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**CENTRAL CONNECTICUT HEALTH DISTRICT  
GOVERNANCE COMMITTEE MEETING  
ROCKY HILL TOWN HALL  
June 3, 2010**

**Working Notes (Approved)**

**I. Call to order and attendance**

Meeting called to order at 5:06 p.m. Attending: Judy Sartucci (Chair), Carolyn Wysocki, Kevin Borrup and Paul Hutcheon.

Excused: Nancy Klatt

**II. Review and Reorder agenda.**

- Add discussion of Robert's Rules.
- Add Strategic Planning and Essential Services Framework.

**A MOTION was made by Kevin Borrup to approve the reorder of the agenda. Seconded by Carolyn Wysocki. MOTION CARRIED UNANIMOUSLY.**

**III. Approval of Minutes and Working Notes (May 6, 2010)**

**A MOTION was made by Kevin Borrup to approve the minutes and working notes of May 6, 2010. Seconded by Carolyn Wysocki. MOTION CARRIED UNANIMOUSLY.**

**V. c. Robert's rules**

The Committee discussed Robert's Rules. A book on Robert's Rules has been ordered for use at Board meetings.

**IV. Old Business**

**a. Regionalization**

The Committee reviewed two handouts from Judy –Notes on regionalization – revised, dated 8-25-09 and Policy Guidance on District Expansion.

DPH is convening a follow-up committee to implement the recommendations of the Governor's Council on regionalization. It will convene on June 9, 2010 and Carolyn Wysocki has again been asked to serve on it.

**A MOTION was made by Kevin Borrup to deliver a report on regionalization to the Board from the Governance Committee. Seconded by Carolyn Wysocki. MOTION CARRIED UNANIMOUSLY.**

**b. Strategic Planning – Essential Services Framework**

The Committee discussed various approaches for strategic planning. As part of the upcoming accreditation process public health agencies will be required to put in place a community assessment, a strategic plan and a quality improvement program. For its next meeting the Committee will review the agency's vision and mission statements from its 2007 plan as a basis for further planning.

**V. New Business**

**a. Ways to improve Board meetings**

Judy distributed a handout with some suggestions. Discussion tabled.

**b. Board advocacy role**

Tabled.

**c. Robert's Rules**

Discussed above.

**VI. Other Business**

No discussion.

**VII. Next meeting date**

Next meeting tentatively scheduled for July.

A MOTION was made by Kevin Borrup to adjourn. Seconded by Carolyn Wysocki. MOTION CARRIED UNANIMOUSLY.

Meeting adjourned at 6:50 p.m.

Respectfully submitted,  
Paul Hutcheon, M.P.H., R.S. Director of Health