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CENTRAL CONNECTICUT HEALTH DISTRICT

FINANCE COMMITTEE

Wethersfield Community Center, Room S-1
30 Greenfield Street, Wethersfield, CT

December 7, 2011 – 6:30 p.m.

Working Notes (unapproved)

I. Call to order and attendance

Meeting called to order at 6:34 p.m.

Attending: Kevin Borrup, Dianne Doot, Grant Golub, Judy Sartucci, Paul Hutcheon,
Pat Checko (Chair), (6:40).

Excused: Carolyn Wysocki

Quorum.

II. Public Forum

None.

III. Review and reorder agenda

No Action.

IV. Review and approval of minutes and working notes (November 10, 2011)

A MOTION was made by Dianne, seconded by Grant to approve the minutes and working notes of the November 10, 2011 meeting. Motion carried unanimously.

Pat arrives 6:40 p.m.

V. Preparation of FY 12/13 Budget

Committee reviewed the draft budget presented and discussed committee member ideas. Committee agreed to the following:

- Show \$20,000 contribution to Retirement Trust Fund as a line item under employee benefits.
- Eliminate line items showing grant funding for salaries.
- Check overtime amount to ensure coverage.
- Establish a trust for the Retirement Trust Fund.
- Recommend increasing the legal fees line item to \$3,000.
- Recommend increasing the operating reserve fund set aside to equal 35% of expenditures.
- Recommend using operating reserve funds to fund accreditation efforts.

VI. Other Business

None.

VII. Next meeting Date

Joint with Human Resources Committee. Tuesday, December 13, 2011.

A MOTION to adjourn was made by Kevin, seconded by Dianne. Motion carried unanimously.

Meeting adjourned at 8:30 p.m.

Respectfully submitted,
Paul Hutcheon, M.P.H., R.S. Director of Health