



**BOARD OF HEALTH  
FINANCE COMMITTEE  
November 16, 2021 Meeting  
MINUTES**

**A. CALL TO ORDER AND ATTENDANCE**

Deborah Henault, the Chair called the meeting to order via call at 12:04 PM in the Director's Office of CCHD in Rocky Hill, CT and online via call and Zoom.

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

**Excused:** None **Quorum present.**

**Date meeting notice posted** November 15, 2021

**Staff:** none

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

**C. ADOPTION OF AGENDA**

**A MOTION** was made by Checko, seconded by Gilbert to accept the agenda as presented. **Motion carried unanimously.**

**D. APPROVAL OF RECORD OF MINUTES**

**MOTION** was made by Checko, seconded by Gilbert to approve the minutes of October 19, 2021. **Motion carried unanimously.**

**E. UNFINISHED BUSINESS**

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

Brown reported that the auditor has been provided information for review but report will not be ready for next Board meeting. Anticipate audit being ready for December Board meeting.

**F. NEW BUSINESS**

**1. October 2021 Financial Statement Review**

- Brown reported the monthly financial reports for FY 2020-2021 through October 31, 2021 were not completed in time for the meeting. Committee agreed to review at the December meeting.

**2. ELC2 Grant Discussion**

- Brown reviewed the Expanding Lab Capacity (ELC)2 grant application that was recently provided to CCHD. The grant is similar to the current ELC grant CCHD has that provides funding to support COVID-19 response via several positions in the agency.

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**CCHD FINANCE COMMITTEE**

**November 16, 2021 Meeting**

**Page 2**

- This new grant runs from March 2022 to November 2023 and could support positions into 2023. Total amount for the new grant is \$395,908.
- Committee reviewed grant requirements and provided comments on challenges and opportunities it provides. Brown will attend question and answer session to get more information on allowable activities prior to decision on application.

**G. NEXT MEETING**

1. The Finance Committee will meet on December 14, 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 Gilbert to adjourn. **Motion carried unanimously.** The meeting adjourned at 12:36 PM.

Respectfully submitted,

Charles K. Brown Jr.

Recorder pro tem

**REVIEWED AND APPROVED BY COMMITTEE:** January 18, 2022