



**77 Main Street North, Suite 205
Southbury, CT 06488
Finance Sub-Committee
Monday 9/23/2023, 2:00 PM**

Voting Members in Attendance

John Michaels (Southbury)(Finance Sub-Committee Chair)
Michael Crespan (New Milford)
Deb Fuller (Woodbury)

Non Voting Members in Attendance

Amy Bethge, MPH (Director of Health) (recording)

MEETING MINUTES

Meeting called to order - John Michaels - 2:04

Grant Accounting Narrative

Mr. Michaels shared two documents that were developed by Finance Committee members and reviewed by HVHD's auditor regarding how to properly account for grants within financial reporting. Mr. Michaels shared that the auditor agreed that these documents provided a good framework for appropriate grant accounting. Mr. Michaels stated that he had discussed this accounting process with HVHD's bookkeeper and is confident that the process will be implemented accordingly.

Year End Financials

The Committee reviewed and discussed the year end financial statements. Mr. Michaels stated that although the formatting requires some revision, the reports appropriately reflect the District's finances and that HVHD finished out the year on track with regard to budgeted income and expenses.

August 2024 Month Two Financials

The Committee reviewed and discussed financial statements for the first and second month of the new fiscal year. Ms. Fuller noted that Ms. Bethge provided staff salary increases as budgeted for the new fiscal year, but did not process her own salary increase. Ms. Fuller indicated that Ms. Bethge should go ahead and process her budgeted salary increase. Mr. Michaels and Mr. Crespan agreed. Ms. Fuller noted that she would reach out to the Board Chair to schedule a meeting regarding Ms. Bethge Performance Evaluation as required by the Bylaws.

IT Replacements

The Committee reviewed two quotes that were provided for an upgraded server. Ms. Fuller recommended that the quotes be shared with an IT representative from another town within the District who has subject matter expertise regarding information technology, as Committee members do not have experience in this space. Ms. Bethge stated that she would share the quote with another IT representative from a town within the District for their review.

Per Capita Grant Application

The Committee reviewed the Per Capita Grant Application that was submitted to the State Department of Public Health for FY 24/25.

Discussion of Mileage Policy Revisions

The Committee reviewed the internal mileage policy for Environmental Health staff. Based on review of the current financial information associated with mileage, the Committee reported that internal recommendations regarding Sanitarian staff tracking mileage from their respective home office was sufficient.

Meeting Adjournment - 3:07pm

Motion to adjourn: John Michaels

Second: Deb Fuller

All in Favor

Motion Carries

Minutes recorded by:



Amy Bethge