



77 Main Street North, Suite 205  
Southbury, CT 06488  
**BOARD OF DIRECTORS MEETING**  
**Finance Sub-Committee**  
Tuesday 9/05/2023, 4:00 PM

**Voting Members in Attendance**

John Michaels (Southbury)(Finance Sub-Committee Chair)  
Deb Fuller (Woodbury)

**Non Voting Members in Attendance**

Amy Bethge, MPH (Director of Health)  
Jen Luis (Operations Manager)

**MEETING MINUTES**

**Discussion:**

- There were undeposited funds showing in the quickbooks balance sheet. A second step was not completed to match the checks in quickbooks with the online banking deposits. The company hired to train the HVHD staff did not complete the training with the staff.
- Discussion of back up staff members for the accounting in case one is not available in the office.
- Grants money for ELC2 was received in the fiscal year 2022/2023 that was for expenses in the FY21/22 FY which shows in the balance sheet.
- Infrastructure for the grants receivable and expenses needs to be set up in quick books.
- Internal record keeping for grants to show budget and allocation of grant money
- Discussion on setting up comparison of previous budgets to current budget.

**Action Taken:**

- A new company was hired and is in the process of training the HVHD staff to ensure the second step is completed when matching deposits with quickbooks and the online banking.
- There will be at least two more staff members trained as back ups for quickbooks.
- A deadline will be given to the company fixing all the issues from the past company who was hired for quickbooks for the 2022/2023 FY to be correct and ready for the auditor by 9/15/23.
- A system for grant receivables and expenditures is being put in place through quickbooks as there is already a spreadsheet that gets completed for the quarterly reports for the State of CT.
- Staff will be trained on the functionalities of quickbooks to ensure budget comparisons and other functionalities.

**Meeting Adjournment - 4:53pm**

*Motion to adjourn: John Michaels*  
*Second: Deb Fuller*  
*All in Favor*  
*Motion Carries*

Minutes recorded by:

A handwritten signature in black ink, appearing to read "Jennifer Luis", is written over the printed name.

Jennifer Luis