



BOARD OF HEALTH
FINANCE COMMITTEE
October 17, 2017 Meeting
MINUTES

A. CALL TO ORDER AND ATTENDANCE

Chairman Pat Checko called the meeting to order at 6:40 PM in the Mezzanine Conference Room of the Wethersfield Library in Wethersfield, CT.

Present: Charles Brown, Patricia Checko, Deborah Henault, and Jerilyn Nagel

Absent: Judith Sartucci

Quorum present.

Date meeting notice posted: October 13, 2017

Staff: none

B. PUBLIC FORUM – none

C. ADOPTION OF AGENDA

A MOTION was made by Henault, seconded by Nagel to adopt the agenda after removing the Discussion of Investment Committee under Unfinished Business and changing the date for the next meeting to November 14, 2017. **Motion carried unanimously.**

D. APPROVAL OF RECORD OF MINUTES

A MOTION was made by Henault, seconded by Checko to approve the minutes of the September 19, 2017 Committee meeting. Nagel abstained. **Motion carried.**

E. UNFINISHED BUSINESS.

- No report.

F. NEW BUSINESS

1. September 2017 Financial Statement Review

- Brown reviewed the monthly financial report for FY 2018 through September 30, 2017 and answered and clarified issues for the Committee about various line items.
- **A MOTION** was made by Henault, seconded by Nagel to accept the financial statements through September 30, 2017. **Motion carried unanimously**

2. Review of Audit Documents

- Brown went over auditor's recommendations with committee relating to training of staff on accrual accounting process and Fraud Risk Assessment. Brown will follow up with auditor on draft audit before the Board meeting.

3. Centralization Cost Discussion

- Brown reviewed the projected one-time and recurring costs with the committee members. The committee member suggested increased fees and training fees to support costs of overhead.

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G. NEXT MEETING

1. The Finance Committee will meet at 6:30 PM in the Wethersfield Town Library on Tuesday, November 14, 2017. Agenda: Investment Committee structure and fiscal impacts of centralization of offices.

H. ADJOURNMENT

A MOTION was made by Henault, seconded by Nagel to adjourn. **Motion carried unanimously.** The meeting adjourned at 7:30 PM.

Respectfully submitted,

Charles K. Brown Jr.
Recorder pro tem

REVIEWED AND APPROVED BY COMMITTEE: November 14, 2017