



**BOARD OF HEALTH  
FINANCE COMMITTEE  
October 19, 2021 Meeting  
MINUTES**

**A. CALL TO ORDER AND ATTENDANCE**

Deborah Henault, the Chair called the meeting to order via call at 12:05 PM in the Director's Office of CCHD in Rocky Hill, CT and online via call and Zoom.

**Present:** Charles Brown, Patricia Checko (Zoom), and Deborah Henault (Zoom).

**Excused:** Barbara Gilbert **Quorum present.**

**Date meeting notice posted** October 18, 2021

**Staff:** none

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

**C. ADOPTION OF AGENDA**

**A MOTION** was made by Checko, seconded by Brown to accept the agenda with the addition of "FITO Stipend Discussion" under New Business. **Motion carried unanimously.**

**D. APPROVAL OF RECORD OF MINUTES**

**MOTION** was made by Checko, seconded by Brown to approve the minutes of September 14, 2021 at the next meeting due to incorrect minutes being sent. **Motion carried unanimously.**

**E. UNFINISHED BUSINESS**

**1. FY 2020-21 Audit Update**

Brown reported that the auditor has met with our office manager over the past 2 day period. Office manager is providing information for review but report will likely not be ready for next Board meeting.

**F. NEW BUSINESS**

**1. August 2021 Financial Statement Review**

- Brown reviewed the monthly financial reports for FY 2020-2021 through September 30, 2021 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 September 30, 2021. **Motion carried unanimously**

**CCHD FINANCE COMMITTEE**

**October 19, 2021 Meeting**

**Page 2**

**2. FITO Stipend Discussion**

- Brown recommended a stipend be established for the position of Food Inspection Training Officer (FITO) due to the state requirement to have one per district and the additional responsibilities the position entails.
- **A MOTION** was made by Checko, seconded by Henault to establish a stipend of \$2000 total annually to be paid in equal sums in December and June for the individual certified as the agency FITO. **Motion carried unanimously**

**G. NEXT MEETING**

1. The Finance Committee will meet on November 16, 2021 at 12:00 PM in the CCHD offices in Rocky Hill and via teleconference.
2. Agenda:
  - a. Monthly financial statements
  - b. FY 2020-21 Audit Update

**H. ADJOURNMENT**

**A MOTION** was made by Checko, seconded by Brown to adjourn. **Motion carried unanimously.** The meeting adjourned at 12:31 PM.

Respectfully submitted,

Charles K. Brown Jr.

Recorder pro tem

**REVIEWED AND APPROVED BY COMMITTEE:** November 16, 2021