



**BOARD OF HEALTH
FINANCE COMMITTEE
May 19, 2020 Meeting
MINUTES**

A. CALL TO ORDER AND ATTENDANCE

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

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

Excused: Kevin Borrup **Quorum present.**

Date meeting notice posted: May 18, 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 Checko, seconded by Gilbert to approve the minutes of April 14, 2020 Committee meeting. **Motion carried unanimously.**

E. UNFINISHED BUSINESS

1. Capital Equipment Purchase Update

- Brown updated the committee on the use of funds from the Capital Reserve account to purchase teleconferencing equipment. This equipment is dual purpose and provides video-conferencing capability for meeting remotely and production of public service announcements for use on the website and social media outlets.
- The total purchase amount was \$3118 and was submitted for reimbursement under COVID-19 emergency funding.
- The equipment has come in and will be installed this week.

F. NEW BUSINESS

1. April 2020 Financial Statement Review

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

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G. NEXT MEETING

1. The Finance Committee will meet on June 16, 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 Checko, seconded by Gilbert to adjourn. **Motion carried unanimously.** The meeting adjourned at 12:38 PM.

Respectfully submitted,

Charles K. Brown Jr.
Recorder pro tem

REVIEWED AND APPROVED BY COMMITTEE: June 16, 2020