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BOARD OF HEALTH FINANCE COMMITTEE

**October 18, 2016 Meeting
MINUTES**

A. CALL TO ORDER AND ATTENDANCE

Chairman Pat Checko was unable to attend this meeting.

A MOTION was made by Judith Sartucci, seconded by Deborah Henault to have Charles Brown chair the meeting in the Checko's absence. **Motion carried unanimously.**

Brown called the meeting to order at 6:35 PM in the Shedd Study Room of the Wethersfield Town Library, Wethersfield, CT.

Present: Charles Brown, Deborah Henault, Jerilyn Nagel, and Judith Sartucci (via conference call)

Excused: Patricia Checko, **Quorum present.**

Date meeting notice posted: October 14, 2016

Staff: none

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

C. ADOPTION OF AGENDA

A MOTION was made by Sartucci, seconded by Brown to adopt the agenda with the following amendment: _____

Motion carried unanimously.

D. APPROVAL OF RECORD OF MINUTES

A MOTION was made by Nagel, seconded by Sartucci to approve the minutes of the September 20, 2016 Committee meeting as posted. In favor: Brown, Nagel and Sartucci. Opposed: no one. Abstention: Henault. **Motion carried.**

E. UNFINISHED BUSINESS. None.

F. NEW BUSINESS

1. Review of Financial Report dated September 30, 2016

- Brown reviewed the first monthly financial report for FY 2017 dated September 30, 2016 and answered and clarified issues for the Committee about various line items
- This represents the first quarter financial report and per Board policy will need to go to the Board for review and approval at its upcoming meeting on October 20, 2016.
- Revenues are coming in as expected.
- Expenditures are occurring as expected.

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2. Review of Draft Audit Report for FY 2015-2016

- Charles Costello of Costello Associates, the agency's auditor, provided a draft of his audit report for FY 2015-2016 for Committee review. He will present to the Board at its October 20, 2016 meeting.
- Committee reviewed the report and identified a list of questions to ask Costello at the Board meeting.
- Need to check date of the Board's severance agreement with its former Director of Health to see if it affects audit report.
- Agency should have finished FY \$33,000 in the black.
- Committee members suggested that going forward Brown:
 - Look at the value of the in-kind services provided (e.g., free office space at RH town hall; use of town cars; professional and nonprofessional volunteer time, etc.)
 - Bring information on fees and permits to future Finance Committee meeting to answer questions being raised by Committee members.

3. Executive Session to discuss agency's accountant services.

A MOTION was made by Sartucci, seconded by Nagel to go into Executive Session pursuant to Conn. Gen Stat 1-200(6)(A) to discuss issues related to the agency's accountant services. **Motion approved unanimously.**

In executive session at 7:55 PM. Present: Brown, Henault, Nagel and Sartucci. Out of executive session at 8:06 PM.

- No action taken on items discussed in executive session.
- Will put on agenda again for the next Finance Committee meeting on November 15, 2016.

G. NEXT MEETING

- Next meeting date is on Tuesday, November 15, 2016 at 6:30 PM – Wethersfield Town Library.

H. ADJOURNMENT

A MOTION was made by Henault, seconded by Nagel to adjourn. **Motion carried unanimously.** The meeting adjourned at 8:09 PM.

Respectfully submitted,

Judith A. Sartucci
Recorder pro tem

REVIEWED AND APPROVED BY COMMITTEE: November 15, 2016