A. CALL TO ORDER AND ATTENDANCE
Chairman Deborah Henault called the meeting to order at 12:04 PM in the Director's Office of CCHD in Rocky Hill, CT.
**Present:** Deborah Henault, Barbara Gilbert, Patricia Checko, Kevin Borrup (via conference call) and Charles Brown
**Excused:** None  **Quorum present.**
**Date meeting notice posted:** July 5, 2019
**Staff:** none

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

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

D. APPROVAL OF RECORD OF MINUTES
A MOTION was made by Gilbert, seconded by Checko to approve the minutes of June 18, 2019 Committee meeting as posted. **Motion carried unanimously.**

E. UNFINISHED BUSINESS
1. Executive Session for the purposes of discussing:
   - Collective bargaining contract negotiations as pertains to the FY2019-2020 budget
A MOTION was made by Gilbert, seconded by Checko to go into executive session at 12:04pm. **Motion carried unanimously.** In session: Brown, Checko, Gilbert, Borrup and Henault. Out of session at 12:13pm.
   No actions taken as a result of Executive Session.

F. NEW BUSINESS
1. June 2019 Financial Statement Review
   - Brown reviewed the monthly financial reports for FY 2018-19 through June 30, 2019 and answered and clarified issues for the Committee about various line items.

   A MOTION was made by Gilbert, seconded by Checko to accept the financial statements through June 30, 2019. **Motion carried unanimously.**
2. **FY2019-2020 Budget Implementation**
   a. Brown reported that accounts for new fiscal year have been established and were being utilized to capture expenses against the adopted budget.
   b. Committee discussed mileage reimbursement and impact of potential server replacement on budget.

3. **Fraud Risk Assessment Update**
   a. Brown reported that Simon Jiang, accountant serving CCHD, had assisted Cheryl Kissinger in completing forms for Fraud Risk Assessment that had been provided by our auditor.

G. **NEXT MEETING**
   1. The Finance Committee will meet on August 13, 2019 at 12:00 PM in the CCHD offices in Rocky Hill.
   2. **Agenda:**
      a. Monthly financial statements
      b. Fraud Risk Assessment Summary

H. **ADJOURNMENT**
   A MOTION was made by Gilbert, seconded by Checko to adjourn. **Motion carried unanimously.** The meeting adjourned at 12:48 PM.

Respectfully submitted,

Charles K. Brown Jr.
Recorder pro tem

**REVIEWED AND APPROVED BY COMMITTEE:** August 13, 2019