



**BOARD OF HEALTH
FINANCE COMMITTEE
August 25, 2020 Meeting
MINUTES**

A. CALL TO ORDER AND ATTENDANCE

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

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

Excused: None **Quorum present.**

Date meeting notice posted: August 19, 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 Henault to accept the agenda as presented. **Motion carried unanimously.**

D. APPROVAL OF RECORD OF MINUTES

A MOTION was made by Gilbert, seconded by Henault to approve the minutes of June 16, 2020 Committee meeting. **Motion carried unanimously.**

E. UNFINISHED BUSINESS

1. Equipment Update

- Brown reported that previous equipment purchase authorized from Capital Reserve account was reimbursed through COVID-19 funding. Brown requested funding for additional camera equipment to assist capturing mass vaccination clinic operations for the purposes of evaluation and promotional purposes. Brown requested \$550 from Capital Reserves.

A MOTION was made by Gilbert, seconded by Borrup to authorize funding from Capital Reserve account to fund equipment purchase. **Motion carried unanimously**

F. NEW BUSINESS

1. June 2020 Financial Statement Review

- Brown reviewed the monthly financial reports for FY 2019-2020 through June 30, 2020 and answered and clarified issues for the Committee about various line items.

A MOTION was made by Gilbert, seconded by Henault to accept the financial statements through June 30, 2020. **Motion carried unanimously**

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2. July 2020 Financial Statement Review

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

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

G. NEXT MEETING

1. The Finance Committee will meet on September 15, 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 Borrup to adjourn. **Motion carried unanimously.** The meeting adjourned at 12:36 PM.

Respectfully submitted,

Charles K. Brown Jr.

Recorder pro tem

REVIEWED AND APPROVED BY COMMITTEE: September 15, 2020