BOARD OF HEALTH
FINANCE COMMITTEE
October 19, 2021 Meeting
MINUTES

A. CALL TO ORDER AND ATTENDANCE
Deborah Henault, the Chair called the meeting to order via call at 12:05 PM in the Director's Office of CCHD in Rocky Hill, CT and online via call and Zoom.

Present: Charles Brown, Patricia Checko (Zoom), and Deborah Henault (Zoom).
Excused: Barbara Gilbert  Quorum present.
Date meeting notice posted October 18, 2021
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 accept the agenda with the addition of “FITO Stipend Discussion” under New Business. Motion carried unanimously.

D. APPROVAL OF RECORD OF MINUTES
MOTION was made by Checko, seconded by Brown to approve the minutes of September 14, 2021 at the next meeting due to incorrect minutes being sent. Motion carried unanimously.

E. UNFINISHED BUSINESS
1. FY 2020-21 Audit Update
Brown reported that the auditor has met with our office manager over the past 2 day period. Office manager is providing information for review but report will likely not be ready for next Board meeting.

F. NEW BUSINESS
1. August 2021 Financial Statement Review
• Brown reviewed the monthly financial reports for FY 2020-2021 through September 30, 2021 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 September 30, 2021. Motion carried unanimously
2. FITO Stipend Discussion
   - Brown recommended a stipend be established for the position of Food Inspection Training Officer (FITO) due to the state requirement to have one per district and the additional responsibilities the position entails.
   - A MOTION was made by Checko, seconded by Henault to establish a stipend of $2000 total annually to be paid in equal sums in December and June for the individual certified as the agency FITO. Motion carried unanimously

G. NEXT MEETING
   1. The Finance Committee will meet on November 16, 2021 at 12:00 PM in the CCHD offices in Rocky Hill and via teleconference.
   2. Agenda:
      a. Monthly financial statements
      b. FY 2020-21 Audit Update

H. ADJOURNMENT
   A MOTION was made by Checko, seconded by Brown to adjourn. Motion carried unanimously. The meeting adjourned at 12:31 PM.

Respectfully submitted,

Charles K. Brown Jr.
Recorder pro tem

REVIEWED AND APPROVED BY COMMITTEE: November 16, 2021