given that both these goals fall within the context of a financial “survival” plan, the committee discussed a framework for the Financial Retreat agreed to by the Board.

This will be a half day retreat to be held on a Saturday morning in May to discuss current and future issues related to the fiscal health and viability of the district. We will not use a facilitator and will need to have a very structured agenda and ground rules to achieve our proposed goals. Staying away from Mother’s Day and Memorial Day weekends, May 16 and May 30 are the two possible dates. The committee will use e-mail to begin to define the goals and outcomes and then meet again to finalize the plans for the retreat. This plan will be brought to the Board for discussion and acceptance.

VI. Other Business

Pat brought the committee up to date on the status of the Governor’s budget. Efforts have had an effect on the local public health budget voted out of public health committee. The per capita has been increased to \$1.85. This would represent \$174,755 for CCHD, a \$56,678 increase over the initial proposal of \$1.25.

Meeting adjourned at 8:15 p.m.

Respectfully submitted,
Patricia J. Checko
Chair, Finance Committee