



**BOARD OF HEALTH  
FINANCE COMMITTEE  
December 15, 2020 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 (Zoom).

**Excused:** Kevin Borrup **Quorum present.**

**Date meeting notice posted** December 14, 2020

**Staff:** none

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

**C. ADOPTION OF AGENDA**

**A MOTION** was made by Gilbert, seconded by Checko to accept the agenda adding Executive Session for purposes of personnel salary review under New Business.

**Motion carried unanimously.**

**D. APPROVAL OF RECORD OF MINUTES**

**MOTION** was made by Checko, seconded by Gilbert to approve the minutes of November 17, 2020 Committee meeting. **Motion carried unanimously.**

**E. UNFINISHED BUSINESS**

None

**F. NEW BUSINESS**

**1. November 2020 Financial Statement Review**

- Brown reviewed the monthly financial reports for FY 2020-2021 through November 30, 2020 and answered and clarified issues for the Committee about various line items.

**A MOTION** was made by Gilbert, seconded by Checko to accept the financial statements through November 30, 2020. **Motion carried unanimously**

**2. CCHD Audit update**

- Brown reviewed with committee a draft of FY 2019-2020 audit that was delayed due to COVID-19 issues. Auditor will review with Board at December Board of Health meeting.

**MOTION** was made by Gilbert, seconded by Checko to recess meeting at 12:34pm. **Motion carried unanimously.**

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**MOTION** was made by Gilbert, seconded by Checko to reconvene meeting at 12:37pm. **Motion carried unanimously.**

**3. Executive Session for the purpose of personnel salary review**

- **A Motion** was made by Gilbert, seconded by Checko to enter executive session for the purpose of reviewing personnel salary. **Motion carried unanimously.** Brown, Gilbert, Checko and Henault entered session at 12:37pm. Out of session at 1:07pm.
- **A Motion** was made by Gilbert, seconded by Checko to recommended salary adjustments discussed in executive session at next Board of Health meeting. **Motion carried.** Checko abstained.

**G. NEXT MEETING**

1. The Finance Committee will meet on January 19, 2021 at 12:00 PM in the CCHD offices in Rocky Hill and via teleconference.
2. Agenda:
  - a. Monthly financial statements

**H. ADJOURNMENT**

**A MOTION** was made by Gilbert, seconded by Checko to adjourn. **Motion carried unanimously.** The meeting adjourned at 1:08 PM.

Respectfully submitted,

Charles K. Brown Jr.  
Recorder pro tem

**REVIEWED AND APPROVED BY COMMITTEE:** January 19, 2021