

**HEALTH INFORMATION TECHNOLOGY EXCHANGE OF CONNECTICUT**  
**Finance Committee Meeting Minutes**  
**Monday, March 5, 2012**  
**3:00 PM – 4:00 PM**

**COMMITTEE MEMBERS PRESENT:** Daniel Carmody, Mark Aronowitz, Jeff Asher, Pat Moro

**COMMITTEE MEMBERS ABSENT:**, John Brady, Kevin Carr, Marie O'Brien, Richard Schubach, Joe Segarra

**HITE-CT REPRESENTATIVES PRESENT:** David Gilbertson, Christine Kraus

**HITE-CT REPRESENTATIVES ABSENT:** Lori Reed-Fourquet

**CALL TO ORDER**

D. Carmody called the meeting to order at 3:00 PM.

Subcommittee reviewed the following financial policies and suggested revisions as noted.

**Travel and Entertainment Policy      F206**

- Will add language that the CEO must pre-approve
  - lodging costs that exceed the GSA per-diem rate,
  - personal car use for travel over 200 miles,
  - reimbursable customer business meals.
- Will remove language that shuttle vans be used whenever possible.
- Will modify language so out-of-state personal car reimbursement is for mileage rate or best available airfare.
- Will modify language so maximum reimbursement for employee business meals is equal to the GSA per-diem for meals.
- Simplify language so receipts are required for all conference fees, meals, lodging, and miscellaneous conference expenses in excess of \$25.
- Need to explore our accident liability for employees traveling on Company business.

**Fixed Asset Controls                      F208**

- Will modify language so a Fixed Asset Register will be maintained by an assigned staff person.
- Will modify unit costs to \$5,000 for furniture, equipment, and leasehold improvement expenditures for capitalization/addition to the Fixed Asset Register.

**Leases                                              F210**

- No changes proposed.

**Purchasing                                      F211**

- Will update to reflect that the policy is aligned with the State of CT DAS State Purchasing Procedures <http://das.ct.gov/cr1.aspx?page=15>

**Records Retention****F212**

- Will delete the retention rules and include the link to the Public Safety and Emergency Services Records Schedule that will be followed:  
<http://www.cslib.org/publicrecords/stateretsched/S10PubSafe2010.pdf>

**Monthly Closing****F215**

- Will edit the fiscal year to last day of June.
- Will add the reporting requirements from Sec. 1-123;  
<http://www.cga.ct.gov/current/pub/chap012.htm>

**The meeting adjourned at 4:00 p.m.**