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## **BOARD OF HEALTH**

### **FINANCE COMMITTEE**

**November 13, 2018 Meeting**  
**MINUTES**

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

Chairman Deborah Henault called the meeting to order at 5:34 PM in the Mezzanine Conference Room of the Wethersfield Library in Wethersfield, CT.

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

**Excused:** Kevin Borrup and Barbara Gilbert

**Date meeting notice posted:** November 10, 2018

**Staff:** none

**Quorum present.**

**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 October 16, 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. The contract has been executed and staff have been working with identified contractors for furniture selection once buildout is complete. IT consultants have been engaged in identifying options and a final selection of supporting IT agency is pending final evaluation of proposals. Moving company has been selected and move date is projected end of December.

#### **F. NEW BUSINESS**

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

- Brown reviewed the monthly financial reports for FY 2018 through October 31, 2018 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 October 31, 2018. **Motion carried unanimously**

##### **2. Discussion of Fraud Risk Assessment**

- Brown stated that he was reaching out to Costello and Associates to determine the level of assessment required for the agency. Additionally, a student from ECSU Finance had reached out about a potential internship project and this might align with our needs.

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**G. NEXT MEETING**

1. The Finance Committee will meet on Tuesday, December 18, 2018 at 5:30 PM in the Wethersfield Library.
2. Agenda:
  - a. Monthly financial statements
  - b. Centralization update

**H. ADJOURNMENT**

**A MOTION** was made by Checko, seconded by Brown to adjourn. **Motion carried unanimously.** The meeting adjourned at 6:17 PM.

Respectfully submitted,

Charles K. Brown Jr.  
Recorder pro tem

**REVIEWED AND APPROVED BY COMMITTEE:** \_\_\_\_\_