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BOARD OF HEALTH

FINANCE COMMITTEE

August 28, 2018 Meeting **MINUTES**

A. CALL TO ORDER AND ATTENDANCE

Chairman Pat Checko called the meeting to order at 5:35 PM in the Mezzanine Conference Room of the Wethersfield Library in Wethersfield, CT.

Present: Patricia Checko, Deborah Henault, Judith Sartucci and Charles Brown

Absent: None

Quorum present.

Date meeting notice posted: August 23, 2018

Staff: none

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

C. ADOPTION OF AGENDA

A MOTION was made by Sartucci, seconded by Henault to adopt the agenda as presented.

Motion carried unanimously.

D. APPROVAL OF RECORD OF MINUTES

A MOTION was made by Henault, seconded by Sartucci to approve the minutes of July 17, 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.
- He also updated the committee on the search for companies to provide IT and furniture purchasing planned.

F. NEW BUSINESS

1. June 2018 Financial Statement Review

- Brown reviewed the monthly financial reports for FY 2018 through July 31, 2018 and answered and clarified issues for the Committee about various line items.
- Question raised about the residual interest from the new defunct Retirement Account.

A MOTION was made by Sartucci, seconded by Henault to recommend to Board to move residual interest money from the Retirement Account to Capital Reserve Account. **Motion Carried unanimously.**

A MOTION was made by Henault, seconded by Sartucci to accept the financial statements through July 31, 2018. **Motion carried unanimously**

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2. FY 17-18 Audit

- Brown reported on the FY 17-18 audit that is currently underway.
- He reported that CCHD should have conducted a fraud risk assessment in FY17-18 as suggested by the auditor. Committee discussed this and recommended that it be conducted in the 3rd Quarter of FY 18-19.

G. EXECUTIVE SESSION - for the purposes of discussing position funding as pertains to the 2018-2019 budget

A MOTION was made by Sartucci, seconded by Henault to go into executive session at 6:25pm. **Motion carried unanimously.** In session: Brown, Checko, Henault and Sartucci. Out of session at 7:35pm.

A MOTION was made by Henault, seconded by Sartucci to recommend creation of a new position to combine emergency preparedness and environmental health functions based on satisfactory fiscal review of feasibility by the Finance Committee; and to request Human Resources Committee to investigate necessary personnel actions. **Motion carried unanimously.**

H. NEXT MEETING

1. The Finance Committee will meet on Tuesday, September 18, 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 Sartucci to adjourn. **Motion carried unanimously.** The meeting adjourned at 7:36 PM.

Respectfully submitted,

Charles K. Brown Jr.
Recorder pro tem

REVIEWED AND APPROVED BY COMMITTEE: September 18, 2018