



**BOARD OF HEALTH
FINANCE COMMITTEE
December 17, 2019 Meeting
MINUTES**

A. CALL TO ORDER AND ATTENDANCE

Chairman Deborah Henault called the meeting to order at 12:02 PM in the Director's Office of CCHD in Rocky Hill, CT.

Present: Charles Brown, Deborah Henault (via conference call), Patricia Checko (via conference call), Kevin Borrup (via conference call), and Barbara Gilbert (via conference call).

Excused: None **Quorum present.**

Date meeting notice posted: December 12, 2019

Staff: none

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

C. ADOPTION OF AGENDA

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

D. APPROVAL OF RECORD OF MINUTES

A MOTION was made by Checko, seconded by Borrup to approve the minutes of November 12, 2019 Committee meeting as posted. **Motion carried unanimously.**

E. UNFINISHED BUSINESS

F. NEW BUSINESS

1. November 2019 Financial Statement Review

- Brown reviewed the monthly financial reports for FY 2019-2020 through November 30, 2019 and answered and clarified issues for the Committee about various line items.

A MOTION was made by Checko, seconded by Gilbert to accept the financial statements through November 30, 2019. **Motion carried unanimously**

2. FY 2020-2021 Budget Projections Discussion

- Brown reviewed preliminary budget items for consideration and comment of the committee members. Brown is finalizing expense data from first year in the new office to assist in cost projections for the next fiscal year. Checko suggested inclusion of Community Health Assessment, Community Health Improvement plan and Strategic Plan as expense items need to be considered.

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CCHD FINANCE COMMITTEE
December 17, 2019 Meeting
Page 2

3. Committee Meeting dates for 2020

- Committee reviewed proposed meeting dates with Brown. Memo showing meetings will be posted per FOI requirements.

G. NEXT MEETING

1. The Finance Committee will meet on January 14, 2020 at 12:00 PM in the CCHD offices in Rocky Hill.
2. Agenda:
 - a. Monthly financial statements

H. ADJOURNMENT

A MOTION was made by Gilbert, seconded by Borrup to adjourn. **Motion carried unanimously.** The meeting adjourned at 12:37 PM.

Respectfully submitted,

Charles K. Brown Jr.
Recorder pro tem

REVIEWED AND APPROVED BY COMMITTEE: January 14, 2019