

Special Board Finance & Audit Committee

Meeting Minutes

April 22, 2021

3:00-4:00 pm

Regular Meeting

[Zoom Meeting Recording](#)

Committee Members Present: Patrick Charmel, Mark Raymond

Opening, Roll Call, Opening Statement:

Mark Raymond recognized a quorum and called the meeting to order at 3:01 pm.

Meeting Agenda

Motion: Mark Raymond asked for a motion that the committee accept the April 22 meeting agenda. Patrick Charmel created the motion. Mark Raymond seconded. There was no further discussion. None opposed. **Motion carried.**

Meeting Minutes

Motion: Mark Raymond asked for a motion that the committee approve the July regular meeting minutes, September special meeting and October meeting minutes. Pat Charmel created the motion. Mark Raymond seconded. There was no further discussion. None opposed. **Motion carried.**

Finance & Audit Committee Meeting Schedule

Motion: Mark Raymond asked for a motion that the committee approve the Finance & Audit Committee meeting schedule. Patrick Charmel created a motion. Mark Raymond seconded. There was no further discussion. None opposed. **Motion carried.**

Audit Update

Michelle Puhlick shared an update on the audit progress. The Board fully approved the auditor Marcum to perform audit functions for Connie. The audit process is funded through Fiscal Year 2021 with the OHS/Connie Contract. The audit is well underway and aims to be finalized in the next week.

Once the report is finalized, the F&AC will meet with the auditor to review the draft annual audit report.

Budget and Finance Update

Jenn recalled that Connie is 100% funded through federal and state funds primarily from the HITECH Act for Federal Fiscal Year 2021. The Connie contract with OHS has been fully executed as of March 1, 2021. Jenn provided a draft milestone timeline for Connie to meet in advance of FFY21, as the budget is driven largely by meeting the milestones. Jenn shared an update of the completed milestone to date or underway.

Executive Session

Motion: Mark Raymond asked for a motion that the Board enter executive session regarding personnel matters. Mark invited Stacey Benicewicz from CRISP to join the session. Patrick Charmel created the motion. None opposed. **Motion carried.**

I. Adjournment

Motion: Mark Raymond asked for a motion to adjourn. Patrick Charmel made the motion. Mark Raymond seconded. The meeting adjourned at 3:46 pm.