



**BOARD OF HEALTH
FINANCE COMMITTEE
June 16, 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 (Zoom), Kevin Borrup (Zoom), Deborah Henault (Zoom) and Barbara Gilbert (Zoom).

Excused: None **Quorum present.**

Date meeting notice posted: June 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 Borrup 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 May 19, 2020 Committee meeting. **Motion carried unanimously.**

E. UNFINISHED BUSINESS

- None

F. NEW BUSINESS

1. May 2020 Financial Statement Review

- Brown reviewed the monthly financial reports for FY 2019-2020 through May 31, 2020 and answered and clarified issues for the Committee about various line items.

A MOTION was made by Gilbert, seconded by Borrup to accept the financial statements through May 31, 2020. **Motion carried unanimously**

2. Fraud Risk Assessment Summary

- Brown had shared Fraud Risk Assessment documents with committee at previous meetings. Brown reviewed Fraud Risk Assessment Summary document which compiled highlighted areas identified for consideration by the accountant in their review of the assessment. Committee members reviewed recommendations from CCHD staff on appropriate control measures currently in place and areas for improvement. Committee agreed that cash receivables procedures could benefit from connections to licensure database as an additional control measure.

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A MOTION was made by Gilbert, seconded by Borrup to accept the fraud risk assessment summary document. **Motion carried unanimously**

3. Contact Tracing Equipment Update

- Brown reported that CCHD would be looking to utilize a Verizon application to assuage the need for purchase of phones for contact tracing. The service cost \$25 per application per month but would be reimbursable through COVID-19 funding.

G. NEXT MEETING

1. The Finance Committee will meet on July 14, 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 Borrup, seconded by Checko to adjourn. **Motion carried unanimously.** The meeting adjourned at 12:49 PM.

Respectfully submitted,

Charles K. Brown Jr.
Recorder pro tem

REVIEWED AND APPROVED BY COMMITTEE: August 25, 2020