



**BOARD OF HEALTH
FINANCE COMMITTEE
May 18, 2021 Meeting
MINUTES**

A. CALL TO ORDER AND ATTENDANCE

Deborah Henault, the Chair called the meeting to order via call at 12:08 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 May 17, 2021

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.

Motion carried unanimously.

D. APPROVAL OF RECORD OF MINUTES

MOTION was made by Gilbert, seconded by Checko to approve the minutes of April 13, 2021 Committee meeting. **Motion carried unanimously.**

E. UNFINISHED BUSINESS

- None

F. NEW BUSINESS

1. April 2021 Financial Statement Review

- Brown reviewed the monthly financial reports for FY 2020-2021 through April 30, 2021 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 April 30, 2021. **Motion carried unanimously**

2. Performance Award Discussion

- Brown and Checko requested the committee consider performance awards for all staff for their outstanding work during the COVID-19 response. Checko reported that similar awards are being undertaken at the state level. Committee agreed that staff had earned recognition for their efforts.
- **A MOTION** was made by Gilbert, seconded by Checko to recommend to the Board issuance of performance awards for staff of CCHD. **Motion carried unanimously**

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3. A MOTION was made by Gilbert, seconded by Checko to enter Executive session for the purposes of discussing personnel matters. Motion carried unanimously. Entered session at 12:25pm with Brown, Henault, Checko and Gilbert attending. Out at 12:36pm

- **A Motion** was made by Gilbert, seconded by Checko to recommend actions discussed in Executive Session to Board of Health for employee salary adjustment. Motion passed unanimously.

G. NEXT MEETING

1. The Finance Committee will meet on June 15, 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 Checko, seconded by Gilbert to adjourn. **Motion carried unanimously.** The meeting adjourned at 12:39 PM.

Respectfully submitted,

Charles K. Brown Jr.

Recorder pro tem

REVIEWED AND APPROVED BY COMMITTEE: June 15, 2021