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## **BOARD OF HEALTH FINANCE COMMITTEE**

**October 16, 2018 Meeting  
MINUTES**

### **A. CALL TO ORDER AND ATTENDANCE**

Chairman Pat Checko called the meeting to order at 5:40 PM in the Mezzanine Conference Room of the Wethersfield Library in Wethersfield, CT.

**Present:** Patricia Checko, Deborah Henault and Charles Brown

**Excused:** Judith Sartucci

**Quorum present.**

**Date meeting notice posted:** October 15, 2018

**Staff:** none

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

### **C. ADOPTION OF AGENDA**

**A MOTION** was made by Henault, seconded by Brown to adopt the agenda as presented. **Motion carried unanimously.**

### **D. APPROVAL OF RECORD OF MINUTES**

**A MOTION** was made by Henault, seconded by Brown to approve the minutes of September 18, 2018 Committee meeting as posted. **Motion carried unanimously.**

### **E. UNFINISHED BUSINESS**

#### **1. Centralization Update**

- Brown updated the Committee on the status of the lease contract negotiations. Build out expenses for conference room are main obstacle to execution of the contract.

### **F. NEW BUSINESS**

#### **1. August 2018 Financial Statement Review**

- Brown reviewed the monthly financial reports for FY 2018 through September 30, 2018 and answered and clarified issues for the Committee about various line items.

**A MOTION** was made by Henault, seconded by Brown to accept the financial statements through September 30, 2018. **Motion carried unanimously**

#### **2. Discussion of Draft Audit for FY 17-18**

- Committee reviewed draft audit document for FY 17-18. Overall, committee members were satisfied with the audit and agreed that no major issues needed to be addressed in financial management of the agency other than to conduct the fraud risk assessment previously identified.

**A MOTION** was made by Henault, seconded by Brown to forward the draft audit to the Board for consideration at the October Board of Health meeting. **Motion carried unanimously.**

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**H. NEXT MEETING**

1. The Finance Committee will meet on Tuesday, November 13, 2018 at 5:30 PM in the Wethersfield Library.
2. Agenda:
  - a. Monthly financial statements
  - b. Centralization update

**I. ADJOURNMENT**

**A MOTION** was made by Henault, seconded by Brown to adjourn. **Motion carried unanimously.** The meeting adjourned at 6:49 PM.

Respectfully submitted,

Charles K. Brown Jr.  
Recorder pro tem

**REVIEWED AND APPROVED BY COMMITTEE:**            November 13, 2018