



**BOARD OF HEALTH
FINANCE COMMITTEE
April 14, 2020 Meeting
MINUTES**

A. CALL TO ORDER AND ATTENDANCE

Chairman Deborah Henault called the meeting to order via call at 12:00 PM in the Director's Office of CCHD in Rocky Hill, CT.

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

Excused: None **Quorum present.**

Date meeting notice posted: April 10, 2020

Staff: none

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

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

A MOTION was made by Borrup, seconded by Gilbert to approve the minutes of March 17, 2020 Committee meeting with one change to date of next meeting. **Motion carried unanimously.**

E. UNFINISHED BUSINESS

1. FY 2020-2021 Budget Hearing Process

- Brown reviewed that due to COVID-19 that budget hearing be conducted via teleconference. Notice was sent out to have regulated community provide comments to Brown via email. Brown will then read any comments into the record after the hearing is in progress. Henault will be provided with a script as hearing officer. Committee agreed with recommendations.

2. Capital Equipment Request

- Brown updated the committee on the use of 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 and most of the equipment has come in and will be installed as components arrive.

CCHD FINANCE COMMITTEE

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PUBLIC HEALTH for BERLIN, NEWINGTON, ROCKY HILL, WETHERSFIELD

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F. NEW BUSINESS

1. March 2020 Financial Statement Review

- Brown reviewed the monthly financial reports for FY 2019-2020 through March 30, 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 March 30, 2020. **Motion carried unanimously**

G. NEXT MEETING

1. The Finance Committee will meet on May 19, 2020 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 Henault to adjourn. **Motion carried unanimously.** The meeting adjourned at 12:28 PM.

Respectfully submitted,

Charles K. Brown Jr.
Recorder pro tem

REVIEWED AND APPROVED BY COMMITTEE: Approved May 19, 2020