BOARD OF HEALTH
FINANCE COMMITTEE
March 19, 2019 Meeting
MINUTES

A. CALL TO ORDER AND ATTENDANCE
Chairman Deborah Henault called the meeting to order at 12:03 PM in the
Conference Room of CCHD in Rocky Hill, CT.
Present: Patricia Checko, Deborah Henault and Charles Brown
Excused: Kevin Borrup and Barbara Gilbert
Quorum present.
Date meeting notice posted: March 18, 2019
Staff: none

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

C. ADOPTION OF AGENDA
A MOTION was made by Checko, seconded by Brown to adopt the agenda as
presented. Motion carried unanimously.

D. APPROVAL OF RECORD OF MINUTES
A MOTION was made by Checko, seconded by Brown to approve the minutes of
February 19, 2019 Committee meeting as posted. Motion carried unanimously.

E. UNFINISHED BUSINESS
1. Centralization Update
   Brown reported that the move may still come in under budgeted amount
   but it would be close to budgeted amount. Brown updated the Committee
   on the fiscal status of the office setup, specifically with the IT consultants
   (TAB Computers) that have continued installation and correcting issues
   with the IT infrastructure. Financial tracking is being captured in one
   account, but will be categorized appropriately at the end of the move and
   a transfer from the Capital Reserve account will be made to cover these
   expenses.

2. Update on status of Fraud Risk Assessment
   Brown reported that student intern that was interested in project has
   bowed out. He will consult with auditor and accountant to determine next
   steps.

3. Executive Session for the purposes of discussing:
   Collective bargaining contract negotiations as pertains to the FY2019-2020
   budget
   A MOTION was made by Checko, seconded by Brown to go into executive session
   at 12:16pm. Motion carried unanimously. In session: Brown, Checko and
   Henault. Out of session at 12:57pm. No Action by Committee.
F. NEW BUSINESS
   1. February 2019 Financial Statement Review
      ● Brown reviewed the monthly financial reports for FY 2018-19 through February 28, 2019 and answered and clarified issues for the Committee about various line items.

      A MOTION was made by Checko, seconded by Brown to accept the financial statements through February 28, 2019. Motion carried unanimously

G. NEXT MEETING
   1. The Finance Committee will meet on April 16, 2019 at 12:00 PM in the CCHD offices in Rocky Hill.
   2. Agenda:
      a. Monthly financial statements
      b. FY 19-20 proposed budget preparations
      c. Fraud Risk Assessment Update

H. ADJOURNMENT
   A MOTION was made by Checko, seconded by Brown to adjourn. Motion carried unanimously. The meeting adjourned at 1:15 PM.

Respectfully submitted,

Charles K. Brown Jr.
Recorder pro tem

REVIEWED AND APPROVED BY COMMITTEE: April 16, 2019