



**BOARD OF HEALTH  
FINANCE COMMITTEE  
March 17, 2020 Meeting  
MINUTES**

**A. CALL TO ORDER AND ATTENDANCE**

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

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

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

**Date meeting notice posted:** March 12, 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 as presented. **Motion carried unanimously.**

**D. APPROVAL OF RECORD OF MINUTES**

**A MOTION** was made by Gilbert, seconded by Checko to approve the minutes of February 18, 2020 Committee meeting as posted. **Motion carried unanimously.**

**E. UNFINISHED BUSINESS**

**1. FY 2020-2021 Budget Hearing Process**

- Brown suggested that due to COVID-19 that budget hearing be conducted via teleconference. Notice will be sent out to have hearing prior to the March Board of Health meeting and include phone number and passcode for callers to participate remotely. This would constitute an additional cost to the district but may be covered under response activities through supplemental funding of the district. Committee agreed with recommendations.

**F. NEW BUSINESS**

**1. February 2020 Financial Statement Review**

- Brown reviewed the monthly financial reports for FY 2019-2020 through February 29, 2020 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 February 29, 2020. **Motion carried unanimously**

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### **2. Capital Equipment Request**

- Brown presented the committee with a request to use funds from the Capital Reserve account to purchase teleconferencing equipment. This equipment would be dual purpose and provide video-conferencing capability for meeting remotely and production of public service announcements for use on the website and social media outlets. The request was approximately \$2800 dollars. Borrup requested that additional attention on microphone capability be researched to assure sound quality when conducting meetings remotely. Brown suggested using initial request to acquire capability and researching upgrade to microphones as a separate item. Committee agreed.
- **A motion** was made by Gilbert, seconded by Borrup to recommend to the Board of Health that approximately \$2800 be made available for purchase of teleconferencing equipment. **Motion passed unanimously.**

### **G. NEXT MEETING**

1. The Finance Committee will meet on April 21, 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:** April 14, 2020